Student Handbook 2023 - 2024

Mahatma Education Society's
Pillai HOC Institute of Management Studies & Research

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1. PHIMSR Preamble

About Pillai HOC Institute of Management Studies and Research

Established in 2009, Pillai HOC Institute of Management Studies and Research (PHiMSR) is affiliated to the University of Mumbai and recognised by the AICTE and the Government of Maharashtra.
One of the Asia's Largest Educational Campuses situated amongst nature, area near to upcoming Navi Mumbai International Airport and in the heart of the largest industrial belt in Rasayani.

It is the 1st Private – Public Limited Partnership in education spread over, 15 Lakh square feet constructed area on 14 acres of sprawling lush green campus, an institution built in partnership with HOCL, A Govt. of India Enterprise.

All the classrooms are air conditioned and fitted with modern education equipment and has a well-stocked library of 20,000 square feet having 5000 titles of books. Separate rooms for faculty / student's interaction and case study discussions are available. The spacious, beautiful and well maintained hostel blocks provide accommodation to all students separate for boys and girls. Regular bus service during institute timings from Panvel, Khopoli, Pen and Karjat to reach our campus. Public transport is also available from these locations. In-campus cafeteria which provides hygienic food for students, mess facility also available. Modern state of art, gymnasium is also available for the health conscious students.

The **PHiMSR campus** is Wi-Fi enabled and built on lines of some of the best B-schools in the world with a broad range of dedicated facilities. The educational experience is augmented by a sophisticated and continuously evolving IT system that seamlessly integrates technology throughout the campus. The facilities have been designed keeping in mind the flexibility needed to produce a continuous stream of innovations in education and research designed to meet-and anticipate-the evolving needs of business / industry.

The curriculum focuses on contemporary needs of corporate sector. Pedagogy focuses on developing knowledge and skills through classroom discussions, case studies, projects, internship program and extracurricular activities.

PHiMSR offers students opportunities to interact with and learn from corporate professionals, leaders of the business, representatives of government and non-government organizations, artists and intellectuals who regularly visit our campus on invitation to deliver talks and presentations that provide insights to the careers and personal attributes of these role-models.

Our industry centric approach tries to reduce the gap between theory / class sessions and the actual / practical situation that makes managers better equiped to face the realities of corporate world.

About Mahatma Education Society

Mahatma Education Society embarked upon its mission of **"Education for all"** with the Chembur English High School in the year 1970. The vision, dedication, global outlook, tenacious struggle and undaunted spirit of the Chairman and C.E.O., Dr. K. M. Vasudevan Pillai and the forward looking, untiring energy of the Secretary, Dr. (Mrs) Daphne Pillai have now transformed the Mahatma Education Society in to a vast educational organization, spread over six elegant campuses at Chembur, New Panvel (Sector 7), New Panvel (Sector 8), New Panvel (Sector 16), Borivali (Gorai) and Rasayani (Raigad District). The society now manages a total of 48 Educational Institutions providing quality education from kindergarten to postgraduate professional courses in the Faculties of Engineering, Architecture, Management, Teachers Training, Arts, Science and Commerce to more than 30,000 students with 2,000 Teachers and 1,500 members of Non-Teaching Staff. All institutions managed by Mahatma Education Society have excellent Professional Faculty, World Class Infrastructure, State-of-the Art Laboratories, Well Stocked Libraries, Computer Centers with Internet Connectivity, Separate Hostels for Boys and Girls, Cafeteria, Gymkhana and Playgrounds.

Excellent results, placements, interaction with the corporate world and global exposure are some of the special features of the institutions run by Mahatma Education Society. Today the Society also runs state of the art research centers in the fields of engineering, commerce, education and architecture. These centers provide its faculty and students to be involved in cutting edge research and development, entrepreneurship activities, industrial consultancies and many more.

2. The PHIMSR Ethos

2.1 Institute Mission and Vision

Vision Statement of PHIMSR

- A revolution is taking place in the world because of globalizing economy, advent of information technology and aggressive competition. Knowledge and understanding imparted through management education and training should be able to create competitive managers for the international market.
- In an emerging global digital environment the millennium managers should acquire zero time capabilities, the ability to make changes with the speed of light and act swiftly upon them through practical training and application to face the challenges of a 'borderless world'.

Mission statement of PHIMSR

Mission

To develop professional managers with respect for the environment and responsible leadership in quest of excellence global perspective.
This objective is fulfilled through education, practical training and interaction in an Indian and with industry and social organisations.

2.2 Student

The PHIMSR student's experience is supported by the 6 pillars shown below:

1) **Enhanced and Supportive Teaching Learning**

PHIMSR believes in creating an enhanced and supportive teaching and learning experience for students. The curriculum gives multiple chances to students to gain practical knowledge and have an industry academia interface.

2) Leadership

PHIMSR believes in grooming students. This is done through active participation of the student council and student groups in the institute and with student memberships in various committees. PHIMSR has also established a student activity club and conducts **Euphoria, a Pillai campus wide festival** that is fully designed, organized and executed by students. There is also an active encouragement and participation of sports activities throughout the academic year.

3) Entrepreneurship

Encouraging entrepreneurial spirit is an important aspect of the PHIMSR student curriculum. PHIMSR E-cell in conjunction with Pillai Center of Innovation and Entrepreneurship regularly organize seminars, workshops and colloquiums on entrepreneurship through-out the academic

year for students. There is also a business plan competition organized every year with a prize money of 1 lac to encourage budding entrepreneurs.

4) Research and Industry

PHIMSR has some centers of excellence in various fields that create research and consultancy opportunities for its students and faculty. This is augmented by students getting industrial projects, going on industrial field trips. Alumni also routinely return to the campus to share their knowledge, experiences and expertise with current students on rolls.

5) Social, Moral and Ethical Values

PHIMSR believes in inculcating strong social, moral and ethical values among its students with a strong focus on the environment and its conservation. To this, it has been included in its curriculum value education as well as strict rules for academic honesty and plagiarism PHIMSR also has various programs to increase environmental awareness such as swatch campus, paperless office, e-waste recycling,

bio-gas plant etc. Also, every year, PHIMSR faculty and staff bring one NGO to the campus to celebrate **Community Service Day and Uber Rang**. The social service committee of PHIMSR gives a unique platform to students to help the society in a meaningful way.

6) Employ-ability

PHIMSR takes a holistic view when it comes to developing its students vastly employable in the eyes of its industry partners. In order to enhance the employ-ability of students, PHIMSR regularly conducts soft skills training, technical skills training, aptitude, attitude and behavioural test training at regular intervals.It also has a mentor men-tee system where faculty can have a full 360 degree evaluation of each of their students, achievements, internships, training etc.

2.3 Faculty

Faculty development and enhancement is an important metric by which the institute improves by leaps and bounds.. PHIMSR believes in providing opportunities for its faculty to develop and improve themselves. Today, Personal Effectiveness or Personal Enhancement is an important study which states that the returns shall be to an extent of 30% to 35% when compared to the investment in PPF, NSC, Stocks, SIP or Mutual Funds which gives a returns of around 8% to 12% annually. The faculty experience is supported by 5 pillars shown below

1) Enhanced Teaching Learning

PHIMSR believes in creating an enhanced and supportive teaching and learning experience for students and faculty. Faculty members are given continuous opportunities to improve their teaching through regular FDPs, MOOCs and NPTEL. Faculty are also encouraged to create their own E-content through the e-learning studio available in house.

2) Faculty Professional Development

PHIMSR offers numerous Professional Development schemes such as research promotion schemes, value added programs, conferences, seminars and support for higher education and faulty training.

Social, Moral and Ethical Values

PHIMSR believes in inculcating strong social, moral and ethical values among its faculty with a strong focus on the environment and its conservation. To this it has included in its curriculum value education programs as well as strict rules for academic honesty and righteousness. PHIMSR also has designed various programs to increase environmental awareness such as swatch campus, paperless office, e-waste recycling, bio-gas plant etc. Also every year PHIMSR faculty and staff bring one NGO on campus to celebrate community service day and Uber Rang.

3) Leadership

PHIMSR believes in developing the leadership abilities of its faculty. This is done through active participation of the faculty in the administration of the institute and memberships in various committees of the University of Mumbai such as the Board of Studies. It also encourages faculty to become members of various professional associations and assume leadership roles in them.

4) Research and Consultancy

PHIMSR has established various centers of excellence in various fields to encourage faculty expertise in certain areas or research. These centers bring together faculty having different backgrounds and they have a common research goal. It also creates a hub where faculty can carry out related consultancy activities. Funds are also provided to conduct regular seminars, conferences and workshops on specialized topics of interest. **In addition, faculty are interested in pursuing Memorandum of Understanding with industries for activities such as joint research, common use of facilities, library access, placement and internships etc.**

3 Student Code of Conduct

3.1 Dress Code

1) Wearing I-Cards on Campus is compulsory.

2) Decency in dress code must be observed.

3) The formal dress code should be strictly adhered to on all days within the institute premises.

4) Wearing of Uniform/ Formal Dress Code is expected at all times while representing college.

5) Students must produce the Identity Card, issued by the Institute on demand by campus security

guards or any staff member of PHIMSR.

3.2 Attendance

1)   Punctuality, discipline and adherence to deadlines (assignment /and other topics) is expected from each student.

2)   In case a student fails to attend 75% of lectures for a particular subject then he / she will be debarred/detained from the examination as per University/InstituteNorms. Exceptions will be provided under extraordinary circumstances and it is purely at the discretion of the Director/Registrar/Examination Committee.

3) Attendance marks criteria:

- 100% - 95%   - 10 marks
- 94.99% - 90%   - 9 marks
- 89.99% - 85%   - 8 marks
- 84.99% - 80%   - 7 marks

- 79.99% - 75%   - 6 marks
- Below 75%   - 0 marks

4)   If the attendance is less than 75% the student will not be eligible for any exams of that subject and will need to reappear.

5) In the name of religious practices, no concession shall be given for attendance.

3.3. Misconduct

1)   Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc is totally prohibited.

2)   Students must refrain from intentionally damaging or destroying Institute's property or property of other students and/or faculty members.

3)   Students must refrain from any disruptive activity in a classroom or an event sponsored by the Institution.

3.4 Prohibited Activities

1) Organizing meetings and processions without getting permission from the Institute.

2)   Accepting membership of religious or terrorist groups banned by the Institute/Government of India.

3)   Unauthorized possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.

4)   Unauthorized possession or use of harmful chemicals and banned drugs smoking and liquor in the campus of the Institute.

5)   Possessing, consuming, distributing, selling of alcohol in the Institute and/or

throwing empty bottles on the campus of the Institute.

6) Rash driving on the campus that may cause any inconvenience to others.

7) Theft or unauthorized access to others resources.

8) Misbehavior at the time of student body elections or during any activity of the Institute.

9)   Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.

10)   Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.

11)   Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.

12)   Students are not permitted to provide audio and video clippings of any activity on the campus to the media without prior permission.

13) Students are expected to use social media carefully and responsibly.

14)   Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.5 Breach of code of conduct

If there is a case against a student for a possible breach of code of conduct the

committee may meet the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

1) **Warning-** Indicating that the action of the said delinquent student was in violation of the code   and shall result in severe disciplinary action against erring student.

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

3) **Expulsion** - Expulsion of a student from the Institute permanently.

4) **Monetary Penalty**- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

5) **Suspension**- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Suspension may also be followed by possible dismissal, along with the additional penalties.

a) **Ineligibility** - (Not eligible) to reapply for admission to the Institute for a period of three years.

b) Withholding the mark sheets or certificate for the courses studied or work carried out.

3.6 Classroom Discipline

1) The students are expected to be in the class 5 minutes before the scheduled time of the session.

2) Use of cell phones in the classroom for speaking, texting, etc. is strictly prohibited .

3) Use of laptops in the classrooms for anything other than the session in

progress is not permitted.

4)   Academic decorum such as discipline, silence, courtesy etc. must be observed in the class.

5)   Students are not permitted to enter or leave the class during the session without the consent of the faculty.

6)   When the session is in progress, eatables/ beverages are strictly prohibited in the class.

7)   Students are expected to maintain cleanliness in the classroom and Institute premises.

3.7 Library Discipline

1) ID card is compulsory for issue of books.

2) Reference books will not be issued.

3) Students can be issued two books for a period of 7 days.

4)   Students must check the books before they are issued. If books are damaged, it should be brought to the notice of the Library Staff.

5) Late return fine in respect of Books will be Rs. 10/- per day.

6) Students are not allowed to bring any bags in the Library

7) Eating is prohibited in the Library.

8)   Students should not keep any valuables on the Library racks. Library staff or management will not be responsible for any theft.

9) Students should not demand at the counter any materials such as pen, pencil, stapler, blank sheet etc.

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

3.8 Examination Discipline

1) Books / Notes and all study materials should be kept away as instructed by Supervisors.
2) No mobile phones/smart watches or any type of gadgets will be allowed during exams.
3) Nothing should be written on the body, scale, calculators, pencils, eraser etc.
4) Nothing should be written on the question paper or hall ticket.
5) Talking to other students while in the Examination Hall is not permitted.
6) Use of any unfair means during the examination is strictly prohibited.
7) Students should be present inside the exam hall 10 minutes prior to the commencement of the examination.

Please note that in a resit/reappear examination maximum percentage will be capped at 60 percentages.

3.9 Project Viva

1) Viva shall be conducted as per the earlier notified schedule. Students have to present themselves at the specified venue at least 10 minutes before the scheduled time of commencement.

2) Before commencing the Viva, student's identity card and roll no. will be verified.

3) Mobile phones are not permitted to be on the person of the student while they appear for Viva.

4) Students are expected to conduct themselves politely and professionally at Viva which includes observance of the stipulated dress code.

5) Once Viva is over, students are expected to leave the venue quietly without holding any kind of discussions with the other students awaiting their turn for

Viva.

6)   The Examiner/s for Viva shall have ultimate responsibility and full authority for the smooth conduct of the Viva.

3.10 Placement Rules

(Refer to the Placement Policy)

1) Students will not only act as Brand Ambassadors of PHIMSR but will also contribute effectively to strengthen its Brand image. Therefore, students, both the existing as well as alumni, are expected to conduct, both, within and outside the campus, in a manner which will set examples to others by demonstrating their worthiness and capability within the community, and in the affairs of the country.

3.11 Payment, Penalties & Fines

- Loss of ID card - Rs. 750/-
- Loss of lanyard - Rs. 200/-
- Not wearing ID card within the premises of InstituteRs. 500/-
- Not carrying ID card to InstituteRs. 500/-
- Unethical practices during exams - Discipline action + Rs. 5000/-
- Reexamination (internal/external) / Resit - Rs. 1000/-
- Revaluation of any 1 subject- Rs. 1000/-
- Duplicate mark sheet for each semester Rs. 1000/-
- Transcript 1st copy Rs. 2000/- for local candidates, second copy Rs. 1000/-
- Transcript 1st copy Rs. 2500/- for international candidates, second copy Rs. 1000/-
- Any disciplinary issue will be at the discretion of the Director/Registrar/ Discipline Committee.
- Duplicate hall ticket Rs. 500/-
- Usage of mobile phones in class Rs. 1500/- and the phone will be confiscated.
- Not wearing formals on designated day Rs.1000/- each.

3.12 Contribution expected from students

1)   Students will not only act as Brand Ambassadors of PHIMSR but will also contribute effectively to strengthen its brand image. Therefore, students, both the existing as well as alumni, are expected to conduct, both, within and outside the campus, in a manner which will set examples to others by **Demonstrating their Worthiness** and capability within the community, and in the affairs of the country.

2)   Students must understand that all tangible as well as intangible assets of the Institute are precious and are needed to be effectively used, preserved and maintained with utmost care.

4 Academic Honesty

PHIMSR maintains the highest standards of academic integrity among-st its faculty and students and hence expressly prohibits the following. Violations of these Academic Honesty Policy can result in strict disciplinary action and/or expulsion from the Institute.

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

1) Copying from another student's test or homework paper.
2) Allowing another student to copy from a test or homework assignment.
3)   Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.

4)   Having another individual write or plan a paper, including those bought from research paper services.

5) Submitting the same paper/project in more than one class.

4.2 Plagiarism

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

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

4.3 Bribery

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

4.4 Misrepresentation

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

4.5 Conspiracy and Collusion

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

4.6 Fabrication

The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the

falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships. Examples include:

1) Citing information not taken from the source indicated.

2) Listing sources in works cited or reference not used in the academic exercise.

3) Inventing data or source information for research or other academic exercise.

4)   Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.

5) Taking a test for someone else or permitting someone else to take a test for you.

4.1 Academic Misconduct

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

1) Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.

2) Asking or bribing any other person to obtain a test or any information about a test.

3)   Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

4)   Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the Institute which relate to grades.

4.3 Improper Computer/Calculator/Cell Phone Use

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

1)   Unauthorized access, modification, use, creation or destruction of calculator-

stored or computer-stored or cell phone-stored data and programs.

2)   Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material.

3)   Sharing a calculator or computer or cell phone while leaving answers on display or in memory.

4)   Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

4.4 Disruptive Behaviour

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

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

5 Academic Specialization: Specialization for Sem III will be based on the merit of the students. Merit score will be based on academic performance, test and assessment conducted by the institute during the 1st year.

6 Anti-Ragging Policy

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

1.   Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2.   Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

3.   Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

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

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

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

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

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

2)   Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;

PHIMSR maintains a strict policy against ragging. As per Mumbai University and AICTE guidelines the following actions can be taken against students for indulging

and abetting ragging at PHIMSR.

1.	The punishment to be meted out to the persons indulged in ragging has to be justifiably

harsh to act as a deterrent against recurrence of such incidents;

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

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

4.	Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following;

a) Cancellation of admission,

b) Suspension from attending classes,

c) Withholding/withdrawing scholarship/fellowship and other benefits,

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

e) Withholding results,

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

g) Suspension/expulsion from the hostel,

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

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

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

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

7 Student Groups

Student organizations are chartered by the PHIMSR to allow current students to gather together in unison behind a shared mission. These organizations contribute positively to the campus, adhere to expectations for the entire MES community, and abide by all PHIMSR policies governing both individual students and student organizations. Groups of students not chartered by the PHIMSR may not affiliate themselves with PHIMSR or other official Instituteorganizations. Many benefits are extended to chartered student organizations, such as the ability to reserve campus spaces, the ability to advertise for organization activities on campus, and the ability to apply for funding through the Student Activities Fund.

6.1 Student Council

A student council is brought together to act as moderator between the students of all departments. The council looks after the needs and requirements of students and adumbrated the same to faculty advisers, the principal and management. They also host and conduct various management, social, sports and cultural activities in the campus. The members are nominated by the Heads of the Department to represent different sections of the PHIMSR.

6.1 Rules for Student Groups

1.   Provide a current roster of officers and members.
2.   Provide a current student organization constitution and/or bylaws.
3.   Recruit and retain at least one full-time faculty or staff member who advises the organization and attends meetings and social functions.

4.   Submit all events for approval, including regular scheduled meetings to the
         principal.
5.   Must comply with the non-discrimination policy of MES.

6.   Must have a debonair technical, cultural, social, environmental mission or purpose and must not engage in political activities.

1)   Must responsibly manage any funds collected by them through the Instituteaccounts department.

2)   Must not permit outside or non-MES affiliated third parties to enter the Institutepremises without the express permission of the principal.

6.1 Facilities for Student Groups

1.   Allocation of space on the Institutecampus when required.

2.   Ability to book classrooms, labs, auditorium and other facilities to conduct meetings, seminars, workshops etc.

3.   Permission to post flyer and other advertising materials within the campus area.

4.   Allocated space on MES server to host their website/web page.

5.   Ability to use Instituteaccounts to manage their funds.

6.   Apply to the Principal for funds for varied kinds of activities.

6.1 Procedure Establishment of New Student Groups

1.   Students wishing to apply for new student groups must have a minimum of 5 members who are currently active students of the college.

2.   They must have a clear mission and purpose and have identified a faculty advisory for this purpose.

3.   They must also have framed rules and by laws that govern membership.

4.   Students can then make an application to the principal for recognition.

5.   The Director and student activities committee will review the application and determine if the new group meets institution's requirements and policy.

6.   If the application is approved, the new group can commence with its activities.

6.1 List of Current Student Groups

- Cultural Committee

- Sports Committee

- Social Service Committee

- Women Development

- Social Media Committee

- Corporate Relations Committee

8 Student Facilities

7.1 Computer and IT Facilities

PHIMSR has well equipped computing facilities along with a computer center for students. It also has access to a state of the art server room where the Institutehosts its own applications for the digital library, academic and attendance monitoring as well as its own learning management system. In addition, the Institutehas campus wide WiFi access, free email accounts for its faculty and staff with unlimited cloud storage and many more facilities. experience for its students.

7.2 Pillai Center of Innovation and Entrepreneurship

Mahatma Education Society's Pillai Centre of Innovation and Entrepreneurship is set up to encourage and inculcate the entrepreneurial spirit among its youth. It is a platform for net- working, building entrepreneurship skills and providing access to high quality technical and managerial expertise. It is a forum to assist in developing entrepreneurs and support innovative ideas from idealization to fruition. The center organizes a business plan competition, has a co-working and incubation space and conducts numerous workshops, sessions and courses on entrepreneurship.

7.3 Online Fee Payment

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

mRupee, UPI) For making online payment of fee, login at the student portal and follow the instructions thereafter. After successful completion of the payment, the system will be directed back to the portal of MES, generate receipt of the payment made and students are to produce the same as and when required. Mahatma Education Society does not charge any processing fee or service charge from the students for online payment. However, the students have to pay the charges as applicable for the merchant banks.It is recommended that you take and retain a copy of the transaction for record keeping purposes, which might assist in resolution of any disputes that may arise out of usage of the service.

MES reserves the right to vary these terms and conditions from time to time and the current version will be published on this website. We reserve the right to decline the acceptance of an online payment if your account is in default for any reasons whatsoever. MES may also make addition / deletion / alteration to the services offered, at its sole discretion and also reserve the right to withdraw the service at any time at its discretion, without prior notice. These terms and conditions are governed by the Laws of India and the Competent Courts at Mumbai shall have exclusive jurisdiction.

7.4 Refund/Cancellation Policy

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

7.5 Hostel

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

close to the Instituteitself making it very convenient for all staff and students.

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

The hostel has many facilities available to ensure residents are comfortable and satisfied:
• Hostel Canteen offering Breakfast, Lunch and Dinner.
• Annual Meal Plans Available.
• Daily Cleaning Service Available.

• 24/7 Security Personnel and CCTV.
• Fast WiFi Connection.
• Social Areas.

Another facility is the caring student community which exists in every Pillai InstituteHostel. Hostel life is an opportunity to socialize with students from all over India in the urban hub of Navi Mumbai. Pillai Group of Institutions offers separate hostels for boys and girls with various rooms available for students to choose from. Single bed rooms with AC are available upon request. Application form may be filled out once the applicant has contacted the Pillai Hostel Facility.

7.6 Canteen Facilities

The canteen is situated within the Institutecampus. It is open for all with a seating capacity of 500+ students. All types of snacks, soft drinks, and meals are available at a subsidized rates. The canteen is open from 7 am to 6 pm every day.

7.7 Xerox Copy Center

The Xerox Copy Center is situated within the Institutecampus. It is a full-service print/copy facility dedicated to meeting the communications needs of students, faculty and staff. Our experienced staff work with the latest tools and processes and is committed to helping make your print/copy tasks as quick and easy as possible—and always with an eye towards meeting your budget. We have an in-house design

advisory to help you create your brochures, posters and business cards.

The facility is open at 9 am up to 4 pm Monday-Friday.

8. Sport Activities

At PHIMSR, students are expected to develop their overall personality by participating in social and cultural activities. The objective is to foster leadership and nation building traits in them.Sports enthusiasts at PHIMSR can look forward to inter and intra-Instituteevents, external events and competitions. The institute is equipped with a number of indoor and outdoor sports facilities.

8.1 Multipurpose Ground

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

8.1 University Sports

PHIMSR regularly participates in various university sport activities such as cricket, football, ball badminton, chess etc.

8.2 Gymkhana

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

8.3 Shooting Range

The campus boasts of having a 6 lane Olympic level rifle shooting range on campus.

8.4 Badminton Court

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

9 Extra and Co-Curricular Activities

9.1 Project Based Learning

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

Characteristics of Project-Based Learning

Here are 3 characteristics of meaningful project-based learning activities that lead to deeper student understanding:

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

2)   **Rigorous:** Project-Based Learning requires the application of knowledge and skills, not just recall or recognition. Unlike rote learning that assesses a single fact, PBL is more complex and can be used to assess how students apply a variety of academic content in new contexts. As students engage in the work of a project they follow a process that begins with inquiry. Inquiry

leads to deeper learning, not just related to academic content, but also related to the use of content in real world applications. Inquiry processes can help lead to the development of solutions that address the problem/challenge of the project and the creation of products to communicate solutions to an audience based upon the

application of content and skills.

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

9.1 Implementation of PBL at PHIMSR

1. At the end of semester II, first year students are given potential project topics that cover aspects from all their coursework during the term.

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

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

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

5. Students are evaluated twice during the coursework

9.2 Value Education

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

Areas of value education

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

1) Character development.

2) Personality development.

3) Spiritual development.

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

9.3 Student Social Work

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

9.4 Student Entrepreneurship

PHIMSR actively encourages entrepreneurship activities in its students. Throughout the year students are encouraged to participate in many projects, competitions, and business plan competitions. In addition, the institute has a full fledged co-working and incubation space where its students can network and build their businesses and refine their ideas. The space has co working furniture, WiFi, high speed internet, conference rooms and many other facilities to encourage student entrepreneurs. The center also has regular seminars, workshops and information sessions on various entrepreneurship activities.

10. Mentoring and Career Guidance

Academic and career guidance is an important component in the development of any educational institution. As such it is important for each institute to develop its own mentoring program where every student is assigned a mentor who will provide academic and career guidance. The purpose of this program is as follows

•	The opportunity to meet with someone who can help you get answers to questions students may have about corporate career or higher education

• Tailored career planning plus help and insight into specific industries

•	Give advise on how to increase employ-ability skills and where to go for help with developing students career

• Increased confidence and other key employ-ability skills learned from experienced people

•	The Mentoring Programme is open to undergraduate, postgraduate and recently graduated students.

Faculty mentors will be assigned no more than 20 students to mentor each academic year. Preferably the students will be assigned to a mentor who will remain with them throughout their

time at the institute. Every semester a faculty mentor will meet at least four times with each men tee.

Career Guidance

1.	Faculty mentors will help students to select a career based on their own skills and abilities.

2.	Faculty mentors will recommend various add on courses that will increase the employ ability skills of students.

3.	Faculty mentors will help students get internships in various industries.

4.	Faculty mentors will keep students informed of various competitive exams,

competitions, institutional and government schemes that they can prepare for or participate in.

5.   Faculty mentors will help students plan for higher educational opportunities in various   universities both in India and abroad.

6.   Faculty mentors will also coordinate with alumni and industry mentors to give career guidance to their mentees.

1)   Encourage students to participate in co curricular / extracurricular activities to enhance their employ ability.

11. Alumni Facilities

Alumni are the brand-ambassadors of PHIMSR. The institute maintains a strong and a positive relationship with its alumni and can benefit the institute socially, academically and professionally.

Likewise even the alumni community have realized that it's not just a mere nostalgia that they associate with PHIMSR, but it's much beyond that. Some of the focus areas with regards to its alumni are

Placements - the alumni network of a Instituteis one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations.

Mentor ship and Scholarships - alumni can play an active role in voluntary programs like mentoring students in their areas of expertise. They could also play a significant role in contributing scholarships to deserving students.

Career Guidance - alumni is a huge talent pool whose guidance can be beneficial to many students and other fellow-alumni in their respective areas of study.

Networking Platform - alumni network by itself is one of the best professional networking platforms available today.

Fund-raising - A strong alumni association can be one of the biggest benefactors of an institution that can contribute towards various developmental activities of the institution.

11.1 Alumni Workshops and Seminars

Alumni regularly conduct workshops and seminars for students. This provides a platform for alumni to showcase their experience and skills to existing students. Alumni can thus serve as mentors for students, provide placement and scholarships as well as guide the careers of upcoming students.

11.2 MES Alumni Registration

MES provides a uniform platform for all its alumni to register on and network called alumni.mes.ac.in. Here MES alumni can network with and they can track all the other alumni of any MES institute and each institute can keep a track of each alumni. PHIMSR also has its own alumni committee and registered organization which manages the day to day activities and financial aspects of the PHIMSR alumni network.

11.3 Continuing Education

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

12 Grievance Redressal for Students

The Grievance Cell is formed in order to keep the working atmosphere peaceful and healthy among the staff, students and parents. This cell helps staff, students and parents to record their complaints and solve their problems related to academics, employment, resources and personal grievances. A Grievance is any complaint by an employee or students concerning any aspect of employment or academics at any stage

of the term. Every employee/student shall represent his/her grievance for redressal only through proper channels. The Institute recognizes the right of students to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the institute and its students. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

12.1 Grievance Procedure

To ensure speedy resolution of grievances students can approach the CDC/Grievance Committee. If the matter is escalated to the Grievance Committee, the procedure of working is given as under:

1.   Suggestion cum complaint boxes have been installed at different places in the Institutecampus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the institute. Written complaints are encouraged, however one may choose to remain anonymous.

2.   The person concerned can personally approach and write/ e-mail any member of the cell. They can send an email or write an application and submit it to the coordinator.

1)   Recommendation of the members of the grievance committee is forwarded to the Director for final decision. If the matter is not resolved to the satisfaction of the employee, he/ she may file an application for review, in writing, to the CEO through the Registrar within twenty days following the written decision of the Director.

2)   This appeal states the decision regarding complaint of and the redress desired. The decision of the CEO/Dy CEO on the appeal shall be final and binding on the students and faculty members.

13 IT dos and don't

13.1 Best Practices

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

1.   Turn off your personal computer when you are leaving your work area or office for an extended period of time.

2.   Exercise judgment in assigning an appropriate level of security to documents stored on the MES's networks, based on a realistic appraisals of the need for confidentiality or privacy.

3.   Remove previously written information from floppy diskettes/pen drives before copying documents on such diskettes for delivery outside MES.

4.   Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

13.2 Internet Acceptable Use

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

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

2.   The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.

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

Computer Support or the Principal.

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

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

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

7.   Employees should not download personal e-mail or instant messaging software to MES computers.

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

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

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

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

13.3 Use of MES Email and Apps

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

2.   It is mandatory that all PHIMSR and institute official emails between faculty,

students and staff be conducted over official MES email accounts.

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

14 Safety and Security Policy

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

1.   PHIMSR shall always remain alert about the safety and security of all its stakeholders and most of all the students.

2.   PHIMSR shall provide the fastest possible medical help in case of any medical emergency such as accidents, personal medical issues, or any such eventuality.

3.   PHIMSR shall have regular drill and other safety measures and inspection of fire hydrants and fire extinguishers.

4.   PHIMSR shall have regular safety audits of buildings, elevators etc.

5.   PHIMSR shall always maintain a clean and healthy workplace and a pleasing environment in appearance and functionality.

14.1 Fire Safety

1.   PHIMSR has fire safety equipment present in all public areas. In case of minor fires, fire suppression can be used to extinguish, control, or in some cases, entirely prevent fires from spreading or occurring.

2.   Care should be taken that fire fighting equipment such as fire extinguishers is handled by experienced faculty or staff whenever possible and all faculty and staff are

familiar with its operations.

3. In case of large fires, the people who are in the closest proximity to the fire must evacuate first followed by all other persons who are not in immediate danger.

4. During fire evacuation the use of lifts and elevators is prohibited.

5. All personnel should report to the cricket play ground as a point of assembly in case of a large fire.

6. Power to the campus building must be shut down in case of a large fire and all evacuations.

7. The fire brigade and emergency services must be notified immediately to report to the institute.

14.2 Medical Emergency

INJURY EMERGENCIES ON CAMPUS

MINOR

1) Notify the institute doctor or Director's office.

2) Institute doctors or other designated school staff administer first aid procedures as indicated by the nature of the accident.

3) Parents are notified if necessary.

4) Staff witnessing the accident and/or providing first aid care should complete an accident report.

MAJOR

Defined as any injury deemed by school staff to need immediate physician care or transport to a healthcare facility.

1) Notify the Institutedoctor or principal's office.

2)   Either the first Institutestaff person attending to the student or another Institutestaff person notifies campus security immediately.

3) Security will provide transport to the nearest hospital or emergency clinic

4) Provide first aid or other basic life support if required.

5) Director or designee calls parents or guardian immediately.

INJURY EMERGENCIES DURING FIELD TRIPS

The field trip coordinator should also ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the Instituteor field trip destination. In the event of an emergency:

1.   Designated institute staff person administers first aid procedures as indicated by the nature of the accident.

2.   Parents are notified if necessary.

3.   If the injury is major or life-threatening, the staff member along with the students should report to the nearest hospital.

1) Field trip coordinator or designee call parents or guardian immediately.

Ours is a secular institution that gives utmost respect to all religious beliefs. Our priority is focused on good quality education, professionalism and career orientation. Religious annotation and/or symbols should be avoided in exam papers, project

reports and any educational submission. To maintain harmony and our motto "Education for All" our institute will not encourage individuals diverting from our common goals of following MES culture.