



**PRESTIGE INSTITUTE OF
MANAGEMENT & RESEARCH, INDORE**

**STUDENT CODE OF
CONDUCT**
2022-24 Batch



PHILOSOPHY STATEMENT

The purpose of the PIMR Code of Conduct is to promote the highest moral standards within the PIMR community. In addition, the Code of Conduct supports the Institute's aspiration to actively promote the development of ethically and socially responsible managers by overseeing participant conduct in all PIMR and participant-related activities (academic, extra-curricular, campus placement, and others).

The PIMR Code of Conduct is not a catalogue of rules and regulations to be followed but a set of guidelines to promote the core values of honesty and academic integrity

TABLE OF CONTENT

S. NO	PARTICULAR	PAGE NO.	S. NO	PARTICULAR	PAGE NO.
1.	Guidelines for PIMR students	1	6.	Rules for use of computer centre	20
1.1	About the Institute	4	6.1	Rules for the use of computer at computer centre (cc)	20
1.2	Program architecture,2022	5-6	6.2	Use of internet	21
1.3	Fees structure & loan	7	6.3	Use of laptops	21
1.4	Certificate programs	8	6.4	Use of computer in labs and library	21
1.5	Laptop details	8-9	7.	General administrative guidelines	22
1.6	List of documents	9	7.1	Office timings	22
2.	Group learning (work team)	10	7.2	Timings of accounts department and student section	22
3.	Performance evaluation	10	7.3	Photocopy for personal requirement	22
3.1	Grading system	10-11	8.	Rules for the use of library norms	22
3.2	Grade distribution	11	8.1	Library timings	22
3.3	Feedback to participants	11	8.2	Library membership	22-23
4.	Programme administration	12	8.3	Circulation rules and procedures	23
4.1	Class attendance	12	8.4	Reservations (claims)	23
4.2	Leave of absence	12	8.5	Late fees	23
4.3	Sports & extra-curricular activities	12	8.6	Shelf arrangement	23
4.4	Examinations	13	8.7	Personal belongings	24
4.5	Exit procedure	13	8.8	General etiquette	24
4.6	Program coordinator, class Coordinator & class Representative	13-14	8.9	Library resources	26
4.7	Holiday list	14-15	8.10	Library bulletin	26
4.8	Disclosures	16	8.11	OPAC	26
5.	Academic decorum & disciplinary norms	16	8.12	Use of OPAC	26
5.1	Rules of anti -ragging	8	9.	Pimr guidelines	30
5.2	Expected decorum	9-10	9.1	Adherence to code of conduct	30
5.3	Academic discipline	19-20	9.2	Counselling assistance	34
5.4	Hostel	20	9.3	Social media guidelines	34
5.5	Placement cell	20	10.	Letter of acceptance	37



GUIDELINES FOR PIMR STUDENTS

1.1 Introduction

WELCOME TO PIMR

Prestige Institute of Management and Research (PIMR) Indore, with a legacy of over 28 glorious years, is one of the premier B-schools in India. It is consistently ranked amongst the top business schools in the country. PIMR has been conferred

"Autonomous" status since 2006 by UGC (University Grants Commission) and is also accredited with an 'A++' grade from NAAC (National Assessment and Accreditation Council). The institute offers Devi Ahilya University, AICTE (All India Council for Technical Education), and BCI (Bar Council of India) recognized programs. The institute is a recognized Research Centre for Ph.D. in Management with more than 110 research scholars. PIMR has 41 registered research guides and more than 100 doctorate degrees awarded under the aegis of the PIMR Research Centre.

PIMR's global partners include Brandeis International Business School USA, IÉSEG School of

Management, France; SIAM University, Thailand; International Latin University, Brazil; Federal Polytechnic, OkoAnambra, Nigeria; DebreBerhan University, Ethiopia; London School of Business and Finance, Singapore; Munich Business School, Germany; Poltava University of Economics & Trade, Ukraine; Synergy University, Russia; Rushford Business School, Switzerland; Berlin School of Health Sciences, Germany; James Lind Institute, Switzerland, and many more. In addition, PIMR is engaged in faculty and student exchange, academic inputs, joint research, and collaborative programs with partners. PIMR is considered one of the most coveted B-Schools in Central India as far as placements are concerned. In 2018, Atal Incubation Centre (AIC) was established in the institution by NITI Aayog, Government of India, under Atal Innovation Mission (AIM). The institute is also associated with the Atal Bihari Vajpayee Institute of Good Governance and Policy Analysis India SME Forum, to name a few.

VISION

To be a global leader in education, research, and development.

QUALITY POLICY

We at PIMR are committed to excellence in management education, training, research, and consultancy services to the utmost satisfaction of our stakeholders.

MISSION

To create socially responsible leaders through:

- Facilitating collaborative and experiential learning
- Action-oriented research and innovative best practices.
- Imparting value-based interdisciplinary education for holistic development.

1.2 MBA Programme Architecture

LEARNING GOALS AND LEARNING OBJECTIVES

LG1. Create awareness of the global business environment for effective decision-making

LO1.1 Develop sensitivity towards self, environment, and society

LO1.2 Analyse organizational environment, culture, and its impact on decision making

Lg3. Integrate different functional areas of Management through new-age skills

LO3.1 Infer the nuances of various functional areas of Management and their Interconnectedness.

LO3.2 Demonstrate effective behavioural skills

LO3.3 Demonstrate problem-solving and analytical skills

LO3.4 Developing technical skills for decision-making

LG2. Acquire skills to communicate with stakeholders effectively

LO2.1 Demonstrate verbal and non-verbal communication in a cross-cultural environment

LO2.2 Develop professional Etiquettes for effective business communication

LO2.3 Demonstrate impactful presentation skills



LG4. Demonstrate ethical practices in business and society.

LO4.1 Apply principles of ethics for sustainable business decisions.

LO4.2 Demonstrate integrity, empathy and consistency

THE CURRENT CURRICULUM HAS BEEN CRAFTED KEEPING IN MIND THE FOLLOWING:

- It provides a holistic approach to management education
- It gives students an understanding of the field and a basis to build and specialize upon
- It provides broad multi-disciplined knowledge that can be further studied in-depth during the elective phase.
- It trains the students to analyse, decide, and lead in a globally dynamic environment.
- It provides students with practical knowledge, case-based lessons, and collaborative learning models.
- It makes the student's future-ready for the corporate sector.
- It develops good communication and presentation skills amongst students.
- It develops the personality of students.
- It builds amicable, flexible, and positive attitudes amongst students.

CREDIT SYSTEM

PIMR, Indore follows a semester system. Each semester comprises of 20-22 weeks. Each semester ends with an exam. At the end of the first year, all students are required to undergo a compulsory summer internship of 8 weeks in the industry. In the second year, the students will be pursuing their specialization courses along with a compulsory Capstone Project in the area of their chosen specialization. The courses at PIMR, Indore vary between 1.5 credits and 3 credits. Generally, a 03 credit course comprises 30-32 sessions and a 1.5 credit course comprises 15-16 sessions. Each session is 60 minutes in duration.

1.3 Fees Structure

S. No.	Semester	Type of fees	Amount (In INR)
1.	I	Tuition fees+	₹79,500/-
		Caution Money(Refundable)	₹1,500/-
		Miscellaneous	₹12,000/-
2.	II	Tuition fees	₹79,500/-
		Miscellaneous	₹12,000/-
3.	III	Tuition fees+	₹79,500/-
		Training & Placement	₹1,000/-
		Alumni Association	₹1,500/-
4.	IV	Miscellaneous	₹12,000/-
		Tuition fees +	₹79,500/-
		Training & Placement	₹1,000/-
		Miscellaneous	₹12,000/-

Note: Please note that 1st semester fees are to be paid at the time of Admission. For II, III, and IV semesters, Fees must be paid 15 days before the commencement of the respective semester.

REFUND OF FEES

The applicable DTE guidelines will be followed to refund fees due to cancellation of admission.

LOAN & INSURANCE FACILITIES

- To facilitate educational loans, complete assistance will be provided by the Administrative Office, but you are free to avail of loans from any bank of your choice.
- The institute provides a group personal insurance policy with the insurance cover of rupees one lakh from United India Insurance

1.4 Non-mandatory, the non-credit tentative list of certification programs offered across years, including:

- Certification Programme on Statistics In Data Analysis Using Excel- A Simple But Smart Way Of Analysis
- Certification Workshop on 'Problem Solving Like a Business Analyst
- Post Graduate Program in Security Analysis
- Certificate Course in Digital Marketing
- Certificate Program in Channel Management (General Trade) In FMCG Industry
- NISM Certified Course in Securities Markets (NCCSM)
- Banking Certification and Internship Program for Executives
- Management Analytics Certificate Program offered by Analytical Cell
- Microsoft Office Specialist (MOS) Certification in Excel
- Certified Human Resource Management Practitioner in association with Talent Shapers Delhi
- Certificate Program in Channel Management (General Trade) in FMCG Industry.
- Certificate courses in association with NISM Modules viz: 1. Mutual Fund 2. Research Analyst 3. Derivatives 4. Securities Operations and Risk Management 5. Investment Advisor I and 6. Investment Advisor II
- Training and Certification Program in Goods and Service Tax.

1.5 Laptop Details

1.5.1 Each participant is required to have a laptop.

1.5.2 The participant must bring his/her laptop per the minimum configuration requirements. The participant will manage technical support on his/her own. Licensed antivirus software with the latest updates and genuine windows operating system is mandatory. If the Windows OS installed on the laptop is not genuine, certain applications cannot be run. In such instances, it will be the participant's responsibility to install it, and the participant will bear the cost. The required minimum configuration is as follows:

Processor	Intel i3/ i5, Minimum 10 Gen Processor
RAM	8 GB, DDR3 RAM with upgrade capacity
Wi-Fi	802.11ac, Dual Band 2.4 & 5 GHz, 1x1
LAN	Enabled
Multimedia & Sound	Internal
Office suite	MS Office 16& above
OS	Genuine Operating system with a license. Windows OS (version 10 & above with the latest update)
Antivirus	Licensed Antivirus software with regular updates during the period of your stay on campus is mandatory

NB: If particular software is used in class and shared with the participants, the onus lies on the latter to ensure proper software installation. Of course, you can take help from the Computer Centre on the fourth floor. Mac users must install MS Office for Mac for smooth functioning of the software.

1.6 List of Documents & Information

Original and attested true copies to be submitted at the time of Admission

ACADEMIC & EXTRA-CURRICULAR

- Class X passing certificate and marksheet.
- Class XII passing certificate and marksheet.
- Graduation certificate & mark sheet (Each Year)
- Post-graduation and marksheet. (if any)
- Professional degree (if any)
- Professional association membership certificate (if any)
- Entrance exam score card and allotment letter (CMAT)
- Certificates of all extra-curricular activities/honors earned/scholarships received & claimed
- Certificates of academic rank claimed.
- Domicile Certificate (if applicable)
- Caste Certificate (if applicable)
- Aadhar Card/ Any government-issued document.
- 7 Photographs.



2. GROUP LEARNING (WORK TEAMS)

Group learning effectively prepares prospective managers to be proactive in seeking and acquiring knowledge rather than having it "imparted" in the classroom. PIMR has developed this learning method into a prominent pedagogic approach. It is based on the assumption that peer group learning is very effective. Free exchange of ideas

among members of small groups (not more than 5-6 members) through discussions and presentations not only leverages time and effort but also enhances teaching and communication skills besides inculcating the virtue of self-study. Group learning starts in the very first week of the program.

3. PERFORMANCE EVALUATION

Evaluation at the Institute is a continuous process. The participants are evaluated in each course on different components like class participation, announced and surprise quizzes, individual and group assignments, term papers and project reports, case presentations, and mid-term examinations. The emphasis on evaluation is more to facilitate learning by doing than memory-based examinations. Therefore, group activities, including group assignments, are encouraged. However, balance is maintained between individual and group assignments evaluation.

The weightage for individual components of evaluation for each course is determined by the respective faculty.

3.1 Grading System

At the end of each course, participants are awarded letter grades, representing the weighted average of marks obtained in various evaluation segments.

The numerical values of letter grades along with indications of levels of performance, are as below:

Letter Grade	Grade Point	Scale
O	10	Excellent
A+	9	Very Good
A	8	Good
B+	7	Good

Letter Grade	Grade Point	Scale
B	6	Satisfactory
C	5	Low Pass
F	-	Fail

3.2 Grade Distribution

We follow a system of relative grading. Therefore, the grades awarded by faculty will follow the suggested distribution indicated below for all courses.

Letter Grade	% of Class*
A+	5-10
A	10-25
B+	25-45
B	10-15

Letter Grade	% of Class*
C+	5-15
D	5-15 or as Required
F	as Required

3.3 Feedback to Participants

3.3.1 Participants are expected to take continuous feedback from faculty about their performance based on every evaluation. The onus is on participants in this regard. Graded assignments and exams will be returned or shown to the respective participant by the concerned faculty at a designated period and time. An answer key will be provided wherever possible. Participants seeking more feedback or contesting grades assigned will be required to complete and submit a feedback request form to the concerned Program Coordinator.

3.3.2 The concerned Program Coordinator will forward these requests to the respective faculty for responses. Suppose the score of a particular question is being contested. In that case, the faculty may examine the entire examination again and revise the scores/grades downwards or upwards as the case may merit. The decision taken by the faculty is final and may not be contested further. All feedback request forms must be submitted within the time specified to the concerned office.



4. PROGRAMME ADMINISTRATION

4.1 Class Attendance:

100% attendance is expected for all courses and a minimum of 85% is to be achieved to be eligible for course evaluation. Attendance will be marked in every class and updated in ACCSOFT. Students have access to his/her attendance record.

- With less than 85% attendance irrespective of the reason for absence a participant will not be allowed to appear for internal assessment components,
- With less than 75% attendance irrespective of the reason for absence, a participant will not be allowed to fill out the external examination form.

Online feedback is taken for future improvement in between the course and at the end of every course. Participants who do not submit the online feedback will not be provided with composite marks/grades in the respective subject. *

4.2 Leave of Absence

Participants may be granted a leave of absence only for the following reasons:

- Maximum period of absence allowed in any case, can be of 3 days only.
- Illness of self or sudden serious illness of parents, spouse or child (with proof).
- Sudden demise of parents, spouse or child.
- Marriage of self or sibling i.e. real brothers or sisters (Invitation card needs to be appended) along with the application of leave.
- The participant should inform the Class Coordinator before taking leaves through email. The same will be forwarded by the Programme coordinator to the Attendance Coordinator for necessary action as per rules.
- Participants will not be granted leave to pursue any other Full Time/Regular Course/Program or to give any other examination during the duration of the program.
- Leave application must be submitted to the Attendance Coordinator, keeping the Class Coordinator and Program Coordinator informed via email.

- Student---CC---PC-AC
- Attendance must have adhered to as specified in Attendance Rule Book.
- The final decision pertaining to attendance/leave of absence & related grievances will be taken by a Committee of HOD/Senior Faculty members under exceptional circumstances.

**NOTE that the feedback system can identify students who have not filled it. Once filled, the feedback becomes anonymous.*

4.3 Sports & Extra-curricular Activities

4.3.1 The Institute encourages the participation of participants in sports & extra-curricular activities, but without disturbing the academic work/schedule. However, leaves for participation will be granted on a case-to-case basis.

4.3.2. The participants are allowed to participate in competitions organized by selected reputed institutes. The total period of absence cannot exceed 3 days if it is a national-level competition.

4.4 Examinations

- 4.4.1 A participant should occupy the allotted seat five minutes before the scheduled time.
- 4.4.2 Participants will not be allowed to carry any food or drinks besides water inside the examination rooms/halls.
- 4.4.3 Participants will not be allowed to keep mobile phones/Ipads/alarm clocks/ smart watches/ communication devices in their possession during examinations inside the examination room/hall.
- 4.4.4 Participants will not be allowed to enter the examination hall for mid-term examinations beyond 5 minutes and end-term examinations beyond 30 minutes of commencement of the exam.\
- 4.4.5 Participants are required to follow Examination Guidelines as prescribed by Devi AhilyaVishwavidyalaya. Moreover, strict adherence to the University for smooth conduction of examination is expected.
- 4.4.6 The institute will follow DAVV guidelines for makeup Examinations, Special examinations, Review of answer scripts, etc.

4.5 Exit Procedure

After completing the program, closer to the date of departure. The participants must complete a set of Student Section will take appropriate procedures, including returning Library action where participants fail to books and materials, settling outstanding complete the formalities specified in the dues, alumni information documents, exit procedures document, which may etc. Details of these procedures will be include denial of Marksheets. shared with you

4.6 Programme Coordinator, Class Coordinator & Class Representative

We have two Program Coordinators in First year ; one is for MBA- Core, and one is for MBA- Specialized Courses, they will take care of their respective programs. Along with these, for every class, we have a Class Coordinator whose primary responsibility will be the successful conduction of classes. In addition, the Class Coordinator is expected to work in close liaison with the concerned faculty.

Class Representatives (CRs) and students can connect with the Class Coordinator for their concern related to the course, classes, and any other relevant matter related to the course. Also, in case they do not get a satisfactory response from the Class Coordinator, then they can connect with Programme Coordinators for the same. In case of matters not being addressed as per satisfaction, the students can directly also address their concerns with the Senior Director.

Complete detail related to classes and other academic matters can be referred to from the Academic Guidelines.

Role and Responsibility of Class Representative (CR)

4.7.1. CR will be selected by the Class Coordinator. Four (4) CR will be selected in each class, of which 2 will be girls and 2 will be boys.

4.7.2 Students interested in being CR can give their names to the Class Coordinator. On the basis of majority votes gained, 4 CRs will be selected.

4.7.3 Voting will be done by the Class Coordinator for selecting CRs. Selected CR will remain CR for one semester, and in the next semester, the process will be done afresh.

4.7.4 Evaluation of CR will be done at the end of each course by the Class Coordinator.

4.7.5 Evaluation of CR will be done on the following parameters of evaluation communication efficiency and promptness, maintenance of class hygiene, peer- feedback, adherence to deadlines, and overall coordination. CRs will be evaluated for the tasks performed, and the evaluation will carry 50 marks.

4.7 Holiday list

The following Holidays will be offered in the institute during the Calendar year 2022

S. No.	HOLIDAYS	DATE	DAY
01.	Republic Day	26 Jan. 2022	Wednesday
02.	Sant. Ravi Das Jayanti	16 Feb.2022	Wednesday
03.	MahaShivratri	01 Mar. 2022	Tuesday
04.	Holi	18 Mar. 2022	Friday
05.	GudiPadwa/Cheti Chand	02 Apr. 2022	Saturday
06.	Dr.AmbedkarJayanti / Baisakhi/ MahavirJayanti	14 Apr. 2022	Thursday
07.	Good Friday	15 Apr. 2022	Friday
08.	ParshuramJayanti/ID-UL-FITR	03May 2022	Tuesday
09.	Buddha Purnima	16 May 2022	Monday

4.7.6 Student CR will be responsible for getting the attendance form filled by each student.

4.7.7 Student CR will also take note of content delivered as per CLO. Session Learning Outcome is also to be signed by the CR in DSR.

4.7.8 CR will also keep track of assignments/ homework given,tools/ pedagogy used by faculty in class etc., along with the topic taught.

4.7.9 CR will also take informal feedback from students and communicate with faculty from time to time.

4.7.10 CR should also ensure that all classroom ambiance is in the proper place before a session starts. This could include quizzes, distribution of handouts, ending class online, etc.

S. No.	HOLIDAYS	DATE	DAY
10.	Birsa Munda Shahid Day	09 June 2022	Thursday
11.	Muharram	09 Aug. 2022	Tuesday
12.	Raksha Bandhan	11 Aug. 2022	Thursday
13.	Independence Day	15 Aug. 2022	Monday
14.	Janmashtmi	19 Aug. 2022	Friday
15.	Dussehra	05 Oct. 2022	Wednesday
16.	Milad-UL-Nabi	08 Oct. 2022	Saturday
17.	Deepawali	24- 29 Oct. 2022	Mon.- Sat.
18.	Guru Nanak Jayanti	08 Nov. 2022	Tuesday
19.	Birsa Munda Jayanti	15 Nov.2022	Tuesday
20.	Winter Vacation	25 Dec. 22 -1Jan. 23	Sun.- Sun.

LOCAL HOLIDAY

01.	Rang Panchami	22 Mar.2022	Tuesday
02.	Ganesh Chaturthi	31 Aug. 2022	Wednesday
03.	Deepawali (Secondary Day)	25 Oct. 2022	Tuesday

THE FOLLOWING FESTIVALS ARE FALLING ON SUNDAYS

01.	Ram Navami	10 Apr. 2022	Sunday
02.	Eid-UL-Juha	10 July 2022	Sunday
03.	Gandhi Jayanti	02 Oct. 2022	Sunday
04.	Maharshi Valmiki Jayanti	09 Oct. 2022	Sunday
05.	Christmas Day	25 Dec. 2022	Sunday



4.8 Disclosure It will be at the discretion of PIMR to decide whether to share with guardians of the participant about his performance.

5. ACADEMIC DECORUM AND DISCIPLINARY NORMS

5.1 Rules of Anti-Ragging

5.1.1 Participants should note that they are prohibited from engaging in "any disorderly conduct, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other participant, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher of a junior participant or asking the participant to do by act or perform something which such participant will not do in the ordinary course and which has the effect of causing generating a sense of shame or embarrassment to adversely affect the physique or psyche of a fresher or junior participant". (Order of the Supreme court of India, dated May 4, 2001)

5.1.2 Ragging is prohibited as per the decision of the Supreme Court of India in writ petition no. (c) 656/1998.

5.1.3 Any participant found to be indulging in one or more of the activities mentioned above is liable to be punished. Punishment could include expulsion from the institute, suspension from the institute for a limited period, a fine with a public apology, withholding of scholarships, debarring from representation in events, or withholding of results.

5.2 Expected Decorum

It is the responsibility of the participants to secure and safeguard all their valuables and personal belongings. The institute shall not be responsible for any such items' loss, damage, or theft.

Dress Code: Participants should come to class in proper attire. The work attire of participants is expected to reflect an efficient, orderly, and professional environment.

The formal dress code is compulsory on all working days (Monday - Friday) except Saturday (Decent casual).

FOR BOYS

Formal Trouser	Formal Shirts	Formal Shoes with ankle-length socks
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FOR GIRLS

Western Formals or Indian Formals	Formal Footwear
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***Sports Shoes, Sleepers and high heel Sandals are not allowed*

At no point shall the participants wear shorts, skirts, caprice sleeveless tops/spaghetti tops, tone jeans, T-shirts with messages, flip-flops, and bathroom slippers are not allowed within the institute premises.

Once the ID card is issued, it is 100% mandatory to wear the ID Card on the Institute Premises. You need your ID card to enter the campus and various other campus areas. In addition, the ID cards serve as library pass. Please take care of the ID card. If it is lost, report the loss immediately to Student Section. A new ID card will be issued on payment of nominal charges.

5.2.2 Participants will not be allowed to carry any food or drinks besides water inside the auditorium and classrooms.

5.2.3 Participants shall keep their mobile phones switched off or in flightmode inside the classrooms/ lecture halls.

5.2.4 No participant shall be found smoking/under the influence of alcohol within the Institute premises. Smoking & drinking alcohol within the campus boundary is strictly prohibited. Anyone found violating the rule will face strict disciplinary action.

5.2.5 No participant shall carry refreshments, including tea/coffee, etc., to the classroom, library, or computer centre.

5.2.6 Participants are not allowed to use the faculty or staff cabin when the faculty & staff respectively are not occupying his/ her room/office.

5.2.7 Any unruly behaviour inside/ outside the campus that disreputes the institute, will not be tolerated. In addition, any act of physical intimacy or public display of affection (PDA) is strictly prohibited within the campus premises.

5.2.8 If asked, participants must always carry their identity cards to show these to the security staff or other designated authorities on campus.

5.2.9 A participant should strictly follow the rules framed for the use of facilities in the computer centre, library & any other room which is not mentioned in this Code of Conduct besides strictly adhering to the academic code of conduct.

5.2.10 During the course, participants are not entitled to any leave, except on the declared holidays. In writing, every participant must obtain prior permission from the attendance coordinator before proceeding for any leave with any left. Deviation shall not be allowed under any circumstances.

5.2.11 Any incidence of infectious disease (e.g., chicken pox, jaundice, or any other disease which spreads and/or harm) must be reported immediately and all precautions should be taken to prevent the spreading of the infection.

5.2.12 No participant is permitted to engage any person for service of any kind, personal or otherwise.

5.2.13 Parking of any vehicle on the Campus premises is limited only to two-wheelers. Parking of the vehicle is solely the responsibility of the participant.

5.2.14 If a participant is found to be disturbing peace, and tranquillity in the campus, under the influence of alcohol or otherwise, appropriate action will be taken against the participant.

5.2.15 The participants will not carry firearms with them on campus.

5.2.16 Common area chairs, furniture, newspapers, and magazines are not to be

removed/ displaced under any circumstances.

5.2.17 Glass panes and walls of the common areas and other campus premises must not be used for displaying notices/posters (for which separate notice boards are available) without prior permission from Administrative Office. In case posters are put after such permission is obtained, care must be taken not to damage the walls, and they must be removed promptly after the event.

5.2.18 Participants are requested not to litter the campus and instead use the dustbins provided around the campus to dispose of refuse.

5.2.19 The participants will be responsible individually or collectively, as the case may be, for littering, breakages, and damage to any institute property, for which an appropriate fine will be imposed.

5.2.20 Hacking in any form and sending Spam emails inside or outside the institute is strictly prohibited.

5.2.21 Students should not loiter or congregate in the lobbies and foyer while the classes are in progress.

5.2.22 In the name and premises of the institute, no association, organization, etc. shall be formed, no collection be made, no tickets be sold, no function or meeting be held, no person be invited to address the students, no social gathering be arranged nor anything is printed and/or circulated without written

permission of the Director. No notice shall be put on the notice boards nor announcement be made without the Director's approval.

5.2.23 Students should, in their interest, read the notices/e-notices, including the notice containing rules placed on the notice boards from time to time displayed on ACCSOFT.

5.2.24 Every association/ council/ club/ organization formed under the auspices of the institute is in charge of a Faculty Member nominated by the Director. Therefore, students shall submit all the relevant notices, applications, etc. only through the concerned faculty.

5.2.25 All meetings, functions, programs, social gatherings, picnics, etc. of the institute's authorized and duly

constituted associations, societies, councils, etc., must be organized/ conducted under the supervision and control of the Director. As the case may be, the agenda, subjects of debates, and lectures must have the Director's prior approval. Similarly, the matter published in the institute's magazine and notice boards must have the advance approval of the Director.

5.2.26 Students should not engage in political activity inside the institute's premises.

5.2.27 Students should not communicate or write about any matter dealing with the Institute's Administration to the press without prior permission of the Director in writing.

5.3 Academic Discipline

5.3.1 Class timings are from 8:30 am to 6:15 pm (as per the Time Table) from Monday to Saturday. However, classes can be extended beyond the timing mentioned above in extraordinary situations.

5.3.2 Participants must maintain regular and prompt class attendance, group work sessions, and scheduled non-classroom activities. As per the Institute rules, 85% attendance is compulsory for all planned sessions without attracting any academic penalty. (refer to clause 4.2)

5.3.3 Participants are expected to be in the class at least 5 minutes before the start of the session. A participant late for the class will be automatically treated as an absentee for the respective class.

5.3.4 No participant shall leave the class while the session is in progress.

5.3.5 Every participant has to conduct themselves in a manner that does not disturb the proceedings of an ongoing session.



5.3.6 A participant shall not be allowed to remain absent from a class without prior permission from the Attendance coordinator/Program Coordinator. This is also applicable to group activities. This type of unauthorized absence shall attract initiation of disciplinary proceedings.

5.3.7 Participants must keep their cell phones switched off or on flight mode during the classroom session.

5.4 Hostel

Students wishing to stay in the hostels

should pay the fee in Accounts Department. After payment of the fee, the students should contact the concerned Warden for allotment of rooms. The rooms are allotted on a first-come, first-serve basis.

5.5 Placement Cell

All the participants must strictly follow the rules and regulations set by the placement cell & the institute, for placements and internships.

6. RULES FOR USE OF COMPUTER CENTRE INCLUDING EMAIL FACILITIES

6.1 Rules for the use of Computer at Computer Centre (CC) or Lab

6.1.1 Timings of the Computer Centre will be from 9.00 am to 5:00 pm on all days except Saturdays and Sundays and all holidays.

6.1.2 Storage space for all the participants is available on their laptops. The server space is only for document transfers, which should be cleared immediately after use. Computer Centre staff can delete these temporary areas without notice if a storage space problem arises.

6.1.3 Computer Lab shall not be used for anything apart from good computer work given by the institute and should be properly shutdown and switched off after its usage. All the steps required to shut down a Windows workstation should be adopted, which implies that the Workstation should not be directly switched off.

6.1.4 Eatables & tea, coffee, and baggage are not allowed inside the Computer Centre.

6.1.5 Any request or complaint should be communicated to the Help Desk in the computer centre. You can also mail it to it_pg@pimrindore.ac.in.

Note: Computer Centre machines will not be made available for group work or purposes other than scheduled classes.

6.2 Use of Internet Facility

6.2.1 Internet access is available on all the node points in Lab.

6.2.2 Only educational sites shall be accessed, and anyone found accessing unethical sites, chat, etc., will be strictly dealt with.

6.2.3 Participant shall not allow any other person to access the internet through his account, as any unethical sites accessed by the other person will still make the account's owner responsible.

6.2.4 Users are responsible for all the activity in their network, email, Internet & Printing accounts. Therefore, changing passwords periodically is a good practice, and not letting others use the same.

6.2.5 Downloading huge-size files is to be avoided. However, this must be carried out with the consent of cc staff at a specified period to avoid undue clogging of the Network.

6.3 Use of Laptops

6.3.1 Safe custody of laptops is the responsibility of the owner participant.

6.3.2 Participants shall take care of their Laptops and their accessories.

6.3.3 MS Office suite should be the latest version, either 19 or 21.

6.3.4 Laptop Operating System should be a genuine one with a license. For Windows OS, it should be version 10 & above.

6.3.5 The laptop needs to be installed with Licensed Antivirus software and updated regularly.

6.4 Use of Computers in Labs & Library

6.4.1 Computers provided in Labs and Library shall be used only for academic work.

6.4.2 Any complaint or request for software loading should be reported to the Computer Centre Staff. (Email id: it_pg@pimrindore.ac.in).

6.4.3 Participants shall take care of the computer and its accessories and shall not try to move or fix any problem by them but instead go to the computer centre for help.

6.4.4 Participants shall not install any software/external accessories on the computers without the notice of the computer centre staff. They shall not try to open the machine to fit in any accessories.

Any violation of the norms laid down above shall be viewed seriously, & appropriate disciplinary action will be taken. It also may lead to the withdrawal of the facility.



7. GENERAL ADMINISTRATIVE GUIDELINES

7.1 Office Timings are from 10.30 am to 4.30 pm with a lunch break from 1.30 to 2.00 pm from Monday to Friday.

7.2 Timings for Accounts Department & Student Section

7.2.1 10.30 am to 4.30 pm with a lunch break from 1.00 to 2.00 pm from Monday to Saturday. For cash transactions, the Accounts Department will function from

10.30 am to 12.30 pm & 2.30 pm to 4.30 pm from Monday to Friday.

7.2.2. We are closed on Sunday and all holidays are declared by the institute

7.3 Photocopy for Personal requirement

Photocopy facility is available in the institute library. The charges for the same need to be bear by participants only.

8. RULES FOR USE OF LIBRARY

8.1 Library Timings

Monday-Saturday	:	9.00 am to 8.00pm
Issue/Return of Books	:	
Monday-Saturday	:	9:30 am to 7:30 pm
Sundays and holidays	:	Library will remain closed

Special Timings during end semester examination

Weekdays	:	09.00 am to 8.00pm
Sundays and Holidays	:	10.30 am to 5.30pm

8.2 Library Membership

8.2.1 For PIMR library membership, the regular faculty members, visiting faculty members, research scholars, and students have to fill library form with their details and get it signed by the librarian.

8.2.2 However, all the institute's students become members of the library after enrolment into the course offered by the institute.

8.2.3 In the case of faculty members (regular/visiting/guest/ad-hoc/adjunct), the program coordinator will send a separate list of such faculty members to the librarian to verify their names as faculty members at the institute.

8.2.4 An external person can become a library member by paying Rs.2000 caution money and Rs.1500 annual fees (non-refundable). The membership is open to institutions/corporate too.

8.2.5 After the signing of the library form, library cards are issued to the students, visiting faculty members, and external members.

8.2.6 The borrower's card is not transferable. Its loss should be reported immediately to the librarian in writing, failing which the reader will be responsible for any loss to the library due to any transaction carried on his/her card.

8.2.7 If a borrower's card is lost, the student will be issued a new card after they deposit a fine of Rs 100/-per card.

8.3 Circulation Rules and Procedures

8.3.1 Regular students can get issued a maximum of 4 books at a time for ten days. However, a student will be free to return the books earlier and get new books published.

8.3.2 Books will be issued only on showing the Identity Card with Reader Tickets. No student will give an authority letter in favour of anyone.

8.3.3 Renewal of books is allowed twice only.

8.3.4 When there is a demand for a particular book, the book issued to the student may be recalled by the library before the due date of return.

8.3.5 Rare reference books and other unique material shall not be issued to the student.

8.3.6 If a book is damaged, the student will have to pay a fine equal to the book's replacement cost. In case of loss of book fine equal to double the present cost of the book will be levied.

8.3.7 Journals and Magazines are not issued to students. These are only to be read in the library. A separate photocopy section is available in the library. A member can get a photocopy of the research articles at the prevailing rate.

8.3.8 Library members are requested to check books when these are issued to them, and if they notice any defect, they should immediately bring it to the library staff on duty notice. The last borrower of the book shall be responsible for any damage.

8.4 Reservations

Students can reserve three books at a time. Books can be reserved through the online computerized reservation system. Books, reserved when available, will be kept for 24 hours. An intimation email will be sent to the participant who has committed it. If the books are not collected within the time, the reservation will stand canceled.

8.5 Late Fees

If a student fails to return their books in time, the student will have to pay the fine of Rs. 2/-per day.

8.6 Shelf Arrangement

All books in the library (Issue Section and Reference section) are arranged according to Dewey Decimal Classification System (DDC). The latest books are displayed in the new arrival section for 30 days.



8.7 Personal Belongings

8.1.1 Books and other personal belongings such as handbags, raincoats, etc. shall not be allowed inside the library. These should be kept on the property counter at their own risk.

8.1.2 Laptop (without cover), notebook and pen/pencil are only allowed inside the library for reference purposes.

8.1.3 The students are advised to avoid bringing costly and valuable articles like laptops, original certificates, purses, jewellery, etc. In case of any loss or theft of such items carried by the student, the institute is not responsible.

8.8 General Etiquette

- The library is intended for members who can use the library collection, facilities, and services by rules.
- As the library is an educational place, it becomes the duty of every student to maintain PIN-DROP SILENCE in the library.
- Making marks on library books, smoking, loud conversation, or a noise within or around the library. Also, objectionable conduct or practice, such as spitting, is not permitted.
- A member who fails to comply with the library rules may be debarred from using the library by the Director/Librarian, and their membership may be cancelled.
- Periodicals should be left on the reading table only. The members need not put them back on the display rack.
- In case of any misunderstanding in interpreting the rules, the Director's decision shall be final.
- Readers desiring books/ periodicals should present them along with ID-card to the library staff on duty at the issue counter. The staff concerned will scan and verify the borrower's identity and then scan their book for registering issues.
- The due date of return will be written/stamped on the date slip of the book by library staff at the circulation counter. This will help the participant to have a record of their due date of return. The date will also be available on Computerized Catalogue System. The library will also try to email reminders of the due date as an additional facility.
- No issue will be made to a member against the library card of any other participant.
- Reference books, rare books, bound journals, periodicals, question papers, and newspapers are for reference only and are to be read in the library.

- Reference books have to be read in the reference section of the library.
- Library books, which are already issued but are not intended for return, are not allowed inside the library.
- Books can be issued/returned at Circulation Counter only. Books to be published should not cross the library door. Strict action will be taken against those found with unissued books beyond the library door.
- While borrowing the book, the reader should check the book thoroughly for missing pages, chapters, pictures, etc.
- The reader will accept no book in damaged condition. Mutilated or spoiled books will have to be replaced by the borrower.
- Loss of book, if any, must be reported immediately. Late fees will be charged till the failure of the book is written.
- Eatables/ tea/ coffee is not allowed in the library or the Reading Room. While browsing through the books in the stack area for immediate reference, participants should leave them on the table to enable the library staff to shelve it.
- No books issued in the Reference section shall be removed from the library. Strict action will be taken against those who do so.
- Members are requested to keep the book in good condition and not to mark or underline any part. Tearing any part of the book is undisciplined and punishable in severe measure. Anyone found doing so would be charged the total replacement cost of the book besides subjecting them to appropriate disciplinary action.
- If a library document is lost, the cost of the same will be recovered at the latest price according to the Good Officer Committee rate (in case of foreign books).
- Maintain decorum in the Reading Room. For example, desist from placing your feet on the table and chairs.
- Replace newspapers, periodicals, books, etc., in their proper positions after reading.
- Library material should be handled with utmost care.
- Keep all verbal communication in the library in low decibels.
- Library users should switch off their mobile/cell phones or keep the ringtone on silent mode to avoid disturbing the other library members.

The participant can meet the librarian/ library staff in case of any queries. We hope you will cooperate with us and make use of the library to the fullest.

8.9 Library Resources

The students can access the library's e-resources on his/her ACC Soft 2.0 login under the OPAC and Library Rules and Circular tab.

8.10 Library Bulletin

The library bulletin of PIMRLIC is published on a bi-monthly basis. It includes the latest library updates like New Books, New journal subscriptions, New CDs, etc.

8.11 OPAC

- The bibliographic details of library documents can be accessed through OPAC (Online Public Access Catalogue).
- Bibliographic details of each document are entered in software ACC Soft 2.0 and accessible to OPAC or WebOPAC.

8.12 USE OF OPAC

Library operations take place through the Software Package called ACC Soft 2.0, which offers various features. A valid member of the library can access this software. A good member is a person with a member id with a password of his own to access the package.

The catalogue allows you to make a keyword, author, title, and subject search for a document in the library. In addition, you would be able to see the document's status. If the document is issued, a reservation can be placed for it. You can keep track of your borrowed records with your login credentials. You would also be able to track the new arrivals in the library.



E-Resources in the Library

E-RESOURCES IN THE LIBRARY: A list of the Library's Electronic Resources is followed.

Sr. No	Name of the database	Nature of Information Available	Mode of Access
01.	EBSCO Business Source Elite	EBSCO Business Source Elite provides full text coverage of scholarly Business, management and economics journals. This rich collection also includes publications covering topics such as accounting, banking, finance, international business, marketing, sales etc. Business Source Elite offers full text over 7000 business publications and contains expanded PDF backfiles for 150 titles (back to 1985 or the first issue published for the journal). More than 19000 substantial company profiles, 600+ Harvard Faculty Seminars and TV videos are also included. This database has been enhanced with an additional module for faculties and students which provides a solid foundation for their research assignments. Comprehensive Summaries of discipline-specific topics correlate to realize its real-world applications, critically engage them and locate sources for advanced research	Web Based URI http://search.ebscohost.com Login ID : Pimr Password : Lib@2021
02.	J-Gate Social Sciences and Humanities	J-Gate is an electronic gateway to global e-journal literature. Launched in 2001 by Informatics India Limited, J-Gate provides seamless access to millions of journal articles available online and offered by 12,000+ Publishers. It presently has a massive	Web Based URI http://nlist.inflibnet.ac.in Login ID : Student_pimr@pimrindore.ac.in Password : Pr57617286

		<p>database of journal literature, indexed from 41,000+ e-journals with links to full text at publisher sites. J-Gate also plans to support online subscription to journals, electronic document delivery, archiving, and other related services.</p> <p>PIMR has registered for access e-resources through PIMR d through N-List program entitled National Library and Information Services infrastructure for Scholarly Content (N-List)" college component of UGC - INFONET Digital Library Consortium (formerly funded by the MHRD under its National Mission on Education through ITC).</p>	
03.	INFLIBNET N-List Programme	The N-List program provides access to more than 6000+ journals (with back files for 10 years) & 97,000+ e-books	<p>Web Based URL http://delsnet.nic.in Login ID : mppimri Password : pimr512</p>
04.	DELNET Database	PIMR is an Institutional member of DELNET, which facilitates effective and efficient searching of information through various online databases, open access journals and union catalogues. The main objective of DELNET is to promote resource sharing among the Member Libraries by collecting, storing and disseminating information and by	

		<p>offering networking services to users; to undertake scientific research in the areas of information science and technology, create new system in the field, apply the results of research ; offer technical guidance to Member Libraries on collecting, storing, sharing and disseminating information; coordinate efforts for suitable collection development and reduce unnecessary duplication wherever possible ; facilitate and promote delivery of documents manually or mechanically etc.</p> <ul style="list-style-type: none"> • Full-text Digital Library Resources • Knowledge gainer Portal • Language Learning Portal • Manuscripts and Rare Books • E-Books • E-Journals Full Text • Thesis/Dissertations <p>Knowledge Portal Gainer Portal DELNET has launched the KNOWLEDGE GAINER portal for member institutions, providing access to 79 lakh full-text books, e-journals, e-articles. It access to the Discovery portal</p>	
05.	Sage Journals	Sage Online Journals -20 Journals full-text paper can be accessed (Current + 20+Years backfiles)	<p>Web Based http://journals.sage.pub.com Click browse tab</p>



9. ADHERENCE TO CODE OF CONDUCT

9.1 PARTICIPANT POLICIES

9.1.1 All participants admitted to PIMR agree to adhere to the PIMR Code of Conduct.

Each participant pledges:

- To refrain from giving, seeking, receiving, or obtaining an unfair advantage (including but not limited to plagiarism, collusion, cheating & attempted cheating) over other participants while meeting academic requirements.
- To truthfully represent fact and self at all times to respect the property and personal rights of all members of the PIMR Community.
- To uphold the PIMR Code of Conduct by reporting all material violations and by fully cooperating with and protecting confidentiality of the Code of Conduct proceedings.

Participants are also required to abide by all the policies on conduct and meet all requirements stipulated by PIMR.

The effectiveness of the Code of Conduct is entirely dependent on your commitment to the core principles promoted by the Code of Conduct. The PIMR Code of Conduct expects you to conduct yourself honestly and ensure that classmates and colleagues abide by the same principle. By reporting violations of the code of conduct, the PIMR community acknowledges the significance of these values.

You may report (either orally or in writing) any suspected violation of the Code of Conduct to the Class Coordinator, Program Coordinator, or the Director.

Some Common violations of the Code of Conduct include (but are not limited to)

Plagiarism: Plagiarism is to ascribe someone else's work as your own.

Cheating & Collusion:

Cheating or attempted cheating, including but not limited to conspiracy.

Collusion is knowingly permitting another participant to copy from you or to pass off your work as theirs.

All coursework submitted should be your original work. Both plagiarism and cheating are a violation of the PIMR Code of Conduct. The PIMR Code of Conduct will decide the penalty for these offenses.

Penalties for Violation of the Code of Conduct Committee

All violations of the Code of Conduct code are taken seriously. The penalty may range from failure in the course to expulsion from the institute, depending on the severity of the violation. An awarded degree may be withdrawn if Code of Conduct violations are discovered subsequently.

9.1.2 PARTICIPANT POLICIES

PIMR strives to provide and foster an open environment in which all members of the community can enhance their intellectual capability. To provide such an environment, we expect you to adhere to some basic guidelines described below:

- Participant initiative policy and open-door policy
- Anti-discrimination policy
- Sexual harassment & violence policy
- Alcohol and drug policy
- Participant code of conduct and Grievance Procedure
- Confidentiality
- Contracts

9.1.3 PARTICIPANT INITIATIVE POLICY AND OPEN-DOOR POLICY:

PIMR strives to create a truly participant-focused learning environment. To achieve this, the institute will promote an atmosphere where participants can openly express their concerns and recommendations for the betterment of the community.

Participants as individuals or as a group can develop a formal proposal and take it up directly with the Director. A participant may visit any administrator of the institute during office hours.

9.1.4 ANTI-DISCRIMINATION POLICY:

PIMR values diversity of background and experience amongst all members of the institute's community. The institute does not discriminate based on race, gender, religion, nationality or ethnic origin, age, or disability. If you have any discrimination complaints, you must report them directly to the Director of the Institute.

9.1.5 SEXUAL HARASSMENT AND VIOLENCE POLICY:

PIMR is committed to providing a safe environment for all members of the institute's community and their visitors. Accordingly, the institute has strict policies on sexual harassment and violence on campus grounds.

Sexual harassment includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- Physical contact or advances
- A demand or request for sexual favours
- Making sexually coloured remarks
- Showing pornography
- Any other unwelcome physical, verbal or non-verbal conduct, sexual

A complaint is to be made in the prescribed manner to the concerned committee.



9.1.6 ALCOHOL AND DRUG POLICY:

The institute strictly prohibits the manufacture, distribution, sale, possession, or use of any drugs on campus. Anyone found possessing/distributing/ consuming narcotics or any other illegal substance within the campus would be liable for punishment under the law. We do not permit the consumption of alcohol at public events hosted by the institute or by any member of the institute's community on campus. PIMR expects the individual to take responsibility for their actions and to respect the rights of others while the participant is a member of the PIMR community. We strictly prohibit any activity that puts the physical well-being of other persons and you at risk or causes damage to the institute. No person shall be coerced to drink or abuse alcohol, even subtly.

The institute will intervene when alcohol is used illegally or when its abuse leads to conduct that endangers the individual involved or others, damages the institute's property, disrupts its activities, or interferes with the rights of other persons. Violators of this policy will be subject to disciplinary action by the Director's office. Disciplinary action may lead to dismissal from the institute.

9.1.7 PARTICIPANT CODE OF CONDUCT:

The institute aims to create an environment where participants, faculty, staff, and individuals affiliated with the institute can freely exchange ideas and thoughts, build their intellectual curiosity, and celebrate the institute's diversity. Community members must respect each other and act responsibly to create such

an atmosphere. The institute expects participants to follow a set of conduct guidelines that include, but are not limited to, the following:

- Possessing articles that may be deemed harmful to others or the participant.
- Respect the institute's property and facilities. The institute prohibits the misuse, stealing, or intentional damage of any institute's property/ facility or any other PIMR community member.
- Provide truthful information to the institute. You must provide accurate admission and personal background information by the requested date.

9.1.8 GRIEVANCE PROCEDURE:

If you wish to express a grievance about another participant or a faculty or staff member, you may discuss the grievance with the Grievance Redressal Committee or the Programme Coordinator. The Committee or the Programme Coordinator shall review the complaint and decide how it should be addressed.

9.1.9 CONFIDENTIALITY:

All materials you submit for admission to PIMR become the institute's property. PIMR will preserve all participant information presented at the time of admission and created during their attendance at the institute. You are entitled to request and review information regarding your academic transcripts and admission files. This does not include confidential information in your admissions files, such as letters of recommendation or interview comments.

You may request an official copy of your transcript. However, you cannot ask for original documents of your applications.

Institute can only provide photocopies.

The Institute may disclose basic personal information without your consent as long as it is for education-related use (address (permanent home), email, phone number, other institutions attended, age, gender, activities involved while at PIMR, year of graduation, specialization at PIMR, or company name and position). Education-related use, which could include directories, alumni mailing, aggregated demographic information, and background verification must be approved by the Director. You can withhold publishing/sharing of basic information from directories or alumni mailing by simply sending a 'statement for removal' to the Director.

The institute will not allow any unauthorized party to review your records. These include financials, admissions information, and staff and faculty review. The Director needs to authorize any such study.

When you arrive, we will ask you to designate a contact name and number in case of an emergency. The institute defines an emergency as a critical health situation (such as long-term hospitalization), financial payment default, or expulsion. In other personal cases (such as fundamental health problems, sexual harassment, and general academic issues), the institute will not contact the designated person without your consent.

9.1.10 CONTRACTS:

No participant or participant organization may sign any contract on behalf of the institute.

9.1.11 ELECTRONIC INFORMATION POLICY:

We strictly prohibit unauthorized copying or use of PIMR licensed software by any member of the PIMR community. PIMR and its members must comply with all contractual software obligations. In addition, the institute and its members will abide by all local, state, and national intellectual property laws and information technology regulations. You must report any violation of this policy to the Director and depending on the situation, to local authorities. Violating this policy could lead to expulsion or legal action.

9.1.12 SAFETY ON CAMPUS:

Participants are collectively responsible for the quality of life and level of safety on campus.

9.1.13. STRICTLY PROHIBITED:

- Manufacture, distribution, sale, possession or use of narcotic drugs on its campus.
- Any action that puts the physical well-being of other persons and oneself at risk or causes damage to the institute's property.
- Consuming of any alcoholic beverages at Institute premises/Housing Areas or any activity which contributes to alcohol overindulgence or abuse.
- Hazing, drinking games or other potentially dangerous drinking



behaviours, disruptive conduct related to the use of alcoholic beverages.

9.1.14 CHANGES / MODIFICATIONS TO RULES:

The Institute reserves the right to delete/add/ modify any of the above rules as and when necessary.

9.2 Counselling Assistance

The Counselling Cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. These problems can be career-related or personal, emotional, social, family, peer, academic, sexual, etc. This is done through individual counselling to help the student with the issues.

The counselling cell of Prestige Institute of Management and Research, Indore, provides both Personal and Career Counselling to students of all disciplines of the College.

The cell guides students regarding confidence issues, attitude towards life, making good choices, choosing the right path in career and life, removing self-doubt, helping with peer pressure, etc.

The counsellors strictly maintain confidentiality.

Personal and Career counselling sessions are conducted by experienced and qualified counsellors, providing a safe and unbiased space for students to discuss their issues.

REGISTRATION:

Every student of every department is welcome, and all students may feel free to contact the Counselling Cell.

- Students registering for counselling can opt for Career Counselling and Personal Counselling.
- Each student is allotted an hour with the counsellor.
- Students who are advised a follow-up session are provided an extra session after a Month.

9.3 Social Media Policy & Guidelines

With the growing presence of social media in our lives, we share a lot of information via conversations on the internet. Social media communication can have an impact on the reputation of individuals as well as that of the organization. The institute has an in-house Committee for Content Management (C4CM), solely responsible for approving and uploading any message, posters, audios, and videos about the institute, its programs, and events. Hence the participants, staff, and faculty will have to seek prior approval before sharing any message on any digital platform.

At the same time, PIMR has put together a broad set of guidelines that all participants, staff, and faculty should keep in mind if they carry the PIMR brand on their internet profiles. This is to help everyone make the right choices on social media, for themselves and the institute, keeping in mind that we are all ambassadors of the brand PIMR.

This document outlines the following:

1. Guidelines when mentioning PIMR in personal profiles
2. Guidelines when managing social media handles on behalf of PIMR:

1. When PIMR is mentioned in personal profiles

Keep the following guidelines in mind before posting anything on personal social media handles:

- i. Online can mean forever. Remember that what you post is accessible long after you remove it. Also, comments can be forwarded or copied. Years from now, current or prospective employers can find your posts. They may use this information to ascertain your maturity, and if it is not something you would say to an employer in person, you should think twice about posting it online.
- ii. No view is personal in today's digital world. So even if you comment or write something controversial on social media, thinking it's your personal view, followers of your posts by association can link it back to your place of work or study and judge those institutions as well.
- iii. Respect others. Don't infringe on the privacy of your friends, peers, or faculty. Please do not post personal information of others that could be embarrassing to them or the institute. If posting photos, ask the permission of those involved. If someone objects to your use of an image, avoid using it.
- iv. Communications made in a personal capacity through social media must not:
 - Use PIMR's logo on any private social media sites
 - Include anything that could be considered discriminatory against,

bullying, or harassment of any individual.

- Make offensive or derogatory comments, spew personal abuse, insult, spread hatred, communalize or discriminate against any person, state, religion, country, race, gender, disability, sexual orientation, belief, or age. Doing so will make you liable to be punished according to institute rules and state and central laws.
 - Posting images, audios, videos, or anything that are discriminatory/offensive or links to such content
 - Depict or encourage unacceptable, violent, illegal, or dangerous activities, e.g., sexual harassment or assault, fighting, vandalism, academic dishonesty, drunk and disorderly behaviour, drug use, etc., through posting pictures, videos, or comments.
 - Breach of copyright.
 - Breach of cybercrime law of the country
- v. When things go wrong - If you have indeed posted something, which has been construed as offensive, the consequences can range from mild to very serious. Reach out to the program office to help you deal with the issue in the best possible manner.
 - vi. If your social media views are controversial, please remove your association with PIMR from your profile.
 - vii. Always think before you write. Anything that you write on social media is a reflection of your personality, your educational



background, and your upbringing. If your content is considered insensitive, it reflects poorly on the institution where you are currently enrolled.

viii. Always be polite and respectful in all your social media interactions. You can agree or disagree with others healthily, befitting your education, personality, family, professional, and the institutes/workplace you represent. No matter what your views are, you can choose to post them following the societal rules of acceptable discourse and healthy debate.

ix. Use privacy settings. Understand and use the privacy settings on social networking sites. If you do not, your personal information is available to the entire world. For example, do not provide personal identifying information such as date of birth, phone numbers, home addresses, class schedules, etc.

x. Exercise caution. Be aware of who you add as a friend to your site. Do not allow someone else to create and manage accounts on your behalf.

xi. Get connected and use social media to change your professional and personal life positively. Social media is a great way to learn about and connect with new people and communities. Search out those people and groups you want to learn more about and connect with them. In addition, you can use social media to understand better a subject you're interested in or explore your creative interests and career goals.

xii. When writing for external platforms, please note that 'Views are personal.'

xiii. Professional Whatsapp groups should not share unverified, discriminatory, or inflammatory content.

xiv. Personal social media handles must not carry the PIMR name in the users

Please note that PIMR SOCIAL MEDIA ACCOUNT IS HANDLED BY THE SPECIFIC TEAM AND THE FACULTY AND STAFF MEMBERS DESIGNATED FOR THE SAME.

STUDENTS ARE NOT ALLOWED TO CREATE OR MANAGE ANY ACCOUNT FOR AND ON BEHALF OF PIMR.

In case of any violation of the above rules/guidelines/code of conduct is reported or discovered, appropriate disciplinary action will be taken.

Note: the above rules and regulations may undergo change at any time and the changed rules will be applicable from the date of issue of revised guidelines. For any clarification regarding administrative issues, the participant may contact the class coordinator or program coordinator.

Please fill the acceptance letter and give it to your class coordinator

LETTER OF ACCEPTANCE

To,
The Director
Prestige Institute of Management & Research
PG Campus
Indore 452010

Date:

Dear Sir,

This has reference to my admission in, 2022-24 at PIMR's PG Campus.

I son/ daughter of

student of (2022-24) hereby confirm of having read the Code of Conduct and give my assent to abide by PIMR Code of Conduct set by the Institute. I also accept the fee structure along with the refund rules.

I also undertake that, I shall abide by all other rules as may be framed by PIMR from time to time.

Name:

Mobile No.:

Signature



PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH, INDORE

(An Autonomous Institution Established in 1994, Thrice Accredited by
NAAC with Highest Grade, now A++)

2, Education and Health Sector, Scheme # 54,
Near Bombay Hospital, Indore-452 010 Madhya Pradesh, INDIA.

Phone: +91-731-4012222

Email: internationalconference@pimrindore.ac.in

Website: www.ic.pimrindore.ac.in