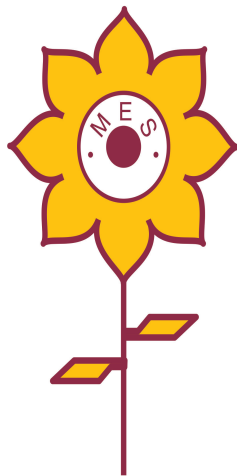




Student Handbook Updated
March 2019



Mahatma Education Society

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Preamble

About Pillai College of Engineering

Pillai College of Engineering (PCE) seeks to develop in its students a sound technical foundation and to enhance the natural curiosity of its engineers. We believe that a successful engineer is one who complements his deep theoretical knowledge with an intuitive practical approach.

PCE was established in 1999 and is affiliated to the University of Mumbai. It has 3 departments that have been accredited by NBA and is recognised under section 2(f), 12B of the UGC act. Pillai College of Engineering (PCE) was formerly known as Pillai Institute of Information Technology, Engineering, Media Studies and Research (PIIT) from 1999 to 25th April, 2016. PCE has state-of-the-art facilities and distinguished faculty has been a nurturing ground for students of high academic capabilities. It is established on 7.15 acre of lush green campus with 2,30,000 sq. ft. of built up area having spacious classrooms, well-equipped laboratories and workshops, new age computer facilities and a well-stocked library provide a stimulating educational environment within the College.

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 Post-graduate 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.

1 PCE Management

- 1) **Name of the Trust** Mahatma Education Society
- 2) **Registered Address** Mahatma Education Society, Chembur Naka, Mumbai - 400 071, Maharashtra, India, Tel 022 2522 4856 / 2522 8414, Fax 022 2522 9587, URL www.mes.ac.in
- 3) **Registration Number**
 1. Public Trust Act/ Under B. P. T. Act F 2068 (Mumbai)
 2. Society Registration Act BM / 23/70 g b 639, 24th July 1970
- 4) **Board of Trustees** Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.
- 5) **Executive Committee/Board of Governors (BoG)** The trust and society has a Board of Governance which assist Board of Trustees for management of the college activities. The Board of Governance also comprises of scientists of national repute, renowned academicians and eminent personalities from industry. The committee assumes a role of intellectual leadership and evaluates new scientific perspectives. It evolves policies and strategies for generation of innovations & development of technical programs. The main work of this committee is to give vision about new technology and courses that are to be initiated at the trust. It comprises of the CEO, COO, Dy CEO, CFO and the principals of its various institutes.

Composition of Board of Governors

- a) Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust.
- b) Nominee of the affiliating University.
- c) Nominee of the All India Council for Technical Education (Ex-officio)
- d) Nominee of the State Government/ UT (Ex-officio)
- e) An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government
- f) Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.

BoGs primary responsibilities include

- a) Planning and policy development
- b) Publicity
- c) Financial and Legal compliance
- d) Appointment of members of the governing boards of each institute
- e) Review and Approval of institutional budgets

- f) Review and Approval of non – budgeted expenditures
 - g) Review and Approval of major infrastructural changes
 - h) Starting new courses or departments
 - i) Final Approval of Appointments and Promotions of Faculty Members
- 6) **MES Vision** To have a trans formative impact on society by ensuring that all individuals have an opportunity for lifelong learning and self improvement.
- 7) **MES Mission** To establish institutions of excellence that advance education, research, innovation, entrepreneurship, sports, arts, culture and impart a sense of social responsibility.
- 8) **MES Goals**
- a) To give students skills that they can use for the benefit of society both locally and globally.
 - b) To prepare students to become successful in research, industry and higher education.
 - c) To encourage holistic development in students so that they can become leaders of society.
 - d) To help faculty advance, generate, preserve and disseminate knowledge in their fields of study.
 - e) To inculcate in faculty, staff and students a sense of responsibility towards all sections of the community.
 - f) To instil in faculty, students and staff a sense of integrity, ethics and professionalism.
- 9) **MES Values and Guiding Principles**
- a) Accountability
 - b) Excellence
 - c) Integrity
 - d) Innovation
 - e) Inclusiveness
 - f) Leadership
 - g) Resilience
 - h) Sustainability
 - i) Service

The policies are intended as guidelines only, and they may be modified, supplemented, or revoked at any time at the institutes discretion with permission of BoG Executive Committee. In particular, these policies do not constitute a contract (nor should they be construed as a contract) guaranteeing employment for any specified duration, except as set forth in writing in the employees appointment letter. Either the employee or the Institute may terminate the employment relationship at any time, for any reason. No supervisor, administrator, manager, or representative of the school has the authority to make any promises, commitments, or changes that conflict with the policies in this manual unless approved in writing by the Chief Executive Officer.

The policies included in this manual supersede any handbook or policy statements, whether written or oral, issued prior to June 2013. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of this manual. The institute will provide as much notice as possible of any changes in these policies.

2 The PCE Ethos

2.1 Institute Mission and Vision

Vision

Pillai College of Engineering (PCE) will admit, educate and train in technology, a diverse population of students who are academically prepared to benefit from the Institute's infrastructure and faculty experience, to become responsible professionals. It will further attract, develop and retain, dedicated, excellent teachers, scholars, scientists and professionals from diverse backgrounds whose work gives them visibility beyond the classroom and who are committed to making a significant impact in the lives of their students and the community.

Mission

To develop professional engineers with respect for the environment and make them responsible citizens, both from a local and global perspective. This objective is fulfilled through quality education, practical training, research, entrepreneurship and interaction with industries and social organisations

Goals

Inline to the institute's vision of making responsible technical professional with the help of trained and dedicated teachers, PCE has taken numerous initiatives to develop both students and faculty. The institute take a 360 view of the development of itself and all its stakeholders. We have articulated broad institutional goals such as

- 1) Empowerment of its stakeholders (Faculty, students, employers, alumni)
- 2) Increased Industry interactions through training, placement and consultancy
- 3) Conducting impact making research through its research centers and encouraging technology transfer
- 4) Creating social, moral, environmental awareness by following best practices such as recycling, using renewable sources of energy, value education, community service etc.
- 5) Automation of its administrative processes so that faculty and students can focus on teaching, learning and research

PCE believes in providing opportunities for all its stakeholders. The institute takes a 360 degree view of the development of its students and faculty and has defined key aspects of the PCE experience for its students (Figure 1) and faculty (Figure 2).

2.2 Student

The PCE student experience is supported by the 6 pillars shown below

- 1) **Enhanced and Supportive Teaching Learning**

PCE believes in creating an enhanced and supportive teaching and learning experience

for students. The curriculum gives multiple chances to students to gain practical experience through project based learning (PBL) and component library, additional support for slow learners such as study camps, remedial classes, counselling and prelims. PCE also provides opportunities and recognition for its students to take advanced courses online through MOOCs and NPTEL.

2) **Leadership**

PCE believes in developing the leadership abilities in its students. This is done through active participation of the student council and student groups in the institute and with student memberships in various committees. PCE has also established a student activity fund which provides students funds to compete in various competitions at the national and international level. It also conducts Alegria, a Pillai campus wide festival that is fully organised and executed by students. There is also active encouragement of sports activities throughout the academic year.

3) **Entrepreneurship**

Encouraging entrepreneurial spirit is an important aspect of the PCE student curriculum. PCE E-cell in conjunction with Pillai Center of Innovation and Entrepreneurship regularly organize seminars, workshops and colloquiums on entrepreneurship throughout the academic year for students. There is also a mega business plan competition organised every year with a prize money of 1 lakh to encourage budding entrepreneurs. PCE also have a full fledged maker space as well as a component library where students can come and develop prototypes of their ideas.

4) **Research and Industry**

PCE has a couple of center 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 competing in competitions and hackathons around the country. Alumni also routinely return to the campus to share their knowledge and experiences with current students.

5) **Social, Moral and Ethical Values**

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

6) **Employability**

PCE takes a holistic view when it comes to making its students more employable in the eyes of its industry partners. In order to enhance the employability of its students PCE regularly conducts soft skill training, technical skill training and aptitude test training. It also has a mentor mentee system where faculty can have a full 360 evaluation of each students, their achievements, internships, training etc.

Each pillar is further supported by additional enabling activities, schemes and mechanisms each specifically designed to full fill different aspects of the student experience. During the course of the academic year, students are exposed to different activities and are moulded in each of the 6 pillars.

2.3 Faculty

Faculty development and enhancement is an important metric by which the institute improves. PCE believes in providing opportunities for its faculty to develop and improve themselves. The faculty experience is supported by 5 pillars shown below

1) **Enhanced Teaching Learning**

PCE 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. They also have access to online platforms for ease of administration such as Mentor-Mentee portal, Self appraisal portal, Academic management system. Faculty are also encouraged to create their own E-content through the e-learning studio available in the college.

2) **Faculty Professional Development**

PCE offers numerous professional development schemes such as research promotion scheme, IPR support, grants for travel, conferences and support for higher education, support for faculty training. PCE functions as a remote center for IIT Bombay and faculty can get various certifications sponsored through that program.

3) **Social, Moral and Ethical Values**

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

4) **Leadership**

PCE believes in developing the leadership abilities in 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.

5) **Research and Consultancy**

PCE has established various center 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 actives Funds are also provided to conduct regular seminars, conferences and workshops on specialised topics of interest. In addition, faculty are interested in pursuing MOUs

with industries for activities such as joint research, common use of facilities, library access, placement and internships etc.

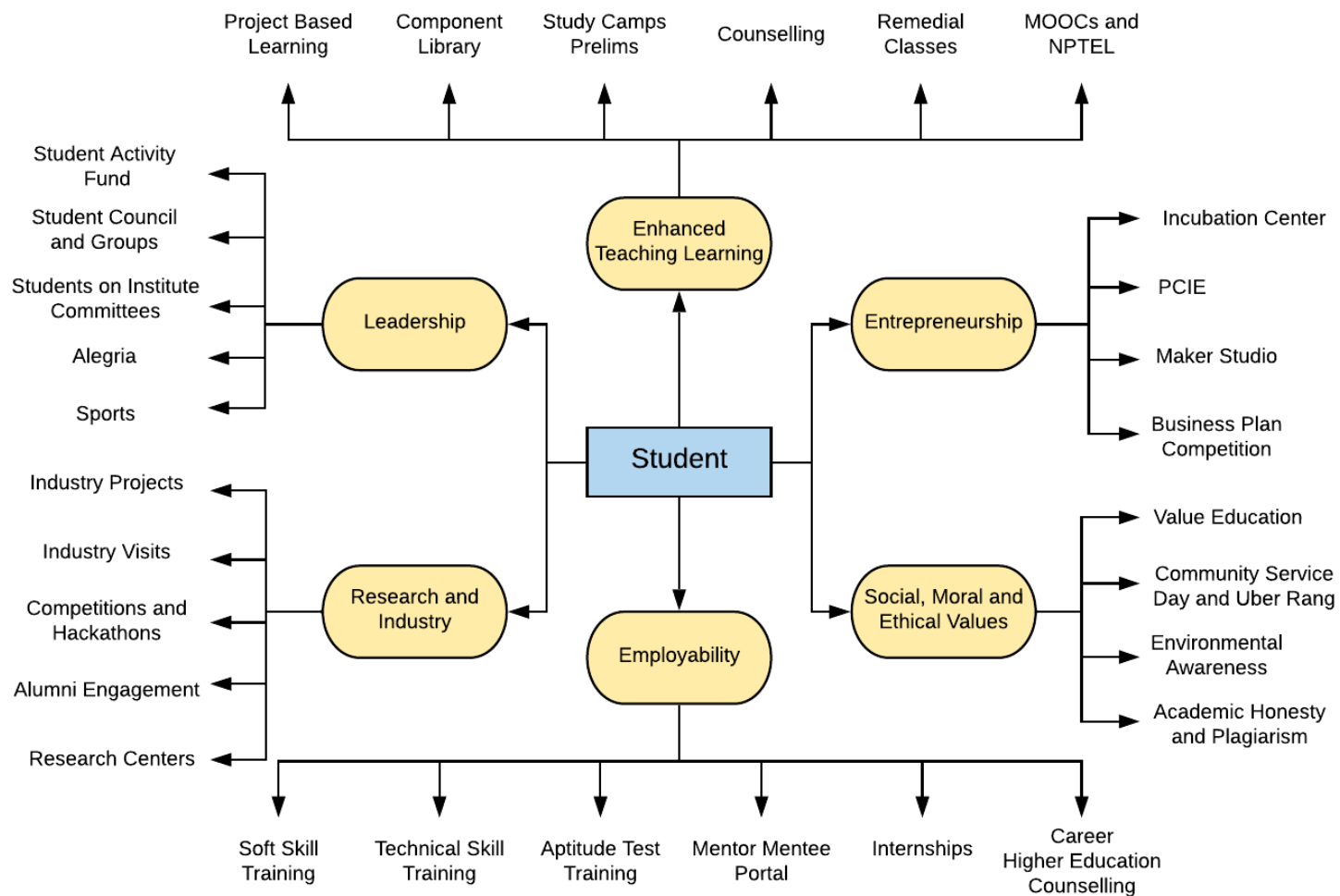


Figure 1: All quality aspects of Student Development at PCE

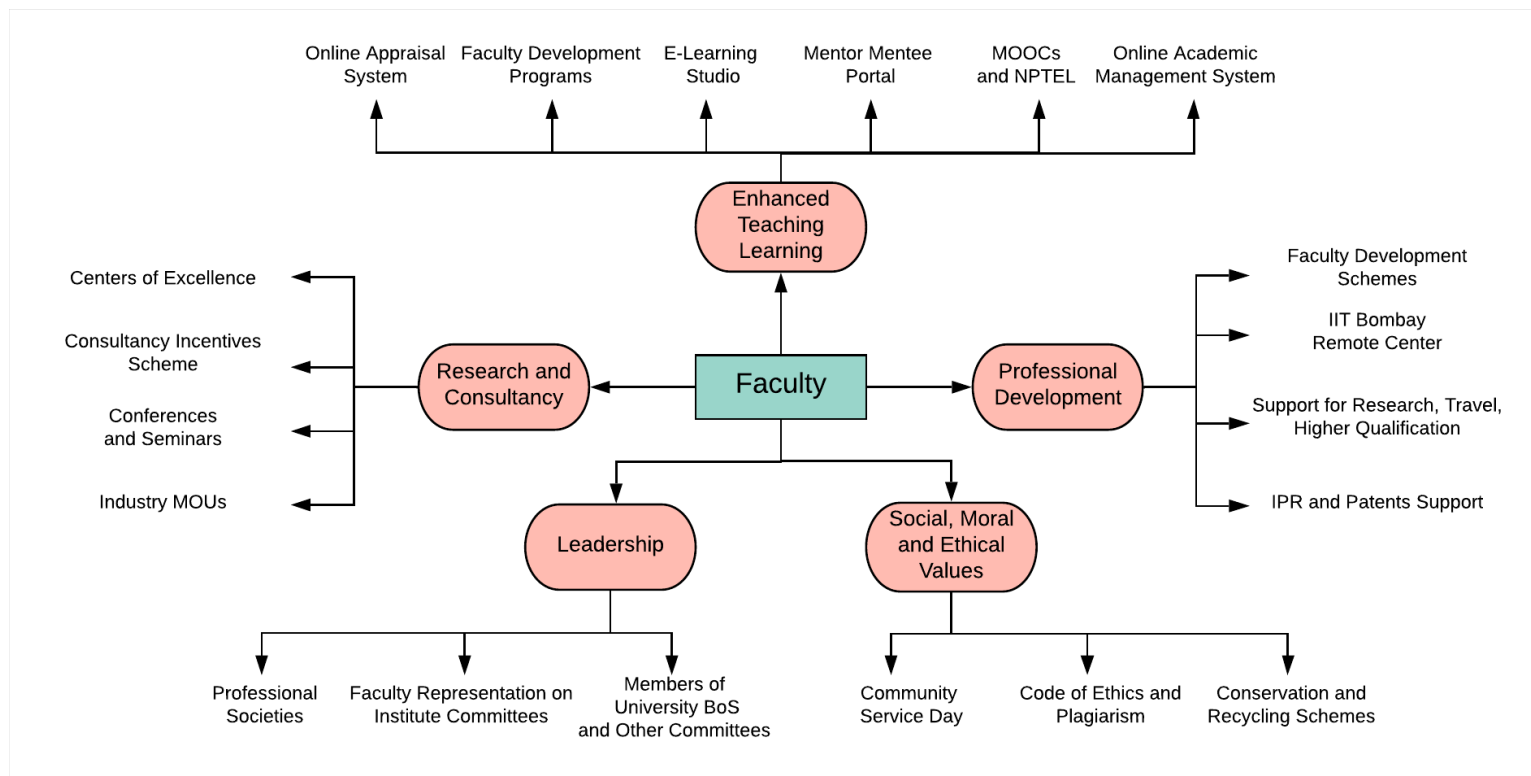


Figure 2: All Quality aspects of Faculty Development at PCE

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 in the institute.
- 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 PCE.

3.2 Attendance

- 1) Punctuality, discipline and adherence to deadlines in every respect are expected.
- 2) In case, student fails to attend 75% of lectures for a particular subject then he / she will be debarred/detained from the Examination as per University norms.

3.3 Bad Behaviour

- 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 prohibited.
- 2) Students must refrain from intentionally damaging or destroying Institute property or property of other students and/or faculty members.
- 3) Students must refrain from any disruptive activity in a classroom or in an event sponsored by the Institute.

3.4 Prohibited Activities

- 1) Organising meetings and processions without permission from the Institute.
- 2) Accepting membership of religious or terrorist groups banned by the Institute/Government of India.
- 3) Unauthorised possession, carrying or use of any weapon, missiles, explosives, or potential weapons, fireworks, contrary to law or policy.
- 4) Unauthorised possession or use of harmful chemicals and banned drugs smoking 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 unauthorised access to others resources.
- 8) Misbehaviour 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 media without prior permission.
- 13) Students are expected to use the 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 unauthorised 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.
- 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 follow by possible dismissal, along with the following additional penalties.
 - a) Ineligibility 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 class rooms 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 issue two books for seven 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. 5 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 Laboratory & Workshop Discipline

- 1) Students are to report for the required laboratory and workshop sessions on time.
- 2) Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- 3) All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by the students.
- 4) Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- 5) Any damage caused to equipment/machinery/appliances will be recovered by the Institution from the concerned student/students.
- 6) Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- 7) All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- 8) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

3.9 Examination Discipline

- 1) Books / Notes and all study material should be kept away as instructed by Supervisors.
- 2) No mobile phones will be allowed during exams
- 3) Nothing should be written on body, scale, calculators, pencils, eraser etc.
- 4) Nothing should be written on the question paper.
- 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.

3.10 Viva

- 1) Viva shall be considered 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 he/she appears 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 student is expected to leave the venue quietly without holding discussion with the 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.

3.11 Placement Rules

- 1) Misconduct of any kind by the students in the company during the Summer Project / Placement training will lead to disqualification of the students from final placements program.
- 2) Once an intimation regarding placements is received from the interested organisation, a detailed information sheet with reference to company profile / job description, CTC etc will be sent to the organisation. The received information sheet will be mailed to the student PCE Ids and a copy will be put up on the notice board. The students are expected to go through and understand the job requirements before appearing for the placement procedures.
- 3) After accepting an offer, the student must ensure that he / she joins the company on the date required failing to which the institute will not give the student any recommendation letter and such student will be blacklisted from the placement cell.
- 4) Students selected from the campus are bound to accept the first offer made by the company failing to which the student will be excluded from further placement procedures.
- 5) It is the responsibility of the students to keep themselves informed about all placement activities going on in the Institute.
- 6) Once the interview schedule is fixed, it is mandatory for the students to attend the interview.

- 7) In case the candidate is unable to attend the interview, he/she needs to inform the Institute / Placement Coordinator (formal letter /e-mail) 48 hours prior to the schedule time of the interview.
- 8) The students who don't attend the interview due to health grounds will have to submit a certificate from the doctor citing the reasons for non- attendance.
- 9) If the candidate is unable to attend the interview without any form of communication to the Institute/ Placement Coordinator then the necessary assistance will not be provided by the institute for the future assignments.
- 10) If a particular candidate is selected in a company through campus placement procedure, the CV of that candidate will not be forwarded to any other company thereafter.
- 11) If the candidate has appeared for the interview and the outcome is not known then, the CV can be forwarded to another company.
- 12) Participation in all quasi- academic activities is compulsory. Default may result in debarring from placement activity.
- 13) Rules regarding appearing for an Interview
- 14) Present yourself in neat and pressed formal dress with tie and polished formal shoes. Nails ought to be trimmed.
- 15) Report at the placement centre 30 minutes before the interview starts.
- 16) Keep an updated copy of your resume with you.
- 17) Keep sufficient number (min 2 copies) of your documents/ certificates/ photographs ready arranged in order.
- 18) Unless specifically asked to report later, students waiting for their turn should wait patiently at the placement centre. You alone will be responsible if you miss your interview.
- 19) It is expected that the students have acquired all the relevant information about the scheduled company, sector and competitors prior to appearing for the interview sessions.

3.12 Code of conduct for students during Campus Placements:

3.12.1 Prior to the Campus Placements

- 1) Prepare well for the campus placements and avoid being overconfident and complacent.
- 2) Give utmost importance to punctuality; reach the venue 30 minutes before the scheduled time.

- 3) Be well-groomed and professionally dressed in formal wear during the entire process of the campus placements.
- 4) Display your identity card throughout the placement process.
- 5) Visit the websites of the recruiting companies to be well-aware of the recruiting companies. This will help you during HR interviews as there will be questions on this.
- 6) Remember that you are an ambassador for your Institute and you are expected to project a positive image of your Institute.
- 7) Three sets of your résumé is to be prepared.. It should look impressive and be properly formatted and updated.

3.12.2 Discipline during Pre-placement talk

- 1) Switch off their mobile phones.
- 2) Sign on the attendance sheet that will be circulated on the day of campus placements at our Institute and also at other institutes during pool campus.
- 3) Be serious and attentive during the pre-placement talk.
- 4) Maintain silence during the pre-placement talk and do not engage in side-talk with fellow candidates.
- 5) Make a note of important points mentioned. There will be questions during the HR interviews on what has been told during the pre-placement talk.
- 6) If the company speakers encourage you to ask questions at the end of the talk, communicate in a responsible and intelligent manner.
- 7) Clarify doubts (if any) only at the end of pre-placement talk and do not interrupt the speakers during the pre-placement talk.
- 8) Not approach the company HR personnel directly. Always approach the college placement officer for any reason before and after the campus placements.

3.12.3 During the Aptitude and Technical tests

- 1) Switch off your mobile phones.
- 2) Be seated in the classrooms quietly till the team comes to conduct the aptitude test or technical test.
- 3) Strictly avoid malpractices (like copying, discussing) during the tests.
- 4) Do not get into any arguments for any reason with the supervisor/company representative present in the classroom.

- 5) Carefully listen to and comply with all instructions given by the person conducting the test.
- 6) Be present at the stipulated time of declaration of results of the aptitude test, group discussion and the final selection.

3.12.4 After conclusion of placement activities

- 1) Immediately after coming out of the interview room, write down the questions that were asked on the perforated sheet of the student diary and submit the same in the placement cell. This will help create a question bank for guiding your juniors.
- 2) Once selected by a company for a job, you will be ineligible for appearing for further placement.

3.12.5 Contribution expected from students

- 1) Students will not only act as Brand Ambassadors of PCE 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 need to be effectively used, preserved and maintained with utmost care.

4 Academic Honesty

PCE seeks to maintain the highest standards of academic integrity amongst its faculty and students and hence expressly prohibits the following.. Violations of the 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 shall 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 unauthorised 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's 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 a 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.

4.7 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.

4.8 Improper Computer/Calculator/Cell Phone Use

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

- 1) Unauthorised 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.

4.9 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 chatroom 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 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;
- 8) 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;
- 9) 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.

PCE maintains a strict policy against ragging. As per AICTE guidelines the following actions can be taken against students for indulging and abetting ragging in PCE

- 1) The punishment to be meted out to the persons indulged in ragging has to be exemplary and 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.

6 Student Groups

Student organisations are chartered by the PCE to allow current students to gather together in unison behind a shared mission. These organisations contribute positively to the campus, adhere to expectations for the entire MES community, and abide by all PCE policies governing both individual students and student organisations. Groups of students not chartered by the PCE may not affiliate themselves with PCE or other official college organisations. Many benefits are extended to chartered student organisations, 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 adumbrate the same to faculty advisers, the principal and management. They also host and conduct various technical, social, sports and cultural activities on the college campus. The members are nominated by the heads of the department to represent different sections of the PCE community.

6.2 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
- 7) Must responsibly manage any funds collected by them through the college accounts department
- 8) Must not permit outside or non-MES affiliated third parties to enter the college premises without the express permission of the principal

6.3 Facilities for Student Groups

- 1) Allocation of space on the college campus when required
- 2) Ability to book classrooms, labs, auditorium and other facilities to conduct meetings, seminars, workshops etc

- 3) Permission to post flairs and other advertising materials on campus
- 4) Allocated space on MES server to host their website/web page
- 5) Ability to use college accounts to manage their funds
- 6) Apply to the Principal for funds for various activities

6.4 Procedure Establishment of New Student Groups

- 1) Students wishing to apply for new student groups must have a minimum of 5 members who are current active students of the college
- 2) They must have a clear mission and purpose and have identified a faculty advisory
- 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) Principal and student activities committee will review the application and determine if the the new group meets institute requirements and policy.
- 6) If the application is approved the new group can commence its activities

6.5 List of Current Student Groups

- 1) Automobile Engineering Students Association
- 2) Computer Society of India, PCE Chapter
- 3) Mechanical Engineering Students Association
- 4) IEEE Student Chapter
- 5) ETSA Students of Electronics and Telecommunication Department
- 6) ISHRAE Student Chapter
- 7) Nature Club
- 8) Hyperion Racing Team
- 9) Spark Racing Team
- 10) Vanguard Racing Team

7 Student Facilities

7.1 Laboratories and IT Facilities

PCE has over 20 computing facilities along with a computer center for students. It also has access to a state of the art server room where the college hosts its own applications for the digital library, academic and attendance monitoring as well as its own learning management system. In addition, the college has campus wide Wi Fi access, free email accounts for its faculty and staff with unlimited cloud storage and many more facilities. PCE has over 52 state of the art teaching laboratories fully equipped for enhanced teaching and learning 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 the youth. It is a platform for networking, 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 ideation to fruition. The center organize a **business plan competition**, has a **co-working and incubation space** and conducts numerous workshops, sessions and courses on entrepreneurship. For more information see <https://pcie.mes.ac.in/>.

7.3 Maker Studio

The maker Studio is a collaborative work space inside PCE for making, learning, exploring and sharing that uses high tech to no tech tools. It contains a variety of maker equipment including 3D printers, laser cutters, cnc machines, soldering irons etc. It has tables and work areas for students to work in and fabricate their devices, inventions etc.

7.4 Component Library

The component library is a part of the maker space at PCE. It has various components such as micro controllers, (Arduino boards, Raspberry Pis), sensors, motors and other actuators, electronic components (resistors, capacitors etc) and many others. Students can check out different items from the library for their projects and then return them at the end of the term. Students can also donate other items to the library so that future students would be able to use them.

7.5 Research Centers

PCE has multiple centers of excellence in different fields. The Urban Expansion Observatory is a center of excellence in GIS and remote sensing, a Maker studio where students can build and develop their own projects and inventions, a drone lab where students and faculty can build their own drones as well as a center to carry out consulting projects for various industries and a Center for Research for ME and PhD students to pursue their projects.

7.6 Language Lab

PCE has a fully fledged language lab available with the latest language tools that students can use to improve their English speaking and writing skills and learn a new languages.

7.7 Google Apps For Education

At the time of admission and in students ID card will have received your new Google Apps account and can sign in and begin using Gmail, Google Calendar, Google Docs, and all your other apps, right away.

What is Google Apps?

Google Apps is a suite of web-based messaging and collaboration applications that Google hosts on their own servers. Google provides these applications as a "service," rather than as software you have to download and install. To access these applications, you simply use a web browser on any computer that's connected to the Internet.

Why did we choose Google Apps? It has the following benefits

- **Lower infrastructure costs** — All your email will be stored securely on Google's servers, so we'll no longer have to maintain email servers on-site
- **Ability to consolidate our platforms** — We can eliminate redundancy by moving all of our email and calendar platforms to Google Apps
- **Lower support costs** — Because Google hosts the email and calendar services, there's no more email client software to maintain on your computer
- **Innovative solutions** — We can leverage the ongoing creative and technical solutions of the Google Apps platform to provide employees with powerful, easy-to-use tools for getting their work done
- **Highly scalable environment** — With Google Apps, our email capacity will grow automatically as our Organization grows, and we'll avoid the complexity of internal systems
- **Access to services from anywhere, at anytime** — A key benefit of the Google-hosted solution is that we can access email, contacts, and calendar from any computer or mobile device with an Internet connection, from anywhere in the world
- **More collaboration features** — With Google's next-generation applications, we can collaborate with colleagues, customers, and partners more easily and efficiently than ever before
- **Instant messaging** — Because Google Apps includes Google Talk, we can now implement an instant messaging system for our Organization

What does Google Apps include?

Your new Google Apps account will include the following services:

- 1) Gmail
- 2) Google Calendar
- 3) Google Docs
- 4) Google Hangouts
- 5) Google Sites
- 6) Google Groups

What are the key benefits?

- **Lots of storage** — Students get a full 25 GB of online storage for your email, so you can archive all of your email online. You'll no longer need to worry about deleting messages or saving them in offline folders.
- **Enhanced message organization and retrieval** — With Gmail, you'll spend less time managing folders and searching for messages. For example, you can add one or more tags, or "labels," to your messages to organize and store them more efficiently. And with the Google-powered search feature, you can find any message quickly and easily, whether it's in your Inbox or stored in your message archive.
- **Easier calendar sharing** — Google Calendar lets you and your team quickly and easily share your calendars with each other and specify the details you want to show. Calendar sharing is a great way to keep each other informed about your schedules.
- **Integrated chat** — With the Google Talk instant messaging application, you can communicate instantly with other people in our Organization right from the Gmail interface. In addition, all your chats are automatically saved, so you can always retrieve important information later.
- **Real-time collaboration** — Using Google Docs, you can create documents, spreadsheets, presentations, drawings, and more, that you and your team can view and edit at the same time. You can still use your [Microsoft Office/other] products as needed, but now you'll have more options for storing and collaborating on your documents.
- **Easy-to-build team web sites** — With Google Sites, your team has the ability to quickly publish a robust internal web site on which to gather all sorts of shared information, such as documents, spreadsheets, presentations, files, and videos. You can even embed Google calendars, discussion forums, and other gadgets on your site!

- **Powerful video sharing** — Using Google Video for business, you can easily share videos with your team or throughout our Organization for a whole new level of communication and collaboration.
- **Security and privacy first** Your data belongs to you, and Apps tools enable you to control it, including who you share it with and how you share it.
- **Stay connected from anywhere** With Google Apps for Education, everything is automatically saved in the cloud - 100% powered by the web. This means that emails, documents, calendar and sites can be accessed - and edited - on almost any mobile device or tablet. Anytime, anywhere.
- **Bring students, teachers and teams together** Fast, easy collaboration is what makes Google Apps unique. Website and document creation tools offer real-time editing, powerful sharing controls, and seamless compatibility – an ideal environment for learning in the 21st century.
- **Get stuff done faster** Google Apps for Education can help streamline academic tasks like essay writing and class scheduling. A group of students can work together on a piece of work in Google Docs, seeing changes in real time rather than waiting for versions to be sent via email. Students can see exactly when their professors are available and vice versa with Google Calendar.
- **Go Green** Apps is powered by Google's energy-efficient data centre's, so it's less energy and carbon-intensive than on-premise servers.

7.8 Online Fee Payment

7.8.1 Terms and Conditions

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.

Your payment will normally reach MES account to which you are making a payment within two working days. MES shall not be liable for payment of fee which is deposited to the wrong account due to quoting of incorrect information. We cannot accept liability for a payment not reaching the correct MES account if payment is refused or declined by

the credit/debit card supplier for any reason. If the card supplier declines payment, MES is under no obligation to bring this fact to your notice. Kindly confirm with your bank / credit / debit card supplier that the payment has been deducted from your account. In no event will MES be liable for any damages, direct or indirect, whatsoever arising out of the use, inability to use, or the results of use of this site, any websites linked to this site, or the materials or information contained at any or all such sites, whether based on warranty, contract, tort or any other legal theory and whether or not advised of the possibility of such damages. The service is provided using a payment gateway service provider through a secure website. However MES does not accept or assume any liability in the event of any unauthorised interception, hacking or other unauthorised access to information provided by a user of the service.

The Applicant further agrees and undertakes to provide correct and valid debit/credit card details and is fully and lawfully entitled to use the credit / debit card, bank account for such transactions.

MES reserves the right to vary these terms and conditions from time to time and the current version will be that published on this website. We reserve the right to decline the acceptance of an online payment if your account is in default for any reason. MES may also make additions / deletions / 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.

7.8.2 Refund/Cancellation Policy

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

In the event that an over payment is made against the total of Tuition Fees due, the credit balance arising will be used to offset any debt or invoice arising from accommodation, library debts or any other legitimate charge in due date order. If there is no other debt or invoice, any remaining credit balance will be refunded in accordance with MES normal refund procedure. Refunds must be requested and supported by written authorisation from the Student. Returns are usually made manually and student will get a cheque for return payments.

7.8.3 Privacy Policy

MES is committed to protect your privacy and works towards offering you a useful, safe online experience. Your information, whether public or private, will not be sold, exchanged, transferred, or given by MES, to any other institution for any reason whatsoever, without your consent. MES reserves the right, in its discretion, to change or modify all or any part of this Agreement at any time, effective immediately upon notice published on the site. Your

continued use of the website constitutes your binding acceptance of these terms and conditions, including any changes or modifications made by MES as permitted above. MES treats your personal information or your use of the service as private and confidential and does not check, edit or reveal it to any third parties except where it believes in good faith, such action is necessary to comply with the applicable legal and regulatory processes or to protect and defend the rights of other users or to enforce the terms of service which are binding on all the users of the site.

MES may collect demographic and statistical information about user behaviour, in order to measure interest in and effectiveness of the various areas of the site. Any disclosure of this information will be in aggregate form and will not identify individual users.

Personal data collected as part of the payment process will be held primarily to settle your order. This data will be retained by reputable third-party banking and distribution institutions who handle our customers card transactions and order fulfilment and may be used for any of the following purposes: accounting, billing and auditing, administrative and legal purposes, security and payment verification.

7.9 Hostel

The Pillai Group of Institutions seeks to make high quality education accessible to everyone regardless of their location. Since 2010, all those associated with the Mahatma Education Society have enjoying 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 extra curricular activities. All hostel facilities are located close to the college itself making it very convenient for all staff and students!

At Pillar's hostel, you 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.

We have many facilities available to ensure residents are comfortable and satisfied:

skip 0.0pt

- 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 Hostel. Hostel life is an opportunity to socialise 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.

Girls Hostel	Boys Hostel
Double Rooms and Six Bed Dormitories available! Full capacity: 300 students	Triple Rooms, Double Rooms and Single Rooms available! Full Capacity: 380 students

Join more than 600 students located close to Panvel Campus currently benefiting from the Pillai Hostel facilities. AC options are available.

All prospective residents interested in joining the hostel may arrange a tour with one of our friendly staff members. **Please Contact: 9167103484**

Address of the Girls Hostel	Address of the Boys Hostel
Pillai Girls Hostel Plot No. 21, Sector 16 New Panvel, Navi Mumbai - 410206	Pillai Boys Hostel Plot No. 5 and 6, Sector 13 Khanda Colony, Navi Mumbai - 410206

Application form may be filled out once applicant has contacted the Pillai Hostel Facility.

7.10 Canteen

The canteen is situated within the college campus. It is open for all with a seating capacity of 200 students. All types of snacks, soft drinks, meals are available at subsidized rates.

The canteen is opens at 6 am up to 8 pm every day.

7.11 Xerox Copy Center

The Xerox Copy Center is situated within the college campus. It is a full-service print/copy facility dedicated to meeting the communications needs of PCE students, faculty and staff. Our experienced staff works 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 Student Events

8.1 Makers Day

Makers Day is a unique concept started by Pillai college of Engineering. It is usually celebrated in 2nd week of January every year. All departments exhibit the lab facilities to all students of PCE. Students visit in groups and faculty members are available to explain and demonstrate lab facilities across all departments. This encourages students to pursue interdisciplinary projects utilising available lab facilities.

8.2 Engineers Day

Engineering Community across India celebrates Engineers Day on 15 September every year as a tribute to the greatest Indian Engineer Bharat Ratna [Mokshagundam Visvesvaraya](#). At PCE, students of all the departments present programmes of the achievements and contributions of engineers to Indian Society.

8.3 Alegria

Alegria is the Mega Pillai college campus festival. The mega festival started in 2013 and over the period of time it has witnessed a footfall of over 50,000 people making it one of Mumbai's biggest festival. What makes the festival divergent is the unconventional thinking of the students which allows it to have the most creative themes. The five-day-long festival is filled with memories and the best time of a student's college life.

8.4 Uber Rang

Mahatma Education Society celebrates 'UberRang', the Annual Talent Show of MES, as a part of community service, every year at Dr. K. M. Vasudevan Pillai Campus, Panvel.

8.5 Other Theme Days

In addition PCE students conduct social themed days such as Rose Day, Tie Day, Traditional Day etc.

9 Student Schemes

9.1 Student Activities Fund

The institute has allotted Rs 1000000 (Rs 10 lakh) per academic year for students projects and activities. This fund can be distributed by a committee constituted by the Principal consisting of the principal, Dean R& D and HODs of the various departments. Student groups or individual students working under faculty can apply for funds through this scheme. The scheme is meant to support student groups or individual students participating in

- 1) Off-campus competitions such as Smart India hackathon, Formula SAE etc. The limit for a single student is Rs 10000 and for a group of students is Rs 150000.
- 2) Prize money for various college level competitions such as (BE project competition, Best PBL projects etc)
- 3) Seed money for initiating new student BE projects which have good potential for commercialisation or for undergraduate research
- 4) Funds for conducting student driven workshops, seminars, competitions etc on campus. Applicable for registered student groups.

Procedure

- 1) Students can make an application through their faculty adviser to the committee
- 2) The application must involve details of the competitions, funds required, their utilisation etc
- 3) The committee may ask for the student or students to give a presentation to the committee.
- 4) The committee will consider the students academic, attendance and disciplinary record while deciding the amount of funding to be distributed.
- 5) Once sanctioned all the expenses will be born through the college accounts department.

9.2 Merit Based Scholarships

Every year, PCE gives scholarships of upto Rs 10000 and awards on behalf of the Management to the toppers of each academic year.

First Year: Top 20 students as per CGPA

Second Year and Third Year: Top 3 students in each department as per CGPA

Final Year: College and University toppers from each department as per CGPA

9.3 Outstanding Student Award

Students who have both excellent academic profile (as per the CGPA) along with good overall profile in extra curricular activities, social work and awareness and in the final year of studies are eligible for the Outstanding Student award.

Procedure:

- 1) Registrar will announce a call for applications for the award at the end of each academic year
- 2) Final year students can make an application to the head of department
- 3) Head of the Department will shortlist upto 3 candidates and forward it to the student activities committee for evaluation
- 4) The committee will shortlist further and call the candidates for an interview
- 5) The committee will then select the winning candidate and will announce the winner
- 6) The student will receive the award along with a cash prize.

9.4 Other Scholarships

Every year the MES management and various other charitable organisations give prizes and scholarships to deserving students based on merit or to reduce economic hardship. Students are encouraged to apply to any charitable organizations including MES independently or through the college registrar.

9.5 Government Scholarships/Fee Reimbursements

Various students are eligible for government based scholarships such as scholarships for social welfare or EBC. These students should follow the scholarship guidelines and rules from the websites of the different government schemes. Students may contact the registrars office for more information.

10 Student Competitions

10.1 BE Project Competition

Every year PCE hosts the BE project competition for final year students with a maximum cash prize of Rs 10000 per team. The 9-10 top teams from each department will be nominated by the HODs for an campus wide exhibition to display their final year projects. Finally the top 3 teams will be selected from each department for a cash reward. The criteria for evaluation will be

- 1) Originality
- 2) Technical Complexity
- 3) Commercial viability or Benefit to Society
- 4) Quality of Literature Review
- 5) Aesthetics

10.2 PBL Projects Competition

First, Second and Third year students are all assigned a project every semester that incorporates concepts that students have learned during the semester as well as previous semesters. The students are generally given specific technical problems or challenges to solve in the beginning of the term and they are supposed to implement it by the end. The best projects are given certificates from the department.

10.3 Business Plan Competition

Every year Pillai Center of Innovation and Entrepreneurship conducts a business plan competition across all MES institutes. Students are encouraged to form teams, develop their ideas, refine their business plans and finally pitch their startups to various venture capitalists, business founders at the end of the competition.

10.4 Avishkar

Students are actively encouraged to participate in Avishkar, the research competition that is held at the state level every year.

10.5 Other Awards and Certificates

There are other awards and certificates that the college regularly gives out on a regular basis. These are given to students to motivate them for various career building pursuits.

- 1) Best Student Internship Award

- 2) Best Student GATE Score/Topper in Competitive Exam Award
- 3) University Admission Award

11 Sport Activities

At PCE, our major effort is spent to inculcate in children the love of engineering and a yearning to excel in life along with focused efforts and hard work to excel in academic pursuits. Students are also 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 PCE can look forward to inter and intra-college events, external events and competitions. The institute is equipped with a number of indoor and outdoor sports facilities.

11.1 Multipurpose Ground

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

11.2 University Sports

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

11.3 Gymkhana

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

11.4 Shooting Range

PCE has a 6 lane Olympic level rifle shooting range on campus. Students from PCE have participated in the 2016 Olympics, have won medals in the commonwealth games and many national and international competitions.

11.5 Badminton Court

The campus has 2 indoor badminton courts for faculty and students

11.6 EFL and ESL

PCE has two college level sports tournaments that are organised by students conducted in the month of February and March called the Engineering Football League and Engineering Cricket League.

12 Extra and Co-Curricular Activities

12.1 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 college and career readiness.

Characteristics of Project-Based Learning

Here are three 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 building, and product construction 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 independence, ownership of his/her work, and the development of 21st century/workplace skills.

12.1.1 Implementation of PBL at PCE

- 1) In the beginning of every semester in the 1st through 3rd 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 a semester on their project
- 6) The final grade received on the project is distributed among all relevant courses taken during the term evenly.

12.2 Value Education

Themes that values education can address to varying degrees are character, moral development, spiritual development, citizenship education, personal development, social development and cultural development. Value Education programs are a routine program of PCE 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.

What are the benefits of value education in students’ academic results?

- 1) Cooperation in asking questions to teachers.
- 2) Work independently.
- 3) Implement their learning in their day to day life.
- 4) Increased attention
- 5) Helps students to make their own decisions.
- 6) Stable connection between teacher and students.
- 7) They establish an increased capacity to develop their own as well as their peer behaviour.
- 8) Teachers get strong support from students.

12.3 Student Research

PCE has numerous centers and laboratories where students are exposed to cutting edge research. Undergraduate students are encouraged to conduct research under the supervision of PCE faculty members in the field of their interest. Faculty members should encourage students to participate in research projects, go to state and national level research project competitions such as Avishkar and publish and present their work in reputable conferences and journals.

12.4 Student Social Work

The activity of community service has been introduced with intent to inculcate in students the act of compassion to empathise 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.

12.5 Student Entrepreneurship

PCE actively encourages entrepreneurship activities in its students. Throughout the year students are encouraged to participate in many projects, competitions, hackathons and a business plan competition. In addition, PCE 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.

13 Getting Career Ready

13.1 Internships

Students are encouraged to actively look for and do internships during the vacation periods. Internships allow students to get real world experience in different industries. Students who complete a substantial number of internships during their time at PCE will be awarded a certificate of merit for their efforts. Students are encouraged to look for on and off campus internships through the following sources

- 1) Internshala
- 2) PCE Training and Placement Department
- 3) PCE Internship MOUs
- 4) 91 Springboard, Turbe
- 5) CIBA, Vashi
- 6) Naukri.com
- 7) Linkedin.com
- 8) Letsintern.com
- 9) WeWork
- 10) <http://10000startups.com/>

Guideliens for Internships

The internships policy of the institute will be governed in principal by the AICTE internship policy.

- 1) Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session.
- 2) During the summer vacation after 4th/6th semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship/Social Service related activities.

Procedure

- 1) Request Letter/ Email from the office of Training and Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.

- 2) Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department.
- 3) Students will submit training report after completion of internship
- 4) Training Certificate to be obtained from industry.
- 5) List of students who have completed their internship successfully will be issued by Training and Placement Cell.

13.2 Industrial Visits

PCE actively encourages its students to participate in industrial visits to bonafide companies or industries or places of commercial interest. Students are meant to learn about the different aspects of these industries such as its technical functions, business functions, HR and financial functions. It is preferred that faculty members organize and conduct industrial visits, however in certain circumstances external vendors may be commissioned to organize the industrial visit.

- 1) For every 20 students there must be at least 1 faculty member accompanying them.
- 2) All industrial visits/picnics/tours must be only conducted by authorised travel vendors approved by the principal in advance.
- 3) A plan for the visits that are to be conducted during the year should be given in the beginning of the academic year. If it is not possible a minimum of 3 months notice is required before initiating any industrial visits.
- 4) Under no circumstances shall any payments be given in cash to any vendors. TDS and appropriate taxes must be charged and deducted for all IVs conducted through the college.
- 5) All vendors must provide appropriate insurance coverage for the trip in case of cancellation/delay etc and must indemnify the colleges and MES from all liability.
- 6) Feedback about all trips must be collected at the end of the trip and provided to the principal.

13.3 Higher Education

Students are encouraged to also go for higher studies after completing their undergraduate degrees. Students can consider securing Masters and PhD courses in technical fields from Indian or Foreign Universities. For these students will need to take and secure a high score in various competitive exams such as GATE-(IITs and NITs), GRE and TOEFL- (Foreign Universities). Students can also consider business related master's programs such as MMS or MBA for both Indian and Foreign Universities. In these cases students need to secure

a high score in MHCET, CMAT, GMAT and many others. These may be valid for both Indian and Foreign Universities.

13.3.1 Letters of Recommendation

Students can approach known faculty for letters of recommendation. Students must provide faculty members a minimum of 3 weeks notice before the letter of recommendation is due. The faculty will draft the letter and send a copy to the office so that the letter can be printed on the college letterhead by the engineering office and stamp with the college seal on it, these LOR's are put in an envelope sealed and stamp by the college and signed by the respective professors.

Charges for the LOR's is **Rupees 5/-** (Five) per copy.

The office should keep track of all letters issued. Faculty member are to follow up with students once they get admitted to higher education institute and forward that information to the office and training and placement department.

13.3.2 Aptitude Test Practice

Most higher education institutes, universities, many government and private company jobs require students to take aptitude test as a pre-screening test to shortlist students. It is therefore essential that students get sufficient practice in aptitude test. PCE offers practice tests for its student within its curriculum so students gain some exposure to these test before attempting them.

These are the most common types of aptitude test that you will encounter:

- [Numerical reasoning tests](#). These tests require you to answer questions based on statistics, figures and charts.
- [Verbal reasoning tests](#). A means of assessing your verbal logic and capacity to quickly digest information from passages of text.
- [Intray exercises](#). A business-related scenario that assesses how well you can prioritise tasks.
- [Diagrammatic tests](#). Tests that measure your logical reasoning, usually under strict time conditions.
- [Situational judgement tests](#). Psychological tests that assess your judgement in resolving work-based problems.
- [Inductive reasoning tests](#). Tests that identify how well a candidate can see the underlying logic in patterns, rather than words or numbers.
- [Cognitive ability tests](#). A measurement of general intelligence, covering many categories of aptitude test.
- [Mechanical reasoning tests](#). These assess your ability to apply mechanical or engineering principles to problems; they are often used for technical roles.

- [Spatial awareness tests](#). These tests assess your capacity to mentally manipulate images, and are often used in applications for jobs in design, engineering and architecture.
- [Error checking tests](#). An unusual type of aptitude test that focuses on your ability to identify errors in complex data sets.

13.4 Additional Certifications

PCE students are highly encouraged to study beyond the syllabus courses by getting certifications from various external and internal faculty.

13.4.1 Add-On Courses

PCE has numerous add on courses that provide certifications to students in diverse areas such as IoT, Python, DotNet, Solidworks, IPR and Entrepreneurship, GIS and Remote Sensing to name a few. Students are highly encouraged to take these courses that are offered by PCE faculty as well as external trainers. These courses are conducted over holidays, after college hours and on the weekends.

13.4.2 MOOCs and NPTEL

Students can also get credits for internal assignments by completing certifications of various MOOCs (massive open online course) and NPTEL courses online. Students can find relevant popular MOOCs courses here

- 1) <https://www.edx.org/>
- 2) <https://www.coursera.org/>
- 3) <https://www.khanacademy.org/>

Student can also find NPTEL courses here <https://nptel.ac.in/>

13.5 Mentorship

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 employability skills and where to go for help with developing students career

- Increased confidence and other key employability 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 30 students to mentor each academic year. Preferably the students will be assigned to a mentor will remain with them throughout their time at the institute. Every semester a faculty mentor will meet at least twice with each mentee.

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 employability 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.
- 7) Encourage students to participate in extracurricular and co curricular activities to enhance their employability.

13.6 Technical Skill Development

Students are encouraged to develop multi disciplinary technical skills throughout their undergraduate degree by taking as many add on and extension courses as possible. PCE faculty and external experts conduct numerous short term training programs and courses that students should participate in to improve their technical skills. The list of available courses is available on the website. In general, most engineering students of all disciplines are expected to have

Coding and Programming Skills

Programming skills are not just reserved for computer engineers. Other engineers, such as mechanical and civil or project managers, need to have a basic understanding of programming to support companies or coordinate projects. Any graduate entering the IT industry will be more valuable to an employer if they know how to code because they can take on

programming-related tasks from the outset.

Understanding of Statistics and Data Analysis (Analytics) This type of data analysis is crucial in many roles because it can give businesses vital information they can use to retain market share or define their competitive advantage. **Big data analysis** plays a crucial role in overall business process, which is why this technical skill is valued so highly by many employers.

Evaluating large data sets is a complex task and the results will help to identify correlations, highlight a company's most valuable customers and assess return on investment, to see where key organisational and strategic improvements can be made. Completing big data analysis correctly can thus result in more effective sales and marketing operations, increased opportunities to generate revenue and greater operational efficiency.

Project Management Being able to effectively coordinate resources, people and budgets as a project manager is one of the best technical skills that you can have. Project managers are required in every industry from construction through to digital design. A qualified project manager will be able to deliver projects more efficiently, use resources cost-effectively and deploy the right staff to complete the right tasks. This can result in resource savings, prompt resolution of problems, anticipation of future issues and an overall improvement in the work environment.

Technical Writing and Communication Many jobs that involve written communication require you to explain complex things in a way that is easy to understand. You might have to send messages to clients or manufacturers, or write press releases, web content, or manuals for clients. Being able to communicate complex ideas in a clear way will make you stand out in many jobs.

Information and Data Security

In an increasingly digital world, security is an area of great concern among many business owners. Data breaches can have a devastating impact on a business, from loss of customers through to irreparable damage to the reputation of the company. As a result, demand is increasing for technical security specialists.

Research Research skills refer to the ability to search for, locate, extract, organise, evaluate and use or present information that is relevant to a particular topic. Academic research is a specific type of research: a process of detailed and methodical investigation into some area of study. It involves intensive search, literature review, investigation, and critical analysis, usually in response to a specific research question or hypothesis.

Financial Aspects of Engineering

Students should develop skills in understanding various basic financial aspects of Engineering such as budgeting, accounting, purchasing and invoicing, goods and services, depreciation and others.

13.7 Soft Skill Development

Students are encouraged to take many courses or participate in activities to build up their soft skills. PCE has a fully fledged language lab available with the latest language tools that students can use to improve their English speaking and writing skills and learn a new languages. Through their course work, PBLs and competitions students also develop their skills. Students should strive to develop the following skills (Adapted from wikijobs)

Communication As a soft skill communication is not about multiple syllables or rousing speeches. Able communicators can adjust their tone and style according to their audience, comprehend and act efficiently on instructions, and explain complex issues to others. Communication is also an important aspect of leadership, since leaders must be able to delegate clearly and comprehensively.

Self-Motivation Having the **positive attitude** and the **initiative** to work well without round-the-clock supervision is a vital soft skill for any engineer. Not only does it demonstrate reliability and commitment, but it shows that you can fit efficiently into an organisational structure without the need for constant oversight.

Leadership Leadership is a soft skill you can show even if you're not directly managing others. Leadership can be thought of as a collection of various other soft skills, such as a general positive attitude and outlook, the ability to communicate effectively, and an aptitude for both self-motivating and motivating others.

Responsibility **Self-awareness** is a seldom talked about but highly valued soft skill; knowing when to accept responsibility for any mistakes you have made demonstrates a healthy level of humility, and a willingness to learn and progress.

Teamwork Like leadership, good teamwork involves a combination of other soft skills. Working in a team towards a common goal requires the intuition and interpersonal acumen to know when to be a leader, and when to be a listener. Good team players are perceptive, as well as receptive to the needs and responsibilities of others.

Problem Solving Problem solving does not just require analytical, creative and critical skills, but a particular mindset: those who can approach a problem with a cool and level head will often reach a solution more efficiently than those who cannot. This is a soft skill which can often rely on strong teamwork too. Problems need not always be solved alone. The ability to know who can help you reach a solution, and how they can do it, can be a great advantage.

Decisiveness Knowing the distinction between **decisiveness** and recklessness implies a soft skill in itself. Decisiveness combines a number of different abilities: the ability to put things into perspective, to weigh up the options, to assess all relevant information and, crucially, to anticipate the consequences, good and bad.

Ability to Work Under Pressure and Time Management Many jobs come with demanding deadlines and occasionally high stakes. Recruiters prize candidates who show a decisive attitude, an unfaltering ability to think clearly, and a capacity to compartmentalise and set stress aside. **Time management** is closely related to the ability to work under pressure, as well as within tight deadlines. Employees who manage their time well are able to efficiently prioritise tasks and organise their diaries, while adopting an attitude which allows them to take on new tasks and deadlines.

Flexibility Naturally, people can be wary of leaving the comfort zone formed by their repertoire of hard skills. **Flexibility** is an important soft skill, inasmuch as it demonstrates an ability and willingness to acquire new hard skills, and an open-mindedness to new tasks and new challenges. Employers often seek candidates who can show a willing and upbeat attitude, since many jobs come with the possibility of secondments.

Negotiation and Conflict Resolution This is another of those soft skills which employers look for in potential leaders. To be an adept negotiator is to know how to be persuasive and exert influence, while sensitively seeking a solution which will benefit all parties. Similarly, **conflict resolution** depends on strong interpersonal skills and the ability to establish a rapport with colleagues and clients alike.

14 Alumni Facilities

Alumni are the brand-ambassadors of PCE. PCE 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 realised that it's not just a mere nostalgia that they associate their PCE with, but it's much beyond that. Some of the PCE focus areas with regards to its alumni are

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

Mentorship and Scholarships - alumni can play an active role in voluntary programmes 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.

14.1 Alumni Workshops and Seminars

Alumni regularly conduct workshops and seminars for the students of various departments. The college provides funding for such events either through student groups or through student activities fund. 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.

14.2 MES Alumni Registration

MES provides a uniform platform for all its alumni to register on and network called [alumni.mes.ac.in](https://alumniportal.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 track of the each alumni. PCE also has its own alumni committee and registered organization which manages the day to day activities and financial aspects of the PCE alumni community. Students can register at <https://alumniportal.mes.ac.in/>

14.3 Continuing Education

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

14.4 Transcripts and Marksheet

Transcripts are mostly issued for students for their further studies and immigration purpose.

The Student needs to fill up the transcript format provided by our institute, along with the copies of all Semesters' passing mark sheet.

The office prepares the transcripts by entering the semester wise Marks/Grade into a word format containing a Cover letter mentioning the students Name, year of admission and passing month and year and the content of the percentage calculated in a table format

Mostly student take transcripts after completing their engineering however some apply when they are studying in Semester VII

At times when errors are reflected in the calculation of marks of the original marksheet issued by the university as well as issued by our institute which are send for correction and new one are issued.

These transcripts are signed by the Registrar/Principal and put in a sealed envelope

The charges for transcripts are as follows

Student admitted in FE

First copy **Rs. 1000/- (One Thousand only)** additional Copy **Rs. 125/- (One Hundred and Twenty Five Only)**

Student admitted in direct second year

Rs. 750/- (Seven Hundred and Fifty only) additional Copy **Rs. 125/- (One Hundred and Twenty Five Only)**

14.5 Migration Certificate

Migration Certificate is issued for further studies in any of the Universities in India.

The student need to fill up a form provided on the Mumbai University Website or we provide a copy of it. Student needs to attach the following documents along with the migration form

- 1) Student All Marksheet of 10th, 12th, Diploma, Engineering All semester passing mark-sheet and Convocation Certificate.
- 2) Leaving Certificate issued by the College Original and Duplicate copy
- 3) Enrolment/Eligibility Confirmation Letter copy by the college.
- 4) Mumbai University Challan copy
- 5) College cover letter
- 6) All the above documents attested by the college stamp and signed by the Principal.
- 7) The students prepare a DD of **Rs. 220/- (Two Hundred and Twenty only)** and the student himself submit it to the Mumbai university
- 8) The migration certificate is issued within a months time by Mumbai university and the same is sent to students correspondence address by the University.

15 Grievance Redressal for Students

Grievance Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & 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 the employment or academics. Every employee/students shall represent his/her grievance for redressal only through proper channels. The Institute recognises 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.

15.1 Grievance Procedure

To ensure speedy resolution of grievances students can approach the following authorities in order Class counselor, HOD, Grievance Committee.

If the matter is escalated to the Grievance committee the procedure of working is given below

- 1) Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. 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 email on or write an application and submit it to cell convener.
- 3) Recommendation of the members of the grievance committee is forwarded to the Principal 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 Principal.
- 4) 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.

15.2 Grievances Regarding Marks

The main points are:

- 1) Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- 2) Candidates may appeal if they find about counting mistake or non-assessment of answers as per the guidelines by University of Mumbai.

- 3) Appeals should be made in writing by 2 weeks after the display of results to the Examination In-Charge.
- 4) The Examination In-Charge's findings will be notified in writing and will take necessary actions accordingly.

16 Information, Communication and Technology (ICT)

This section sets forth some important rules relating to the use of MES's computer and communications systems. These systems include individual PCs provided to employees, centralised computer equipment, all associated software, and MES's telephone, voice mail and electronic mail systems.

MES has provided these systems to support its mission. Although limited personal use of MES's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, MES's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. All data in MES's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of MES. MES may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in MES's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to MES. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system. MES's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, MES's systems must not be used to solicit or proselytise others for commercial purposes, causes, outside organisations, chain messages or other non-MES-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to MES's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.

The following activities, which present security risks, should be avoided.

- 1) Attempts should not be made to bypass, or render ineffective, security facilities provided by MES.
- 2) Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- 3) Document libraries of other users should not be browsed unless there is a legitimate reason to do so.
- 4) Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support staff or the Principal.

- 5) Additions to or modifications of the standard software configuration provided on MES's PCs should never be attempted by individual users (e.g., auto exec.bat and config.sys files). Requests for such changes should be directed to computer support staff or the Principal.
- 6) Individual users should never load any unauthorised or pirated software (including outside email services) to MES computers. This practice risks the introduction of a computer virus into the system and could lead to additional financial and penal penalties on MES. Requests for loading such software should be directed to computer support staff.
- 7) Programs should never be downloaded from bulletin board systems or copied from other computers outside MES onto MES computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the MES may be performed not to present a security risk.
- 8) Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- 9) MES's computer facilities should not be used to attempt unauthorised access to or use of other organizations' computer systems and data.
- 10) Computer games should not be loaded on MES's PCs.
- 11) Unlicensed software should not be loaded or executed on MES's PCs.
- 12) MES software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the MES should not be removed from the MES's offices.
- 13) Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

16.1 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 judgement in assigning an appropriate level of security to documents stored on the MES's networks, based on a realistic appraisal 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.

16.2 Internet Acceptable Use

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. MES has provided access to the Internet for authorised users to support its mission. No use of the Internet should conflict with the primary purpose of MES, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

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 deems 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 of 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 e-mail 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 news groups.
- 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 proselytise 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 to your HOD.

16.3 Use of MES Email and Apps

- 1) Every faculty, student and staff is given an official account MES apps account sponsored by google for free.
- 2) It is mandatory that all PCE 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 done through MES email accounts.

17 Safety and Security Policy

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

- 1) PCE shall always remain alert about the safety and security of all its stakeholders and most of all the students.
- 2) PCE shall provide the fastest possible medical help in case of any medical emergency such as accidents, personal medical issues, or any such eventuality.
- 3) PCE shall have regular drill and other safety measures and inspection of fire hydrants and fire extinguishers.
- 4) PCE shall have regular safety audits of buildings, laboratories, workshops, etc.
- 5) PCE shall always maintain a clean and healthy workplace and a pleasing environment in appearance and functionality.

17.1 Fire Safety

- 1) PCE has fire safety equipment present in all laboratories and public places. In case of minor fires these can be used for fire suppression.
- 2) Care should be taken that fire fighting equipment such as fire extinguishers is handled by experience faculty or staff whenever possible and all faculty and staff are familiar with its operation.
- 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 college.

17.2 Medical Emergency

First aid procedures are learned during appropriate First Aid Courses. This policy outlines staff actions to take during minor and major medical emergencies on and off campus during school-sponsored trips or events. This policy does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

INJURY EMERGENCIES ON CAMPUS

MINOR

- 1) Notify college doctor or principal's office.
- 2) College doctor, principal, 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, EMS, or transport to a healthcare facility.

- 1) Notify college doctor or principal's office.
- 2) Either the first college staff person attending to the student or another college staff 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) Principal 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 college or field trip destination. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or their designee.

In the event of an emergency:

- 1) Designated school 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 student should report to the nearest hospital.
- 4) Field trip coordinator or designee call parents or guardian immediately.

17.3 Chemical Burns and Spills

In the event of a chemical spill, the individual(s) who caused the spill is responsible for prompt and proper clean-up. It is also their responsibility to have spill control and personal protective equipment appropriate for the chemicals being handled readily available.

Emergency Actions

- 1) Immediately alert area occupants and supervisor, and evacuate the area, if necessary.
- 2) Attend to any people who may be contaminated. Contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes. Clothing must be laundered before reuse. See First Aid for Chemical Exposures for more information.
- 3) If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area.

Immediate Spill Response

- 1) Don personal protective equipment, as appropriate to the hazards. Refer to the Material Safety Data Sheet or other references for information.
- 2) Protect floor drains or other means for environmental release. Spill socks and absorbents may be placed around drains, as needed.
- 3) Loose spill control materials should be distributed over the entire spill area, working from the outside, circling to the inside. This reduces the chance of splash or spread of the spilled chemical.
- 4) When spilled materials have been absorbed, use brush and scoop to place materials in an appropriate container. Polyethylene bags may be used for small spills. Five gallon pails or 20 gallon drums with polyethylene liners may be appropriate for larger quantities.
- 5) Complete a hazardous waste sticker, identifying the material as Spill Debris involving XYZ Chemical, and affix onto the container. Spill control materials will probably need to be disposed of as hazardous waste.
- 6) Decontaminate the surface where the spill occurred using a mild detergent and water, when appropriate.
- 7) Report all spills to the Principal.

17.4 Workshop Safety

- 1) Always listen carefully to the faculty and follow instructions.
- 2) Do not run in the workshop, you could 'bump' into another student and cause an accident.
- 3) Know where the emergency stop buttons are positioned in the workshop. If you see an accident at the other side of the workshop you can use the emergency stop button to turn off all electrical power to machines.
- 4) Always wear an apron as it will protect your clothes and hold loose clothing such as ties in place.
- 5) Wear good strong shoes. Slippers are not suitable.
- 6) When attempting practical work all stools should be put away.
- 7) Bags should not be brought into a workshop as people can trip over them.
- 8) When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.
- 9) Do not use a machine if you have not been shown how to operate it safely by the teacher.
- 10) Always be patient, never rush in the workshop.
- 11) Always use a guard when working on a machine.
- 12) Keep hands away from moving/rotating machinery.
- 13) Use hand tools carefully, keeping both hands behind the cutting edge.
- 14) Report any damage to machines/equipment as this could cause an accident.

Appendices

A Application For Leaving Certificate

From,

Name: _____

Address: _____

Ph. No./ Mob. No.: _____

Email: _____

Date: ____/____/____

To,
The Principal,
PCE, New Panvel

SUBJECT: APPLICATION FOR LEAVING CERTIFICATE

Sir,

I, Mr. / Ms. _____, student of your college, admitted in the year _____ for F.E. / Direct S.E. (Diploma in _____ has completed/ not completed Bachelor Degree course in _____ engineering during the month of _____ year _____ (month & year of passing Final Year Examination).

Reason: _____

Kindly issue the same at the earliest.

Thank you,

Yours obediently,

(_____)

(Name & Signature)

NOTE:-

Name in Full: _____

(as in XII / Diploma Leaving Cert.)

Date of Birth: _____ Place of Birth: _____

Name of Jr. College attended: _____

Date of Leaving previous Institute: _____

Encl:

1. **Photo copy of 10th or 12th / Diploma Leaving certificate.**
2. **Final Marksheet**
3. **Offer letter / Fees Receipt of higher studies**

For Office use:

G.R. No. _____ Admission No.: _____ L.C. No: _____

Class & Year of Admission: _____ & Date of Issue of: _____

B Application for Transcripts

From,

Name: _____

Address: _____

Ph. No./ Mob. No.: _____

Email: _____

Date: ____/____/____
 To,
 The Principal,
 PCE, New Panvel
 SUBJECT: APPLICATION FOR TRANSCRIPTS
 Sir,
 I, Mr. / Ms. _____, student of your
 college, admitted in the academic year _____ in _____
 has completed/ not completed Bachelor Degree course during the month of _____
 year _____.
 As I am applying for further studies I require official transcript.
 Kindly issue the same at the earliest.
 Thank you,
 Yours obediently,
 (_____))
 (Name & Signature)
 Encl:
 1. **Copy of all semester marksheet (attested)**
 For Office use:
 G.R. No. _____
 Class & Year of Admission: _____

C Sports Complex Rules

Gymkhana and Health Club Rules

- 1) Use proper sports shoes/gym shoes inside the inside the gymkhana.
- 2) Improper shoes/dirty shoes to be removed and kept outside the gymkhana.
- 3) Complete silence to be maintained inside the gymkhana
- 4) However light music is permitted.
- 5) Carry proper valid college/school identity cards for using the gymkhana
- 6) Enter the name in the respective register before using the facility
- 7) Use own towels inside the gymkhana and it is compulsory
- 8) No eatables are permitted inside the gymkhana
- 9) Carry your own water bottles for the use during the work-out.
- 10) No changing of clothes to be permitted inside the gymkhana
- 11) Clothes to be changed inside the washroom/changing area

- 12) Do not bring your valuables inside the gymkhana
- 13) Gymkhana staff are not responsible for users items/valuables
- 14) Improper sports wears are not permitted including jeans/bermudas etc.
- 15) Take proper instructions from gym staff before using any equipment.
- 16) Proper decorum/discipline to be maintained inside the gymkhana.

GYMKHANA TIMINGS

SNO	TIMING	COLLEGE
01	0630 – 0830 HRS	College Teams
02	0900 – 1100 HRS	Boys
03	1100 – 1300 HRS	Girls
04	1400 – 1530 HRS	Girls
05	1530 - 1700 HRS	Boys
06	1700 – 1900 HRS	Staff

PCE has started a new air conditioned Health club at Dr.KM Vasudevan Pillai Campus gymkhana and is functioning from 01st May 2017 onwards. It will be opened for students and staffs of the campus. The entry form are available with Sports office and this health club will handle all your fitness issues including sports injuries, obesity etc. Everyone can avail this facility with a nominal user's fee. For more details please contact 9323255600

Fee	Students	Timing	Staff	Timing
01 Month	500	9 am -11.30 am 2pm -5 pm Weekly 5 days	300	12 – 2 pm 4 – 7 pm Weekly 5 days
03 month	1200		750/-	
06 months	2400/-		1500/-	

Badminton Club

MES Sports control board has started a Two Indoor Badminton courts at Dr.KM Vasudevan Pillai Campus Gymkhana. It is open for all students and staffs of Pillai group of Institutions. The entry forms are available with Sports office. Students and the kids from the surrounding area can avail specific training with a nominal fee and also avail it for recreational playing. Everyone can avail this facility with a nominal user's fee. For more details please contact 9323255600

For Recreational Playing: Pillai Institutions Students Only

Monthly Fee	-	Rs.600/-
Quarterly	-	1500/-
Half Yearly	-	2800/-
Yearly	-	5000/-
Per Hour	-	50/-(Without Club Racket & Shuttle)
Per Hour	-	75/-(With Club Racket)
Per Hour	-	100/-(With Club Racket & Shuttle)
Expert Training For All (Mon To Fri)		
Morning: 06 Am To 8am –evening 05 Pm To 08 Pm		
Per Month	-	1200/-
Quarterly	-	3200/-
Half Yearly	-	6000/-
Yearly	-	11000/-

Rifle Shooting Range

The Sports Rifle Shooting Range, ” AIM HIGH” –at Dr.KM Vasudevan Pillai Campus is organizing regular training/Coaching camps for the school and college students of Mahatma Education Society from 04 PM to 07 PM on the following days:- Tuesday, Thursday & Saturday

Fee Structure

- (a)Monthly Rs.750/-
- (b)Quarterly Rs.2100/-
- (c)Yearly Rs.7000/-

The coaching will be conducted by international/national trainers and the Rifles for practice will be provided by the Range itself.

For further queries contact Sports Director MES Mob.9323255600

Rifle Shooting Range Rules

- 1) Use proper rifle shooting rig inside the range.
- 2) Improper shoes/dirty shoes to be removed and kept outside the range.
- 3) Complete silence to be maintained inside the range.
- 4) Carry proper valid college/school identity cards for using the range.
- 5) Enter the name in the respective register before using the facility
- 6) No eatables are permitted inside the range.
- 7) Carry your own water bottles for the use during the training.
- 8) No changing of clothes to be permitted inside the range.
- 9) Clothes to be changed inside the washroom/changing area.

- 10) Do not bring your valuables inside the range.
- 11) Range instructors are not responsible for users items/valuables
- 12) Take proper instructions from range instructor before handling the weapon.
- 13) Proper decorum/discipline to be maintained inside the rifle shooting range.

MFOD Sports Complex

Maintenance – Do's

- 1) Clean the floor with wet mop.
- 2) Spot clean the heavy marked spots, if needed.
- 3) Quick Clean' is a daily cleaning system that combines the ease and speed of dust mopping with benefits of wet mopping.
- 4) It can be helpful to put walk-off mats at all entries and exits to help remove abrasive dirt and grit from the shoes of people traffic.
- 5) Rubber mats should not be placed on the top of Herculan MF OD surface.
- 6) Only sports shoes to be used while playing.
- 7) The court area surface should be kept covered during any other maintenance work or any civil work, side walls painting, etc.
- 8) Use proper playing kits while using the MFOD Turf
- 9) Only organized sports training & practice to be conducted on the Turf.

Maintenance – Don'ts

- 1) Spike shoes of any type should not be used on the flooring.
- 2) Do not scrub floor with medium or hard polyester or nylon pads, steel wool, wire brushes, or abrasive flooring cleaners.
- 3) These types of materials can cause severe abrasion and damage the floor surface and cause undue wear to game line paint.
- 4) Do not apply any type of floor sealer, floor finishes or waxes of any type. Also do not sweep or dust mop floor with oil treated mops or brooms.
- 5) Even though these floors are resistant to staining and chemicals, dirt and spills should be removed as promptly as possible. Certain material can cause serious damage such as organic solvents (acetone, fingernail polish remover); tar. Wheels on equipment should be of rubber composition and should not be of metal.

- 6) To avoid scratches, avoid placing heavy equipments, tables, chairs etc. on the floor. Even light chairs etc. should not be pulled or rolled on the surface.
- 7) Please trim overhanging branches of trees to avoid bird dropping on MF OD floor.
- 8) Also, avoid high heeled shoes, stilettos, umbrellas with metal bar etc.
- 9) MF OD flooring should not be used for parties, lunch/dinners, etc
- 10) Should not move any portable trolleys on turf without supervision of sports staff