Mahatma Education Society's
# Pillai College of Arts, Commerce & Science
(Autonomous)
Affiliated to University of Mumbai
NAAC Accredited 'A' grade (3 cycles)
Best College Award by University of Mumbai
ISO 9001:2015 Certified

# STUDENTS HANDBOOK

**Updated on 25th March, 2021**

# INDEX

## About Mahatma Education Society (MES)

The **Mahatma Education Society** embarked upon its **mission** of **"Education for all"** with the Chembur High School in the **year 1970 by Mr.M.P Pillai and Dr.K.M.Vasudevan Pillai. The vision, dedication, global outlook ,tenacious struggle and undaunted spirit of the chairman and C.E.O., Dr.K.M.Vasudevan Pillai and the forward looking, untiring energy of the Secretary,Dr.Daphne Pillai** has now transformed the Mahatma Education Society in to a vast educational organization,spread over **six elegant campuses** at Chembur, New Panvel (Sector-7), New Panvel (Sector-8), New Panvel (Sector-16), Borivali (Gorai) and Rasayani (Raigad District).

**The Society** now manages a total of **48 educational institutions** providing quality education from **Kindergarten  to Post-graduation professional courses** in the faculty of **Engineering, Architecture, Management ,Teachers Training Arts, Science and Commerce** to more than **30,000 students with 2,000 Teachers and 1,500 members of Non-Teaching Staff**. All institutions managed by Mahatma Education Society have excellent Professional Faculty, World Class Infrastructure, State-of-the art laboratories, well stocked libraries, computer centers with internet connectivity, separate hostels for boys and girls, cafeteria, gymkhana and playgrounds. Excellent results, 100% placement, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society. Popularly known as the **Pillai Group of Institutions**, this education major has its own teacher training institutes, which allow it to define its own standards and to achieve 100% results unfailingly.

**Institutions managed by Mahatma Education Society are affiliated to the University of Mumbai, approved by AICTE/COA/NCTE and recognised by the DTE, Government of Maharashtra and accredited/graded by U.G.C./NAAC/NBA/DTE.**

## OUR FOUNDERS

**Dr. K.M.Vasudevn Pillai** is the founder of the Pillai Group of Institutions and the Chairman  and CEO of the Mahatma Education Society.

**Message**

"We are committed to provide a holistic education based on new generation academics that creates not just powerful global career options for our students, but which empowers them to become key contributors to the community and the environment in which they live. We strive to achieve nation building through character building and we do so through an approach of mentoring."

**Dr.Daphne Pillai** is the co-founder of the Pillai Group of Institutions and the Secretary and Managing Trustee of the Mahatma Education Society.



**Message**

"In this fiercely competitive world, success has several dimensions far widespread than the vortex of academia, spreading its tentacles into diverse fields on which one has to be adept in. Our objective at Pillai's has always been to create a climate conductive to 'endeavour' that students can unleash their untapped potential. At Pillai's, we will provide you the right environment which will enable you to fulfill all your aspirations and ambitions."

**1.1 Vision**

To have a transformative impact on society by ensuring that all individuals have an opportunity for learning and self improvement.

**1.2 Mission**

To establish institutions of excellence that advance education, research, innovation, entrepreneurship , sports, arts and impart a sense of social responsibility.

**1.3 Goals**

- To give our students skills that they can use for the benefit of society-both globally and locally.
- To prepare our students to become leaders in society.
- To prepare our students to become successful in research and higher education.
- To help our faculty advance, generate, preserve and disseminate knowledge in their fields of study.
- To inculcate in its faculty, staff and students a sense of responsibility towards society, especially the underprivileged.
- To instill a sense of integrity, ethics and professionalism in all of its students, faculty and staff.

**1.4 Values**

- Accountability
- Excellence
- Integrity
- Innovation
- Inclusiveness
- Sustainability
- Service to Society
- Resilience

For more details visit : https://mes.ac.in/about-us/

## 2. About Pillai College of Arts, Commerce and Science (Autonomous)

**University Grants Commission, New Delhi** has conferred Autonomous Status to **Pillai College of Arts, Commerce and Science (PCACS)** on 24th June, 2019. The institution has risen from a simple beginning in 1998 to be the most popular institution catering successfully to the needs of rural, urban and global students with eight under-graduate and four post graduate programmes to over 4000 students.

The institution is **permanently affiliated to the University of Mumbai** and **recognized by U.G.C. under 2(f) and 12(B)**. The college is ISO 9001:2015 certified and is accredited by NAAC with the prestigious **'A' Grade in all the three cycles of accreditation**.Recently our college has been ranked **5th by EducationWorld in Maharashtra under Non-Autonomous Colleges Category** and **10th in Maharashtra under Autonomous Colleges Category.**

Under an autonomous status, the institution aims at bridging the gap between academics and industry by introducing **industry relevant courses and diploma programmes,** which will give wider educational choices to the students and add to their employability quotient. **Standardization of College Examinations** is sought to be achieved through strict adherence to the Examination Policy framed by the institution under an autonomous status. The Institution would be developed as a **hub for research and innovation**. There will be a lot of scope for industry oriented skill development built-in into the system which will give the students a **placement edge** in the market. The **infrastructure grants** available for autonomous colleges by the Government would be seeked towards strengthening infrastructure facilities.

We will be trying sincerely to achieve excellence in **academic performance, capability of self-governance and enhancement in the quality of education** by improvising our innate qualities, adopting innovative ideas and acquiring new skills for the benefit of the stakeholders.

### 2.1 Vision

Our vision is "Education for All". To fulfill our vision, we welcome students from diverse backgrounds irrespective of region, religion, caste, economic strata and academic performance.

### 2.2 Mission

- Achieving excellence in education by maintaining high standards of teaching, shaping talents of students, moulding their character and imbibing in them a sense of civic responsibility.
- Empowering students to become able, responsible citizens by imparting quality education and inculcating sound values.
- Providing best infrastructure comparable to international standards.

## 3. Leadership



**Dr. Gajanan Wader**
**Principal**

**Message**

"India has emerged as a powerful nation on the map of the World and that the youth of India must be prepared for the future challenges is the need of the hour. We at Pillai's endeavor to equip our students with all the skill-sets required to face the challenges of life.

Here the student community is privileged and feels inspired by the multicultural atmosphere and academic excellence of its teaching faculty. Along with academics students are given opportunities to develop and discover their talents in co-curricular activities. The campus has State of Art infrastructure facilities and IT enabled to realize their                                                                                       potential.

At Pillai's we provide a competitive and challenging educational environment which demands continuous updates of knowledge, information and technology. Education here is focused on the overall growth of a student transforming them into confident, capable and decisive individuals who can translate their dreams into reality. The aim is to foster good values and make them a responsible citizen of India and of the world community at large."



*erce & Science(Autonomous),New Panvel*

**Prof.A.N.Kutty**
**Academic Advisor**

## Message

"Harnessing the creative energy of the youth and providing a proper direction is perhaps the biggest challenge of today faced by all great educational institutes, as the main hope of a nation lies in the proper education of its youth. We at Pillai's have ventured to transcend beyond the narrow confines of academic education and embraced the contemporary dimensions of educating in totality. We provide the right environment with appropriate support systems to ignite the spark of creativity and innovativeness in students to give vent to their innate abilities. We certainly will not rest on our laurels but endeavor to excel all our aspirations, dreams and ambitions to scale new heights of glory in our mission to provide an excellent institution of learning for our Dear Students."

## 4. Governing Body

| Name | Category |
|---|---|
| **Dr.K.M.Vasudevan Pillai** | **Management**-Chairperson,Chairman or President/Director |
| **Dr.Daphne V.Pillai** | **Management-Secretary & Rector** |
| **Dr.Priam V.Pillai** | **Management**-Chief Operating Officer |
| **Mr.Franav Pillai** | **Management-Dy.Chief Executive Officer** |
| **Mr.A.N.Kutty** | **Management**-Academic Advisor |
| **Mrs.Deepika Sharma** | **Teacher of the College**-Nominated by the Principal |
| **Dr.Aarti Sharma** | **Teacher of the College**-Nominated by the Principal |
| **Dr.Sandeep Joshi** | **Educationalist/Industrialist** (Nominated by the Management) |
| **Dr.B.Ramaswamy,** New Delhi | **UGC Nominee-** Nominated by UGC |
| **Dr.Sanjay S. Jagtap,** Regional Joint Director | **State Government Nominee -**Nominated by the State Government |
| **Prin.(Dr.) Hemlata Bagla, Kishinchand Chellaram College, Dinshaw Wachha Road,Churchgate, Mumbai-400 200** | **University of Mumbai Nominee-** Nominated by the University |
| **Dr.Gajanan Wader** | **Principal of College** (Ex-officio Secretary) |

# 5. Organizational Chart
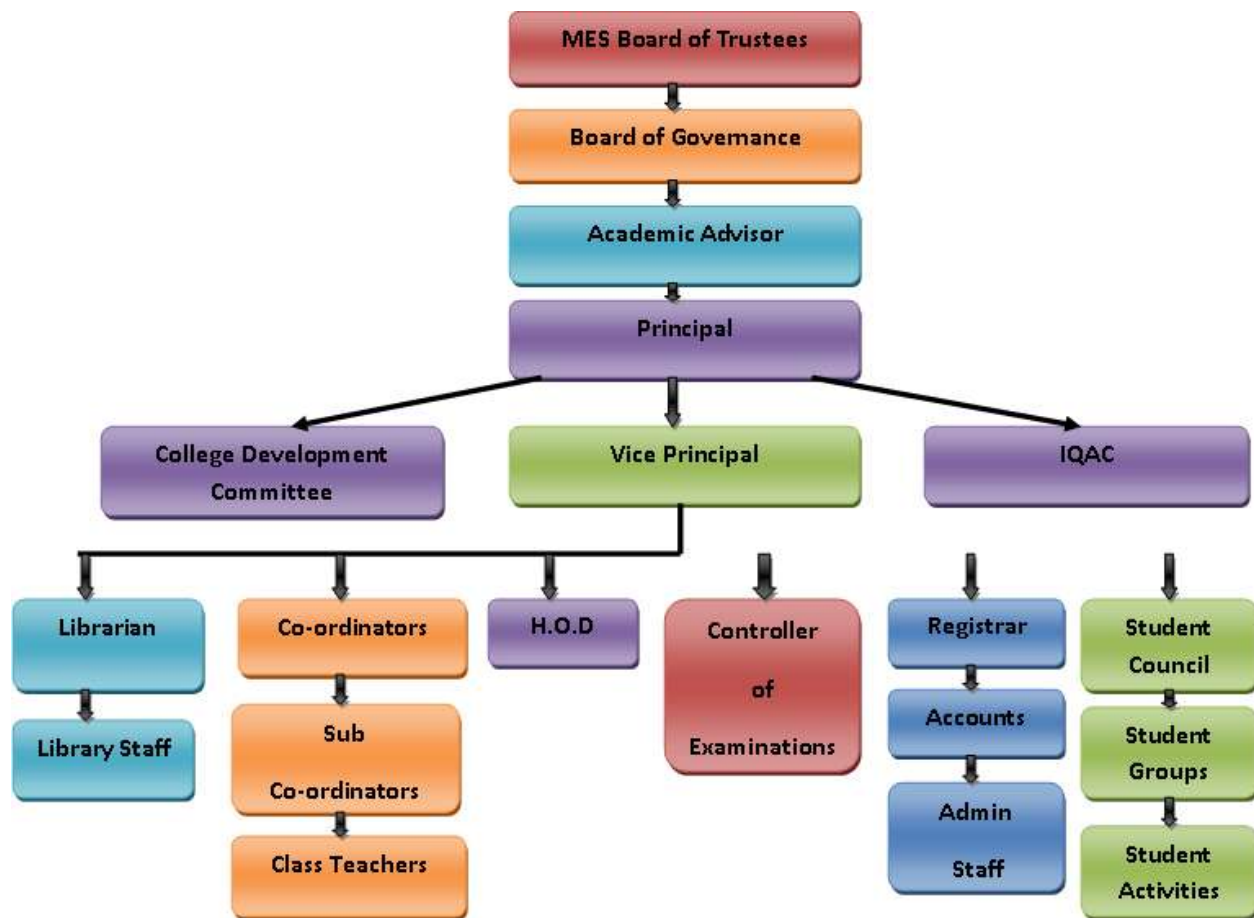
# 6. COURSES OFFERED

The college conducts the following Under Graduate, Post Graduate Degree course and Ph.D Programmes affiliated to the University of Mumbai. The college is planning for multiple entry and exit systems with appropriate certifications.

## 6.1 Undergraduate Programmes

*Faculty of Arts*

- Bachelor of Arts in Mass Media and Communication (B.A.M.M.C.)

*Faculty of Commerce*

- Bachelor of Commerce (B.Com)
- Bachelor of Commerce in Accounting and Finance (B.Com.A&F)
- Bachelor of Commerce in Financial Markets (B.Com.F.M.)
- Bachelor of Management Studies (B.M.S.)

*Faculty of Science*

- Bachelor of Science in Computer Science (B.Sc.C.S.)
- Bachelor of Science in Information Technology (B.Sc.I.T.)
- Bachelor of Science in Biotechnology (B.Sc.B.T.)
- Bachelor of Science in Economics (B.Sc.Economics)

## 6.2 Postgraduate Programmes

*Faculty of Commerce*

- Master of Commerce in Accountancy (M.Com.)

*Faculty of Arts*

- Master of Arts in Mass Communication and Journalism (M.A.M.C.J.)

*Faculty of Science*

- Master of Science in Information Technology (M.Sc.I.T.)
- Master of Science in Biotechnology (M.Sc.B.T.)

## 6.3 Doctor of Philosophy (Ph.D Commerce)

- Accountancy
- Business Policy and Administration
- Business Economics

## 6.4 DEPARTMENT OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

The PCACS Centre of Excellence offers various skill enhancement courses to enhance the ability of students' suitable to the current and future job

*Institutional Certificate Courses*

- Advanced Excel
- Basics of Securities Markets
- Digital Marketing
- Ethical Hacking
- Financial Modeling
- Soft Skills
- Clinical Data Management
- Global Environment Management

*Collaborative Courses*

- Certified Tax Accountant Plus
- Tally ERP
- GDCA
- Plant Tissue Culture
- Fundamental and Technical Analysis
- Social Media Marketing
- Human Resource Management
- Fundamentals of Financial Marketing

*P.G. Diploma Courses*

- P.G. Diploma in HR Analytics
- P.G. Diploma in Event Management
- P.G. Diploma in Film Making
- P.G. Diploma in Health Care Management
- P.G. Diploma in Data Science

## 6.5 SAP CERTIFICATION COURSE

MES has tied up with SAP Education Germany to provide SAP training and certification courses for students in the Panvel Campus at one third of market cost.SAP is used by 9 out of 10 fortune 500 companies and this certification is a highly desirable skill for many top companies. The courses are offered for current students (Lectures on Saturdays and practical sessions during the week as per their convenience).

There are courses for passed out students as well with 5 weeks of intensive training with batches starting in October. Passed out students can also apply for jobs with Capgemini as part of a hire and train model before they opt to take the course.

All students (B.E./B.Tech./M.M.S./B.Com./M.Sc./B.Sc.) can find SAP modules that can be suitable for them as SAP offers modules in programming (ABAP),finance, production, material management, human resource and many more.

**Interested students can apply for the courses on the website:**
https://pcacs.ac.in/academics/other-programs/sap-education/
https://sap.mes.ac.in/
**For more information contact :**
**E-mail :** sam.cherian@vacsglobal.com
**Tel:** +91 9820003571

## 7. STUDENT CODE OF CONDUCT

### 7.1 Introduction

1. The PCACS is committed to providing a positive experience for all students, where individuals are treated with courtesy and consideration and where difference is valued and diversity respected. All students have the right to live, study, work and relax in an environment where they feel safe.
2. As members of the PCACS community, we expect the highest standards of behaviour from our students, whether on campus premises or elsewhere. All members of the PCACS should be aware of their own behaviour and how it impacts on others. This Code sets out the standards of behaviour expected from students and also guidance on what is and what is not acceptable and how unacceptable behaviour will be dealt with.

3. Where students fail to abide by the required standards of behaviour, action will be taken under the Student Disciplinary Regulations.
4. Any complaints of unacceptable behaviour made by students will be taken seriously and, if substantiated, may provide grounds for action under the Student Disciplinary Regulations, the institute will take appropriate action for any vexatious or malicious allegations.

## 7.2 Dress Code

1. Wearing I-Cards on Campus is compulsory.
2. Decency in dress code must be observed.
3. The formal dress code should be strictly adhered to on all days in the institute.
4. Wearing of Uniform / Formal Dress Code is expected at all times while representing college.
5. Students must produce the identity card, issued by the Institute on demand by campus security guards or any staff member of PCACS.

## 7.3 Attendance

1. Students shall attend lectures, tutorials, practical, seminars, viva, presentations, and examinations as per the timetable of the college. As per University ordinance O.6086, every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least 75% of the attendance taken as averages of the total number of lectures, practicals, tutorial etc.

   **For more information refer:** New Ordinance 6086 — Attendance for learners or http://archive.mu.ac.in/syllabus/O.6086%20attendance%20for%20learners.pdf

2. If a student fails to fulfill his/her attendance requirements, his/her/terms/will not be granted and he/she will not be permitted to appear for the Semester end examination and his/her performance if any, during the terms/s will be treated as null and void OR will not granted admission for the following year OR may not be granted the preferred optional subjects.
3. Students are warned that if their attendance is unsatisfactory in the first term then their names will not be retained on the college rolls with effect from the beginning of the second term of the academic year.

4. Attendance defaulter students may be given conditional admission wherein his/her admission is confirmed only if he/she meets the required attendance during the said period.

5. List of Attendance Defaulters will be displayed in the first week of every month on the College Website and Notice Boards. Parents/Guardians may be summoned to seek an explanation and make them aware of the rules regarding minimum attendance and warn that their ward may lose the term.

6. No learner can remain absent from lecture or practical or tutorial without the prior permission of the Principal/Vice Principal/Co-ordinator /Class teacher. Continuous absenteeism with or without permission may lead to loss of them.

7. Prolonged illness will not entitle the student to attendance and he/she has to make up the attendance being regular in the classroom subsequently failing which they may not be allowed to keep the term.

## 7.4 Policy statement on violence, abuse and harassment

1. All students have the right to live, study, work and relax in an environment where and are free from any form of sexual violence, physical violence, abuse and harassment and where their body and personal boundaries are respected.

2. No student should be forced to just 'put up' with violent behaviour from others, threats of such behaviour or any forms of abuse or harassment. Action must be taken where necessary to ensure all students are able to enjoy the campus life without experiencing these.

3. Any harassment will not be tolerated by the institute or the Students' Union, and those who commit or threaten acts of harassment should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.

4. Students who have been the victims of any form of violence, abuse or harassment, including sexual violence, sexual assault, threats of violence or harassment can seek the help of Student Grievance Cell. Student Grievance Cell will offer appropriate support and also help report any issues as appropriate. Students should also make a complaint if appropriate and guidance on how to deal with these issues is set out in the Guidance.

5. The PCACS is aware that sexual violence and sexual harassment is predominantly aimed at girls and women. However, men are also affected by such behaviour and the institute will aim to support all students regardless of gender or sexuality.

6. Students who wish to make a complaint about the behaviour of staff or students of the PCACS should submit a complaint to the student grievance cell.

## 7.5    Behaviour towards others

1. You should treat all PCACS staff, students and visitors with courtesy and respect.
2. You should respect other members' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
3. You should ensure that you behave in a manner compatible with the PCACS's Equality and Diversity statement and not discriminate or harass anyone on the basis of their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.
4. On no occasion should you use personally abusive, threatening or violent behaviour either in person or through the use of email, texts or social media.

## 7.6    Safety and Security

1. PCACS owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the campus is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of the institute.
2. CCTV cameras have been installed at strategic locations such as library, Laboratories etc. Students found involved in any misconduct such as theft etc. will be dealt with strict disciplinary action and may be rusticated.
3. You should ensure that you do not take any action that endangers yourself or others.
4. You should comply promptly with any requests in the event of an emergency.

## 7.7    Care of property

1. You should treat PCACS property, equipment and other materials and the property of others with care and respect.
2. You must abide by the PCACS policies regarding food and drink where this is signposted as this can damage equipment.
3. You should take care of your own property and not leave valuables unattended.

## 7.8    Smoking

1. Smoking is prohibited inside any building operated by the PCACS (including corridors, foyers, toilets and entrances etc). You should make sure that you do not smoke near doors and outside areas where it is clearly designated as no smoking.

## 7.9    Drugs and Alcohol

1. You must not take or supply illegal drugs on campus. Drugs found in students' possession will be confiscated and students will be disciplined.
2. Any student causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

## 7.10   Compliance with Policies and Regulations

1. You should comply with any other published PCACS policies, codes or procedures which are designed to ensure the effective operation of the PCACS. You should make yourself familiar with and abide by the PCACS's Policy and Regulations.

## 7.11   Discipline

1. Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:

a) Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others;
b) sexual violence, abuse or harassment;
c) racist activity or behaviour;
d) damage to University property or the property of any student or member of staff;
e) any action likely to cause injury to any person or impairing the safety of the premises; including fighting on PCACS premises;
f) conduct that interferes with the academic or administrative activities of the PCACS, such as disruption of teaching, research, examinations, working of staff and other campus services;
g) falsification or misuse of qualifications including PCACS records, including award certificates;
h) misappropriation or misuse of PCACS funds or assets or those of others;

i) false pretense or impersonation of others within or without the University, in connection with academic attainments or financial awards

j) offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others

k) conduct, either on or off campus, which brings the PCACS into disrepute.

## 7.12 Classroom Discipline

1. The students are expected to be in the class 5 minutes before the scheduled time of the session.
2. Use of cell phones in the classrooms for speaking, texting, etc. is strictly prohibited .
3. Use of laptops in the classrooms for anything other than the session in progress is not permitted.
4. Academic decorum such as discipline, silence, courtesy etc. must be observed in the class.
5. Students are not permitted to enter or leave the class during the session without the consent of the faculty.
6. When the session is in progress, eatables/ beverages are strictly prohibited in the class.
7. Students are expected to maintain cleanliness in the classroom and Institute premises.

## 7.13 Library Discipline

1. Institute ID card is compulsory for the issue of books.
2. Reference books, Magazines, Journals will not be issued.
3. Students can issue two books for seven days.
4. Students must check the books before they are issued. If books are damaged, they should be brought to the notice of the Library Staff.
5. Late return fine in respect of Books will be Rs. 5 per day.
6. Students are not allowed to bring any bags/folders to the Library.
7. Eating/Group Discussion/Usage of Mobile is prohibited in the Library.
8. Students should not keep any valuables on the Library racks. Library staff or management will not be responsible for any theft.
9. Students should not demand at the counter any materials such as a pen, pencil, stapler, blank sheet, etc.

10. If the textbook/reference books issued are lost, the student will have to replace the same title, or pay the price of the same with a 'late return fine', if applicable.

**Note:** For more information contact the Librarian/Library Staff.

### 7.14 Laboratory & Workshop Discipline

1. Students are to report for the required laboratory and workshop sessions on time.
2. Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
3. All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
4. Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
5. Any damage caused to equipment/machinery/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/workshop technician during the laboratory class.
7. All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
8. Students absent from laboratory/workshop sessions 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.

### 7.15 Examination Discipline

1. Books / Notes and all study material should be kept away as instructed by Supervisors.
2. No mobile phones will be allowed during exams.
3. Nothing should be written on the body, scale, calculators, pencils, eraser, etc.
4. Nothing should be written on the question paper.
5. Talking to other students while in the Examination Hall is not permitted.
6. Use of any unfair means during the examination is strictly prohibited.

7. Students should be present inside the exam hall 10 minutes before the commencement of the examination.

## 7.16 Viva

1. Viva shall be considered as per the earlier notified schedule. Students have to present themselves at the specified venue at least 10 minutes before the scheduled time of commencement.
2. Before commencing the Viva, the student's identity card and roll no. will be verified.
3. Mobile phones are not permitted to be on the person of the student while he/she appears for Viva.
4. Students are expected to conduct themselves politely and professionally at Viva which includes observance of the stipulated dress code.
5. Once Viva is over, students are expected to leave the venue quietly without holding discussions with the students awaiting their turn for Viva.
6. The Examiner/s for Viva shall have ultimate responsibility and full authority for the smooth conduct of the Viva.

## 7.17 Placement Rules

1. Misconduct of any kind by the students in the company during the Summer Project /Placement training will lead to disqualification of the students from final placements program.
2. Once an intimation regarding placements is received from the interested organisation, a detailed information sheet with reference to company profile / job description, CTC etc will be sent to the organization. The received information sheet will be mailed to the student PCACS Ids and a copy will be put up on the notice board. The students are expected to go through and understand the job requirements before appearing for the placement procedures.
3. After accepting an offer, the student must ensure that he / she joins the company on the date required failing to which the institute will not give the student any recommendation letter and such student will be blacklisted from the placement cell.
4. Students selected from the campus are bound to accept the first offer made by the company failing to which the student will be excluded from further placement procedures.

5. It is the responsibility of the students to keep themselves informed about all placement activities going on in the Institute.

6. Once the interview schedule is fixed, it is mandatory for the students to attend the interview.

7. In case the candidate is unable to attend the interview, he/she needs to inform the Institute / Placement Coordinator (formal letter /e-mail) 48 hours prior to the scheduled time of the interview.

8. The students who don't attend the interview due to health grounds will have to submit a certificate from the doctor citing the reasons for non- attendance.

9. If the candidate is unable to attend the interview without any form of communication to the Institute/ Placement Coordinator then the necessary assistance will not be provided by the institute for the future assignments.

10. If a particular candidate is selected in a company through campus placement procedure, the CV of that candidate will not be forwarded to any other company thereafter.

11. If the candidate has appeared for the interview and the outcome is not known then, the CV can be forwarded to another company.

12. Participation in all quasi– academic activities is compulsory. Default may result in debarring from placement activity.

13. To appear for an Interview present yourself in neat and pressed formal dress with tie and polished formal shoes. Nails ought to be trimmed.

14. Report at the placement centre 30 minutes before the interview starts.

15. Keep an updated copy of your resume with you.

16. Keep sufficient number (min 2 copies) of your documents/ certificates/ photographs ready arranged in order.

17. Unless specifically asked to report later, students waiting for their turn should wait patiently at the placement centre. You alone will be responsible if you miss your interview.

18. It is expected that the students have acquired all the relevant information about the scheduled company, sector and competitors prior to appearing for the interview sessions.

**7.18 Code of Conduct for students during Campus Placements:**
**7.18.1 Prior to the Campus Placements**

1. Prepare well for the campus placements and avoid being overconfident and complacent.
2. Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time.
3. Be well-groomed and professionally dressed in formal wear during the entire process of the campus placements.
4. Display your identity card throughout the placement process.
5. Visit the websites of the recruiting companies to be well-aware of the recruiting companies. This will help you during HR interviews as there will be questions on this.
6. Remember that you are an ambassador for your Institute and you are expected to project a positive image of your Institute.
7. Three sets of your résumé are to be prepared. It should look impressive and be properly formatted and updated.

### 7.18.2 Discipline during Pre-placement talk
1. Switch off/Keep in Silent Mode on your mobile phones.
2. Sign on the attendance sheet that will be circulated on the day of campus placements at our Institute and also at other institutes during pool campus.
3. Be serious and attentive during the pre-placement talk.
4. Maintain silence during the pre-placement talk and do not engage in side-talk with fellow candidates.
5. Make a note of the important points mentioned. There will be questions during the HR interviews on what has been told during the pre-placement talk.
6. If the company speakers encourage you to ask questions at the end of the talk, communicate responsibly and intelligently.
7. Clarify doubts (if any) only at the end of the pre-placement talk and do not interrupt the speakers during the pre-placement talk.
8. Do not approach the company HR personnel directly. Always approach the college placement officer for any reason before and after the campus placements.

### 7.18.3 During the Aptitude and Technical tests
1. Switch off your mobile phones.
2. Be seated in the classrooms quietly till the team comes to conduct the aptitude test or technical test.

3. Strictly avoid malpractices (like copying, discussing) during the tests.
4. Do not get into any arguments for any reason with the supervisor/company representative present in the classroom.
5. Carefully listen to and comply with all instructions given by the person conducting the test.
6. Be present at the stipulated time of declaration of results of the aptitude test, group discussion, and the final selection.

### 7.18.4 After the conclusion of placement activities

1. Immediately after coming out of the interview room, write down the questions that were asked on the perforated sheet of the student diary and submit the same in the placement cell. This will help create a question bank for guiding your juniors.
2. Once selected by a company for a job, you will be ineligible for appearing for further placement.

### 7.18.5 Contribution expected from students

1. Students will not only act as Brand Ambassadors of PCACS but will also contribute effectively to strengthen its Brand image. Therefore, students, both the existing as well as alumni, are expected to conduct, both, within and outside the campus, in a manner that will set examples to others by demonstrating their worthiness and capability within the community, and in the affairs of the country.
2. Students must understand that all tangible as well as intangible assets of the Institute are precious and need to be effectively used, preserved, and maintained with utmost care.

### 7.19 Disciplinary procedures

1. The Disciplinary Procedures will be followed where there is a breach of the Code of Conduct.
2. Students may contact the Concerned Students' Grievance Cell for support through the disciplinary process.
3. Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be taken into account when determining what sanction should be imposed.

### 7.20 Precautionary action and suspension from the PCACS

1. Where a student is being investigated under the Student Disciplinary Regulations, they may be suspended as a precautionary measure if it is considered that it is necessary to protect the student, the integrity of the investigation and or other students from harm. Precautionary action will be reasonable and proportionate and may include:
   a. imposing conditions on the accused student (for example, requiring the accused student not to contact the reporting student and/or certain witnesses and/or requiring the accused student to move accommodation);
   b. suspending the accused student from his/her studies;
   c. excluding the accused student (for example, prohibiting the accused student from using library or using the sports facilities or from attending a placement).

2. These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the PCACS has concluded that the accused student has committed a breach of discipline or a criminal offence. Any precautionary actions taken will be reviewed on a regular basis.

3. Where precautionary actions are taken, the student has the right of appeal against these or to request that they be reviewed when new evidence is available.

### 7.21 Conviction for a criminal offences

1. Students should always declare when they receive a conviction. Where a student has been convicted of a criminal offence during their studies at the PCACS, consideration will be given as to whether this affects their status as a student at the PCACS. In coming to this decision, the PCACS will consider particularly the nature of the offence and whether other students are at risk. It will also consider whether the action of the student has brought the institution into disrepute. This will apply to convictions both on campus but also those committed off campus.

### 8. ACADEMIC HONESTY

PCACS seeks to maintain the highest standards of academic integrity amongst its faculty and students and hence expressly prohibits the following. Violations of the academic honesty policy can result in strict disciplinary action and/or expulsion from the Institute.

## 8.1 Cheating

The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:

1. Copying from another student's test or homework paper.
2. Allowing another student to copy from a test or homework assignment.
3. Using unauthorized materials during a test, such as a course textbook, notebook, formula lists, notes, or crib sheets, including those stored in a calculator.
4. Having another individual write or plan a paper, including those bought from research paper services.
5. Submitting the same paper/project in more than one class.

## 8.2 Plagiarism

The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media, or the visual arts), as the product of one's thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

1. Submitting a paper purchased from a term paper service as one's work.
2. Failing to accurately document information or wording obtained on the World WideWeb.
3. Submitting anyone else's paper as one's work.

## 8.3 Bribery

The offering, giving, receiving, or soliciting of any materials, items, or services of value to gain academic advantage for yourself or another.

## 8.4 Misrepresentation

Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

## 8.5 Conspiracy and Collusion

The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

## 8.6 Fabrication

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include

1. Citing information not taken from the source indicated.
2. Listing sources in a Works Cited or reference not used in the academic exercise.
3. Inventing data or source information for research or other academic exercises.
4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including online sources.
5. Taking a test for someone else or permitting someone else to take a test for you.

## 8.7 Academic Misconduct

The intentional violation of Institute policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
2. Asking or bribing any other person to obtain a test or any information about a test.
3. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's work; lying to an instructor to increase a grade, and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
4. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the Institute which relate to grades.

## 8.8 Improper Computer/Calculator/Cell Phone Use

Examples of improper computer and/or calculator use include but are not limited to:

1. Unauthorised access, modification, use, creation, or destruction of calculator-stored or computer-stored or cell phone stored data and programs.
2. Selling or giving away all or part of the information on a calculator, computer disk, or hard drive, which will be used as graded material.
3. Sharing a calculator or computer or cell phone while leaving answers on display or in memory.
4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

## 8.9 Disruptive Behaviour

Each student's and faculty's behaviour in the classroom is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chat rooms or course sites. The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behaviour continues. Cell phones and beepers must not disturb the class. Turn off these devices when entering the classroom. All these activities constitute academic malpractice and can be punished using one or more of the following:

1. Getting a zero score on the assignment/assignments
2. Getting a zero score in the coursework
3. Suspension from the attending classes/institute
4. Withholding results
5. Expulsion from the institute

## 9.ANTI-RAGGING POLICY

**What constitutes Ragging:** -Ragging constitutes one or more of any of the following acts:

1. 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 a fresher or any other student
2. 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 fresher or any other student;
3. 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 to adversely affect the physique or psyche of such fresher or any other student;

4. any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher;

5. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

9. any act that affects the mental health and self-confidence of a fresher or 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 fresher or any other student.

**PCACS maintains a strict policy against ragging. As per University Grants Commission (UGC) and University of Mumbai (UOM) guidelines, the following actions can be taken against students for indulging and abetting ragging in PCACS**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against the recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, about punishment or otherwise, depending on the facts of each incident of ragging and the nature and gravity of the incident of ragging.

4. Depending upon the nature and gravity of the offense as established the possible punishments for those found guilty of ragging at the institution level shall be anyone or any combination of the following
   a) Cancellation of admission
   b) Suspension from attending classes
   c) Withholding/withdrawing scholarship/fellowship and other benefits

d) Debarring from appearing in any test/examination or other evaluation processes

e) Withholding results

f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

g) Suspension/expulsion from the hostel

h) Rustication from the institution for period ranging from 1 to 4 semesters

i) Expulsion from the institution and consequent debarring from admission to any other institution.

j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential triggers.

Affidavits shall be collected from the students and parents at the time of admission regarding their understanding of the anti-ragging policy of the institute.

## PCACS HELPLINE

**Anti Ragging, Student Safety and Grievance Helpline No.** 8928214242 /8928220042
**For more Ragging Related Information Visit:** University Grants Commission
https://www.ugc.ac.in/page/Ragging-Related-Circulars.aspx
Anti Ragging https://www.antiragging.in/home.aspx

# 10. STUDENT FACILITIES

## 10.1 Laboratories and IT Facilities

PCACS has well-established computing facilities along with a computer center for students. It also has access to a state-of-the-art server room where the college hosts its applications for the digital library, academic, and attendance monitoring as well as its learning management system. In addition, the college has campus-wide Wi-Fi access, free email accounts for its faculty and staff with unlimited cloud storage, and many more facilities. PCACS has state-of-the-art teaching laboratories fully equipped for enhanced teaching and learning experiences for its students.

## 10.2 Pillai Center of Innovation and Entrepreneurship

Mahatma Education Society's Pillai Centre of Innovation and Entrepreneurship is set up to encourage and inculcate the entrepreneurial spirit among the youth. It is a platform for networking, building entrepreneurship skills, and providing access to high-quality

technical and managerial expertise. It is a forum to assist in developing entrepreneurs and support innovative ideas from ideation to fruition. The center organizes a **business plan competition**, has a co-working and incubation space, and conducts numerous workshops, sessions, and courses on entrepreneurship.

**For more information on PCIE Visit:** Pillai Centre of Innovation and Entrepreneurship
**https://pcie.mes.ac.in/**

### 10.3 Maker Studio

The maker Studio is a collaborative workspace inside PCE for making, learning, exploring, and sharing that uses high-tech to no tech tools. It contains a variety of maker equipment including 3D printers, laser cutters, CNC machines, soldering irons, etc. It has tables and work areas for students to work in and fabricate their devices, inventions, etc.

### 10.4 Language Lab

PCACS has a fully-fledged language lab available with the latest language tools that students can use to improve their English speaking and writing skills and learn a new language.

### 10.5 Google Apps For Education

At the time of admission and in students ID card will have received your new Google Apps account and can sign in and begin using Gmail, Google Calendar, Google Docs, and all your other apps, right away. What are Google Apps? Google Apps is a suite of web-based messaging and collaboration applications that Google hosts on its servers. Google provides these applications as a "service," rather than as software you have to download and install. To access these applications, you simply use a web browser on any computer that's connected to the Internet.

**Why did we choose Google Apps?** It has the following benefits

- **Lower infrastructure costs—** All your email will be stored securely on Google's servers, so we'll no longer have to maintain email servers on-site
- **Ability to consolidate our platforms—** We can eliminate redundancy by moving all of our email and calendar platforms to Google Apps
- **Lower support costs—** Because Google hosts the email and calendar services, there's no more email client software to maintain on your computer

- **Innovative solutions** — We can leverage the ongoing creative and technical solutions of the Google Apps platform to provide employees with powerful, easy-to-use tools for getting their work done
- **Highly scalable environment** — With Google Apps, our email capacity will grow automatically as our organization grows, and we'll avoid the complexity of internal systems
- **Access to services from anywhere, at any time** — A key benefit of the Google-hosted solution is that we can access email, contacts, and calendar from any computer or mobile device with an Internet connection, from anywhere in the world
- **More collaboration features** — With Google's next-generation applications, we can collaborate with colleagues, customers, and partners more easily and efficiently than ever before
- **Instant messaging** — Because Google Apps includes Google Talk, we can now implement an instant messaging system for our Organization

## What do Google Apps include?

Your new Google Apps account will include the following services:

1) Gmail
2) Google Calendar
3) Google Docs
4) Google Hangouts
5) Google Sites
6) Google Groups

## What are the key benefits?

- **Lots of storage** — **Students get a full 25 GB of online storage for your email, so you can archive all of your emails online. You'll no longer need to worry about deleting messages or saving them in offline folders**
- **Enhanced message organization and retrieval** — With Gmail, you'll spend less time managing folders and searching for messages. For example, you can add one or more tags, or "labels," to your messages to organize and store them more efficiently. And with the Google-powered search feature, you can find any message quickly and easily, whether it's in your Inbox or stored in your message archive.

- **Easier calendar sharing**— Google Calendar lets you and your team quickly and easily share your calendars and specify the details you want to show. Calendar sharing is a great way to keep each other informed about your schedules.
- **Integrated chat**— With the Google Talk instant messaging application, you can communicate instantly with other people in our organization right from the Gmail interface. In addition, all your chats are automatically saved, so you can always retrieve important information later.
- **Real-time collaboration**— Using Google Docs, you can create documents, spreadsheets, presentations, drawings, and more, that you and your team can view and edit at the same time. You can still use your [Microsoft Office/other] products as needed, but now you'll have more options for storing and collaborating on your documents.
- **Easy-to-build team websites**— With Google Sites, your team can quickly publish a robust internal website on which to gather all sorts of shared information, such as documents, spreadsheets, presentations, files, and videos. You can even embed Google calendars, discussion forums, and other gadgets on your site!
- **Powerful video sharing**— Using Google Video for business, you can easily share videos with your team or throughout our Organization for a whole new level of communication and collaboration.
- **Security and privacy first** Your data belongs to you, and Apps tools enable you to control it, including who you share it with and how you share it.
- **Stay connected from anywhere** With Google Apps for Education, everything is automatically saved in the cloud - 100% powered by the web. This means that emails, documents, calendars, and sites can be accessed - and edited - on almost any mobile device or tablet. Anytime, anywhere.
- **Bring students, teachers, and teams together** Fast, easy collaboration is what makes Google Apps unique. Website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility – an ideal environment for learning in the 21st century.
- **Get stuff done faster** Google Apps for Education can help streamline academic tasks like essay writing and class scheduling. A group of students can work together on a piece of work in Google Docs, seeing changes in real-time rather than waiting for versions to be sent via email. Students can see exactly when their professors are available and vice versa with Google Calendar.

- **Go Green Apps is powered by Google's energy-efficient data centers, so it's less energy and carbon-intensive than on-premise servers.**

**For more information visit MesApps:** http://apps.mes.ac.in/

## 10.6 Online Fee Payment
### 10.6.1 Terms and Conditions

Online payment of fee can be made, using the following modes: Net Banking / Debit Card (VISA, Master, Maestro, Rupay) / Credit Card. (VISA, Master, Discover, Amex), Mobile and digital wallet (PayTM, Airtel Money, Vodafone m-pesa, Tata mRupee, UPI)

For making online payment of fee, login at the Student Portal and follow the instructions thereafter. After successful completion of the payment, the system will be directed back to the portal of MES, generate receipt of the payment made and students are to produce the same as and when required. Mahatma Education Society does not charge any processing fee or service charge from the students for online payment. However, the students have to pay the charges as applicable to the merchant banks. It is recommended that you take and retain a copy of the transaction for record-keeping purposes, which might assist in the resolution of any disputes that may arise out of usage of the service. Your payment will normally reach the MES account to which you are making a payment within two working days. MES shall not be liable for payment of a fee that is deposited to the wrong account due to quoting of incorrect information. We cannot accept liability for a payment not reaching the correct MES account if payment is refused or declined by the credit/debit card supplier for any reason. If the card supplier declines payment, MES is under no obligation to bring this fact to your notice. Kindly confirm with your bank /credit/debit card supplier that the payment has been deducted from your account. In no event will MES be liable for any damages, direct or indirect, whatsoever arising out of the use, inability to use, or the results of the use of this site, any websites linked to this site, or the materials or information contained at any or all such sites, whether based on warranty, contract, tort or any other legal theory and whether or not advised of the possibility of such damages. The service is provided using a payment gateway service provider through a secure website. However, MES does not accept or assume any liability in the event of any unauthorized interception, hacking, or other unauthorized access to information provided by a user of the service.

The Applicant further agrees and undertakes to provide correct and valid debit/credit card details and is fully and lawfully entitled to use the credit/debit card, bank account for such transactions.

MES reserves the right to vary these terms and conditions from time to time and the current version will be published on this website. We reserve the right to decline the acceptance of an online payment if your account is in default for any reason. MES may also make additions/deletions/alterations to the services offered, at its sole discretion, and also reserve the right to withdraw the service at any time at its discretion, without prior notice.

These terms and conditions are governed by the laws of India and the competent Courts at Mumbai shall have exclusive jurisdiction.

### 10.6.2 Privacy Policy

MES is committed to protecting your privacy and works towards offering you a useful, safe online experience. Your information, whether public or private, will not be sold, exchanged, transferred, or given by MES, to any other institution for any reason whatsoever, without your consent. MES reserves the right, in its discretion, to change or modify all or any part of this Agreement at any time, effective immediately upon notice published on the site. Your continued use of the website constitutes your binding acceptance of these terms and conditions, including any changes or modifications made by MES as permitted above. MES treats your personal information or your use of the service as private and confidential and does not check, edit or reveal it to any third parties except where it believes in good faith, such action is necessary to comply with the applicable legal and regulatory processes or to protect and defend the rights of other users or to enforce the terms of service which are binding on all the users of the site.

MES may collect demographic and statistical information about user behaviour, to measure interest in and effectiveness of the various areas of the site. Any disclosure of this information will be in aggregate form and will not identify individual users.

Personal data collected as part of the payment process will be held primarily to settle your order. This data will be retained by reputable third-party banking and distribution institutions that handle our customers' card transactions and order fulfillment and may be used for any of the following purposes: accounting, billing, and auditing, administrative and legal purposes, security, and payment verification.

### 10.6.3 Refund/Cancellation Policy

The fee once paid will not be refunded. However, if there is any excess payment for any reason whatsoever, the student may file his / her claim with the Registrar of their respective college for further action.

If an overpayment is made against the total of Tuition Fees due, the credit balance arising will be used to offset any debt or invoice arising from the accommodation, library debts, or any other legitimate charge in due date order. If there is no other debt or invoice, any remaining credit balance will be refunded following MES normal refund procedure. Refunds must be requested and supported by written authorization from the Student. Returns are usually made manually and the student will get a cheque for return payments.

**Cancellation of Admission / Refund of Fees**

If any Student wishes to cancel his/her admission, he/she should apply in the prescribed form within thirty days from the date of admission and his/her fees will be refunded as per following ordinances : 0.2859(C) : All the fees paid by a Student at the time of admission shall be refunded to him/her after deducting Rs.30/- (Rupees Thirty only) as administrative charges, if the Student informs the Professorcum-Director, Institute of Distance and Open Learning, in writing within 30 days from the date of his/her admission.

0.2859(D) : All the fees paid by a Student at the time of admission shall be refundable to him/her after deduction of Rs.250/- (Rupees Two Hundred Fifty only) as administrative charges, provided that, i) At the time of applying for admission, he/she intimates in writing that he/she has also applied or intends to apply for admission to one or more of the professional courses conducted by the institutions or departments (including the Institute of Distance and Open Learning) of the University or affiliated Colleges to the University. ii) He/she withdraws his/her application within seven days from the date of his admission to a professional course as mentioned in (i) above, but not later than 30th September, if he/she is a Postgraduate/management Student of the same year. In such cases, it shall be binding on the Student to produce documentary proof of his/her being admitted to the professional course. Students admitted after above mentioned dates, if any, will not be entitled for the refund of the fees

| No. of Days | Amount Deducted |
|---|---|
| | |

| | |
|---|---|
| Up to 10 days of admission | Rs.500 |
| 11 to 60 days of admission | 20% of the total fees |
| 61 to 90 days of admission | 30% of the total fees |
| 91 to 120 days of admission | 50% of the total fees |
| After 120 days | No refund |

N.B.: (Ordinance 0.2859 for UG programmes) and (Ordinance No(O.3574for PG Programmes)are amended. Fees will be refunded as per revised ordinance. (Please visit our website for these revised ordinances)

**10.7 IGNOU Study Centre, 1632**

Since 2002, Dr. K. M. Vasudevan Pillai's Campus is a recognized Study Centre for Indira Gandhi National Open University (IGNOU). Counselling Sessions are conducted at the Study Centre to the prospective learners preferably on weekends. The Counsellors are well qualified having Industry / Teaching experience as per the University norms.

**Indira Gandhi National Open University (IGNOU) Study Centre, 1632** provides not only higher education to large sections of the population through Distance Education Council (DEC), it also encourages, coordinates and assists other Open Universities and Distance Education Systems while determining standards in such systems in the country. IGNOU imparts education and knowledge through various flexible means suited to the open and distance education mode, including information and communication technologies. It offers a multi-media learning system comprising print, audio, video, radio, television, teleconferencing, interactive radio counseling, Internet – based learning and face-to-face counseling.

**Programs Offered**

- Bachelor of Computer Application (B.C.A.)

- Master of Computer Application (M.C.A.)

- Masters in Business Administration (M.B.A.)

- Management Programme (M.P.)

- Bachelor of Arts (B.A.)

- Bachelor of Commerce (B.Com.)

- Certificate in Computing (C.I.C.)

- Master of Arts (English)

**Contact Address**
**IGNOU Study Centre : 1632**
Dr.k.M.Vasudevan Pillai's Campus
Plot#10, Sector-16,Podi#02
New Panvel-410206, Maharashtra.
**Direct :**2745 1700 **Tel:** 2745 6100 **Ext:**194
**Co-ordinator:** Prashant Premji Nitnaware
**Website :** https://ignoupanvel.mes.ac.in

**10.8 Hostel**

The Pillai Group of Institutions seeks to make high quality education accessible to everyone regardless of their location. Since 2010, all those associated with the Mahatma Education Society have enjoying access to the modern, excellent Pillai hostel facilities of Panvel. Each hostel building has been designed to create the perfect study environment as well as a place in which students can pursue their personal talents including sports and other extracurricular activities. All hostel facilities are located close to the college itself making it very convenient for all staff and students!

At Pillai's hostel, you can enjoy the metropolitan location of Mumbai in the quiet suburban setting of Panvel. Located within walking distance of campus, Pillai Hostels provides a peaceful setting in which academia is combined with extra-curricular activities in one friendly environment.

**Our Hostels have many facilities available to ensure residents are comfortable and satisfied:**

- Hostel Canteen offering Breakfast, Lunch and Dinner
- Annual Meal Plans Available

- Daily Cleaning Service Available
- 24/7 Security Personnel and CCTV
- Fast Wi-fi Connection
- Social Areas

Another facility is the caring student community which exists in every Pillai Hostel. Hostel life is an opportunity to socialise with students from all over India in the urban hub of Navi Mumbai.

Pillai Group of Institutions offers separate hostels for boys and girls with various rooms available for students to choose from. Single bed rooms with AC are available upon request.

| Girls Hostel | Boys Hostel |
|---|---|
| Double Rooms and Six Bed Dormitories available! <br> Full capacity: 300 students | Triple Rooms, Double Rooms and Single Rooms available! <br> Full Capacity: 380 students |

Join more than 600 students located close to Panvel Campus currently benefiting from the Pillai Hostel facilities. AC options are available.All prospective residents interested in joining the hostel may arrange a tour with one of our friendly staff members.

**For More Information Please Contact: 9167103484**

| Address of the Girls Hostel | Address of the Boys Hostel |
|---|---|
| Pillai Girls Hostel <br> Plot No. 21, Sector- 16 , <br> New Panvel, Navi Mumbai - 410206 | Pillai Boys Hostel <br> Plot No.5 &6, Sector- 13, Khanda Colony, <br> Navi Mumbai -410206 |

Application form may be filled out once the applicant has contacted the Pillai Hostel Facility. To download Application Form Visit : https://pcacs.ac.in/wp-content/uploads/2016/08/Hostel-appln-form.pdf

**10.9 Canteen**

The canteen is situated within the college campus. It is open for all with a seating capacity of 200 students. All types of snacks, soft drinks, and meals are available at subsidized rates. The canteen is open from 7.45 am to 5 pm every day.

## 10.10 Photocopy or Xerox Copy Centre

The Xerox Copy Center is situated within the college campus. It is a full-service print/copy facility dedicated to meeting the communications needs of PCACS students, faculty and staff. Our experienced staff works with the latest tools and processes and is committed to helping make your print/copy tasks as quick and easy as possible—and always with an eye towards meeting your budget. We have an in-house design advisory to help you create your brochures, posters and business cards.

The facility is open at 8 am up to 6 pm Monday-Saturday.

## 10.11 Research Facilities

### 10.11.1 Microbiology Lab
The Biotechnology Department has three well ventilated labs which also facilitates microbiology work fitted with burners and equipped with incubators and colorimeters.



A separate

preparation and washing area is also available which also houses storage for chemicals, autoclaves (different capacities), hot air oven, distillation unit and weighing balance.

### 10.11.2 Plant Tissue Culture lab



The Biotechnology Department has a well-equipped air conditioned Plant tissue culture lab. The lab has two small rooms with a laminar flow hood for aseptic work and racks for storage of cultures. The lab is equipped with a plant growth chamber for keeping cultures under controlled light, temperature and humidity. It is suitable for micropropagation of plants in vitro and agriculture related research work.

### 10.11.3 Animal Tissue Culture Lab

The animal tissue culture room is fitted with double doors in order to make it dust free and to maintain a constant room temperature. It is equipped with the following equipments:



1. Laminar hood for aseptic transfer work
2. CO 2 incubator for maintaining culture cells which maintains the optimum temperature, moisture (sterile environment) and optimum pH.
3. Phase contrast Inverted Microscope to observe the unstained living cells.

4. Cryocan for cryopreservation of cells under liquid nitrogen for long term preservation of cells.



### 10.11.4 Instrumentation Room

The instrumentation room is a facility available for students and faculty to perform Molecular Biology and other Biological experiments. The following instruments are available for various research projects:

1. UV-Vis Spectrophotometer linked to a computer.
2. Phase contrast Microscope
3. Thermocycler for polymerase chain reaction.
4. Cooling centrifuges with different capacity
5. Electrophoretic apparatus with power pack and UV transilluminator.
6. Highly sensitive weighing balance
7. Small equipment like colorimeter, sonicator, lux meter, pH meter, conductometer, etc.

### 10.11.5 Computer Labs

The Information technology and Computer Science Department has 4 computer labs which have an uninterrupted internet facility. During the free time, the faculty and students can avail this resource for various research purposes related to IT, CS and Bioinformatics research. Students may also use it for general purposes like literature reading which is one of the most important steps in research.

### 10.11.6 Urban Expansion Observatory



Mahatma Education Society has jointly developed a research center called Urban Expansion Observatory in conjunction with New York University Stern School of Business. The observatory is being established to undertake high-resolution satellite imagery to measure the quality of expansion in urban areas from 1990 – 2020. The students are  provided with internship opportunities under the UXO project.

### 10.11.7 Resourceful Library or Learning Resource Centre –"Read To Lead"

The PCACS Learning Resource Centre (LRC) develops and provides essential and specialised information resources and services to meet the growing information needs by (i) developing user based resources; (ii) organising information resources; (iii) providing human and technologically moderated access to information; and (iv) aiding users to identify, locate, obtain and evaluate information. Apart from providing reference and lending services of academic resources, the LRC also provides easy access to digital resources e-books and e-resources. Additionally, it offers document delivery services, inter-library loaning facility and photocopying services.

**Library Timings**

Library Reading Hall and Circulation Counter are kept open on all days as mentioned below.

**During Weekdays  (Monday-Saturday ):** 07.45 am to 05.00 pm

**Extended during Exam Period on Demand**

The staffed counter for question papers/syllabus shall have different timings.

Library will remain closed on Public Holidays and as notified by the institute.

**Guidelines and Rules for Use of Library Facilities**

- Students must carry a PCACS Identity Card to access and avail library facilities and services.
- Membership to the library remains valid for 3 years for U.G.Students, 2 Years for P.G.Students and 5 Years for Ph.D or Research Scholars.
- All students must keep their bags and other belongings at the Library entrance checkpoint. Only notebooks, books, and valuables like wallets, and laptops will be allowed into the Library. Please note that the Library/Institute is not responsible for loss of any personal belongings. All files/folders, books and notebooks must be presented to the Security/Staff at the checkpoint for inspection before leaving the Library premises. The Library does not permit any exception in the observance of this rule.
- All U.G.,P.G.and Ph.D  Students'  are permitted to borrow books as mentioned in table.

| Category | Document Type | Checkout Allowed/ Card | Lending Period in Days | Renewals Allowed | Overdue Charges |
|---|---|---|---|---|---|
| **All Under Graduate Students & Post Graduate Students** | Text.Bks | 02 | 07 | 2 | *First 5 days* `.2/Day/Unit* |
| | CD/DVD | 01 | 04 | 1 | |
| | Ref.Bks | 01 | 01 | 0 **(Subject to Availability of Books In Stock)** | *After 5 days* `.5/Day/Unit* |
| **Ph.D or Research Scholars** | Text.Bks | 04 | 15 | 2 | *First 5 days* `.2/Day/Unit* |
| | CD/DVD | 01 | 07 | 1 | *After 5 days* |
| | Ref.Bks | 05 | 15 | 0 **(Subject to Availability of Books In Stock)** | `.5/Day/Unit* |

- Students can issue Reference Books only for overnight During examination. If books issued for overnight use are not returned on time, the student's facility to borrow books from the Reference section will be suspended for a week.
- When the books are returned, you must ensure that they are shown as cancelled against your name in the library system records.
- Please do not issue books to other students against your name.
- Reference documents like dictionaries, encyclopaedias, yearbooks, and journals (loose or bound), theses, project reports, censuses, and handbooks will not be issued out of the library.
- After use, the books should be left on the study table or on the book trolley for the Library Staff to shelve them. Please do not attempt to shelve the books yourself as you could misplace them.
- Library resources are valuable and are meant for generations of use by students admitted to PCACS, and therefore need to be preserved. Please do not tear or mark pages, or damage/disfigure books, journals and other resources in the library. Such instances will result in library privileges being withdrawn in addition to penalties being imposed.

- Please report loss of library book or any other reading material to the Library Staff immediately.
- The Library is a Silence Zone and you are requested not to engage in conversation and discussion in the Library premises. Mobile phones should be kept on silent mode and can be used only in the specified zones on each floor.
- You are not permitted to carry in or consume eatables and beverages inside the Library premises.
- The Library reserves the right to recall any issued book at any time.
- Demand and suggestion slips are available at the circulation desk for your use.
- The Library provides facilities for (i) Photocopying (ii) Scanning @ Rs. 5/- per image or page.
- Access to the Internet and E-Resources, including E-Journals, is available to all students, research scholars, project staff and faculty of the Institute. Some of the online databases like N-LIST and DELNET are available 24x7.
- Please do not occupy a computer terminal if you are not using it or if you are working on your Laptop instead.
- Do not disconnect the LAN cable of any terminal in the Cyber Library to connect your Laptop. If you require any support do not hesitate to contact the staff on duty.
- Do not attempt to access, distribute or display material, which is offensive, obscene, defamatory, etc. If a user is found indulging in such behaviour, it will be viewed seriously and invite penalty and disciplinary action.
- Do not switch off the computer when you finish using it, as someone else would be using it after you.
  **For more information visit :** http://library.pcacs.ac.in/

## 10.12  DIVYANGJAN

PCACS provides the following resources for Divyang students-

- **Wash Rooms**
  The college provides wash rooms in every wing on each floor for specially abled students.

- **Ramp and Rails**

  Ramp and rails are provided on the ground floor near both the gates for the convenience of students.



- **Wheel Chairs**

  Wheelchairs are available in the security cabin at the main gate, in the office and library for students convenience. These can be utilized in cases of divyangjan students or in case of emergencies.

- **Purified Drinking Water**

  Water purifiers are available in all the wings on all the floors of the campus that are easily accessible.
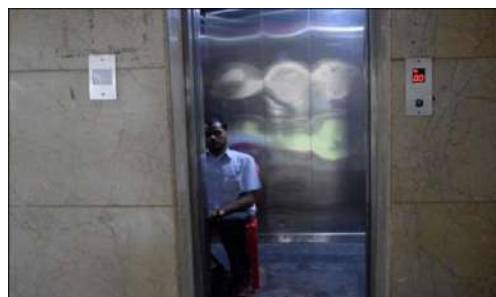


- **Braille Software**

  Braille software and other assistive technologies available in the laboratory.



- **Elevators**

  Elevators are available in all wings with attendant assistance for helping students.



# 11. STUDENT WELFARE

## 11.1 Book-Bank Scheme

**Book Bank** is the facility offered by the management to issue books to socially and economically weak students at a very normal amount taken as a caution deposit which will be returned back to the students at the end of the year against return of books.

## 11.2 Freeship/Scholarship

| SHOLARSHIP | SCHEME | ELIGIBILITY CRITERIA | CATEGORY |
|---|---|---|---|
| Social Justice and Social Assistance Department | Government of India Post Matric Scholarship | Candidate family income should be less than or equal to 2,50,000/- | SC Category |
| | Post Matric Tuition Fees and Examination Fees (Freeship) | The parents / Guardian annual income above Rs. 250000.to unlimited. | |
| | Maintenance Allowance for student studyng in Professional courses | annual income limit less than or equal to 2.5 lac • Students who are studying in the professional curriculum and residing in Hostel (Government. or Institutes Hostel or outside). | |
| | Post Matric Scholarship for persons with Disability | Student should be disable. (40% or above) | |
| Tribal Development Department | Post Matric Scholarship Scheme (Government of India) | Candidate family income should be less than or equal to 2,50,000/- | ST Category |
| | Tuition Fee and Examination Fee for Tribal Students (Freeship) | Applicant who's parent income limit are more than 2.5 lakhs can apply of the scheme. | |
| VJNT, OBC and SBC Welfare Department | Post Matric Scholarship to VJNT students | The parents/Guardians annual Income should be less than or equal to Rs.1.00 Lac. | VJNT,OBC, SBC Category |
| | Tuition Fees and Exam Fees to VJNT students | Parent's annual income should be less than or equal to 8.00 Lacs. | |
| | Payment of Maintenance Allowance to VJNT and SBC Students Studying in Professional Courses and Living in Hostel Attached to Professional Colleges. | Benefits of maintenance allowance are paid to VJNT and SBC Students studying in professional courses and living in hostel attached to professional colleges. | |
| | Post Matric Scholarship to OBC Students. | The parents/Guardians annual Income should be less than or equal to Rs.1.00 Lac | |
| | Post Matric Scholarship to SBC Students. | The parents/Guardians annual Income should be less than or equal to Rs.1.00 Lac. | |
| | Tuition Fees and Examination Fees to OBC Students. | Parent's annual income should be less than or equal to 8.00 Lacs. | |
| | Tuition Fees and Examination Fees to SBC Students. | Parent's annual income should be less than or equal to 8.00 Lacs. | |
| Minority Development Department | State Minority Scholarship Part II (DHE) | Income should be upto Rs.6 lakhs | Muslim, Sikh, Christian, Parsi, Jain |

**For More Information Visit :**
MahaDBT:https://mahadbtmahait.gov.in/
National Scholarship Portal  : https://scholarships.gov.in/
University of Mumbai Department of Students' Development : https://mu.ac.in/department-of-students-development#1571298003728-ada04703-d516

## 11.3 Equal Opportunity Cell

Equal Opportunity Cell of P.C.A.C.S. aims at providing access to educational resources to the disadvantaged groups: SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons. The institute provides following scholarships

1. Freeships And Scholarships (Management)
2. Academic Scholarships
3. Sports Scholarships
4. Staff Wards Scholarships

**Process of Application**

1. **APPLICATIONS INVITED:** Applications invited from Economically Backward students / Staff / Sports Students
2. **MEETING:** Applicants are called for a meeting with the committee
3. **ENQUIRY:** Enquiry made and scrutinized of the applicants
4. **CONFIRMATION:** Confirmation of the facility offered to applicants by Vice Principal / Principal

**11.4 Grace Marks for Extracurricular Activity**

Additional grace marks according to University rules are given to students in their Semester II Or IV examination results to Students who join N.S.S./N.C.C./LifeLong Learning and Extension activity/represent University of Mumbai at Inter University Sports Event/Participation in Avishkar Research Convention or Cultural activities.

**For more Information Refer:**

Circular No.112 O.229 relating to the award of 10 grace marks or Visit https://mu.ac.in/wp-content/uploads/2014/04/O.229-relating-to-the-awrd-of-10-grace-marks..pdf

&

Circular for Award of 10 Grace Marks- Avishkar Research Convention or visit https://mu.ac.in/wp-content/uploads/2020/05/Circular-for-Award-of-10-Grace-Marks-Avishkar-Research-Convention-1.pdf

**11.5 Women's Cell**

The Cell was started with the aim of empowering and orienting young women to recognize their true potential and to help them attain their own stand in a competing world. It primarily aims at creating awareness about important issues related to women and provides a forum for discussion and deliberation on a range of issues from empowerment to environment.

## 11.6 Parent-Teacher Meeting

Parent-Teacher Meeting will be conducted once in each semester. It is compulsory for all students to bring their parents for the PTM. If any parent is unavailable on the PTM day, they can take an appointment with the Class Teacher/Co-ordinator on another day according to their convenience.

## 11.7 Associations, Committees and Centers

## 11.7.1 Art and Media Association

Arts and Media Association, a part of Department of Mass Media provides a platform for all creative minds to showcase their skills and talents.

## 11.7.2 Biotech Association

The Biotech Association focuses on the overall development of the students and aims in creating their own learning experiences and innovations.

## 11.7.3 Entrepreneurship Development Cell

To encourage the spirit of entrepreneurship amongst the youth.

## 11.7.4 Finanza Association

Finanza Association helps students to empower their ability to innovate. It believes that every account i.e,part of our life is equally important and that the main motto of life should be a life that changes their lives.

## 11.7.5 Literary Association

To develop and hone the literary skills of the students and the association encourages the students to develop a taste for literature.

## 11.7.6 Management Association

To encourage the leadership.

### 11.7.7 Mathematics Association

To enhance numerical abilities among students.

### 11.7.8 Computer Association

To develop the technical knowledge of the students along with nurturing the managerial and social skills, thus creating an exceptionally bright future.

### 11.7.9 Economic Association

Excellence, innovation, global orientation, ethical and social values.

### 11.7.10 Financial Market Association (FMA)

FMA is an initiation by the department of Bachelor of Financial Markets towards developing high end qualities in students as finance professionals. The objective of FMA is to foster an environment where students recognize their potential and leadership skills in the field of Financial Markets and act with integrity at all times and since then aims to create a learning environment and enhance the skill sets of the students.

### 11.7.11 Marathi Vangamaya Mandal

To develop Marathi Language and Increase interest in Marathi Literature.

### 11.7.12 Environment Protection Cell-Nature's Club

To promote interest, knowledge, about wildlife forest, and environment among the students.

### 11.7.13 Competitive Exam Cell

Competitive Exam Center of PCACS came up with an idea of catering to the diverse needs of students and is the first College in Navi Mumbai to do so.

### 11.7.14 Research Development Cell

The RDC is constituted to encourage teachers and students for research activities and create an environment for research in the college. The committee motivates students to participate in university research conventions. It is also responsible for promoting and maintaining high standards of integrity in the conduct of academic research. The institution has defined a code of ethics that has to be strictly followed by the faculty members and the students involved in the research activities.

### 11.7.15 Center for Skill Development and Entrepreneurship

The Center for Skill Development and Entrepreneurship of Pillai College of Arts, Commerce and Science (Autonomous) aims to provide value-added courses to the students so as to improve their professional skills along with their academics.. The Centre aims to assist students in their journey from Campus to Corporate and provide them with access to current & industry relevant programs. The vision is to promote and inculcate professional skills among students by providing diversified skill development courses relevant to the changing economic & business environment .

### Objectives
1. To provide diversified industry centric programs to our students.
2. To increase employability quotient.
3. To promote entrepreneurship by providing entrepreneurship related programs.
4. To bridge the gap between Industry and Academia by industry involvement in deciding the courses and their curriculum.
5. To polish communication skills of our students with different levels of soft skills programs.

### Functions
1. To provide a platform for the young minds to develop their skills and nourish the areas of their interest.
2. To provide Skill Training to the students so that they increase their employability.
3. To create awareness and interest among students to think about the real professional world and make themselves ready for the same.
4. To develop strong industry academia relationships.

### 11.7.16 Center for Biosciences

The centres will work towards providing students and researchers opportunities to work on projects in collaboration with academic institutions, research labs, startups and industries. They will focus on applied research and industry-relevant education.

### The objectives are to

- Promote innovative interdisciplinary projects.
- Bridge the gap between laboratory research and need based solutions for societal                                                                          issues.

## 11.7.17 Center for Social Sciences

The center will work with the aim of improving people's quality of life and helping individuals, groups and societies to develop their full potential. This center will also play an important role in monitoring and analysing current societal developments. The main objective of the Center is to aid societal development by pursuing skill formation amongst students with added thrust and aid research towards societal concerns.The focus is to:

(a) To partner with Stakeholders
(b) To find mutually benefitting solutions
(c) To connect education with community

## 11.7.18 Centre for Skill Fostering

The Centre focuses on developing an ecosystem that will act as a single stop solution for skill fostering. The Centre will continuously evaluate skill development needs of students and offer customized learning solutions to them .

The objective of this centre is to encourage and develop a culture of skill enhancement by providing a systematic training and practical exposure to our students in areas that are directly linked to employability and entrepreneurship.

## 11.7.19 Centre for Accounting & Taxation

The main aim is to provide training to students for clearing various professional exams & promoting skill-oriented Courses which will increase employability among students & to provide Internship in the same areas to get practical exposure.Centre will also encourage students for start ups.We shall find opportunities to help out to our community as well.

## 11.7.20 Centre for Smart System

The PCACS Center for SMART System is an independent center for knowledge transfer and research. Can leverage collaborative networks for aiding research and innovations, expertise, funding. Disseminate and train those who seek.The Center forms a "technology exchange" providing a focus and point of contact for companies wishing to access the results of search, technical expertise and funding to apply it to industrial problems.

**11.7.21 Institute's Innovation Council**

The primary mandate of the Institution Innovation Council is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are in formative years. Different cells functions under IIC which are as follows:

a. The Innovation and Entrepreneurship Development Centre: It aims to familiarize students with the entrepreneurial journey and provide them with access to high quality mentorship and global exposure.
b. Innovation Cell: It encourages the students and faculty to think innovatively to generate new ideas for their start-ups as Entrepreneurship opportunities.
c. Intellectual Property Cell: It creates and promotes awareness and provides guidance to faculty and students on the approaches and practices regarding Intellectual Property Rights and Obligations and Legal Requirements.
d. Skill Development Cell: Promotes and inculcates professional skills among students by providing diversified skill development courses relevant to the changing economic & business environment.

**11.7.22 Commerce Lab**

Commerce lab centre is formed with the aim of developing entrepreneurial and professional abilities among the students. The centre also focuses to make the students understand practical application of knowledge gained through theory. The centre would be having tie up with the institutions for conduct of various activities.

**11.7.23 Centre for Virtue and Wellness**

The centre for Virtue and Wellness focuses on the inculcation of institutional values .The centre aims at providing an environment for overall growth,strengthening the virtues and achieving a balanced mind and body .This will be done through various events and collaborative activities for stakeholders like students,faculty and society.

### 11.7.24 PCACS Teaching Learning Centre

The institution with the setting up of the Teaching learning center envisions to keep it's teacher updated with latest developments in the teaching field from time to time with the latest technology. The main objectives of this centre is to upgrade the knowledge of its staff and students by arranging  webinars, expert talks in various areas  and also to provide them with valuable certifications.

### 11.7.25 Department of Lifelong Learning and Extension

The Department of Lifelong Learning and Extension (DLLE) was established on October 12, 1978 and has been recognized as a Statutory Department and one of the authorities of the University of Mumbai since 1994 to promote a meaningful and sustained rapport between the Universities and the community.

To facilitate the sensitization of the student to the socio-cultural realities, the Department offers for the student, extension work projects encompassing social issues. There are six types of Extension Work Projects are being offered by the department under the two different units for enhancing the employability and IT skills of the student.
**I) Vocational Career Oriented Projects:**

1. Career Project (CP)
2. Industry Orientation Project (IOP)
3. Anna Poorna Yojana (APY)

**II) Community Oriented Projects**

1. Population Education Club (PEC)
2. Survey of Women's Status (SWS)
3. National Institute of Open Schooling (NIOS)


### 11.7.26 Students' Council

The Student Council of Pillai's College of Arts, Commerce and Science is an ever evolving body that has represented the students of the institution throughout the years. We say "ever evolving" because it has adapted itself over time to cater to the student body time and time again. Bridging the gap between the institution and the students.

The students' council encourages students to participate in a variety of inter and intra-collegiate competitions.

*Role of Student Council*

1. To officially represent all the students in the Institute
2. To organize cultural and recreational activities for students
3. To identify and help to solve problems encountered by students in the Institute
4. To promote and encourage the involvement of students in organizing Institute activities

## 11.7.27 National Service Scheme (NSS)

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands-on experience to young students in delivering community service.

**For more information contact :**

Mr.Shabab Rizvi ,Assistant Professor (N.S.S.Programme Officer)

**11.8 Student Schemes**

*A.Outstanding Student Award (Annually)*

Students who have both excellent academic profile (as per the CGPA) along with good overall profile in extra curricular activities, social work and awareness and in the final year of studies are eligible for the Outstanding Student award.

**Procedure**

1) The committee will announce a call for applications for the award at the end of each academic year

2) Final year students can make an application to the head of department
3) Head of the Department will shortlist upto 3 candidates and forward it to the student activities committee for evaluation
4) The committee will shortlist further and call the candidates for an interview
5) The committee will then select the winning candidate and will announce the winner
6) The student will receive the award along with a cash prize.

## B. Best Library User Award (Annually)

### Criteria for Selection of "Best Library User Award"

1) Observation of Library Rules
2) Maximum usage of Learning Resources (Print and Non-Print) and Services in Systematic manner.
3) Behaviour of the library user with library staff and within the library premise.

### 11.8 Online Railway Concession form

Students can submit online railway concession application.To submit visit :
http://www.pcac.ac.in/Railway/Concession.aspx

### 11.9 Student Publication Opportunities

● **Focus PCACS Student's Research Journal –***A Platform For Young Researchers*

Focus is a student's research journal published annually (April) in print form. The journal Focus provides a platform for young minds to express creative ideas on diversified topics in the field o science, commerce and humanities. The journal has become a forum for critical writings for young minds on diverse issues. This helps in developing research culture among students contributing to knowledge resources.

● **Spectrum**

Spectrum is a Annual Magazine of PCACS published in print form. The magazine provides a platform for student's to exhibit their art, short stories, literary work and many more.

## 12. STUDENT EVENTS

## 12.1 Alegria

Alegria is the Mega Pillai college campus festival. The mega festival started in 2013 and over the period of time it has witnessed a footfall of over 50,000 people making it one of Mumbai's biggest festival. What makes the festival divergent is the unconventional thinking of the students which allows it to have the most creative themes. The five-day-long festival is filled with memories and the best time of a student's college life.

**For more information visit :** http://www.alegria.co.in/

## 12.2 Uber Rang

Uber Rang is an inter MES institution fundraiser talent competition to promote the activities associated with Community Service Day conducted every year by the Pillai Group of Institutions. Every year after the observance of Community Service Day in the morning, students from across the MES institutions work together to create a dazzling display of young talent. All the surplus generated at the UBER RANF festivities is used for the affiliated NGOs  at the annual MES Community Service Day thus involving students towards helping the less fortunate section of the society and spreading the message of compassion and empathy.

**For more information visit :** https://mes.ac.in/community-service/uber-rang-festival/uber-rang-2020/

## 12.3 Youth Festivals

University of Mumbai  Department of Students' Development  organizes every year the Inter-Collegiate/Institute/Department Youth Festival for full time students,who are enrolled under University of Mumbai .

**For more information visit:** https://mu.ac.in/department-of-students-development

## 12.4 Avishkar Research Convention

The convention is designed with the intention to develop a research culture and scientific temper among the students, scholars and teachers from under-graduate to doctoral level in the state of Maharashtra. The activity will also help to develop skill, review new dimensions of explored areas of knowledge as well as the unexplored areas of enquiry.

**Objectives**

- To identify the hidden innovative scientific talents and capacities of students.
- To provide opportunities for inculcating research attitudes in the students and teachers.
- To create academically sound youth by developing knowledge, skill and attitude of research.
- To promote aptitude with emphasis on high standards of research and development activities for the benefit of students and teachers.
- To explore the active student centred paradigm of education.
- To open new channels of scholarly research between faculty and students.
- To excel at active learning standards of research.
- To develop personality and communication skills among the students.
- To produce research scholars commensurate with the need of the future.
- To promote the interaction among the students for the exchange of various aspects of research by organizing collegiate and inter-collegiate research activities.
- To encourage the students to participate in research activities at inter-collegiate, district, university and state levels.
- To felicitate and recognize students' achievements by offering awards and honours.
- To provide financial assistance in the form of fellowship /scholarship to the selected researchers and teachers for innovative research development.

**For more information visit:** https://mu.ac.in/department-of-students-development

### 12.5 Other Themes Days

In addition PCACS Students' council conducts Fresher's Day,Yaariyan,Traditional Day,Rose Day etc.

## 13. SPORTS ACTIVITIES

At PCACS, our major effort is spent to inculcate in students the love of professionalism and a yearning to excel in life along with focused efforts and hard work to excel in academic pursuits. Students are also expected to develop their overall personality by participating in social and cultural activities. The objective is to foster leadership and nation building traits in them.

Sports enthusiasts at PCACS can look forward to inter and intra-college events, external events and competitions. The institute is equipped with a number of indoor and outdoor sports facilities.

## 13.1 Multipurpose Ground

The campus has a synthetic floor multi purpose sports ground for games such as basketball, football, tennis and volleyball.

## 13.2 University Sports

PCACS regularly participates in university sport activities such as cricket, football, ball bad-minton, chess etc

## 13.3 Gymkhana

The institute's gym is equipped with facilities like treadmills, cross-trainer, recumbent bike, abdominal machine, dumbbells and gravity expansion and many others. There are air conditioned sections that can be used by students by paying extra fees. Students can also use.



## 13.4 Shooting Range

PCACS has a 6 lane Olympic level rifle shooting range on campus.



### 13.5 Badminton Court

The campus has 2 indoor badminton courts for faculty and students.

## 14. EXTRA AND CO-CURRICULAR ACTIVITIES

### 14.1 Project Based Learning

Project-Based Learning (PBL) is an instructional methodology that encourages students to learn and apply knowledge and skills through an engaging experience. PBL presents opportunities for deeper learning in-context and for the development of important skills tied to college and career readiness.

### Characteristics of Project-Based Learning

Here are three characteristics of meaningful project-based learning activities that lead to deeper student understanding:

### 1) Inter-disciplinary

PBL focuses on engaging students with real-world problems. This is an interdisciplinary approach because real-world challenges are rarely solved using information or skills from a single subject area. Projects require students to engage in inquiry, solution building, and product construction to help address the real-world issue or challenge presented. As students do the work, they often use content knowledge and skills from multiple academic domains to successfully complete the project.

### 2) Rigorous

Project-Based Learning requires the application of knowledge and skills, not just recall or recognition. Unlike rote learning that assesses a single fact, PBL is more complex and can be used to assess how students apply a variety of academic content in new contexts. As students engage in the work of a project they follow a process that begins with inquiry. Inquiry leads to deeper learning, not just related to academic content, but also related to the use of content in real world applications. Inquiry processes can help lead to the development of solutions that address the problem/challenge of the project and the creation of products to communicate solutions to an audience based upon the application of content and skills.

### 3) Student-centered

In PBL, the role of the teacher shifts from content-deliverer to facilitator/ project manager. Students work more independently through the PBL process, with the teacher providing support only when needed. Students are encouraged to make their own decisions about how best to do their work and demonstrate their understanding. The PBL process fosters student independence, ownership of his/her work, and the development of 21st century/workplace skills.

### 14.1.1 Implementation of PBL at PCACS

1) In the beginning of every semester students are given potential project topics that cover aspects from all their coursework during the term.

2) The projects all have specific objectives and outcomes and specified means in which attainment is measured.

3) In general, students are encouraged to prepare a working prototype/model of their projects and present it to their faculty at the end of the term

4) Student groups select the projects of their choice and then prepare a plan for its implementation.

5) Students are evaluated twice a semester on their project

6) The final grade received on the project is distributed among all relevant courses taken during the term evenly.

### 14.2 Value Education

Themes that values education can address to varying degrees are character, moral development, spiritual development, citizenship education, personal development, social development and cultural development. Value Education programs are a routine program of PCACS conducted to benefit both faculty and students.

Areas of value education

The areas that come under value-based education are as follows:

1) Character development.

2) Personality development.

3) Spiritual development.

All these come under one roof and are known by the term "value education". The purpose of value education is to make students responsible citizens and to make their country feel proud of them.

What are the benefits of value education in students' academic results?

1. Cooperation in asking questions to teachers.
2. Work independently.
3. Implement their learning in their day to day life.
4. Increased attention.
5. Helps students to make their own decisions.
6. Stable connection between teacher and students.
7. They establish an increased capacity to develop their own as well as their peer behaviour.
8. Teachers get strong support from students.

## 14.3 Student Research

PCACS has numerous centers and laboratories where students are exposed to cutting edge research. Undergraduate students are encouraged to conduct research under the supervision of PCACS faculty members in the field of their interest. Faculty members should encourage students to participate in research projects, go to state and national level research project competitions such as Avishkar and publish and present their work in reputable conferences and journals.

**14.4 Student Social Work**

The activity of community service has been introduced with intent to inculcate in students the act of compassion to empathise with the difficulties of different sections of Indian society associated with service to a needy community by spending time with kids of the orphanage, old age homes and by distributing food clothing or study materials to the less privileged members of our neighbourhood for a holistic thinking phenomenon in the mind of the student.

**14.5  Student Entrepreneurship**

PCACS actively encourages entrepreneurship activities in its students. Throughout the year students are encouraged to participate in many projects, competitions, hackathons and a business plan competition. In addition, PCACS has a full fledged co-working and incubation space where its students can network and build their businesses and refine their ideas. The space has coworking furniture, wifi, high speed internet, conference rooms and many other facilities to encourage student entrepreneurs.

The center also has regular seminars, workshops and information sessions on various entrepreneurship activities.

# 15. GETTING CAREER READY

**15.1 Internships**

Students are encouraged to actively look for and do internships during the vacation periods. Internships allow students to get real world experience in different industries. Students who complete a substantial number of internships during their time at PCACS will be awarded a certificate of merit for their efforts. Students are encouraged to look for on and off campus internships through the following sources.

1. Internshala (https://internshala.com/)
2. CIBA, Vashi  (https://ciba.org.in/mumbai/)
3. Naukri.com
4. Linkedin.com
5. Letsintern.com
6. WeWork
7. ISRO
8. 10000 Start-Ups A NASSCOM Initiative (http://10000startups.com/)

Guidelines for Internships The internships policy of the institute will be governed in principle by the UOM internship policy.

1. Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session.
2. During the summer vacation after 3rd/4th semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation /Entrepreneurship/Social Service related activities.

**Procedure**

1. Request Letter/ Email from the office of Training and Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.
2. Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through the concerned department.
3. Students will submit training reports after completion of internship.
4. Training Certificate to be obtained from industry.
5. List of students who have completed their internship successfully will be issued by the Training and Placement Cell.

**15.2 Industrial Visits**

PCACS actively encourages its students to participate in industrial visits to bonafide companies or industries or places of commercial interest. Students are meant to learn about the different aspects of these industries such as its technical functions, business functions, HR and financial functions. It is preferred that faculty members organize and conduct industrial visits, however in certain circumstances external vendors may be commissioned to organize the industrial visit.

1. For every 20 students there must be at least 1 faculty member accompanying them.

2. All industrial visits/picnics/tours must be only conducted by authorised travel vendors approved by the principal in advance.

3. A plan for the visits that are to be conducted during the year should be given in the beginning of the academic year. If it is not possible a minimum of 3 months notice is required before initiating any industrial visits.

4. Under no circumstances shall any payments be given in cash to any vendors. TDS and appropriate taxes must be charged and deducted for all IVs conducted through the college.

5. All vendors must provide appropriate insurance coverage for the trip in case of cancellation/delay etc and must indemnify the colleges and MES from all liability.

6. Feedback about all trips must be collected at the end of the trip and provided to the principal.

## 15.3 Higher Education

Students are encouraged to also go for higher studies after completing their undergraduate degrees. Students can consider securing Masters and PhD courses in technical fields from Indian or Foreign Universities. For these students will need to take and secure a high score in various competitive exams such as GATE-(IITs and NITs), GRE and TOEFL- (Foreign Universities). Students can also consider business related master's programs such as MMS or MBA for both Indian and Foreign Universities. In these cases students need to secure a high score in MHCET, CMAT, GMAT and many others. These may be valid for both Indian and Foreign Universities.

### 15.3.1 Letters of Recommendation

Charges for the LOR's is **Rupees 100/-** per copy.

The office should keep track of all letters issued. Faculty members are to follow up with students once they get admitted to a higher education institute and forward that information to the office and training and placement department.

### 15.3.2 Aptitude Test Practice

Most higher education institutes, universities, and many government and private company jobs require students to take an aptitude test as a pre-screening test to shortlist students. It is therefore essential that students get sufficient practice in the aptitude test.

PCACS offers practice tests for its students within its curriculum so students gain some exposure to these test before attempting them.

These are the most common types of aptitude test that you will encounter:

- **Numerical reasoning tests**. These tests require you to answer questions based on statistics, figures and charts.
- **Verbal reasoning tests**. A means of assessing your verbal logic and capacity to quickly digest information from passages of text.
- I**ntray exercises**. A business-related scenario that assesses how well you can prioritise tasks.
- **Diagrammatic tests**. Tests that measure your logical reasoning, usually under strict time conditions.
- **Situational judgement tests**. Psychological tests that assess your judgement in resolving work-based problems.
- **Inductive reasoning tests**. Tests that identify how well a candidate can see the underlying logic in patterns, rather than words or numbers.
- **Cognitive ability tests**. A measurement of general intelligence, covering many categories of aptitude test.
- **Mechanical reasoning tests.** These assess your ability to apply mechanical or engineering principles to problems; they are often used for technical roles.
- **Spatial awareness tests.** These tests assess your capacity to mentally manipulate images, and are often used in applications for jobs in design, engineering and architecture.
- **Error checking tests.** An unusual type of aptitude test that focuses on your ability to identify errors in complex data sets.

**For more free tests visit:** https://www.wikijob.co.uk/
**For subject quiz tests visit :** http://epgp.inflibnet.ac.in/

## 15.4 Additional Certification

PCACS students are highly encouraged to study beyond the syllabus courses by getting certifications from various external and internal faculty.

### 15.4.1 Add-On Courses

PCACS has numerous add on courses that provide certifications to students in diverse areas such as

- *In House Certificate Courses:* Advanced Excel, Basics of Securities Markets, Digital Marketing, Ethical Hacking, Financial Modeling, Soft Skills.
- *Collaborative Courses:* Certified Tax Accountant Plus, Tally ERP, GDCA, Plant Tissue Culture, Fundamental and Technical Analysis, Social Media Marketing, Human Resource Management, Fundamentals of Financial Marketing.

### 15.4.2 MOOCs and NPTEL

Students can also get additional credits for internal assignments by completing certifications of various MOOCs (massive open online courses) and NPTEL courses online. PCACS is registered as a local chapter under SWAYAM - NPTEL. PCACS is also registered as one of the centers for the IIRS-ISRO Outreach Program. Students can find relevant popular MOOCs courses here

1) https://www.edx.org/
2) https://www.coursera.org/
3) https://www.khanacademy.org
4) https://swayam.gov.in/exswplorer
Please go to this link to join for courses that you/students are interested in.
https://onlinecourses.nptel.ac.in/ or https://swayam.gov.in/NPTEL
After successful enrollment, the students are requested to furnish the details in the following registration form https://forms.gle/sorw3tK7BNPkfv2y7

**KINDLY NOTE:**
**LC ID: 4385**
**LC NAME: PILLAI COLLEGE OF ARTS, COMMERCE AND SCIENCE**
For queries contact: bindur@mes.ac.in

### 15.5 Mentorship

Academic and career guidance is an important component in the development of any educational institution. As such it is important for each institute to develop its own

mentoring program where every student is assigned a mentor who will provide academic and career guidance. The purpose of this program is as follows

- The opportunity to meet with someone who can help you get answers to questions students may have about corporate career or higher education
- Tailored career planning plus help and insight into specific industries
- Give advise on how to increase employability skills and where to go for help with developing students career
- Increased confidence and other key employability skills learned from experienced people
- The Mentoring Programme is open to undergraduate, postgraduate and recently graduated students

Faculty mentors will be assigned no more than 30 students to mentor each academic year. Preferably the students will be assigned to a mentor who will remain with them throughout their time at the institute. Every semester a faculty mentor will meet at least twice with each mentee.

**Career Guidance**

1. Faculty mentors will help students to select a career based on their own skills and abilities.
2. Faculty mentors will recommend various add-on courses that will increase the employ-ability skills of students.
3. Faculty mentors will help students get internships in various industries.
4. Faculty mentors will keep students informed of various competitive exams, competitions, institutional and government schemes that they can prepare for or participate in.
5. Faculty mentors will help students plan for higher educational opportunities in various universities both in India and abroad.
6. Faculty mentors will also coordinate with alumni and industry mentors to give career guidance to their mentees.
7. Encourage students to participate in extracurricular and co curricular activities to enhance their employability.

**15.6 Soft Skills Development**

Students are encouraged to take many courses or participate in activities to build up their soft skills. PCACS has a fully fledged language lab available with the latest language tools that students can use to improve their English speaking and writing skills and learn new languages. Through their course work, PBLs and competitions students also develop their skills. Students should strive to develop the following skills (Adapted from wikijobs).

- **Communication** As a soft skill communication is not about multiple syllables or rousing speeches. Able communicators can adjust their tone and style according to their audience, comprehend and act efficiently on instructions, and explain complex issues to others. Com-munication is also an important aspect of leadership, since leaders must be able to delegate clearly and comprehensively.

- **Self-Motivation** Having a **positive attitude** and the **initiative** to work well without round-the-clock supervision is a vital soft skill for any engineer. Not only does it demonstrate reliability and commitment, but it shows that you can fit efficiently into an organizational structure without the need for constant oversight.

- **Leadership** Leadership is a soft skill you can show even if you're not directly managing others. Leadership can be thought of as a collection of various other soft skills, such as a general positive attitude and outlook, the ability to communicate effectively, and an aptitude for both self-motivating and motivating others.

- **Responsibility** Self-awareness is a seldom talked about but highly valued soft skill; knowing when to accept responsibility for any mistakes you have made demonstrates a healthy level of humility, and a willingness to learn and progress.

- **Teamwork** Like leadership, good teamwork involves a combination of other soft skills. Working in a team towards a common goal requires the intuition and interpersonal acumen to know when to be a leader, and when to be a listener. Good team players are perceptive, as well as receptive to the needs and responsibilities of others.

- **Problem Solving** does not just require analytical, creative and critical skills, but a particular mindset: those who can approach a problem with a cool and level head will often reach a solution more efficiently than those who cannot. This is a soft skill which can often rely on strong teamwork too. Problems need not always be solved alone. The ability to know who can help you reach a solution, and how they can do it, can be a great advantage.

- **Decisiveness** Knowing the distinction between decisiveness and recklessness implies a soft skill in itself. Decisiveness combines a number of different abilities:

the ability to put things into perspective, to weigh up the options, to assess all relevant information and, crucially, to anticipate the consequences, good and bad.

- **Ability to Work Under Pressure and Time Management** Many jobs come with demanding deadlines and occasionally high stakes. Recruiters prize candidates who show a decisive attitude, an unfaltering ability to think clearly, and a capacity to compartmentalize and set stress aside. **Time management** is closely related to the ability to work under pressure, as well as within tight deadlines. Employees who manage their time well are able to efficiently prioritise tasks and organise their diaries, while adopting an attitude which allows them to take on new tasks and deadlines.

- **Flexibility** Naturally, people can be wary of leaving the comfort zone formed by their repertoire of hard skills. **Flexibility** is an important soft skill, in as much as it demonstrates an ability and willingness to acquire new hard skills, and an open-mindedness to new tasks and new challenges. Employers often seek candidates who can show a willing and upbeat attitude, since many jobs come with the possibility of secondments.

- **Negotiation and Conflict Resolution** This is another of those soft skills which employers look for in potential leaders. To be an adept negotiator is to know how to be persuasive and exert influence, while sensitively seeking a solution which will benefit all parties. Similarly, **conflict resolution** depends on strong interpersonal skills and the ability to establish a rapport with colleagues and clients alike.

# 16. ALUMNI FACILITIES

Alumni are the brand-ambassadors of PCACS. PCACS maintains a strong and positive relation-ship with its alumni and can benefit the institute socially, academically and professionally. Likewise even the alumni community have realised that it's not just a mere nostalgia that they associate their PCACS with, but it's much beyond that. Some of the PCACS focus areas with regards to its alumni are

- **Placements-** the alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organisations.

- **Mentorship and Scholarships-** alumni can play an active role in voluntary programmes like mentoring students in their areas of expertise. They could also play a significant role in contributing scholarships to deserving students.
- **Career Guidance-** alumni is a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study.
- **Networking Platform-** alumni network by itself is one of the best professional networking platforms available today.
- **Fund-raising-** A strong alumni association can be one of the biggest benefactors of an institution that can contribute towards various developmental activities of the institution.

### 16.1 Alumni Workshops and Seminars

Alumni regularly conduct workshops and seminars for the students of various departments. The college provides funding for such events either through student groups or through student activities funds. This provides a platform for alumni to showcase their experience and skills to existing students. Alumni can thus serve as mentors for students, provide placement and scholarships as well as guide the careers of upcoming students.

### 16.2 MES Alumni Registration

MES provides a uniform platform for all its alumni to register on a network called MES ALUMNI. Here MES alumni can network with and they can track all the other alumni of any MES institute and each institute can keep track of each alumni. PCACS also has its own alumni committee and registered organization which manages the day today activities and financial aspects of the PCACS alumni community. Students can register at https://alumniportal.mes.ac.in/

### 16.3 Continuing Education

PCACS offers many add on and certificate courses that are offered to alumni at discounted rates. In general alumni can get upto 50% concession in various short term, training courses and certification courses that are offered by PCACS.

**For more information visit :** https://pcacs.ac.in/alumni/events/

### 16.4 Transcripts and Marksheet

Transcripts are mostly issued for students for their further studies and immigration purposes.

The Student needs to fill up the transcript format provided by our institute, along with the copies of all Semesters' passing marksheet.

The office prepares the transcripts by entering the semester wise Marks/Grade into a word format containing a Cover letter mentioning the students Name, year of admission and passing month and year and the content of the percentage calculated in a table format

Mostly student take transcripts after completing their engineering however some applywhen they are studying in Semester V

At times when errors are reflected in the calculation of marks of the original marksheet issued by the university as well as issued by our institute which are sent for correction and new ones are issued.

These transcripts are signed by the Registrar/Principal and put in a sealed envelope.

The charges for transcripts are as follows Student admitted in

F.Y First copy **Rs. 1000/- (One Thousand only)** additional Copy **Rs. 125/- (One Hundred and Twenty Five Only)**

Student admitted in direct second year

**Rs. 750/- (Seven Hundred and Fifty only)** additional Copy **Rs. 125/- (One Hundred and Twenty Five Only)**

### 16.5 Migration Certificate

Migration Certificate is issued for further studies in any of the Universities in India.

The student needs to fill up a form provided on the Mumbai University Website or we provide a copy of it. Student needs to attach the following documents along with the migration form

1. Student All Marksheet of 10th, 12th,All semester passing mark-sheet and Convocation Certificate.
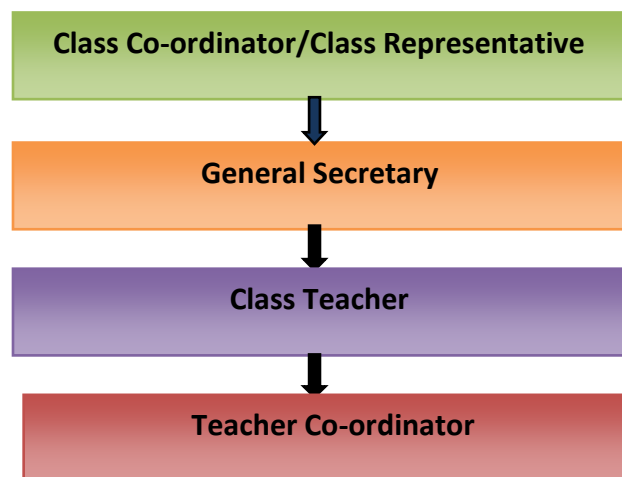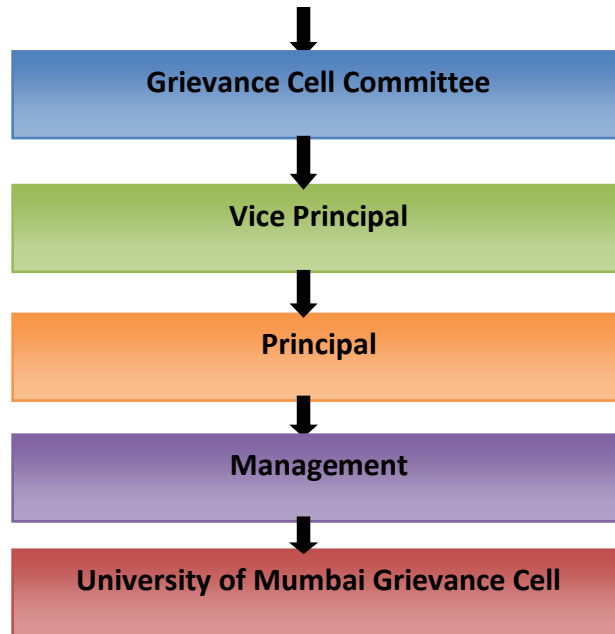2. Leaving Certificate issued by the College Original and Duplicate copy

3. Enrolment/Eligibility Confirmation Letter copy by the college.
4. University of Mumbai Challan copy
5. College cover letter.
6. All the above documents attested by the college stamp and signed by the Principal.
7. The students have to pay fees via demand draft of Rs.220/- in favor of 'Finance and Accounts Officer, University of Mumbai'.
8. Students also have to pay necessary processing fees in the college cash counter.
9. The migration certificate is issued within a month's time by the University of Mumbai university and the same is sent to students' correspondence addresses by the University.

# 17. GRIEVANCE REDRESSAL FOR STUDENTS

Grievance Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, employment, resources and personal grievances. A Grievance is any complaint by an employee or students concerning any aspect of employment or academics. Every employee/student shall represent his/her grievance for redressal only through proper channels. The Institute recognises the right of students to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its students. In addition, grievances maybe filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

**Flow Chart**

```
┌─────────────────────────────────────────────┐
│  Class Co-ordinator/Class Representative      │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│              General Secretary                │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│                Class Teacher                  │
└─────────────────────────────────────────────┘
                      │
                      ▼
┌─────────────────────────────────────────────┐
│              Teacher Co-ordinator             │
└─────────────────────────────────────────────┘
```

*Pillai College of Arts, Commerce & Science(Autonomous),New Panvel*

```mermaid
flowchart TD
    A[Grievance Cell Committee] --> B[Vice Principal]
    B --> C[Principal]
    C --> D[Management]
    D --> E[University of Mumbai Grievance Cell]
```

**Grievance Cell Committee**

**Vice Principal**

**Principal**

**Management**

**University of Mumbai Grievance Cell**

### 17.1 Procedure of Grievance Cell for the Students

**Stage-I**

Students can report their grievance to the Class Co-ordinator (CC) or Class Representative (CR).

**Stage-II**

If the grievance is not redressed at the Stage I the student can refer the matter to the General Secretary (GS) of the College.

**Stage-III**

The grievance which could not be sorted out at Stage II can be further referred to the concerned Class Teacher.

**Stage-IV**

Further the grievance which could not be resolved at Stage III can be resolved by the respective Programme Co-ordinator.

**Stage-V**

The grievance which could not be redressed at Stage IV can be addressed to Grievance Cell Committee of the College.

### Stage-VI

The Vice Principal undertakes the grievance which could not be sorted at Stage V.

### Stage-VII

If the grievance couldn't be solved at Stage VI the final decision regarding the grievance is vested in the hands of the Principal of the College.

### Stage-VIII

The matter which could not be resolved at Stage VII would be referred to Top Management for further procedure.

### Stage-IX

If the grievance couldn't be redressed at Stage VIII it can be resolved at University of Mumbai, Grievance Cell.

**The above is the Step Ladder Method of Grievance redressal mechanism of the College apart from its Open door policy is also in place where students can directly approach top management.**

**17.2 Grievances Regarding Examination**

**The main points are:**

1. Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
2. Candidates may appeal if they find about counting mistakes or non-assessment of answers as per the guidelines by University of Mumbai.
3. Appeals should be made in writing by 2 weeks after the display of results to the Examination Controller.
4. The Examination Controller findings will be notified in writing and will take necessary actions accordingly.

**For further queries contact : Examination Grievance Redressal Cell**
**Email: examinationgrievancecell@mes.ac.in**

# 18. INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT)

This section sets forth some important rules relating to the use of MES's computer and communications systems. These systems include individual PCs provided to employees, centralised computer equipment, all associated software, and MES's telephone, voice mail and electronic mail systems.

MES has provided these systems to support its mission. Although limited personal use of MES's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, MES's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. All data in MES's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of MES. MES may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in MES's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to MES. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system. MES's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, MES's systems must not be used to solicit or proselytise others for commercial purposes, causes, outside organisations, chain messages or other non-MES-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to MES's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.

The following activities, which present security risks, should be avoided

1. Attempts should not be made to bypass, or render ineffective, security facilities provided by MES.

2. Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

3. Document libraries of other users should not be browsed unless there is a legitimate reason to do so.

4. Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support staff or the Principal.

5. Additions to or modifications of the standard software configuration provided on MES'sPCs should never be attempted by individual users (e.g., auto exec.bat and config.sysfiles). Requests for such changes should be directed to computer support staff or the Principal.

6. Individual users should never load any unauthorised or pirated software (including outside email services) to MES computers. This practice risks the introduction of a computer virus into the system and could lead to additional financial and penal penalties on MES. Requests for loading such software should be directed to computer support staff.

7. Programs should never be downloaded from bulletin board systems or copied from other computers outside MES onto MES computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the MES may be performed not to present a security risk.

8. Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.

9. MES's computer facilities should not be used to attempt unauthorised access to or use of other organizations' computer systems and data.

10. Computer games should not be loaded on MES's PCs.

11. Unlicensed software should not be loaded or executed on MES's PCs.

12. MES software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the MES should not be removed from the MES's offices.

13. Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

**18.1 Best Practices**

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

1. Turn off your personal computer when you are leaving your work area or office for an extended period of time.
2. Exercise judgement in assigning an appropriate level of security to documents stored on the MES's networks, based on a realistic appraisal of the need for confidentiality or privacy.
3. Remove previously written information from floppy diskettes/Pen drives before copying documents on such diskettes for delivery outside MES.
4. Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

**18.2 Internet Acceptable Use**

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. MES has provided access to the Internet for authorised users to support its mission. No use of the Internet should conflict with the primary purpose of MES, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

No individual should have any expectation of privacy in terms of his or her usage of the Internet while in any MES affiliated institutions. In addition, MES may restrict access to certain sites that it deems are not necessary for educational purposes. MES's connection to the Internet may not be used for any of the following activities:

1. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
2. The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.

3. Downloading or disseminating copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Principal.

4. Without prior approval of the Principal, software should not be downloaded from the Internet as the download could introduce a computer virus onto MES's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.

5. Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of MES.

6. Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.

7. Employees should not download personal e-mail or Instant Messaging software to MES computers.

8. The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

9. The Internet should not be used to solicit or proselytise others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.

10. The Internet should not be used to endorse political candidates or campaigns.

11. The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your HOD.

### 18.3 Use of MES Email and Apps

1. Every faculty, student and staff is given an official MES apps account sponsored by google for free.

2. It is mandatory that all mails between faculty, students and staff must be conducted over official MES email accounts.

3. All external and internal communications, document sharing, course websites etc should also be done through MES email accounts.

## 19. SAFETY AND SECURITY POLICY

The safety and security of all its stakeholders is of utmost concern to PCACS with no compromise and zero tolerance. In any unforeseen occurrence of any untoward incident on college premises PCACS will always shoulder its responsibility with no questions asked and the same is articulated as follows.

1. PCACS shall always remain alert about the safety and security of all its stakeholders and most of all the students.
2. PCACS shall provide the fastest possible medical help in case of any medical emergency such as accidents, personal medical issues, or any such eventuality.
3. PCACS shall have regular drill and other safety measures and inspection of fire hydrants and fire extinguishers.
4. PCACS shall have regular safety audits of buildings, laboratories, workshops, etc.
5. PCACS shall always maintain a clean and healthy workplace and a pleasing environment in appearance and functionality.

## 19.1 Fire Safety

1. PCACS has fire safety equipment present in all laboratories and public places. In case of minor fires these can be used for fire suppression.
2. Care should be taken that fire fighting equipment such as fire extinguishers is handled by experienced faculty or staff whenever possible and all faculty and staff are familiar with its operation.
3. In case of large fires, the people who are in the closest proximity to the fire must evacuate first followed by all other persons who are not in immediate danger.
4. During fire evacuation the use of lifts and elevators is prohibited.
5. All personnel should report to the cricket play ground as a point of assembly in case of a large fire.
6. Power to the campus building must be shut down in case of a large fire and all evacuations.
7. The fire brigade and emergency services must be notified immediately to report to the college.

## 19.2 Medical Emergency

First aid procedures are learned during appropriate First Aid Courses. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips or events. This policy does not cover specific first

aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

## INJURY EMERGENCIES ON CAMPUS

## MINOR

1. Notify the college doctor or principal's office.
2. College doctor, principal, or other designated institute staff administer first aid procedures as indicated by the nature of the accident.
3. Parents are notified if necessary.
4. Staff witnessing the accident and/or providing first aid care should complete an accident report.

## MAJOR
Defined as any injury deemed by institute staff to need immediate physician care, EMS, or transport to a healthcare facility.

1. Notify the college doctor or principal's office.
2. Either the first college staff person attending to the student or another college staff person notifies campus security immediately.
3. Security will provide transport to the nearest hospital or emergency clinic.
4. Provide first aid or other basic life support if required.
5. Principal or designee calls parents or guardians immediately.

## INJURY EMERGENCIES DURING FIELD TRIPS

The field trip coordinator should also ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the college or field trip destination. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.

**In the event of an emergency:**

1. Designated institute staff person administers first aid procedures as indicated by the nature of the accident.
2. Parents are notified if necessary.

3. If the injury is major or life-threatening, the staff member along with the student should report to the nearest hospital.
4. Field trip coordinator or designee call parents or guardian immediately.

## 19.3 Chemical Burns and Spills

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up. It is also their responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available.

**Emergency Actions**
1. Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
2. Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse. See First Aid for Chemical Exposures for more information.
3. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.

**Immediate Spill Response**

1. Don personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
2. Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
3. Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled chemical.
4. When spilled materials have been absorbed, use a brush and scoop to place materials in an appropriate container. Polyethylene bags may be used for small spills. Five gallon pails or 20 gallon drums with polyethylene liners may be appropriate for larger quantities.
5. Complete a hazardous waste sticker, identifying the material as Spill Debris involving XYZ Chemical, and affix onto the container. Spill control materials will

probably need to be disposed of as hazardous waste.6) Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate.

6. Report all spills to the Principal.

## 19.4 Workshop Safety

1. Always listen carefully to the faculty and follow instructions.
2. Do not run in the workshop, you could 'bump' into another student and cause an accident.
3. Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
4. Always wear an apron as it will protect your clothes and hold loose clothing such as ties in place.
5. Wear good, strong shoes. Slippers are not suitable.
6. When attempting practical work all stools should be put away.
7. Bags should not be brought into a workshop as people can trip over them.
8. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
9. Do not use a machine if you have not been shown how to operate it safely by the teacher.
10. Always be patient, never rush in the workshop.
11. Always use a guard when working on a machine.
12. Keep hands away from moving/rotating machinery.
13. Use hand tools carefully, keeping both hands behind the cutting edge.
14. Report any damage to machines/equipment as this could cause an accident.

# 20. SPORTS COMPLEX RULES

## 20.1 Gymkhana and Health Club Rules
1. Use proper sports shoes/gym shoes inside the  gymkhana.
2. Improper shoes/dirty shoes to be removed and kept outside the gymkhana.
3. Complete silence to be maintained inside the gymkhana.
4. However, light music is permitted.
5. Carry proper valid college/school identity cards for using the gymkhana.
6. Enter the name in the respective register before using the facility.
7. Use your own towels inside the gymkhana and it is compulsory.

8.  No eatables are permitted inside the gymkhana.
9.  Carry your own water bottles for use during the work-out.
10. No changing of clothes to be permitted inside the gymkhana.
11. Clothes to be changed inside the washroom/changing area.
12. Do not bring your valuables inside the gymkhana.
13. Gymkhana staff are not responsible for users' items/valuables.
14. Improper sports wear is not permitted including jeans/bermudas etc.
15. Take proper instructions from gym staff before using any equipment.
16. Proper decorum/discipline to be maintained inside the gymkhana.

**GYMKHANA TIMINGS**

| Sl.No | Timing | Category of User |
|---|---|---|
| 1 | 06:30 – 08:30 HRS | College Teams |
| 2 | 09:00 – 11:00 HRS | Boys |
| 3 | 11:00 – 13:00 HRS | Girls |
| 4 | 14:00 – 15:30 HRS | Girls |
| 5 | 15:30 – 17:00 HRS | Boys |
| 6 | 17:00 – 19:00 HRS | Staff |

PCACS has started a new air conditioned Health club at Dr.K.M.Vasudevan Pillai Campus gymkhana and is functioning from 01st May 2017 onwards. It will be opened for students and staff of the campus. The entry form is available with the Sports office and this health club will handle all your fitness issues including sports injuries, obesity etc. Everyone can avail this facility with a nominal user's fee.

**For further queries contact Sports Director MES**
Mr. Padmakshan Mob.9323255600
Email : padmas1970@mes.ac.in
Mr. Vikas Lade Mob.8108436898
Email: vikaslade@mes.ac.in

| Fee | Students | Timing | Staff | Timing |
|---|---|---|---|---|
| 01 Month | Rs.500/- | 09:00 am-11:30 am | Rs.200/- | 12:00-02:00 pm |
| | | | | |

| 03 Months | Rs.1200/- | 02:00 pm-05:00 pm Weekly 5 Days | Rs.750/- | 04:00-07:00 pm Weekly 5 Days |
|---|---|---|---|---|
| 06 Months | Rs.2400/- | | Rs.1500/- | |

## 20.2 Badminton Club

MES Sports control board has started a Two Indoor Badminton courts at Dr.K.M.Vasudevan Pillai Campus Gymkhana. It is open for all students and staff of Pillai group of Institutions. The entry forms are available with the Sports office. Students and the kids from the surrounding area can avail specific training with a nominal fee and also avail it for recreational playing. Everyone can avail this facility with a nominal user's fee.

**For further queries contact Sports Director MES**
Mr. Padmakshan Mob.9323255600
Email : padmas1970@mes.ac.in
For Recreational Playing: Pillai Institutions Students Only

| Duration | Fees with Description |
|---|---|
| Monthly | Rs.600/- |
| Quarterly | Rs.1500/- |
| Half Yearly | Rs.2800/- |
| Yearly | Rs.5000/- |
| Per Hour | Rs.50/- (Without Club Racket & Shuttle) |
| Per Hour | Rs.75/- (With Club Racket) |
| Per Hour | Rs.100/- (With Club Racket & Shuttle) |
| **Expert Training For All (Monday to Friday)** | |
| **Morning 06:00 am -08:00 am – Evening 05:00 pm – 08:00 pm** | |
| Per Month | Rs.1200/- |
| Quarterly | Rs.3200/- |
| Half Yearly | Rs.6000/- |
| Yearly | Rs.11000/- |

## 20.3 Rifle Shooting Range

The Sports Rifle Shooting Range, "AIM HIGH"–at Dr.K.M. Vasudevan Pillai Campus is organizing regular training/Coaching camps for the school and college students of

Mahatma Education Society from 04 PM to 07 PM on the following days:- Tuesday, Thursday & Saturday

**Fee Structure**

| Duration | Fees |
|----------|------|
| Monthly | Rs.750/- |
| Quarterly | Rs.2100/- |
| Yearly | Rs.7000/- |

The coaching will be conducted by international/national trainers and the Rifles for practice will be provided by the Range itself

**For further queries contact Sports Director (M.E.S.)**

Mr. Padmakshan Mob.9323255600

Email : padmas1970@mes.ac.in

**Rifle Shooting Range Rules**

1. Use a proper rifle shooting rig inside the range.
2. Improper shoes/dirty shoes to be removed and kept outside the range.
3. Complete silence to be maintained inside the range.
4. Carry proper valid college/school identity cards for using the range.
5. Enter the name in the respective register before using the facility.
6. No eatables are permitted inside the range.
7. Carry your own water bottles for use during the training.
8. No changing of clothes to be permitted inside the range.
9. Clothes to be changed inside the washroom/changing area.
10. Do not bring your valuables inside the range.
11. Range instructors are not responsible for users' items/valuables.
12. Take proper instructions from the range instructor before handling the weapon.
13. Proper decorum/discipline to be maintained inside the rifle shooting range.

**20.4 MFOD Sports Complex**
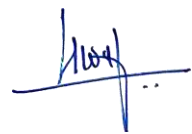
**Maintenance – Do's**

1. Clean the floor with a wet mop.
2. Spot clean the heavy marked spots, if needed.

3. Quick Clean' is a daily cleaning system that combines the ease and speed of dust mopping with the benefits of wet mopping.
4. It can be helpful to put walk-off mats at all entries and exits to help remove abrasive dirt and grit from the shoes of people in traffic.
5. Rubber mats should not be placed on the top of Herculan MFOD surface.
6. Only sports shoes to be used while playing.
7. The court area surface should be kept covered during any other maintenance work or any civil work, side walls painting, etc.
8. Use proper playing kits while using the MFOD Turf.
9. Only organized sports training & practice to be conducted on the Turf.

## Maintenance – Don'ts

1. Spike shoes of any type should not be used on the flooring.
2. Do not scrub the floor with medium or hard polyester or nylon pads, steel wool, wire brushes, or abrasive flooring cleaners.
3. These types of materials can cause severe abrasion and damage the floor surface and cause undue wear to game line paint.
4. Do not apply any type of floor sealer, floor finishes or waxes of any type. Also do not sweep or dust mop the floor with oil treated mops or brooms.
5. Even though these floors are resistant to staining and chemicals, dirt and spills should be removed as promptly as possible. Certain materials can cause serious damage such as organic solvents (acetone, fingernail polish remover); tar. Wheels on equipment should be of rubber composition and should not be of metal.
6. To avoid scratches, avoid placing heavy equipment, tables, chairs etc. on the floor. Even light chairs etc. should not be pulled or rolled on the surface.
7. Please trim overhanging branches of trees to avoid bird dropping on the MFOD floor.
8. Also, avoid high heeled shoes, stilettos, umbrellas with metal bars etc.
9. MFOD flooring should not be used for parties, lunch/dinners, etc.
10. Should not move any portable trolleys on turf without supervision of sports staff.

Dr. Gajanan Wader