



PRESTIGE
INSTITUTE OF MANAGEMENT & RESEARCH, GWALIOR
AN AUTONOMOUS INSTITUTE ACCREDITED WITH UGC NAAC GRADE 'A'

Institute Distinctiveness

Socially Responsible Practices:

Prestige Institute of Management & Research Gwalior has its vision **“To be an eminent institution of repute that fosters the relentless pursuit of excellence through socially responsible, trans-formative education, research and training.”**

According to which Prestige Institute of Management and Research (PIMR), Gwalior, stands as a beacon of excellence in the realm of higher education, PIMRG has its distinctiveness in socially impactful practices and by creating the ethical and inclusive approach towards society and inculcating the same in their stakeholders. Institute has various clubs and committees committed to foster community engagements, sustainability, and holistic development of their stakeholders. The pillars at PIMRG which helps to achieve the ethical approach are:

- Philanthropic activities and volunteering the projects.
- Environment and sustainable activities
- Ethical practices

Approximately more than 80 activities were conducted round the year regarding community needs as well as various initiatives were taken for improving ethical environment and sustainable activities.

PIMRG has always kept the social upliftment as one of the bigger thrust area in their vision which entails to do all activities pertaining to improve it in different peripherals. Clubs and Committees are working on it in dedicate manner and improvising strategies related to it. Few such parameters are enlisted below:

Identify Community Needs:

PIMRG identify the specific needs and challenges faced by the local community time to time and this will help tailor the outreach efforts to address the most relevant and

pressing issues. Various activities have been conducted under this and one such need is Dengue free homes and food distribution.

Collaborate with Local Partners/Community Health Camps:

Our Rotaract team at PIMRG coordinated with hospitals and other well functioning societies (e.g Indian Red Cross Society) and organized Camp like Blood donation camp, Gauseva, Clean Heritage at Gwalior Fort, Pune rides, Various MOU's done with other rotoract organizations, regional conclave and many more.

Environmental Drive/Promote Sustainable Practices: Various activities on sustainable practices have been organized by clubs like Project hariyali, Project plantation etc.

Education and Skill Development/Training and workshops:

Offer educational programs and skill development opportunities to empower individuals in the community, enabling them to improve their livelihoods. For e.g. Study material was distributed to kids to promote literacy, session on AI and career opportunities, Student leadership conclave, Shastra gyan and session on effective presentation, Workshop on Peace building, Canva Workshop

Cultural and Recreational Events:

Organize cultural events, sports activities, and recreational programs that celebrate the diversity and talents of the community, fostering a sense of unity and pride. Activities were conducted like Diwali Sneh Aasirwad, Project anand Utsav, Art of living together, Aarti by guards, Food distribution, Ganesh utsav, Shyamji utsav etc.

Long-Term Engagement:

Maintain regular and consistent engagement with the community to build trust, understanding, and sustainable relationships. Various activities like Dengue free, Project Plantation, Project Hariyali and Project Sewa.

Volunteer Involvement:

Encourage institute's employees and students to actively participate in community outreach activities as volunteers, fostering a sense of social responsibility and solidarity.

Celebrate Successes:

Acknowledge and celebrate the successes and positive outcomes of community engagement initiatives, recognizing the collective effort and impact achieved and for the same student volunteers are felicitated time to time for their participation. Activities were like Shukrana Award Ceremony and Rainbow smiles were conducted.

List of Major Activities conducted in year 2024-25 are:

S.No.	Area of Philanthropic Activities	Name of the Activity	Date of the Activity
1	Identify Community needs	Dengue Free Homes	10-10-2024
		Food Distribution	21-09-2024)
2	Collaborate with local partners/ Community health Camps	Clean Heritage at Gwalior Fort	2-10-2024
		Blood Donation Camp	28-03-2025
		Clean Heritage	2-10-2024
		Gauseva	11-10-2024
4	Environmental Drive/ Promote Sustainable Practices	Project plantation	25-09-24
5	Education& Skill Development /Training & Workshops	Effects of AI and Career Opportunities	17-02-2025
		Unleashing Ettiquettes	7-10-24
		Student leadership Conclave	8-03-24
		Talent uncovered	08-10-2024
		Session on effective presentation	16-10-2024

6	Cultural & Recreational/ Foster community & belonging	Diwali Sneh Aasirwad	27-10-2024
		Project Anand Utsav	28-09-2024
		Art of Living Together	28-08-2024
		Aarti by guards	8-9-2024
		Food distribution	21-09-2024
		Ganesh Utsav	7-09-2024
		Shyamji Janamostav	12-11-2024
		Smile Fest	6-10-2024
		Sweet smile	15-10-2024
7	Long term engagement	Dengue Free Homes	10-10-2024
		Project plantation	25-09-24
		Project hariyali	7-11-24
		Project Seva	3-8-24
8	Volunteer engagement	Aahar Seva	22-02-2025
		Oath Ceremony	22-08-2024
		Project Safety & traffic rules	25-09-24
		Project Muskan	29-11-24
		Project Self care & Female Hygiene	
9	Celebrate Success	Shukrana Award Ceremony	14-09-24
		Rainbow Smiles	13-03-2025
10	Collaborations	Pune Ride	12-5-2024 to 15-09-2024
		Recovery with Nourishment	19-10-2024
		Regional Conclave	30-8-2024

Glimpses of Activities:



Collaborations

Various Activities like Regional conclave and recovery of nourishment were done

Regional conclave was organized on **3-08-2024** by MPIDC, CII and MP Government for networking and Knowledge sharing.

Recovery of nourishment on 19-10-24 was to promote health and nourishment. Khichdi was distributed to ill people and patients.



Celebrating Success

Various activities were done like

Shukrana Awards was organized on 14-09-2024 was celebrated to recognize the efforts and achievements of individual.

Rainbow with smiles organized on 13-03-2025 . students and volunteers visited the Blind school and Deen Dayal slum area to spread sweet and happiness.



Volunteer Engagement

Various activities were conducted like :

Aahar seva was organized on 22-02-2025 where lunch to 200 patients at Jayarogya hospital was distributed.

Oath ceremony was organized on 22-08-2024, where felicitation and installation of committee was done . Position holders were took oath.

Project traffic rules and safety was organized on 25-09-2024 regarding traffic awareness in Gwalior

Project self-care was organized from 27-09-2024 to 4-08-2024 for awareness during female mensuration cycle.



Long term engagement

Various activities were conducted under long term engagement :

Dengue free homes was organized on 10-10-2024 to spread awareness about dengue symptoms and prevention as well as importance of clean surroundings.

Project Plantation was organized for 7 days 27-07-2024 to 4-08-2024 to promote environment sustainability and to increase green cover, biodiversity as well as a part of social responsibility.

Project Hariyali was organized on 7-11-2024 as a part of community service and afforestation, tree plantation was done.

Project Seva was organized on 3-08-2024 where students visited Swarg sewasadan ashram to extend love and compassion.

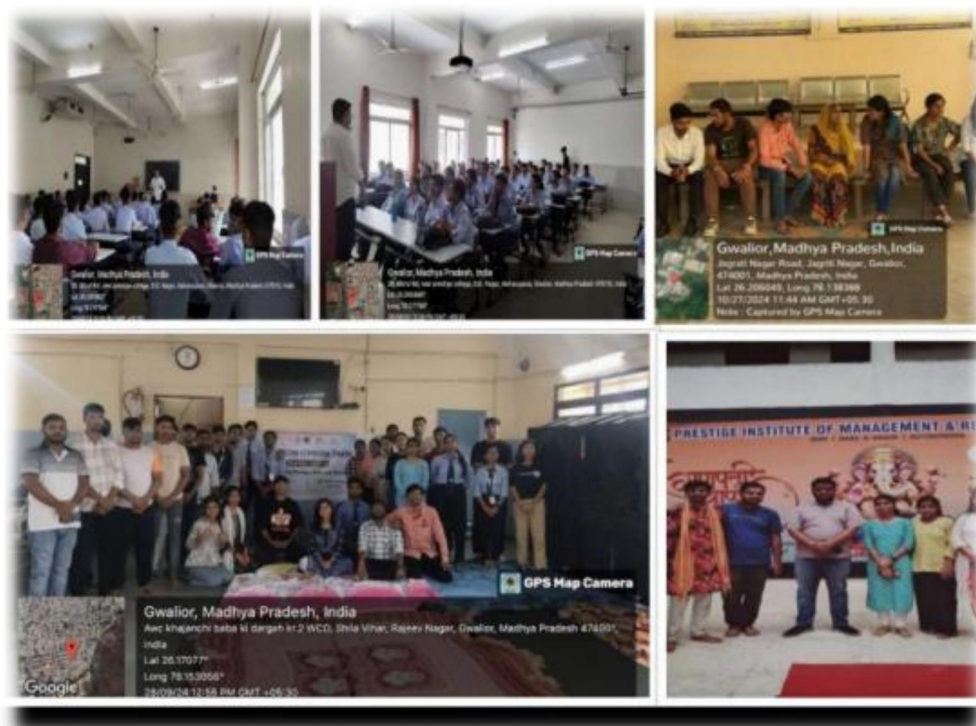


Education & Skill development

Various sessions and trainings were conducted like:

Unleashing etiquettes was organized on 7-10-2024 to teach children the importance of greetings and introduction to build confidence in social interactions.

Talent Uncovered was organized on 08-10-2024 to enrich about Indian wisdom with under privileged students and also as part of community engagement.

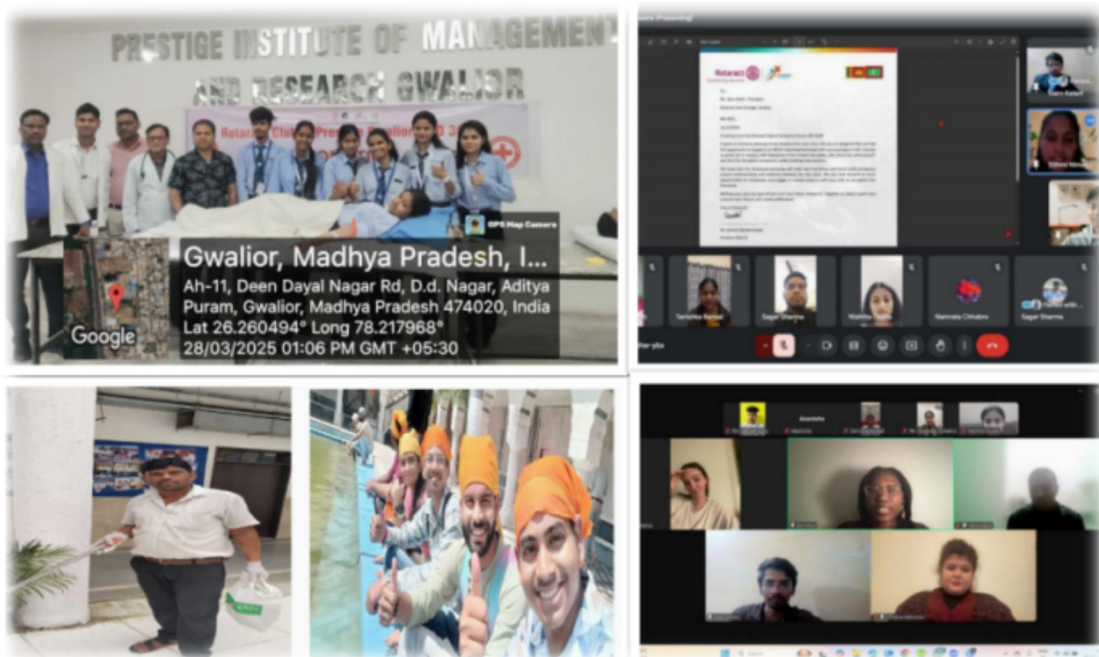


Cultural & Recreational activities

Various cultural and recreational activities were conducted like :

Rakshabandhan was organized on 16-08-2024 to stop abusing the festival of bond rakshabandhan between brother and sister.

Ganesh Utsav was celebrated on 7-09-2024 for 10 days where various various games and activities were conducted by students.



Collaboration with local partners

MOUs : 80+ MoUs were done at state , national and international levels round the year.

Blood Donation Camp was organized on 28-03-2025. it was in collaboration with red cross society and voluntarily individuals donated the blood to save lives.



Identify Community Needs

Activities like dengue awareness and food distribution were done

Dengue Free Homes was organized on 10-10-2024 to spread awareness about dengue symptoms and prevention as well as importance of clean surroundings.

Food distribution was organized on 21-09-2024 , food was distributed at multiple places in Gwalior to provide immediate relief and health awareness.

Environment & Sustainable Activities

Environment & Sustainable Activities includes:

- Promoting awareness through activities by Environment and Sustainability Club
- Functional ERP connecting all the departments.
- Cashless campus
- Several initiatives to recycle the waste.

Promoting awareness through activities by Environment and Sustainability Club

Various activities were conducted round the year to promote awareness regarding Environment and Sustainability .

S.No.	Name of the Activity	Date of the Activity
1	Poster Making Competition	20 April 2024
2	Plantation Drive 2.0	26 February 2024
3	EML on Zero Waste Life Style	8 April 2024
4	Best out of waste	16 September 2024
5	Gauseva	14 April 2025
6	Seed Distribution	14 April 2025
7	Paper bag distribution	14 April 2025
8	Clean air clean future	15 April 2025
9	Water conservation	15 April 2025
10	Birds life save	15 April 2025
11	Eco- Mystry	16 April 2025
12	Plantation Drive	28 April 2025
13	Oath ceremony	10 May 2025
14	Plantation Drive & Seed Ball Distribution	5 June 2025

Glimpses of Environment & Sustainability Cell Activities conducted round the year





Activities like Tree Plantation , Seed Ball distribution, Awareness Campaign

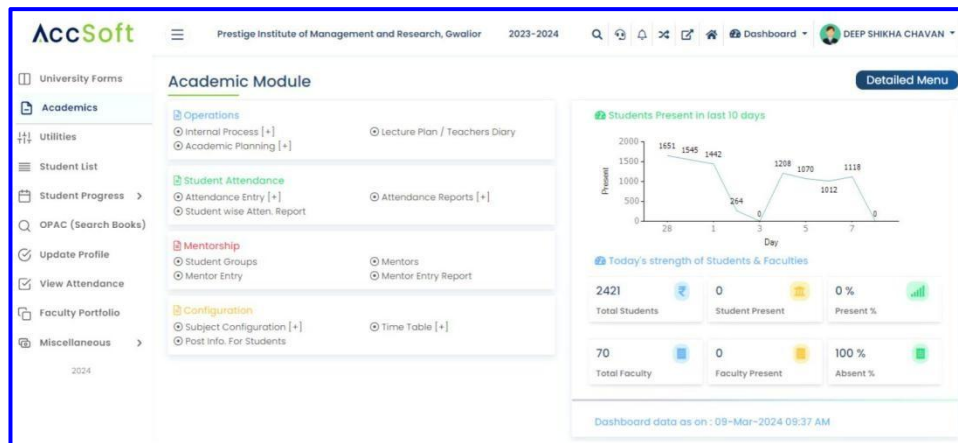
ERP:

Institution has implemented a comprehensive Enterprise Resource Planning (ERP) system named as Accsoft, seamlessly connecting all departments. This integration streamlines communication and data management, significantly reducing paperwork across campus and enhancing administrative efficiency.

In addition to minimizing paperwork, our Accsoft contributes to sustainability efforts by reducing carbon emissions. By digitizing processes and promoting electronic communication, we mitigate the environmental impact associated with traditional paper-based workflows.

Furthermore, our campus has transitioned to a cashless system, offering convenient and secure online payment options. This cashless initiative not only improves transaction efficiency but also aligns with modern financial practices, promoting financial security and transparency.

Through these integrated efforts, PIMRG not only enhances operational efficiency but also demonstrates a strong commitment to environmental sustainability.



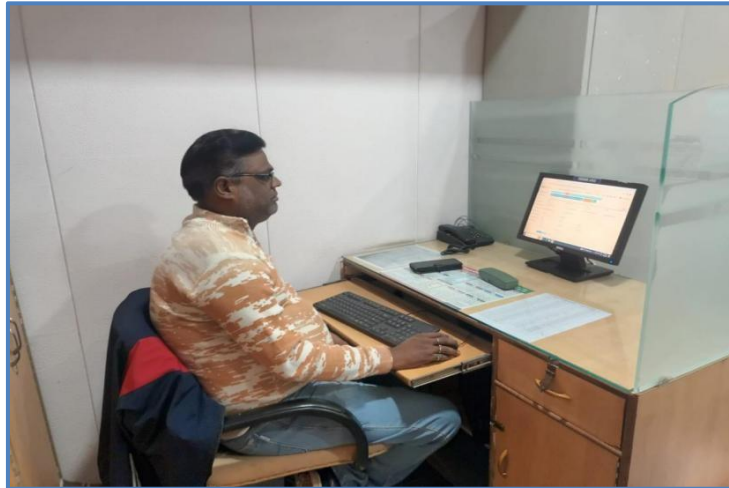
ACCSOFT Dashboard for Faculty & Administration

Internal Entry List

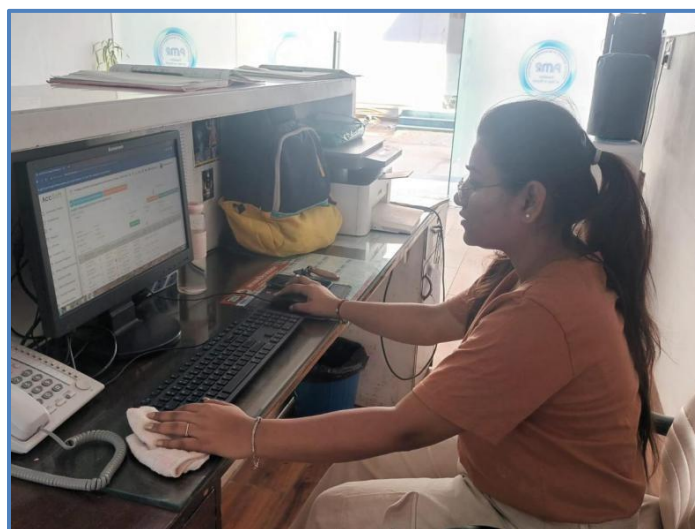
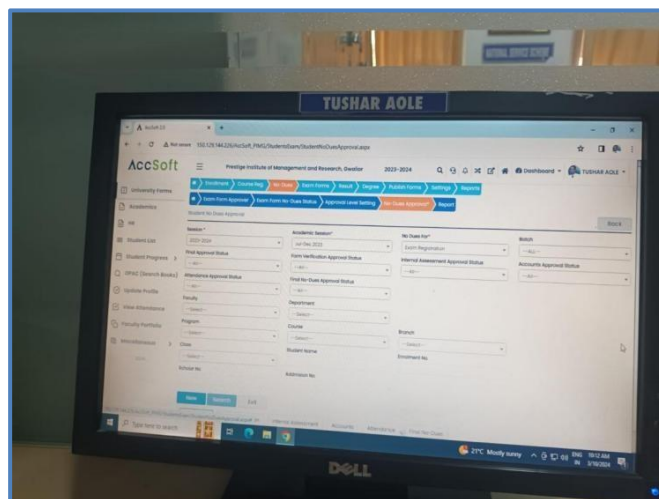
HOD Status :- Pending : 0 Approved : 0 Rejected : 0

Year * : 2023-2024 Academic Session * : Mid Term Examination Fe... Marks Entry Status : Done Approval Status : All Faculty Name : --Select--

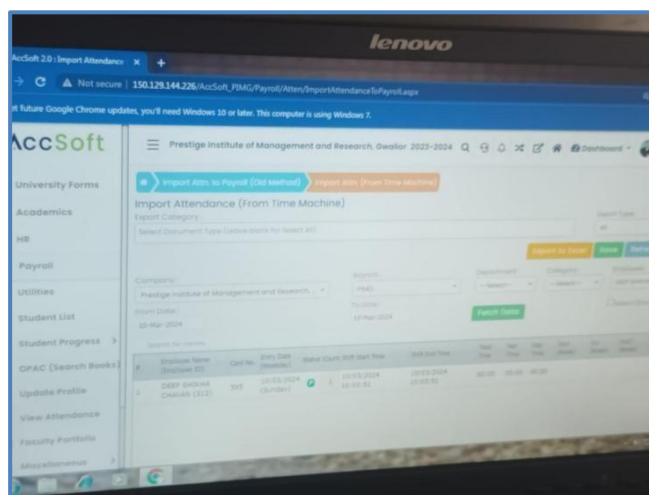
Buttons: Create New, Exit, Show



USE OF ACCSOFT IN EXAMINATION



USE OF ACCSOFT IN HR DEPARTMENT



Ethical Practices

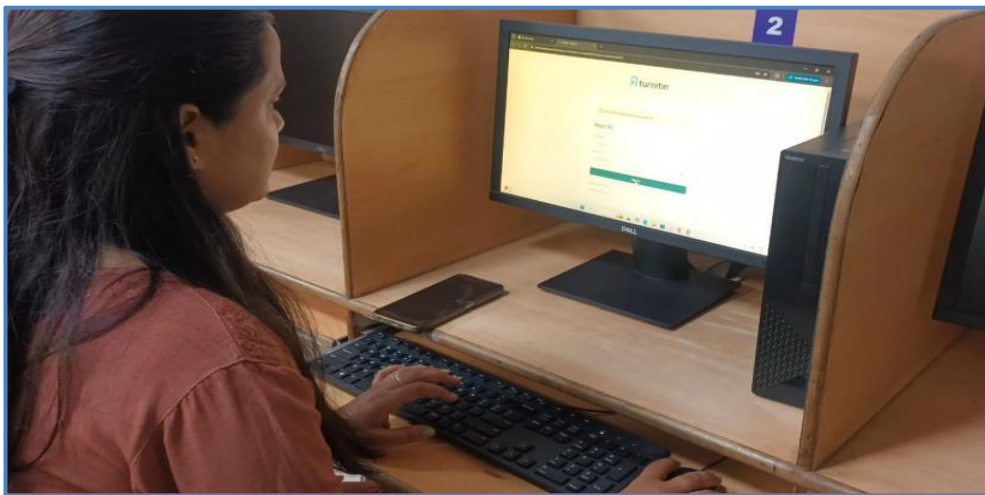
- Non acceptance of plagiarism in publication and assignment.
- Code of ethics for Faculty, staff and students keeps integrity in their work

Our institution upholds a steadfast commitment to ethical principles across various aspects of academic and professional conduct.

One key ethical practice is our endorsement of pro-metric examinations, ensuring fairness and integrity in assessment processes. By adhering to standardized testing protocols, we uphold academic rigor and meritocracy, fostering an environment of ownership and accountability.

In alignment to academic integrity, institute adamantly reject plagiarism in all its forms, whether in publication or assignment. Our stringent research and academic policies against plagiarism underscore our commitment to originality and intellectual honesty, safeguarding the credibility and authenticity of scholarly work. Comprehensive code of ethics for faculty, staff, and students, emphasizing the importance of integrity in all aspects of their work.

Through these ethical practices, we uphold the highest standards of honesty, fairness, and accountability, nurturing an environment conducive to academic excellence and personal integrity.



Turnitin software Installed at Library for students

Cashless Fee Pay at Accounts

We at Prestige value self discipline and do not believe in policing. We repose a lot of trust and faith in students. A detailed code of conduct which needs to be adhered to by every students gives the students advance notice to abstain from misconducts.

General code of Conduct

1. Every student shall fulfill at least 75% attendance in the classrooms, failing which he/she will be debarred from appearing in examinations/internal assessments and participating, in activities organized/sponsored by the institute.
2. The Institute has declared to impose dress code, the students are advised to take the sample of uniform from the Institute's Office. However students are allowed to wear formal dress on wednesday & saturday.
3. Using cellular phones inside the premises is not permitted. Violation of this rule will attract strict disciplinary actions. If a student continues to use the cellular phone even after a warning, his/her cellular phone will be seized.
4. The consumption of tobacco products such as Cigarettes, Bidis, Pan Masalas, Gutkhas etc. is strictly prohibited inside the premises and will attract strict disciplinary actions including heavy fines.
5. The misuse/mis-handling of Institute's resources such as library books, computer lab, equipments and furniture etc. may attract heavy fine and may lead to T.C & Rustication.

MAINTENANCE OF DISCIPLINE

Every student admitted in the institute shall exhibit good behavior at all times, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular and extra curricular activities and observe all rules to maintain discipline in the Institute.

Any students found guilty of breach of discipline shall be punishable in accordance with rule 13 of ordinance 7 of Madhya Pradesh Vishwa Vidyalaya Adhiniyam, 1973, which is reproduced below:

1. When a student has been found guilty of breach of discipline with in or outside the university or an Institution or persistent idleness or has been guilty of misconduct, the head of institution at which such student is studying may punish according to the nature and gravity of the offence.
 - A. Suspend such a student from attending classes for not more than a week at a time, or
 - B. Expel such a student from appearing in the next ensuing examination, or
 - C. Disqualify such a student from appearing in the next ensuing examination, or
 - D. Rusticate such a student.
2. Before inflicting any punishment as aforesaid the head of the institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment.
3. The head of the Institution concerned shall have power to suspend (for such time as may be necessary) a student temporarily from the institution pending enquiry into his conduct in connection with an alleged offence.
4. The period during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he/she is found innocent.
5. A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of the University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of rustication.
6. The rustication of a student from an Institution shall entail the removal of his name from the register of student.

Code of Conduct for students

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

Research Policy

(Amended Year: 2022)

A structured Research policy has been created for promotion and upgrading research aptitude in the Institute. The policy includes:

Academic Leave

- All the applicants must have completed one year continuous service in the institute on the commencement date of academic/exam leave.
- Eight weeks' prior notice to the director of the institute should be given for academic leave. The decision of the director of the institute is final.
- Courses recognised under this scheme include: P.G. Courses, M. Phil, Ph.D., D. Lit.
- Exam leave is given on the days of the examinations. No limits apply, however adequate notice, as outlined above, must be given to the institute prior to the leave being taken.
- Examination timetable and details of the course must be submitted by the employee while applying for the exam leave.
- Academic leave is also given for attending course work classes in case of Ph.D. on the dates on which classes are conducted.
- Notwithstanding the above service existences of the institute will be taken into consideration while sanctioning any leave by the head of the institute.
- Maximum academic leave should not be more than 30 days in a year.

For participating in Conferences and workshops

To promote research following research policy has been framed:

The institute will promote faculty members to:

- Attend workshops outside the institute in an academic year as participants and as resource persons*.
- Attend international conferences as presenter and as session chair/co-chair/ keynote speaker*.
- Attend national conferences/seminars/symposium/summits as presenter and as session chair/co-chair/ keynote speaker*.
- The institute provides financial assistance to all the members of faculty and staff for attending conferences, seminars and workshops organized by other institute.
- The institute permits the faculty and staff members to attend conferences and seminars organized by the other institutions only if the research paper submitted by the faculty

Research Policy

1.

RESEARCH POLICY

Research Policy (Amended Year: 2022)

A structured Research policy has been created for promotion and upgrading research aptitude in the institute. The policy includes:

Academic Leave

- All the applicants must have completed one year continuous service in the institute on the commencement date of academic/exam leave.
- Eight weeks' prior notice to the director of the institute should be given for academic leave. The decision of the director of the institute is final.
- Courses recognised under this scheme include: P.G. Courses, M. Phil, Ph.D., D. Litt.
- Exam leave is given on the days of the examinations. No limits apply, however adequate notice, as outlined above, must be given to the institute prior to the leave being taken.
- Examination timetable and details of the course must be submitted by the employee while applying for the exam leave.
- Academic leave is also given for attending course work classes in case of Ph.D. on the dates on which classes are conducted.
- Notwithstanding the above service existences of the Institute will be taken into consideration while sanctioning any leave by the head of the Institute.
- Maximum academic leave should not be more than 30 days in a year.

For participating in Conferences and workshops

To promote research following research policy has been framed:
The institute will promote faculty members to:

- Attend workshops outside the institute in an academic year as participants and as resource persons*.
- Attend international conferences as presenter and as session chair/co-chair/ keynote speaker*.
- Attend national conferences/seminars/symposium/summits as presenter and as session chair/co-chair/ keynote speaker*.
- The institute provides financial assistance to all the members of faculty and staff for attending conferences, seminars and workshops organized by other institute.
- The institute permits the faculty and staff members to attend conferences and seminars organized by the other institutions only if the research paper submitted by the faculty



Research Policy

- The institute permits the faculty and staff members to attend conferences and seminars organized by the other institutions only if the research paper submitted by the faculty and staff member is accepted for presentation and also the theme of the conference, seminar or workshop should be related to the applicant's discipline.
- If the number of applicants to attend any event organized by other institutions or associations exceeds 10% of total faculty/staff strength, the director will finalise the names of faculty/staff members who will attend the event.
- Application for participation in conferences, seminars must be approved by Director before submitting the research paper.
- The application for workshops should be submitted at least one month before the commencement of the event and outside the country the application needs to be submitted at least 3 months before (Minimum 5 years institute experience, every alternative year, registration or travel).
- The institute provides or reimburse the following expenses to the participants:

1. Travelling expenses including travel from Gwalior to the venue city of conference, seminar or workshop.
2. Registration fee (including accommodation charges) of the conference, seminar or workshop.
3. DA as per the society norms that is Rs. 500 per day if boarding is not included in the registration charges.

- Incentives with a certificate of appreciation signed by the Head of the Institution will be given to the faculty members who would publish their research papers in refereed international journals.
- The amount of award money will be distributed equally among authors if there are more than one author from the Institute.
- The reward will only be given in the case if institution's affiliation (Prestige Institute of Management, Gwalior/ Prestige Institute of Management & Research, Gwalior) is mentioned in the publication.
- Publications in the form of chapter in edited books, conference proceedings to be included as per list given below.
- The awards are categorised as:-

Category	Category in ABDC list	Amount of Award
Scopus/Web of Science	A' or A	Rs. 25000
Scopus/Web of Science	B	Rs. 15000
Scopus/Web of Science	C	Rs. 10000

Research Policy

Frontier/Routledge/SciPress/Inderscience/ Wiley Blackwell/Elsevier/IEEE/ScienceDirect/UGC CARE LIST		
Publications in the form of chapter in edited books, conference proceedings in Scopus/Web of Science	Not in ABDC List	Rs.5000
Publications in the form of chapter in edited books, conference proceedings in Not in Scopus/Web of Science but in Emerald/Sage/Springer/Taylor & Francis/Routledge/SciPress/Inderscience/ Wiley Blackwell/ Elsevier/ IEEE/ ScienceDirect/UGC CARE LIST	Not in ABDC List	Rs.5000

Promoting Academic Integrity, Values & Ethics

PIMR, Gwalior strongly believes in authentic research and take all actions to stop growing menace of plagiarism and do everything possible to encourage its faculty to practice the value of academic integrity and set highest standards of academic integrity, yet it will not hesitate to impose sanctions against the wrong-doers to curb plagiarism in its institutions.

- Create greater awareness of the ethics and values of the academics as well as implications and consequences of plagiarism.
- Organize FDPs on 'Identify Fake & Predatory Journals' and also counsel faculty in the art of making right citations, referencing, paraphrasing, etc. In addition, periodically reinforce the principles of academic integrity in faculty council meetings.
- Promoting use of anti-plagiarism software.
- Encourage faculty to put all conference papers and books to be sent for publication to the rigor of anti-plagiarism testing and attach a declaration to that effect along with the paper before submission.
- Likewise, to ensure that all papers received for inclusion in the conferences and seminars organized in the Institute and also the papers received for consideration of publication in the Institute's Journal are put through the same rigor.
- Declaration form has to be filled and submitted before proceeding for Institutional Publication.
- Students to be encouraged for maintaining ethics in report writing through student-faculty interaction and ensured through submission of plagiarism reports before making file submission.
- On receipt of any complaint relating to suspicion of plagiarism, initiate an investigation and keep the Director informed on the developments. On the advice of the Director, the concerned faculty must be given the opportunity to present their case to the committee. On completion of

Research Policy

faculty must be given the opportunity to present their case to the committee. On completion of the investigation, the committee will submit to Director all the documents relating to the said paper along with its recommendations.

- Faculty members are also encouraged to apply for research projects.
- Teaching load will be reduced for the faculty members who get projects from Government/Non-Government recognized organizations.

*(Only limited by maximum academic leave)



Dr. Nishant Joshi
Director

Research Policy