



# Prestige Institute of Engineering Management & Research, Indore

(Approved by AICTE New Delhi, DTE Govt. of M.P. Bhopal & Affiliated to RGPV, Bhopal MP)

Prestige Vihar, Scheme No.74 C, Sector D, Vijay Nagar, Indore 452010 (M.P.) India

Phone: 0731-4013333, 4013311 Fax:0731-4013329 , website : [www.piemr.edu.in](http://www.piemr.edu.in)

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# Code of Conduct For Students

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## 1.0 Introduction

“PRESTIGE-Where belief blends with persistence”

**PRESTIGE** is more than just a name for us. We believe that every action of ours should justify the name we carry, and we carry it with pride, pride of being called **PRESTIGE**. With his belief and vision our founder chairman Dr. N.N. Jain identified the potential of agriculture processing and started the first solvent extraction plant in 1980. Since then we have come a long way and diversified into fields like Oil Seeds, Soybean and Edible Oil Processing, Wheat Milling, Food Products, Agri Processing, Feed Products, Fabrication and engineering, commodity trading and education.

### Prestige Education Society

It is a mission of Prestige Group to build future generation of India by imparting Education through professional courses in Management and Engineering Technologies with emphasis on research and consultancy.

### Prestige Institute of Engineering, Management & Research, Indore

- Established in 2008, affiliated to Rajiv Gandhi Pradyogiki Vishwavidyalaya, Bhopal
- Leveraging the group's expertise in management education, built to nurture techno-managerial talent for the nation.
- Partnered with Ericsson India to chair Ph.D. seats for advancement of research on Internet of Things
- IIT Bombay & IIT Kharagpur Remote Centre.
- SAEIndia Madhya Pradesh Centre.



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## **2.0 Vision & Mission**

### **Vision of the Institute**

Strive continuously for academic excellence by providing best contemporary, functional education and endeavoring to attain supreme engineering educational excellence, through sincerity of motive and focused efforts.

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### **Mission of the Institute**

To prepare students to succeed in information-directed and technology-driven global economy to become global citizens through effective teaching and learning process with strong practical exposure.

## **3.0 GENERAL DISCIPLINE**

- 3.1 Students are expected to conduct themselves at all times- in class and on campus- in a manner that befit executives in the making.
- 3.2 An admission to the College carries with it the presumptions that students will conduct themselves as responsible members of the academic community. Every student should behave with discipline and must reflect a sense of responsibility within and outside the College campus. Academic misconduct as well as behavioral misconduct is strictly prohibited and any student indulging in the same shall face strict disciplinary action.
- 3.3 Each student shall be bound by all the rules and regulations made by the College, the Governing body, UGC/AICTE and by the Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Bhopal .MP. (State Technical Univerisity ) from time to time. **It is mandatory for all students to submit affidavit regarding Anti-Ragging in prescribed format.**
- 3.4 Ragging is anywhere & in any form or time, in the campus or outside strictly prohibited. Any student found indulging in ragging in any form, directly or indirectly, within or outside the campus would face strict disciplinary actions as per the Prohibition of Ragging Act, 1999 and UGC Regulations on curbing the menace of ragging, 2009, and shall also be liable to be rusticated from the College.
- 3.5 Each student is required to apply for the issuing of Identity Card and the library Card from the Library, immediately after confirmation of his / her admission.
- 3.6 The use of cellular / mobile phones and other wireless equipment is prohibited in the working areas of the Institute (classrooms, corridors, library, Computer Lab etc.). Violation of this rule may lead to confiscation of the instrument by the authorities and fine could also be imposed for such violation.
- 3.7 Library rules should be obeyed implicitly. Disciplinary action will be taken against students who tamper with library books, mark on the books, deface the book or tear pages from the books.
- 3.8 The Computer Lab also has its own rules, which the students are expected to observe. Students who misuse the facilities will not be entitled to use the lab facilities.
- 3.9 Students are expected to observe silence in the designated silence areas.
- 3.10 Students are also expected to conduct themselves with propriety outside the campus. Students who get involved in public disturbances will face suspension or possible expulsion from the Institute.

- 3.11 Smoking and use of alcohol are strictly prohibited in the campus.
- 3.12 Students should come to the class room in decent and presentable attire.
- 3.13 Students should help in keeping the campus neat and tidy. Spitting, throwing pieces of paper, writing on the walls, etc are not allowed inside the college campus & are strictly banned.
- 3.14 College fee, exam fee, and other charges should be paid well in time failing to which, extra fine would be charged.
- 3.15 Do not bring any political influence in matter pertaining to your career.
- 3.16 Discipline and decorum should be maintained in College function / Convocation / College Day / Sports Day etc.
- 3.17 Strike, Picketing, Gherao are totally banned in the campus.
- 3.18 Use of Internet for the purpose other than academic related activities is banned.

## **4.0 GENERAL RULES**

- 4.1 Students are expected to make proper use of all the amenities provided on campus including the library, lab and the common room facilities. Disciplinary action will be taken against students who misuse these facilities.
- 4.2 Students' vehicles should be parked in the area allotted for this purpose.
- 4.3 Students are required not to litter classrooms and other working areas of the Institute.
- 4.4 Projectors and other audio-visual equipment used in class should be handled with care. Any damage would result in disciplinary action against the whole class.
- 4.5 All the lights and fans must be switched off by the student who is the last to leave the class room. All students are enjoined to conserve electricity in the interest of the Institute and the nation.
- 4.6 Students are not allowed to chew gums or any other eatables while lecture is going on.
- 4.7 Students are not allowed to use mobile phone during lectures.
- 4.8 Mode of communication from Institute- Display on notice boards as designated places/ sms/email/institute website/ email/portal. Students are required to check notice boards on regular basis and other information on available digital mode of communication provided by the institute.

## **5.0 PUNCTUALITY AND RESPONSIBILITIES OF STUDENTS**

Students are expected to be punctual for their classes, as well as for seminars, presentations, and assessment tests.

- 5.1 It shall be the responsibility of the students to read, become familiar with and adhere to this Code and any amendment brought to this Code.
- 5.2 It shall be the responsibility of the students to report any violation of this Code to the functionaries under this Code.

## **6.0 ASSIGNMENTS AND REPORTS**

- 6.1 Students are strongly advised not to plagiarize/copy verbatim from other sources including the internet, material for their assignments and reports. This will lead to the student being awarded zero marks for that particular assignment.
- 6.2 Students are expected to submit all their reports and assignments on or before the date as specified by the Coordinator/ Faculty member.

## **7.0 ATTENDANCE REQUIREMENTS**

- 7.1 Every student is expected to have a minimum of 75% attendance during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the final examination.
- 7.2 An exemption of attendance may be given to students involved in work assigned to them by the Institute. This will be entirely at the discretion of the concerned faculty members and the Programme Coordinator.
- 7.3 Attendance at special seminars and Guest lecturers is compulsory for the designated classes.

## **8.0 BEHAVIOUR OF THE STUDENTS**

- 8.1 Students must respect their seniors whether being the faculty, staff or any other senior student of the institute.
- 8.2 Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as stairs, footpaths etc.

- 8.3 Silence shall be maintained in the premises of the Institute.
- 8.4 Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- 8.5 Without specific permission of the authorities, students shall not bring outsiders to the Institute.
- 8.6 Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- 8.7 Unauthorized entry of outsiders into the campus is strictly prohibited.
- 8.8 No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus. The possession, distribution or exhibition of any item by any means which is obscene is prohibited within the Campus or on any property owned/ managed by the Institute.
- 8.9 No student shall collect money either by request or by coercion from others within the campus.
- 8.10 No student shall exert undue influence on fellow students.
- 8.11 No student shall enter or leave the classroom when the session is on without the permission of the faculty.
- 8.12 Any case of criminal activity or violation of law and order in the Institute Campus will be reported to the police.
- 8.13 Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms and offices.
- 8.14 Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.
- 8.15 Any conduct which leads to lowering of the esteem of the Institute is prohibited.
- 8.16 Groupism of any kind that would distort the harmony is not permitted.



## **9.0 CAMPUS DECORUM**

- 9.1 Students should help in keeping the campus neat and tidy. Spitting, throwing pieces of paper, writing on the walls, etc are not allowed inside the college campus.
- 9.2 Students should act in a responsible manner and should not harm or damage the college building, books, equipments, furniture, etc.
- 9.3 The cost of any damage so caused will be recovered from the students.
- 9.4 Vehicles should be parked in assigned parking lots only.
- 9.5 No notice of any kind shall be circulated among students or displayed on notice boards or black boards without the written permission and approval of the Director.

## **10.0 CLASS ROOM DECORUM**

- 10.1 On entering the class, students should observe strict silence irrespective of the presence or absence of the faculty member.
- 10.2 No student is permitted to leave the class room during class hours under the pretext of going toilets, visiting office, etc.
- 10.3 You are supposed to procure your identity cards from the Admin office. The security guards would allow you to enter the Institutional premises or the classes only when you show your identity card to them.
- 10.4 You are not supposed to remain absent from the classes without prior permission of the faculty coordinator. Disciplinary action would be taken against such students under intimation to their parents/ guardians.
- 10.5 In case the class is vacant, students would not loiter in the corridor and cause noise pollution. They should use their vacant hours in the library.

## **11.0 COMPUTER LAB DECORUM**

- 11.1 The Computer Lab also has its own rules, which the students are expected to observe.
- 11.2 Students who misuse the facilities will not be entitled to use the lab facilities.
- 11.3 Access to the Internet is a privilege, not a right.
- 11.4 Students should enter the log-in and log-out time in the log note without fail.

- 11.5 Students must produce Identity Card when demanded, to utilize the lab resources.
- 11.6 Students are not allowed to download pictures, music, videos or files without the permission of a staff.
- 11.7 Food or drinks are not allowed to bring inside the computer lab.
- 11.8 Do not install software's without permission.
- 11.9 Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited. Do not remove or disconnect parts, cables, or labels.
- 11.10 Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited. Do not personalize the computer settings.(This includes desktop, screen saver,etc.).
- 11.11 Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.Ask permission to print.
- 11.12 Maintain silence inside the lab.
- 11.13 Students shouldn't use Internet facility for works other than academic activities e.g. playing games or using social networking websites, etc.
- 11.14 Students aren't permitted to use lab facilities during their lecture timings.
- 11.15 Students must pay special attention to the use of equipments in the lab. Any damage may result in imposition of fine.

## **12.0 EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES**

- 12.1 Annual function URJOTSAV will be celebrated every year, industrials visitsand educational tours are also arranged.
- 12.2 Students are advised to maintain the decorum while annual function and other activities arranged by the Department & the Institute.
- 12.3 You will be given opportunity to develop your personality & communication skill. Never miss the opportunity in your own interest.

## **13.0 DISCIPLINARY ACTION**

- 13.1 All cases of individual misconduct/indiscipline will be investigated by the Disciplinary Committee duly constituted by the Director. This committee will hear the students' viewpoint before making its recommendations to the Director in each individual case. The decision of the Director shall be final and binding.
- 13.2 Disciplinary action for misconduct will include the imposition of a fine, exclusion from the award of trophies/ prizes, withholding of placement opportunities on campus, debarring from appearing for the final examinations, and in serious cases, suspension/expulsion from the program.
- 13.3 The Institute reserves the right to ask a student to leave the Program at any time in the course of the academic year, should the student's academic performance and general conduct as adjudged by the Institute be found unsatisfactory.

## **14.0 STUDENT'S COMMITTEES**

- 14.1 There are various student Committees formed with the objective of overall development of the students. These Committees empower students with creative, innovative and talent nurturing activities which contribute in knowledge creation and sharing, learning and continuous development of the students.
- 14.2 There are several activities initiated, organized and conducted by the students under the various Committees such as Intellectual games, Role plays, Quiz, Seminars, Workshops, Conferences, Brainstorming sessions, Industry visits, Guest lectures, live projects and many more. These activities help in enhancing student's managerial skills and thereby increasing their Employability quotients for better placements.
- 14.3 It is expected that students actively involve themselves in at least one of these Committees. Guidelines for participating in these Committees would be intimated to the students from time to time.
- 14.4 The students are encouraged to participate in various off campus competitive Co-curricular and Extra -curricular activities for improving their leadership, team building and various other managerial and employability skills
- 14.5 The following committees have been form for the students:
- Anti-Ragging Committee.
  - Disciplinary/Student Welfare Committee.
  - Woman Grievances Cell (Female Students) .

## **15.0 MENTORSHIP PROGRAM**

The institute grooms the students using a unique Mentorship platform under which the faculty mentors guide and counsel the students on one-to-one basis for their holistic personality development. The major objectives of this student centric mentorship program are:

- To foster the growth and development of the mentees focusing on the following needs:

**Academic-** Curriculum and Application based learning etc

**Personal-**Etiquettes, Attitude, Behavior, mannerism etc

**Professional-**Enhancing the communication skills, personality traits, guidance for summer Internship and live research projects, CV designing, interview handling skill etc. for increasing Employability quotient of their mentees.

- Setting Specific, measurable, customized, pragmatic and time bound plans for overall development of the mentees.
- Implementation of the action plans both Individual and Group need based.

## **16.0 RULES AND REGULATION FOR LIBRARY**

- 16.1 Silence must be observed in the Library.
- 16.2 Personal belongings are not allowed inside the Library.
- 16.3 Every staff/student of the college is eligible for membership of the Library.
- 16.4 The Library can be utilized by the students and staff from 8:30 A.M. to 5:30 P.M. on working days.
- 16.5 All students should sign the entry register of the Library, before entering.
- 16.6 Every student will be issued 5 books per semester for a period of semester by book bank section and 3 additional books for a period of 15 days by issue section.
- 16.7 The borrowed book should be returned on or before due date, If not, overdue charge of Rs.10. per day for Book Bank and Rs.2 per day for other books from the students will be collected.
- 16.8 Borrower's cards are not transferable.
- 16.9 Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
- 16.10 Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately. Reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
- 16.11 Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
- 16.12 Director/Principal is empowered to increase additional issue of books to whomever he feels necessary.
- 16.13 If the due date falls on holidays, return can be done on the following working day without fine.
- 16.14 Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.
- 16.15 A member who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on payment of Rs. 100/-.
- 16.16 The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's ticket.
- 16.17 All final year students should return their library token and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting exam Hall ticket.
- 16.18 Similarly the staff members who intend to leave the college should settle all the dues. and obtain "NO DUE CERTIFICATE" from the library.

## **17.0 PLACEMENT RULES**

PIEMR would facilitate final placement of its students, who will successfully complete their academic requirements and their conduct and behavior has been noted satisfactory.

### **Attendance Criteria**

- 17.1 Student is required to have a minimum of 75% attendance during the term.
- 17.2 Attendance for all placement activity is mandatory. Even if any student is unable to participate in any placement related activity due to exigency, it would be mandatory for him to inform the same to the placement cell. Failure to notify about the absence would result in his/her name not be considered for the final placement.
- 17.3 Attendance for the Pre-Placement Talk (PPT) is compulsory for all the students. In case student does not attend the PPT of any company (without any genuine reason), he/she will not be allowed to sit for the final recruitment in the company.
- 17.4 It shall be mandatory for short-listed students to appear for the final interview. Absence from the interview shall debar short-listed student/s from the placement activity.
- 17.5 Regular absentee/s of placement activities will be debarred from final placement.

### **Do's and Don'ts**

- 17.6 Students are required to register through internal Placement Portal (Calyxpod) as soon as they enter final year.
- 17.7 Students must keep their Identity Card with them at the time of PPT/ Group Discussion/Interviews, and produce the same when demanded by the visiting team or placement officer or their placement representatives.
- 17.8 Students are not allowed to interact with the company executives directly. Any queries must be clarified during the PPT itself. Subsequently, they can bring their doubts (if any) to the notice of the placement officer and then the placement officer will take necessary action to solve specified queries.
- 17.9 Students must carry their resume/ C.V. with the copy credentials/documents, latest color photograph in a proper portfolio at the time of interview.

Those who do not comply will not be permitted to attend the interview.

17.10 Students need to attend PPT and the selection process for final placement strictly in formals and college blazer. Those who do not comply will not be permitted to attend the same.

### **General Placement Rules:**

17.11 Information about company's schedules concerning final placement will be displayed on the Placement Notice Board and copy of same will be forwarded to the e-mail addresses of the respective students. It will be the duty of every student to see the Notice Board; check his/her email and keep themselves updated.

17.12 The Companies who are not doing a formal PPT, the profile of those company and job description will be displayed on the PLACEMENT NOTICE BOARD, it is expected that the students keep themselves updated about those companies by visiting the respective company's latest website.

17.13 The students will be eligible to get one offer from the company in respect of final placement through the institute. One more opportunity after that in case of 30% CTC hike will be allowed for the student already placed in one company. In case, any student is not willing to accept the same, she/he has to arrange his/her final placement entirely on his/her own.

17.14 Student is free to make his/her own arrangement for the final placement. In all such cases the student needs to communicate the same in writing to the Placement Officer before the commencement of the final placement process. These students have to keep the Placement Office informed of the status and submit required documents on time.

### **Note:**

- The Placement procedure should be taken in the right spirit. Any student found influencing the interview panel directly or indirectly with personal contacts will be disqualified.
- Sharing of placement related information with outsiders is strictly prohibited. If any student is found doing the same he/she will be debarred from further placement activities.

- Any student violating any of the above mentioned rules and regulations or found indulging in any act of indiscipline/misbehavior thereby damaging reputation of the Institute will be debarred from availing any further placement facilities and is liable for strict disciplinary action, as per the Institute rules and regulations.
- The Institute reserves the right to change/ modify any or all of the above mentioned rules / regulations and procedures, whenever it is deemed necessary to do so.

## 18.0 FEEDBACK/SUGGESTIONS/GRIEVIANCES REDRESSAL

18.1 Improving the students experience is a key theme at PIEMR. We value your feedback and encourage you to write to us at:

**suggestions@piemr.edu.in**: for any improvement you would like to make to the PIEMR experience.

18.2 Students can freely approach the faculty members (mentors) in respective areas with their queries/grievances and seek assistance and guidance at designated time mentioned in course outline.

18.3 Students feedback on the conduct and coverage of various courses and related sessions is sought by holding formal feedback sessions for every term.

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**THANK YOU**

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