



BAKLIWAL FOUNDATION

College of Arts, Commerce & Science, Vashi

[Affiliated to KKS University & Approved by GoM, AICTE, Delhi]

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Bakliwal Foundation

**College of Arts,
Commerce & Science,
Vashi**



**Hand-Book:
Code of Conduct & Ethics for
Students
2024 - 2025**



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1] Preamble:

This Handbook indicates the standard procedures and practices of the *Bakliwal Foundation College of Arts, Commerce & Science, Vashi* (hereinafter referred to as the „Institute“) for all students enrolling with the Institute for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the „Code“) and the rights, responsibilities including the restrictions flowing from it. That the Institute’s endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

The student code of conduct [Code] is established to foster and protect the core values of the *Bakliwal Foundation College of Arts, Commerce & Science, Vashi* to foster the scholarly and civic development of its students in a safe and secure learning environment and to protect the people, properties and processes that support the institution and its mission. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. The code of conduct is necessary to mark the boundaries of this needed order.

2] Jurisdiction:

The Institute shall have the jurisdiction over the conduct of the students associated /enrolled with the Institute and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the Institute campus or in connection with the Institute related activities and functions. Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and



discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

1. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad / student exchange;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the university or by registered student organizations;
4. Any activity that causes substantial destruction of property belonging to the Institution or members of the Institution community or causes serious harm to the health or safety of members of the Institution community;
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code.
6. Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
7. Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
8. Possession or use of weapons, explosives, or destructive devices off campus
9. Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
10. Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

In such instances, the institution / college may proceed with college disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.



3] About College:

Bakliwal Foundation College of Arts, Commerce & Science, Vashi, college is located at Sector 19, APMC Market, Navi Mumbai (Maharashtra) is established in the academic year 2020-21 under the Bakliwal Foundation's a profound educational movement offering education since last 20 years to the rural students of Navi Mumbai. Hon. CA Shri. Sanjay Bakliwal, who serves as founder trustee and president, and Mrs. Seema Bakliwal, who serves as executive president, formed this educational organization in the AY 2000. BFCACS offers under graduate courses of Bachelor courses in Arts, [Civil Services], Commerce [B.Com], Management [BBA] and in Computer [BCA], affiliated to University of K K S, a state university & recognized by the Government of Maharashtra. The majority of the students will be admitted in this College came from the rural, economically backward and agriculture background for which higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students.

Hon.CA Shri. Sanjay Bakliwal & Hon. Executive President Mrs. Seema Bakliwal is renowned Educationalist; Social Worker & Industrialist brought this dream of Sanstha, in to reality. The foundation of BFCACS is laid on the three pillars: 1] Discipline, 2] Dedication & 3] Determination which will transform the students to become adaptive towards the life Challenges is the uniqueness of the college. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning.

4] Emblem:

The open book is a symbol of learning and knowledge. It represents the learning that we strive to provide for our students so that they may continue to learn and develop throughout their lives. In a sense we envisage this to be lifelong learning.



The symbol of folded hands represents an array of abstract and concrete concepts. Some of these are positive like gratitude, spirituality, and hopefulness. It may also be representative of pleading, asking for something, or desiring an outcome. In addition to religious or spiritual meanings, the folded hands represent as a gesture of compassion, support. It is an expression of solidarity, respect, and good cheer. It is a show of respect, camaraderie, and unity. In communication terms, it could imply that the Sanstha / College wishes to demonstrate their concern and regard for aspirants.

The circle signifies unity, wholeness and infinity towards achieving quality education.

5] Motto:

Our motto is “ ”

It means that Knowledge is everyone's ornament or embellishment. Knowledge is the utmost strength of a person. It signifies the importance of knowledge in today's world, where strength is not measured in power or money or tools but in knowledge. It highlights that it is the duty of every student to work hard in the pursuit of knowledge.

6] Vision:

To provide higher education to the rural students at a low and affordable cost, without compromising the quality parameters of national education program, also inculcate committedness and social responsibilities among the students with Academic Excellence and integrity of character.

7] Mission:

1. To impart Quality education to the students coming from rural parts and to conduct different curricular & Co-curricular activities to enhance the academic as well as extension activities.
2. Integral development of human personality.



8] Objectives:

1. To provide value based education.
2. To make the students learn through experiments.
3. To create an environment for the students to think beyond the curriculum.
4. To give autonomy to the teaching staff to conduct experiments for the development of the students.
5. To inculcate committed work culture attitude in the minds of stakeholders in the college campus.
6. To contribute to the sustainable development and improvement of society.
7. To impart qualitative and valuable services in the field of higher education to the students of Panvel city and nearby villages.
8. To abolish the superstitious attitude and to develop scientific attitude in the students.
9. To provide job and skill oriented education.
10. To develop the all-round personality of the students.
11. To provide higher educational facilities to economically and socially backward students.
12. To develop innovative and research attitude in the students as well as teachers.
13. To create responsible and respectable citizens.

9] Quality Policies:

WE at BFCACS are committed to pursuit of excellence in the field of education in order to lead to development of good competent work force and contributing to nation building. To pursue global standards of



excellence in all our endeavours encompassing teaching, research, consultancy and continuing education and to remain focused in our core and support functions and in that direction to hold ourselves accountable to our stake holders, through embedded processes of self-evaluation and continuous improvement.

We endeavour to achieve this by continually improving our quality management systems through:

1. To provide organizational support for achieving „Quality” at all levels.
2. To involve and empower all in the process of continual improvement.
3. To encourage problem solving, innovation and research by inter-disciplinary teams
4. To ensure dissemination of information in the best possible way.
5. To encourage young minds to perform in the era of constant technological advancement
6. Adoption of Innovative teaching methods.
7. Providing creative enriching learning experiences.
8. Student centric activities.
9. Staff development programmes.
10. Having quality control mechanisms in place.
11. Continuous review of systems and processes to ensure Quality assurance.
12. Enhancing Quality consciousness amongst staff and students.
13. Creating a culture of total quality as a way of life.

10] Education Policy Statements:

We, *Bakliwal Foundation College of Arts, Commerce & Science, Vashi*, consider education integral to the formation of the human person for the fulfilment of his/her individual and social responsibilities.



Our educational endeavours aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable; who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, and who grow in the true vision of education.

We aspire towards creating a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration is upheld, and where the poor and the marginalised are specially taken care of.

We have to reach out to the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows, and to help them experience love and freedom so that the students realize that our educational institutions are an extension of their homes.

Our institutions are open to all students irrespective of caste and creed; they are accepted and cherished as they are and are helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have the right to get acquainted with their own culture.

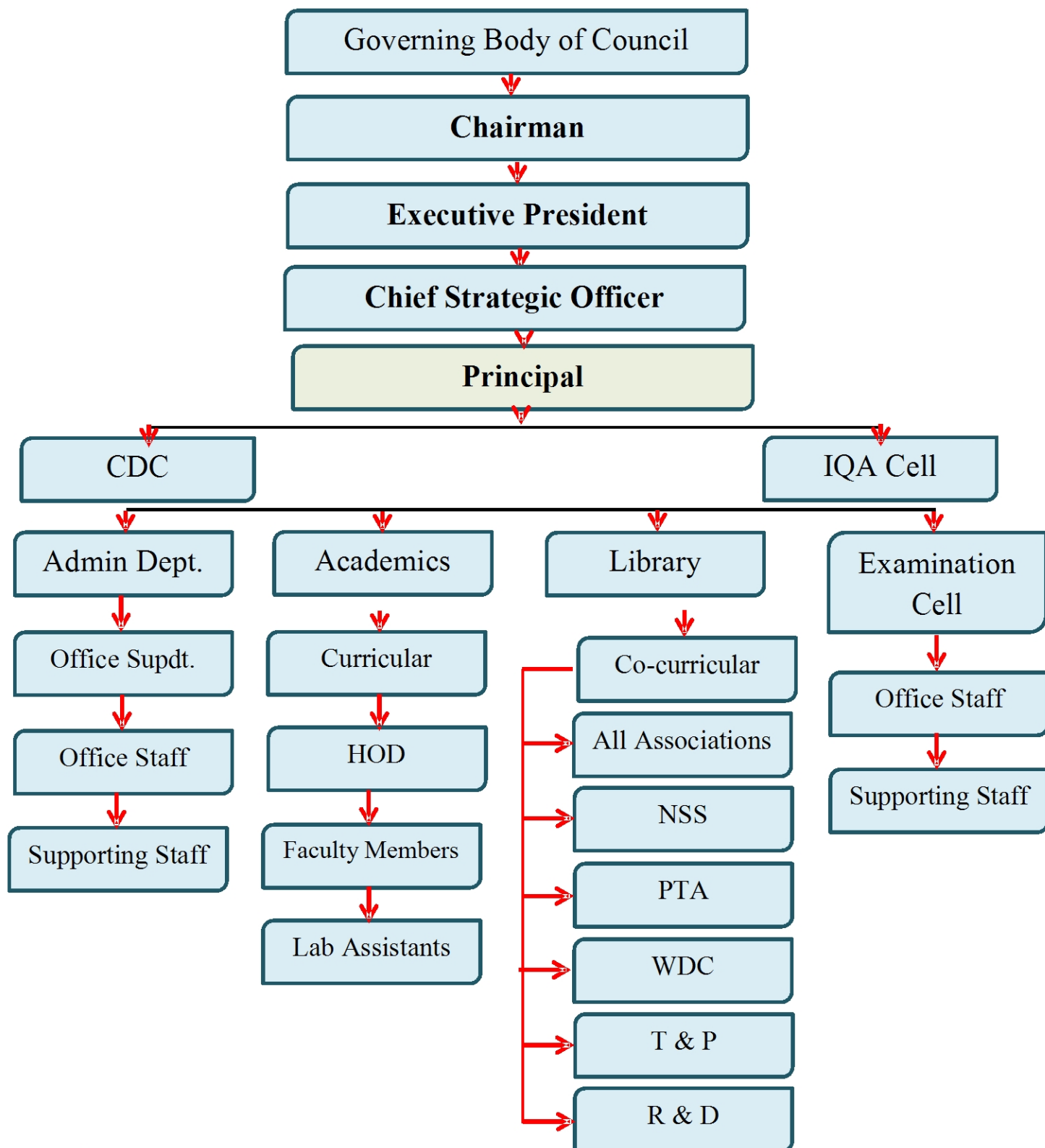
Our institutions have to be open to society at large by making their resources available for the on-going education and non-formal teaching.

For the realization of this BFCACS goal of education, we expect students, parents and teachers to share this vision and to cooperate with us wholeheartedly.

11] Organogram:



ORGANOGRAM





12. Code of Conduct for Students

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

1. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that:
 - ✓ He/she shall be regular and must complete his/her studies in the Institute.
 - ✓ 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 and Chairman.
 - ✓ 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.
2. Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
3. 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.
4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
5. Intentionally damaging or destroying Institute property or property of other students and/or faculty members.
6. Any disruptive activity in a class room or in an event sponsored by the Institute



7. Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
8. Participating in activities including
 - A. Organizing meetings and processions without permission from the Institute.
 - B. Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
 - C. Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
 - D. Unauthorized possession or use of harmful chemicals and banned drugs.
 - E. Smoking on the campus of the Institute.
 - F. Possessing, Consuming, distributing, selling of Tobacco, Guthka, Pan masala & / or alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
 - G. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - H. Rash driving on the campus that may cause any inconvenience to others.
 - I. Not disclosing a pre-existing health condition, either physical or psychological, this may cause barrier to the academic progress.
 - J. Theft or unauthorized access to others resources.
 - K. Misbehaviour at the time of student body elections or during any activity of the Institute.
 - L. Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
9. Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.



10. 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.
11. Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
12. 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 ramifications on the reputation of the Institute.
13. Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 14. Damage to, or destruction of, any property of the Institute, or any property of others on the Institute premises. [Common Breakage will be applicable as actual]**
15. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
16. Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

13] Breach of Code of Conduct:

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 that 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. **Community Service** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
4. **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.
5. **Monetary Penalty**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
6. **Suspension**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
7. Ineligibility to reapply for admission to the Institute for a period of three years, and
8. Withholding the mark sheets or certificate for the courses studied or work carried out.

14] Appeal:

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



1. Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code this is commensurate with the gravity of the proved misconduct, Or
2. Refer the case back to the committee for reconsideration. In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

Academic Integrity

As a premier institution for advanced scientific research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

1. Scope and Purpose:

- a. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the Institute and is required to adhere to the said policy. The purpose of the Policy is twofold:
 - ✓ To clarify the principles of academic integrity, and
 - ✓ To provide examples of dishonest conduct and violations of academic integrity.
- b. Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for



ensuring that the highest standards of academic integrity are upheld.

- c. The principles of academic integrity require that a student,
- ✓ Properly acknowledges and cites use of the ideas, results, material or words of others.
 - ✓ Properly acknowledges all contributors to a given piece of work.
 - ✓ Makes sure that all work submitted by student must be as his/her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - ✓ Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - ✓ Treats 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.

2. Violations of this policy include, but are not limited to:

- a.** Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
- ✓ Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.



- ✓ Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- ✓ Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spread-sheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
- ✓ Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- ✓ Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- ✓ Paraphrasing or changing an author's words or style without citation.

b. Cheating .Cheating includes, but is not limited to:

- ✓ Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- ✓ Allowing or facilitating copying, or writing a report or taking examination for someone else.
- ✓ Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- ✓ Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
- ✓ Creating sources, or citations that do not exist.
- ✓ Altering previously evaluated and re-submitting the work for re-evaluation.



- ✓ Signing another student's name on an assignment, report, research paper, project or attendance sheet

c. Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

d. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- ✓ Use proper methodology for experiments and computational work. Accurately describe and compile data.
- ✓ Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for



later scrutiny, if required, and the changes made should be clearly described.

- ✓ Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).
- ✓ Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- ✓ Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
- ✓ Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

3. Individual and Collective Responsibility:

The responsibility varies with the role one plays.

A. Student roles:

Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes



or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

B. Faculty roles:

Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

15] ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the „UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the „UGC Regulations“]”. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

1. Ragging constitutes one or more of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;



- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i. Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

❖ Anti-Ragging Committee:

The Anti-Ragging Committee, as constituted by the Principal and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by student"s affairs advisors, and can have as its members, the Deans, Student Counsellors, Faculty Advisors, and Chairperson of the concerned Department.



❖ Anti-Ragging Squad

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- ✓ Suspension from attending classes and academic privileges.
- ✓ Withholding/ withdrawing scholarship/ fellowship and other benefits.
- ✓ Debarring from appearing in any test/ examination or other evaluation process.
- ✓ Withholding results.
- ✓ Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- ✓ Suspension/ expulsion from the hostels and mess.
- ✓ Cancellation of admission.
- ✓ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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- Withholding/ withdrawing scholarship/ fellowship and other benefits.



- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- Suspension/ expulsion from the hostels and mess. g. Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.

The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to: *In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Principal of the Institute.*

16] Sexual Harassment

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

Acts amounting to Sexual Harassment



- ✓ Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- ✓ A demand or request for sexual favours / unwelcome comments / sexual epithets.
- ✓ Exposing the victim to pornographic material: audio or visual or both or print.
- ✓ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behaviour is committed through any of the following ways:

- ✓ Comments,
- ✓ Remarks,
- ✓ Jokes,
- ✓ Letters,
- ✓ Phone calls,
- ✓ Emails,
- ✓ Chats on any electronic medium like WhatsApp, Twitter, Facebook, etc.,
- ✓ Gestures ,
- ✓ Remarks,
- ✓ Showing of pornography clipping,
- ✓ Lurid stares,
- ✓ Physical contact,
- ✓ Molestation,
- ✓ Stalking,
- ✓ Sounds or display of a derogatory nature ,
- ✓ Any other understandable medium



Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

Sexual Intimidation

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

Domestic Violence

Domestic violence is a pattern of abusive behaviour in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Dating Violence

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

17] Assistance by College



In order to foster a fearless environment, the *College* shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- ✓ To provide counselling services to the complainant;
- ✓ To undertake workshops and training programmes at regular intervals;
- ✓ Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines;
- ✓ To pursue the complaint and the safety of the complainant;
- ✓ To assure confidentiality of the case;
- ✓ To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment;
- ✓ To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place;
- ✓ Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- ✓ Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- ✓ Make available such information to the Internal Committee as the case may be, as it may require.

18] Redressal Process:

1. Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
2. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
3. The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.



4. At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
5. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an “Enquiry” shall be conducted.
6. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
7. In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

19] Student Grievance Procedure

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 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 or the Internal Complaints Committee, in cases of any sexual harassment complaints.

20] Student Participation in Governance

As Students are members of the Institute, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being



encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.

21] GENERAL RULES AND REGULATIONS

- ✚ Students are expected to be polite and soft spoken to all the members in college.
- ✚ Rude and aggressive behaviour is not appreciated.
- ✚ Students should read the notices on the Notice Board regularly.
- ✚ Students must maintain silence in the class-rooms, Library, Reading Room, Office, Laboratories and the corridors.
- ✚ Student should clear all the dues/fees before the end of the term.
- ✚ In case of any problem, personal or academic, students can approach to the Class-in-Charge of the respective class who will help them to solve their problems.

22] LIBRARY RULES AND REGULATIONS



Important Note: Students have to pay **Rs.500/- as a Library Deposit** which is refundable after completion of the Course. If the student leaves the college before three years, the library deposit will be refunded after completion of three years. To claim the library deposit student must submit the original fee receipt failing which claim will be rejected.

Library Rules and Regulations

1. All library users are required to enter their names and sign the register provided at the entrance.
2. Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
3. Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
4. Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
5. Borrowers shall replace lost or damaged library materials with new versions of the same.
6. Renewal of library book and of the educational materials will be allowed if no reservation has been made for the same.
7. Personal items, for example books, folders, files, blazer, jerkins, over-coats, etc. are not allowed in the library.
8. Case studies and project reports will not be issued to students and are for library reference purpose only.
9. Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
10. Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
11. Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.



12. Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
13. The membership of the library is not transferable.
14. Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
15. All library users are expected to read the notice board or browse the library website for library timings and other services.
16. The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
17. Students are requested to maintain the dress code of the Institution while they are in the library.
18. Students should return all the borrowed items from the library clear all fines and return the library ID card before leaving the Institution.

23] RULES AND REGULATIONS FOR COMPUTER LABROTAROY

Important Note: Students have to pay **Rs.1000/- as a Laboratory Deposit** which is refundable after completion of the Course. If the student leaves the college before three years, the library deposit will be refunded after completion of three years. To claim the library deposit student must submit the original fee receipt failing which claim will be rejected.

Rules and Regulations for Computer Laboratory

A. Entry/Exit:

1. Only students, faculty and staff of Institution are allowed inside the computer lab.
2. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.



3. Students are required to sign the register at the time of entry and exit from the computer lab.
4. Students should be dressed in a formal attire (as per the dress code stipulation of the Institution) to gain entry into the lab during working hours.
5. Any kind of footwear inside the lab is strictly prohibited.
6. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab:

1. Students have to maintain silence at all times in the lab.
2. Students will occupy the computer systems as identified by the lab-in-charge.
3. Students will login with their username and password.
4. Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
5. Students should not attempt to access IT servers.
6. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
7. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
8. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.



9. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
10. Beverages and food are prohibited inside the Computer lab. i. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
11. Chatting and talking is prohibited in all the Computer labs of the Institution.
12. Students are prohibited from visiting any sites that do not add learning value or are illegal.
13. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.

24] RULES AND REGULATIONS FOR SCIENCE LABORTORIES

Important Note: Students have to pay **Rs.1000/- as a Laboratory Deposit** which is refundable after completion of the Course. If the student leaves the college before three years, the library deposit will be refunded after completion of three years. To claim the library deposit student must submit the original fee receipt failing which claim will be rejected.

Rules and Regulations for Science Laboratories

1. Students are to report for the required laboratory sessions on time.
2. Students are required to wear laboratory coats [Apron] as prescribed by the institution. Care should be taken by the students to wear shoes to prevent accidents in the chemistry laboratory.
3. All Laboratory equipment / appliances / chemicals need to be handled with care by the students.



4. Students must intimate the faculty laboratory assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
5. Any damage caused to equipment / appliances will be recovered by the Institution from the concerned student/students.
6. Students should adhere to the instructions given by the faculty/laboratory technician/assistant during the laboratory class.
7. Students are required to report to the laboratory sessions with their record notebooks / journals and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behaviour such as, unnecessary talking in the laboratory is strictly prohibited.
8. All materials used in the laboratory are the property of the Institution and should not be taken out of the laboratory except under the guidance of a faculty member-in-charge and with the permission of the Head of the Department.
9. Students absenting themselves from laboratory session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

25] POLICIES FOR ATTENDANCE

- ✓ Student should be regular in attendance for all sessions during the day.
- ✓ Student should have at least 75% attendance in the Lectures of every subject and 100% overall performance.
- ✓ If the student is found irregular in attendance, disciplinary action will be taken.
- ✓ The student coming late shall not be allowed to enter the class.
- ✓ The student must report about the sickness to the Institute.
- ✓ On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.



- ✓ Leave Travel Concession as per the rules and regulations of Indian Railways and MSRTC will be allowed only for designated vacations, such concession forms will not be made available for travel in between vacations whatever be the reason.
- ✓ The student should complete all the Practicals, and Term – work such as Journals, Assignments and Projects.

26] RULES FOR EXAMINATIONS

- ✓ All the students must have to submit their respective examination forms on or before prescribed date given by College Examination Department.
- ✓ After last date of submission of Examination form, forms will not be accepted under any circumstance.
- ✓ It is sole responsibility of student to keep an eye on Notices, Circulars related to submission of examination form, examination dates, and Time-Table etc.
- ✓ In case of online examinations, if student does not have compatible gadget or internet connections, then they have to seek permission to give the examination from college premises. And applications must reach to the Examination Department before 10 days of commencement of Examination.
- ✓ Candidates must appear at the examination hall half an hour before the commencement of the examination.
- ✓ Mobile phone /electronic watches/Bluetooth is strictly prohibited in the exam hall during the examination. If the mobile is seized by flying squad of KKS University, it will not be returned in any circumstance.
- ✓ Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- ✓ If the candidate is found in the involvement of malpractices the action against candidate will be taken as per the guidelines issued by the University of Mumbai.



- ✓ A candidate is permitted to bring the following items to an examination: pen, pencil, and, if specifically permitted then, non-programmable calculators.
- ✓ All above material brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- ✓ It is mandatory to all the students to follow the rules of University of Mumbai, published by university examination department.

Date: March 31st, 2023

27] Resolution

In the meeting of Governing Body of Bakliwal foundation College of Arts, Commerce & Science, Vashi which was held on _____ day dated _____, vide resolution No. _____, the above draft of Code of Conduct [for Students] have been accepted and approved unanimously.

Further it has been resolved that, Code of Conduct / Professional Ethics for the Students, is to be implemented w.e.f academic year 2023-2024.

Draft No. & Date	Prepared By	Signature	Approved By	Signature
First Original 31.03.2023	Dr. Sharadkumar Shah, Principal, BFCACS, Vashi	-sd-	Mrs. Seema Bakliwal, Executive President BFCACS, Vashi	-sd-