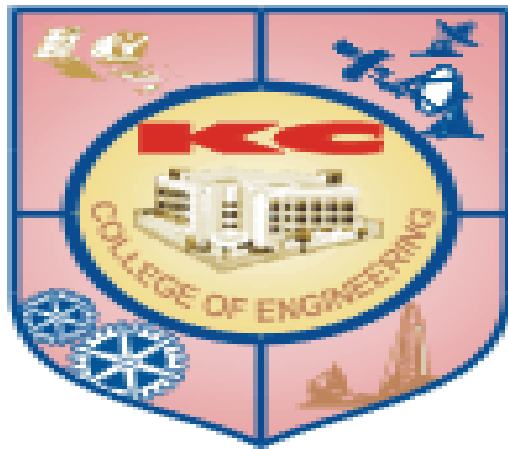# Student Handbook

Excelssior Education Society's
K. C. College of Engineering and Management Studies and Research
Kopri, Thane (East)

Student Handbook (Version 1.1)

STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT

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STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT

Preface

The Code of Student's conduct at K. C. College of Engineering & Management Studies & Research endeavors to maintain an environment most conducive to a friendly, productive and safe working relationship between students and staff**.**

This handbook is intended to support you as an entering and continuing undergraduate in K.C. College of Engineering & Management Studies & Research at University of Mumbai. It has been prepared as a reference guide to the policies and procedures of the college. We hope that you will find the information you need for both planning and understanding your engineering education.

The College would also like to emphasize the importance of the social and ethical implications of the work of engineers as a contribution to the improvement of society.

We provide a platform for all students to enhance their technical skills and expand their knowledge in all domains. Personality development opportunities are provided through co-curricular and the extra-curricular activities like**:**

- Cultural events

- Sports Events

- Seminar/Workshop/Conferences

These events help the students to enhance their communication skills, develop the understanding of social responsibility and corporate work culture. Events are organized by various students' forums at inter- / intra-collegiate level.

This Handbook indicates the standard procedures and practices of the K.C. College of Engineering & Management Studies & Research for all students pursuing varied courses. The code applies to the on campus conduct of all students and also applies to the off campus conduct of the students in activities like internships, field trips etc. All students must abide by this Code of Ethics and Conduct and the rights, responsibilities including the restrictions flowing from it failing which may invite disciplinary action against them.
All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the institute.

1. Tips for First year Engineering students.

1. Communicate frequently with faculty, staff and other students.
2. Read your campus notice board frequently.
3. Set reasonable short-term and long-term goals and expectations for yourself.
4. Start early to develop a rapport with your professors.
5. Participate in student clubs and college events.
6. Explore the campus to see what resources are available to help you in your studies.
7. Consistent study habits are important: Study – Focus – Study!
8. Make sure you have completed the prerequisites for courses.
9. Complete all assignments.
10. Join/Form a study group.
11. Seek help when needed (tutoring, medical, personal, etc).
12. Meet all deadlines.
13. Pay all fees on time.
14. Be on time for classes and appointments.

2. Help Desk

College	Reception	912225326088
Grievances cell	Mrs.Reeta.S.(Vice-Principal)	7710062311
Anti-ragging cell	Mr.Hasib Shaikh	9930958032

*** Campus timing: 9.30 am to 6.00 pm***

3. Jurisdiction

The Institute shall have the jurisdiction over the conduct of the students enrolled with the institute and to take cognizance of all acts of misconduct which are taking place on the institute campus which shall include

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a) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the institute.

b) Any violations of the Sexual Harassment Policy of the institute against other students/ staff of the Institute. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

c) Possession or use of weapons, explosives or destructive devices.

d) Possession/ consumption of prohibited drugs, alcohol and/or smoking etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding in/off-campus community.

4. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occurs on the Institute and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

a) Attendance is an important element of successful studies, and regular attendance at all lectures and tutorials is expected .He/she shall be regular and will maintain minimum attendance as per rules of University of Mumbai. Students who are unable to attend classes for an extended period must provide a written explanation with supporting documentation to the institute office. (E.g. in case of sickness, a medical certificate must be provided.)

b) In the event, a student is forced to discontinue studies for any legitimate reason; such a student may be relieved from the institute subject to written consent of the Principal.

c) As a result of such relieving, the student shall be required to clear pending dues and if a student had joined the institute on a scholarship, the said grant shall be revoked.

3.3. If any student is unable to produce the identity card, issued by the institute, or refusing to produce it on demand by campus security guards will be liable for disciplinary action.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the institute's interests and reputation substantially.

3.5 All students should not indulge in any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, region, language, disability, physical or mental disability, gender identity, etc.

3.6 All students must deter from indulging in intentionally damaging or destroying institute property or property of other students and/or faculty members

3.7 All students should not indulge in any disruptive activity in a class room or in an event sponsored by the Institute

3.8 All students must uphold academic integrity, respect all persons and their rights and property and safety of others.

3.9 Students are not allowed to

- Accept membership of religious or terrorist groups banned by the institute/Government of India
- Indulge in theft or unauthorized access to others resources
- Misbehave during any activity of the institute
- Engage in creating unreasonable noise; pushing and showing participating in a riot or group disruption at the Institute
- Students are expected not to interact, on behalf of the institute, with media representatives or invite media persons on to the campus without the written permission of the institute authorities
- Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the institute on the social media or indulging in any such related activities having grave consequences on the reputation of institute.
- Theft or abuse of the institute resources such as computer and electronic instruments/communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of institute property or facilities of offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- Any kind of academic misconduct like plagiarism, cheating in examination.
- Violation of University rules: Violation of any published university regulations, policies or rules or violation of laws is punishable.

3.10 The student would have an **academic integrity**

Academic integrity encompasses honesty and responsibility and awareness relating to ethical standards.It which forms an integral part of the Code, applies to all students at the institute and are required to adhere to the said policy. Failure to uphold these principles of academic integrity threatens both the reputation of the institute and the value of the degrees awarded to its students. Every member of the institute therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
It is essential for a student to treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

5. Anti-ragging policy

Ragging is an offence punishable as per law- resulting in imprisonment and / or heavy penalty

[REF.: University Grants Commission Circular No. F.1-16/2009(CPP-II), dated September 2009 as per the order of the Hon. Supreme Court of a India vide ref. no.: In SLP No. 24295 of 2006.]

Ragging means causing physical and / or mental trauma to a person as a result of physical abuse, manhandling, using abusive language or gestures or forcing to perform acts that may cause physical/mental damage.

Ragging is a social, cultural and psychological menace.

Any student, if found involved in any such activity directly or indirectly shall not only be expelled from the Institution, but the matter will be reported to Police / Legal authorities, for further necessary action.

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

2 RESTRICTIONS -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

3 EXPULSION -Expulsion of a student from the institute permanently. Indicating prohibition from entering the institute premises or participating in any student related activities or campus residences etc.

6. Parents Teacher Association

The community of Parents plays pivotal role in students' overall development. Parents and teachers discuss various issues of the students and find out the measures to solve the problems of students if any. Each class is divided into small groups and allotted a Mentor. Mentors function as bridge between students and the college. Parents can interact with the subject teachers and monitor the progress of their ward in the college. Mentors discuss study-related and personal problems with each student allotted to them and take their valuable feedback for qualitative development of the college. Regular meetings are conducted between students and Mentor-teacher. Students are also counseled regarding academics, extra-curricular and also on personal issues.

7. Students Grievance Committee

The students' grievance committee addresses grievances of students. Any student of the institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Committee, which consists of Chairperson, a senior faculty and an Office Superintendent.

Further, any student who is aware of any violations must report the same to the committee. The said grievance must be in writing and should be made within 30 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this code in cases of any complaints. The Principal is not a member of the committee, the report of the committee must be submitted to him within 5 working days of the meeting. The decision taken would be communicated to the student within 3 further working days.

APPEAL: If the delinquent student is aggrieved by the imposition of any of the above mentioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

Accept the recommendation of the committee and impose the punishment as suggested by Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct or refer the case back to the committee for reconsideration. In any case the Principal's decision is final.

8. LIBRARY

MEMBERSHIP OF LIBRARY AND ISSUE OF LIBRARY CARDS

1. All students automatically become members of the library on enrolment in a course.
2. The Library Card will be issued by the librarian.
3. All faculty and staff desirous of membership of the library will fill in Application Form for Library Membership and submit it after obtaining counter signatures of the HOD.
4. Library Card will be issued by librarian on receipt of completed application.

PROCEDURE FOR CIRCULATION OF BOOKS ON LOAN:

1. Books would be issued only for 10 days at one time to the students and for one semester to the Teaching and Non-Teaching Staff.

2. Re- issue of books may be done in the set of 10 days each for a maximum of three times or as long as no other Library Card holder requires the book and puts in the request to reserve the same. The moment the books issued reserved by another card holder, the same shall not be further extended to the current holder of the book. The faculty/staff shall be required to renew books at the end of each Semester to avoid any fine.

3. A student can at best keep only 4 books in his/her account at any point of time, whereas a faculty member may hold maximum of 10 books in his/her account.

4. Books shall be issued only after the Library Card is produced .Book to be issued shall also be scanned for its barcode.

5. For re-issue after the last date for return of the book, the book has to be physically brought to the library circulation counter and due fine paid before getting it re-issued as a fresh issue.

6. Within the period specified, failing to return the books on time would be liable to pay fine as laid down from time to time.

7. Students withdrawing admission will be required to take "No Due Certificate" from the library.

ACCOUNTING OF FINE

Rate of fine: Rs 2/- per day

1. The fine received from the concerned person shall be as per above mentioned rules, in cash and a receipt prepared manually must be issued to the card holder.

2. If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately informed and by putting the information on the Notice Board.

3. If a book is misplaced/lost by a student/faculty/staff member, it should be brought into librarian's notice.

a. In case of loss of books, student/ staff can be allowed to replace the book, if approved by the Chairman Library Committee only in new and good condition, and of the same/newer edition/ publication & title.
b. Penalties for theft of books, defacing of books including tearing of pages, disturbances in the library etc., use of social networking sites in the Multimedia Section (which is solely meant for accessing e – journals) shall be decided by the Chairman Library Committee and after due approvals, will be displayed on the Library Notice Board for strict compliance.

4. The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He would be responsible to ensure that the accounting procedure is followed.

9. Rules of Examination
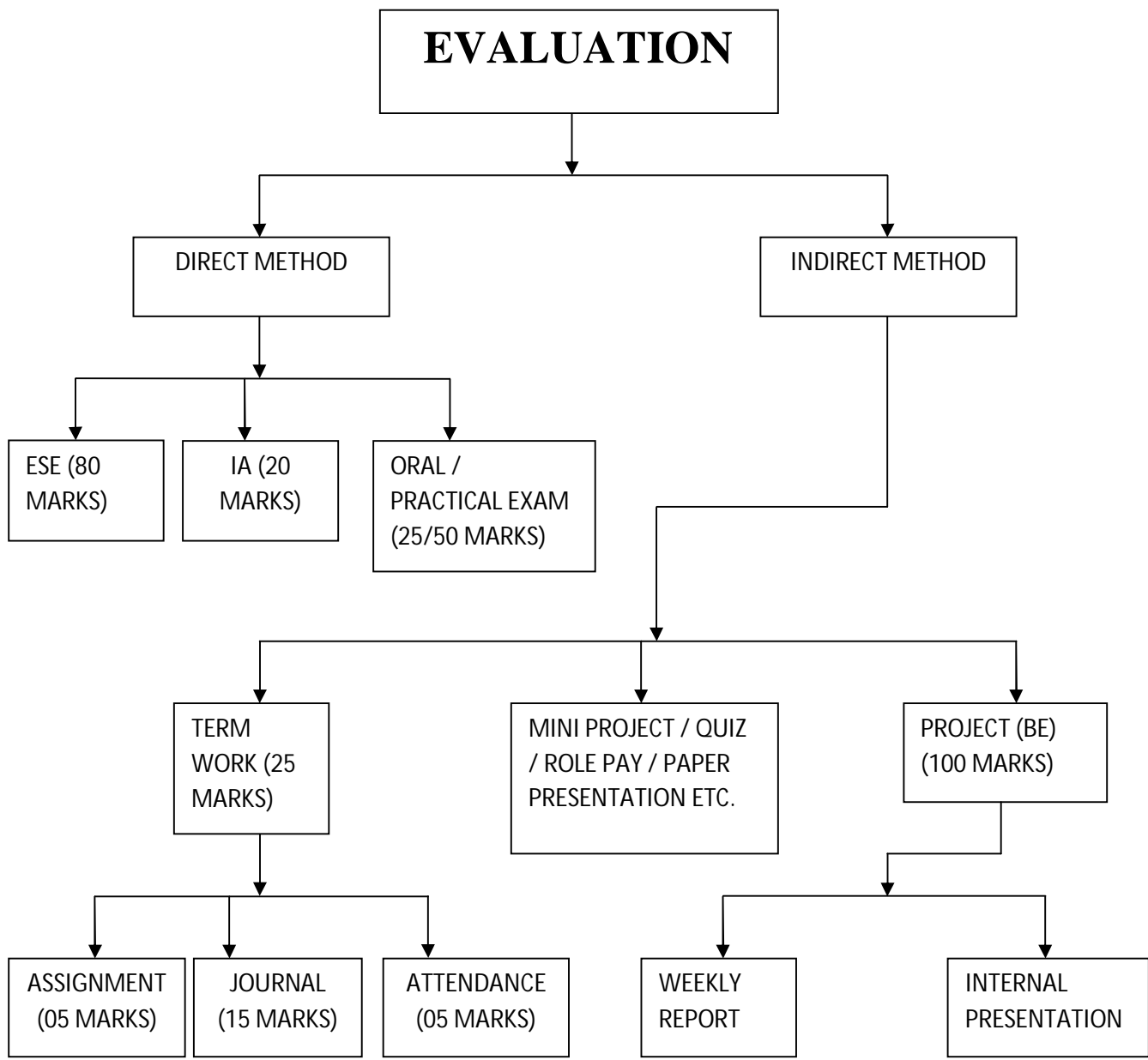
University Exam Process

1. The Exam Cell shall display notice for students to fill up online exam form as per within the duration mention by the University of Mumbai to students (Regular & ATKT) (the fees for the same are collected as part of the college fees) (URL: www.mu.ac.in)

2. Once the students filled the online form the printout of the same should be submitted exam cell along with the exam fee receipt (necessary documents should be attached).

3. Students should collect the acknowledgment copy of the form.

4. Online hall ticket will be generated one week before the examination students should take the printout and attached photograph get it stamped from exam cell.

College Exam Process

1. The Exam Cell shall distribute the Exam form of the University of Mumbai to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in. After verification, the exam cell approved the same.

2. The Exam cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time. Students shall make the payment or required examination fees in the Admin office and receipt shall be produced to the Exam cell.

3. The Hall Ticket will be available in the Exam cell / respective department one week before commencement of examination.

4. Students are required to collect the hall ticket, paste the photograph and get it stamp from Exam cell.

Instructions to be followed in the Examination Hall

1. Attendance is compulsory
2. All the students are required to compulsorily wear Id-cards without which students will not be allowed for the test.
3. Mobile Phones, Smart Watches, any other Electronic Gadgets are not allowed in the Exam hall.
4. All the students are required to reach 15 min before the time.
5. Carry your own belongings
6. No students will be allowed to ask borrow or lend any material during the examination.
7. Staplers will not be provided.
8. Students will not be allowed to bring in calculator covers in the examination.
9. All the students are required to bring their writing material in transparent boxes in to the Exam hall.

EVALUATION

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EVALUATION
   │
   ├──────────────────────────────┐
   ▼                              ▼
DIRECT METHOD                INDIRECT METHOD
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DIRECT METHOD
- ESE (80 MARKS)
- IA (20 MARKS)
- ORAL / PRACTICAL EXAM (25/50 MARKS)

INDIRECT METHOD
- TERM WORK (25 MARKS)
  - ASSIGNMENT (05 MARKS)
  - JOURNAL (15 MARKS)
  - ATTENDANCE (05 MARKS)
- MINI PROJECT / QUIZ / ROLE PAY / PAPER PRESENTATION ETC.
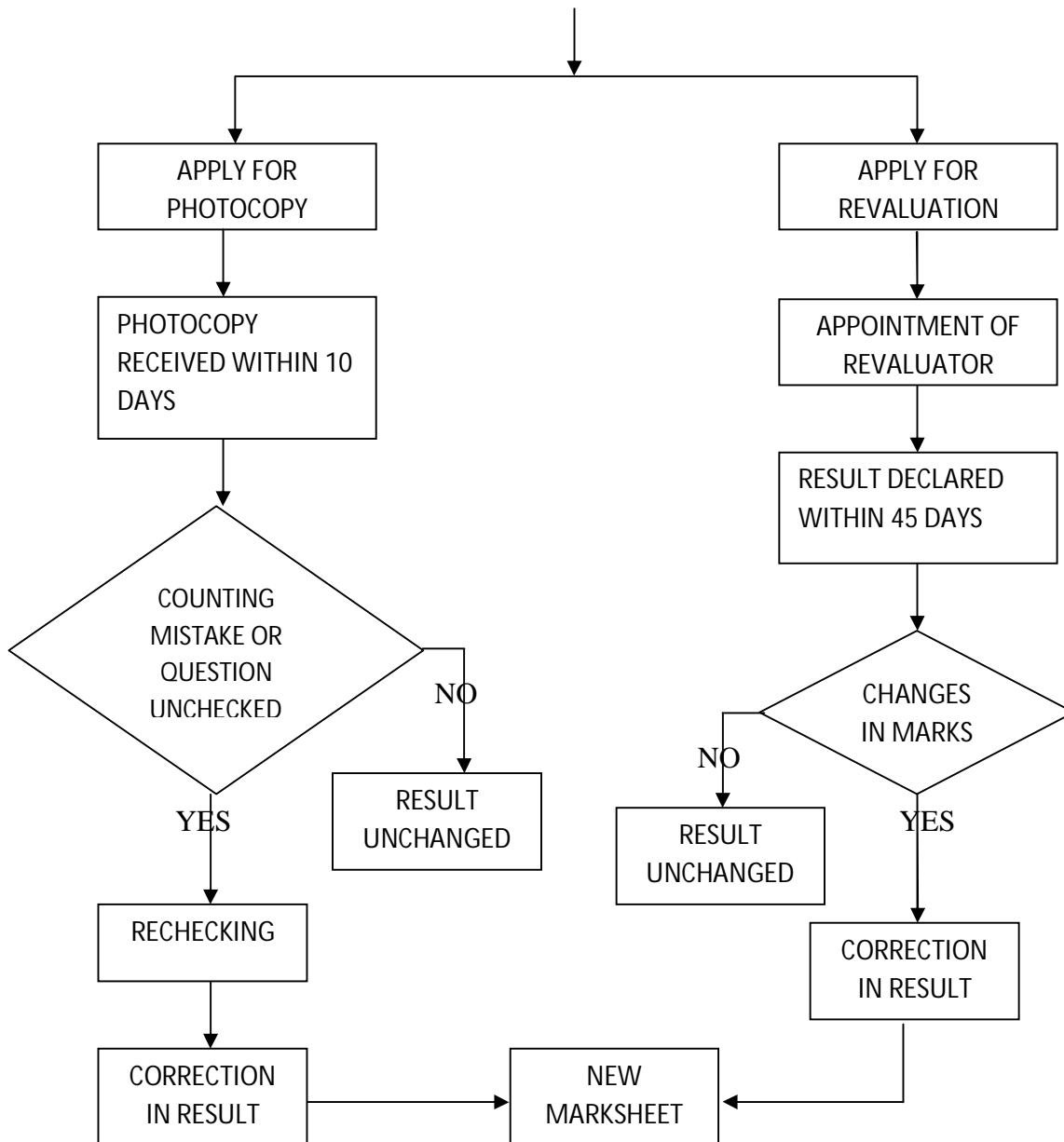- PROJECT (BE) (100 MARKS)
  - WEEKLY REPORT
  - INTERNAL PRESENTATION

Revaluation and Provisional Admission Process

1. After declaration of results, the Exam Cell shall display notice inviting students who desire a photocopy / revaluation of their answer sheets.
2. Accordingly, students shall apply for the revaluation / photocopy to the Exam Cell but before applying for same, they shall pay the revaluation / photocopying fees at Admin office. Subsequently, the Exam Cell shall issue the forms on the production of the receipt.
3. The duly filled in form shall be submitted to the Exam Cell along with the receipt.
4. In case of First and Final years, the Exam Cell shall send forms along with the payment to the University of Mumbai.
5. In the case of SE and TE, the Exam Cell shall initiate the revaluation process internally.
6. The result of re-valuation (for SE & TE) shall be put up on the Notice Board / College website. For FE & BE, the students shall receive the result directly from the University of Mumbai.
7. Students who are ineligible to attend the next class and have applied for re-valuation, can seek admission to the next class by paying a fee of Rs. 500/-, before declaration of the result of revaluation.
8. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of the revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the College or any part of the same shall not be refunded.

EXAM RELATED GRIEVANCES

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                    ┌──────────────┐         ┌──────────────┐
                    │  APPLY FOR   │         │  APPLY FOR   │
                    │  PHOTOCOPY   │         │ REVALUATION  │
                    └──────────────┘         └──────────────┘
                           │                        │
                  ┌──────────────────┐      ┌──────────────────┐
                  │  PHOTOCOPY       │      │ APPOINTMENT OF   │
                  │  RECEIVED WITHIN │      │  REVALUATOR      │
                  │  10 DAYS         │      └──────────────────┘
                  └──────────────────┘              │
                           │              ┌──────────────────┐
                                          │ RESULT DECLARED  │
                                          │ WITHIN 45 DAYS   │
                                          └──────────────────┘
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COUNTING MISTAKE OR QUESTION UNCHECKED

NO

RESULT UNCHANGED

YES

CHANGES IN MARKS

NO

RESULT UNCHANGED

YES

RECHECKING

CORRECTION IN RESULT

CORRECTION IN RESULT

NEW MARKSHEET

10. The College Committees

The College has a number of committees to provide a platform and opportunities for development of students and ultimately to the society. These committees are managed by the teaching community to build confidence, social awareness, develop leadership and to foster strong ties among various stakeholders of the institute.

The various committees and clubs functioning in the college are:

- Alumni Committee
- Anti-Ragging Committee
- Career counseling committee
- Entrepreneurship Cell
- Eco Club
- Library Committee
- Parent Interaction Committee
- Training & Placement Committee
- Research and Development Committee
- Rotaract Club
- Women Development Cell Committee
- Youth Red Cross

11. Sports and other facilities

The institute follows the norms laid down by All India Council for Technical Education (AICTE) for creating and enhancing the infrastructure regarding Sports and other facilities. There is provision for an adequate and necessary infrastructure is available with well-equipped laboratories, ambient class rooms and Seminar Halls. Such infrastructure and facilities help in participating in various academic, co-curricular and extra-curricular activities.

The College has Sports Ground, Indoor Quadrangle and Gymkhana Space. The Sports ground is used for outdoor games like Cricket, Football, Volleyball, Kabaddi, Kho-Kho and Tug-of-War. There is also facility for indoor game facility such as Badminton, Table Tennis, Carom and Chess available to students in the college.

The institute has a canteen facility for staff and students. There is provision of variety of healthy snacks and meal option for students at reasonable rates. There is an emphasis on providing nutritional and hygienic ambience at the college canteen.

12. Training & Placement Cell

The Training & Placement Cell of K. C. College of Engineering & Management Studies facilitates the process of placement of students passing out from the institute. It provides all possible assistance to its students in their efforts to find employment. It also collaborates with the leading organizations and institutes in setting up of internship and training program for students.

OBJECTIVES OF TPC:

•To develop the students to meet the Industries recruitment process requirements.

•To develop technical knowledge and soft skills in terms of career planning, goal setting in students.

•To organize campus recruitment drives by inviting industries & Corporate of repute for the students.

FACILITIES AT TPC:

•Students are counseled and guided to chalk out their career plan.

•The Cell operates round the year to facilitate contacts between companies and graduates.

•The Cell arranges training programs like Personality Development Program, Communication Skills Program, Group Discussion Practice, Mock Interview Sessions and Industry Internship Programs with a view of overall development of students.

KEY ACTIVITIES OF TRAINING AND PLACEMENT CELL

•   Final Placements

•   Summer Internship Programs

•   Personality Development

•   Career Counselling

•   Mock Interviews

•   Seminars

•   Strong Industry Interface

TRAINING & PLACEMENT COMMITTEE

The placement related activities, at the Institute, are carried out by Training & Placement committee. It comprises of faculties from various departments of the institute. Student representatives from various branches who are in their final year are also appointed as committee members. The committee is headed by the Training & Placement Officer.

13. The Alumni Association

The Alumni Association

The Alumni Association/Chapters which is registered and functional in the college contributes significantly to the development of the institution through financial and non-financial means during the last five years.

The Contribution of Alumni for institution plays very important role for its overall development The College takes initiative to connect with its ex-students via Facebook Whats app, LinkedIn. Our ex-students regularly visit college, send messages on Facebook and groups to keep the college updated about their job status as well as about current trends in market. They also mentor their junior students in academic and employment aspects.

Our Alumni, our role models!

Our Alumni are placed at higher post in good companies like IBM, Infosys, TCS, L'Oreal, Wipro, Zycus, eclinaical, Sutherland, Reliance JIO, Cap Gemini. Few of our alumni members are entrepreneur and running their companies like YUPS Tech Solutions Private Limited, Four brothers Private Limited. Codebeta and few are contributing in Armed force, Metro Railways, NSDL. Many have opted for higher studies in India & Abroad. Besides, we take pride in mentioning that our alumni are not only technically good but have also shown their excellence in various field like novel writing, photography, sports, fashion industries , blog writing and many other creative fields.

Alumni Activities in the College

Our alumni have addressed to various events within the college campus such as programme about future scope in engineering, admission process and opportunities available in engineering, motivational lectures for students, seminars & workshops. They also present career guidance lecture for students. Our Alumni have conducted FDP on advanced technology and IOT, workshop on 'Advance Python' for computer and IT branches. They presented session on topic 'Internet security and real life applications'.

Our alumni also visited school students to guide about engineering admission, JEE mock exam and other such sessions organized by staff in various schools and colleges. The College has organized different activities by inviting alumni whose guidance can be beneficial for our students. The Alumni association has conducted many activities like guest lectures, seminars, workshops, virtual placement and extracurricular activities were they are playing major role.

Thus, our alumni are actively involved in strengthening the teaching learning process, skill development avenues for students and for overall student development of student community of the college.

Our Alumni involvement in social work:

Our Alumni are remarkably contributing in social work and also encouraging present students to do many social activities. They donate lamps to a village; organize health camps, visit orphan homes, old age home. Numerous Blood donation & white platelet donation are done on regular basis. We are proud to share that our alumni are contributing for welfare of underprivileged children like 'Aadhar Youth foundation ', 'Divyang Kala Kendra'