

Punjab Institute Of Management & Technology

Village Alour, Khanna-141401, Distt. Ludhiana (Pb.)

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E-mail : admissions@pimt.info , enquiry@pimt.info Web : www.pimt.info

F-7229/03

PIMT

KNOWLEDGE TO EMPLOYMENT

Code of Conduct

FOR STUDENTS

Punjab Institute Of Management & Technology

Near GPS (Mandi Gobindgarh)

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■ ABOUT THE INSTITUTE

PIMT Mandi Gobindgarh was set up by **Gobindgarh Educational and Social Welfare Trust** in 1997 in affiliation with Punjab Technical University, Jalandhar. The Trust is a non-profit, non-proprietary educational body managed by professionals from various walks of life. The Trust has to its credit, experience in setting up and successfully managing premier institutions of the region like Gobindgarh Public School, Gobindgarh Public College and PIMT is located on the G.T. Road, Vill. Alour, Khanna.

The campus is spread over an area of about 20 acres and includes institutional building, administrative block, central library, laboratories, computer centre, playground and separate hostel for boys and girls.

The institute has a vision to develop into a systematic leader and pivot for excellence in technical education sector in the state, and catalyzing absorption, innovation, diffusion and transfer of high technology for improved productivity, quality of life and empowerment, thereby affecting regional growth.

The institute has a mission to produce quality manpower equipped with such human and social values required to integrate excellent technical skills, leadership, creativity and innovation for the benefit of mankind, for the sustainable development of India and to promote research in the emerging discipline.

The institute takes pride in creating professionals in the field of management and information technology who are globally competitive and locally responsive. Within the framework laid by the University and the regulatory authorities, the institute has created a unique learning experience that focuses on all around student development.

The programmes offered by the Institutes are full time and are affiliated with Punjab Technical University, Jalandhar and approved by All India Council of Technical Education, Ministry of HRD, Government of India, New Delhi. The institute is running on the philosophy of Govt. of India drafted for higher education i.e Quality Education and Accessibility.

Classroom teaching is complemented and supplemented with experiments, creativity, hardwork, models and audio visual presentations, excursions, group activity, library and Internet researches and projects. Professional performance has been the

hallmark of the departments and our students regularly secure positions among the top ten merit list of the University. Institute provides various cultural and sports activities which improves the overall personality of the students.

■ JOINING INSTRUCTIONS

On the first day, all students of all classes have to report at their lecture halls as displayed on the notice boards, where all admission formalities will be completed including verification of certificates and submission of fee. The students are provided with various guidelines and syllabus etc. Students who are interested for opting hostel/transport are required to fill the form.

■ FEE RELATED RULES

The college fee is payable semester wise. The odd semester fee is payable in the month of July/Aug. Even semester fee of all classes is payable in the month of December/January. The notice specifying the exact date will also be displayed on the student notice board from time to time.

- (1) The fee is to be submitted in the Accounts Office as per the notice displayed from time to time.
- (2) In case of any default, the student has to pay the fine levied from time to time.
- (3) In case of instalments, the fee will be paid accordingly following the timing given in the notices.
- (4) Students have to clear all the dues by the end of the semester otherwise Roll No. slips will not be issued to them.
- (5) For those courses whose last semester is a training semester fee for that semester will be payable at the time of no dues for the university examinations of the previous semester.

ANTI RAGGING GUIDELINES

Ragging is strictly prohibited, If any student is found indulged in ragging then he/she will be rusticated from the institute.



■ SUPREME COURT NOTICE REGARDING ANTI RAGGING

The Supreme Court of India, while deposing the writ Petition (Civil) No. 656 of 1998 by Vishva Jagriti Mission, against Central Government, has observed asunder:

In exercise of the jurisdiction conferred by article 32 and Article 142 of the constitution we issue the following guidelines:

This court views with concern in the increase in the number of incidents of ragging in educational institution in our country. Some of the reported incidents have crossed the limits of decency, morality and humanity. Some of the states have acted by enacting legislation and making ragging as defined therein a cognizable and punishable offence. However, we feel ragging cannot be cured merely by making it a cognizable criminal offence. Moreover, we feel that acts of indiscipline and misbehavior on the part of the students must primarily be dealt with within the institution and by exercise of the disciplinary authority of the teachers over the students and of the management of the institutions over the teachers and students. Students ought not ordinarily be subjected to police action unless it is unavoidable. The students going to educational institutions for learning should not remain under constant fear of being dealt with by police and sent to jail and face the courts. The faith in the teachers for the purpose of maintaining discipline should be restored and the responsibility fixed by emphasizing the same.

The Hon'ble Supreme Court of India has broadly defined ragging as:

"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 students, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

The Court has opined that, "The cause of indulging in ragging is deriving a sadistic pleasure or showing off power, authority or superiority by seniors over their juniors fresher."

Ragging can be stopped by creating awareness amongst the students, teachers and parents that ragging is a reprehensible act which does no good to any one and by simultaneously generating an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished."

In this direction the following suggestions/ directions have been put forward by the honorable court:-

- 1 An undertaking to be filled up and signed by the candidate to the effect

that he or she is aware of the institution's approach towards ragging and the punishments to which he or she shall be liable if found guilty of ragging. A similar undertaking shall be obtained from the parent or guardian of the applicant.

2. The management, the principle, the teaching staff should interact with fresher and take them in* confidence by apprising them or their rights as well as obligation to fight against ragging and to generate confidence in their mind that any instance of ragging to which they are subjected or which comes in their knowledge should forthwith be brought to their knowledge and shall be promptly dealt with while protecting the complainants from any harassment by perpetrators of ragging. It would be better if the head of the institutions or the person high in authority addresses meetings of teachers, parents and students collectively or in groups in this behalf.
3. At the commencement of the academic session, the institutions should constitute a proctorial committee consisting of senior faculty members and hostel authorities like wardens and a few responsible senior students:
 - (i) To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence..
 - (ii) To promptly deal with the incidents of ragging brought to its notice and summarily punish the guilty either by itself or by putting forth its finding / recommendation / suggestion before the authority competent to take decision.
4. All vulnerable location shall be identified and specially watched. The local community and the students in particular must be aware of dehumanizing effect of ragging inherent in its perversity. Poster, Notice boards and signboards wherever necessary may be used for the purpose, Failure to prevent ragging shall be construed as an act of negligence in maintaining discipline in the institutions on the part of the management, the Principal and the persons in authority of the institution. Similar responsibility shall be liable to be fixed on hostel wardens/superintendents.
5. The hostel accommodation where fresher are accommodated shall be carefully guarded, if necessary by posting security personal and place discharge of a warden or superintendent who should himself or herself reside threat, and wherein the entry of seniors and outsiders shall be prohibited after specified hour of night and before except under the permission of the person Incharge entry at other times may also be regulated.
6. Course completion certificate issued by the institution should have an entry apart from that of general conduct and behavior whether the student have participated in and in particular was punished for ragging.
7. If an institution fails to curb ragging, the UGC/funding agency may consider stoppage of financial assistance to such an institution till such

time as it achieves the same. A University may consider this affiliating a college or an institution failing to curb ragging.

8. These guidelines are only illustrative and are not intended to come in the way of the institutions and authorities devising ways and means to curb the ragging.

In the meantime, the college authority has already been taking anti ragging measures, which are also corroborating the directives and guidelines issued by the Supreme Court. The college has already taken the following steps, to be followed by the other actions as suggested by the honorable court.

- (i) A general notice issued to the students regarding institution's approach towards ragging.
- (ii) Undertaking forms from the senior students.
- (iii) Undertaking form from the parents or guardians of the senior students.

PIMT ANTI-RAGGING COMMITTEE/SQUAD

In order to curb the menace of ragging, the anti-ragging committee has been constituted by PIMT which includes:

- 1. **Director**
- 2. **I/C Students Affairs**
- 3. **HOD's**
- 4. **I/C Boys Hostel**
- 5. **I/C Girls Hostel**
- 6. **Security Officer**
- 7. **Class Counselor**

In case of any problem, the students can contact any one of above. The contact detail are available in the office.

BOYS/GIRLS HOSTEL COMMITTEE

Hostel Warden

Students Incharge

The committees are to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence and to promptly deal with the incidents of ragging brought to its notice and put forward its findings/recommendations/suggestions before the authority. The members of the committees are to keep in touch with the wardens of respective hostels.

- Complaint Box : Students can drop their ragging complaints in box installed near medical centre.
- Student can mail their complaints at enquiry@pimt.info
- In case of any problem students can also contact their respective Class Counsellors.

■ CONDUCT AND DISCIPLINE RULES

- 1. Students should strictly obey the college timings and should come five minutes before the commencement of first lecture.
- 2. Instructions displayed on the notice board from time to time should be strictly followed by the students.
- 3. Students should not visit canteen during class timings.
- 4. Class representative should report to class counselor/ HOD if classes are not conducted as per schedule.
- 5. Students should maintain perfect discipline, decorum & follow the etiquette's in the campus.
- 6. Strict adherence to 75% lectures of the scheduled lectures is compulsory otherwise student will not be able to sit in PTU final exams. Rest of 25% lectures will cover all type of absenteeism.
- 7. If any student remains absent from Institute for more than 10 days then his/her name will be struck off from the roll and readmission is possible only if he/she has a genuine reason or there is possibility to completion of 75% of the scheduled lectures. Readmission fee will be charged as per rules.
- 8. In case of mass bunking of classes by students, action will be taken on case to case basis by academic council.
- 9. All mid semester tests/house examinations are compulsory for students and absence from these exams will automatically lead to deduction of allocated marks. (See University Rules for details)
- 10. All assignments and presentations are compulsory and students should submit the assignments by due dates otherwise marks will not be awarded by subject teacher.
- 11. Don't carry arms and other unauthorized items.
- 12. Smoking, consumption of alcohol, playing cards is strictly prohibited in the Campus as well as in the Canteen.
- 13. If any student is found indulged in eve teasing then he/she will be rusticated from the institute and his/her appeal of readmission will not be considered.
- 14. Student should take care of the property of the institute and should not create any indiscipline.
- 15. All the students are responsible for taking care of furniture & teaching apparatus of the class room. In case of any damage, fine will be imposed on the entire class.
- 16. In case student is involved in any act of indiscipline or have shown misconduct, a matter will be reported to discipline committee and

disciplinary action will be taken as per recommended by the discipline committee.

17. Student should switch off mobiles before entering into classroom/offices otherwise it will be confiscated from the student.
18. No student will be allowed to enter the class room once the lecture begins.
19. Students should participate in all the class activities.
20. Performance of the student will be regularly intimated to parents through student progress report.
21. Lights , fans and AC's of the classroom should be switched off before leaving the class room.
22. Student is also required to pay fine as per instructions/rules notified from time to time.
23. Students are required to take gate pass from the office in case he/she wants to leave during college hours.
24. Students are not allowed to bring their friends/relatives in college campus.
25. Students must update their contact details with their respective class counselor from time to time.
26. Students are not allowed to sit on stairs/corridors/walls etc.
27. All students are required to join the classes within one week of the start of the semester, otherwise they will not be allowed to attend the classes of semester and will be charged with a heavy penalty.
28. For all the students, the login for using the internet connection will remain off during classes on all working days.

■ DRESS CODE

In order to maintain and improve the quality of the institute, students are advised to help the college to make sure that all students are properly attired when coming to campus, Following dress code will be adhered to:

- a) Full Sleeves shirt- White
- b) Trouser-Medium Grey
- c) Coat/Blazer- Shade No. 2.
- d) PIMT Tie

The dress Code should be adhered to on all Mondays, Thursdays, during Vivas, Interview etc.

Further students are advised to:

1. Wear clean and ironed cloth.

2. Wear proper uniform prescribed by the institute during official gathering, seminars etc.
3. For boys full length trousers/jeans and shirts/T-shirts are allowed, but shorts, capris and Kurta-Pyjama are not allowed.
4. For girls jeans & suits are allowed, but skirt, long and short capris are not allowed.
5. If any student is found wearing objectionable cloth then parents of the student will be summoned to the institute.
6. Slippers (Chappals) are not allowed.

■ LIBRARY RULES

1. Library timings are as per institute timings.
2. Timings for issuing and returning the books from the library are as displayed on notice board.
3. Every student is entitled to borrow books for a duration of 14 days. The same books will not be reissued to the students consequently. Students who fail to return the books on the due date (on the 15th day) are liable to be charged a fine as notified from time to time.
4. Students are not expected to scribble or make noting on the book or tear off pages from the library books. The books are expected to be kept intact without any kind of damage.
5. If only one copy of a particular title is available in the library that book will be kept in the reference section and shall not be available for borrowing. Reference book and periodicals must be read only in the library.
6. Students are not allowed to use others cards for borrowing books.
7. Students are not allowed to get the books issued in the teachers' account.
8. Switch off the mobile phone before entering the library.
9. The librarian can recall any book if necessary even before the expiry date.
10. Students are expected to maintain complete silence and strict discipline in the library.
11. Personal books are not allowed in the library.
12. Photocopy facility is available on payment basis.

■ COMPUTER LAB RULES

1. Lab timings are as per institute timings.
2. Attendance in the lab is compulsory in the scheduled period (according to time table).
3. All students should be well on time in the lab in their scheduled lab classes.

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4. Students are required to keep the practical notebook for daily lab assignment.
5. Students are not allowed to sit in the lab other than their scheduled lab periods. However they can make use of the lab in extra time as per availability.
6. Mobile phones should be switched off in the lab.
7. Pen Drive should not be used in the lab.
8. Chairs should be arranged properly before leaving the computer system.
9. Keep silence in the lab.
10. To access the Internet facility in college campus everyone has to take username and password from lab and Wi-Fi facility is provided in campus.
11. Don't try to change the configuration after system intentionally.
12. Don't play games on computer,
13. Don't damage/steal any hardware/software part from lab.
14. Don't sit idle in the lab.
15. Don't try to delete/update the program or software developed by other students.
16. While using Internet Lab, don't waste your time in chatting, surfing pornographic sites etc. Use Internet Lab only for educational purpose. If any student is found indulged in these activities then his/her entry in the lab can be banned for a week.
17. Printing facility is available on payment basis.

Note : Students are not expected to bunk classes and sit in Library and Labs.

ACADEMIC RULES

Examination Rules : As per the University norms

Internal Assessment : As per the University norms

Note : It is important for the students to pass in atleast two MST's and submit atleast two assignments & presentations for passing in the Internal Assessment. No Student will be issued roll no. slips without clearing the two MST's and submitting assignments. Strict actions including fines and detaining will be taken against the defaulters.

ASSIGNMENT RULES

PIMT CODE OF CONDUCT

1. Students are required to submit assignments as directed by subject teacher.
2. Assignments should be submitted within the stipulated time period as indicated by the subject teacher. Failing which will result in deduction of marks.
3. Topic of the assignment can be directly or indirectly related to the course curriculum.
4. Assignment should be neatly prepared /duly typed.
5. The students maybe asked to give viva or presentation of assigned topic.
6. The assignments should be prepared by the students individually. Any duplication if found, the assignments will be directly cancelled.

The format for writing the assignments is as follows :-

FORMAT FOR ASSIGNMENTS

1. Title Page
The title page should contain the following details:
Name of the student
Class-semester section
Subject
Title
Date of Submission
Submitted to: Name of the Institute
2. Assignment:- This part will include the title Question of Assignment and the complete assignment with introduction, main part and conclusion
3. References:- This part will include the name of books, magazines, journals, Internet sites, newspapers etc., which the student has refer.

TRAINING / PROJECTS -

According to PTU curriculum training schedule of various courses is as follow:-

1. Compulsory Industrial training for various courses will be held as per the university curriculum available on PTU website (www.ptu.ac.in).
2. Compulsory projects/seminars will be undertaken in various courses as per university curriculum by all the students and reports must be submitted to the respective guides as per the notice from time to time.
3. Specific guidelines with respect to training and project work are available on Institute website.
4. Undergoing training and submitting the projects is compulsory for the students otherwise no student will be marked assessment.
5. After completion of the training the certificate must be submitted to the TPO office within 15 days.

■ RULES & REGULATION FOR HOSTEL

1. During class timings, nobody is allowed to stay in the hostel without prior permission of warden.
2. Daily attendance will be taken in the common room at 7.00

p.m. in case of girls hostel and 9 p.m in boys hostel (during summer). All students should be present at the attendance time otherwise a fine of Rs. 10 will be charged. Entry time for all students is 6:30 PM during Summer Months (April-Oct) in case of girls hostel and 7 p. m. in boys hostel and 6:00 PM in girls hostel and 6:30 p.m. in boys hostel during Winter (Nov-March).

3. Students must take the meals only in the mess and during the following allotted time. No hostel utensils should be taken outside the mess. No student is allowed to enter the kitchen area of the mess, on the spot fine will be charged if the utensils are missing/stolen./found in the rooms.

Timings :	Breakfast:	8.00-9.15 a.m.
	Lunch	as per Time Table
	Tea/Snack	4:30-5:00 pm
	Dinner	8.00-9.00 pm
	Milk	9.00-9.30 pm

4. Parents are allowed for one night stay in the hostel with the prior permission of Director& visiting hours are in accordance with the college timing. In emergency, they can stay outside by paying the requisite charges.
5. Non-resident students have to take a prior written permission of the Director to stay in the hostel.
6. Student going out of the college premises must obtain the outward pass duly authorized by warden and get it signed from their parents, which will be checked on their arrival.
7. Residents are requested not to waste food. All should take care of hostel property otherwise a heavy fine equal to cost of the item will be charged in case of any damage to the property.
8. Use of electrical items like iron, heater rods are strictly prohibited otherwise a heavy fine will be charged in case any item is found.
9. No day scholar is allowed to enter in the hostel.
10. All the students are required to clean their rooms and dump the litter into the dustbin.
11. Articles such as chair, tables etc., can not be taken out of the hostel without written permission of the Director/Warden.
12. Door banging is strictly prohibited.
13. Don't keep excess cash or valuables otherwise student will be responsible for their safety/belongings.
14. Don't chat outside the rooms after 9.30 pm.
15. No pass will be issued in the morning. Students should make their gate passes one day before.
16. All the problems can be discussed after attendance.
17. All the rules of net surfing should be strictly adhered .

18. Students can not write on the wall.
19. No body is allowed to enter the hostel after attendance time. No visitors will be allowed after attendance time.
20. Authorities have the right to inspect the hostel rooms anytime.
21. Use of alcohol & intoxicants of any nature are not allowed. (If found guilty, your admission can be cancelled /heavy fine can be imposed based on intensity of crime).
22. Weapons are strictly prohibited in the hostel premises.
23. Only two wheeler in the hostel is allowed as personal conveyance only with the written permission of the Director.
24. Spitting/littering in the hostel premises is strictly prohibited.
25. Pets are not allowed.
26. Mess and Hostel fees are payable semester wise. No student will be allowed to leave the hostel before one year/even semester.
27. Full Hostel fees is payable by the students going for training/job in the final semester. However mess charges are adjustable as per notice from time to time.
28. Students are required to use Internet wisely so as to avoid network congestion. Institute can take corrective action as required.
29. Students are required to use AC's/Coolers wisely so as to avoid any incidence of accident due to excessive heating up. Institute can take corrective action as required.
30. For the students the login for using the internet connection will remain off during classes on all working days.

RULES FOR VEHICLE PARKING

1. Don't bring your vehicles inside the campus.
2. All vehicles should be parked at PIMT parking place.
3. Don't damage any other vehicle while parking your vehicle, otherwise fine which is equal to the damage done to the other vehicle will be charged.
4. Takeout your vehicle's key while parking your vehicle.
5. Institute will not be responsible for any damage to your vehicle or theft of petrol/diesel from your vehicle.
6. Students are not allowed to sit in the parking place during classes.