

## **1. TUITION FEE WAIVER OFF POLICY**

The Tuition Fee Waiver Policy of Prestige Education Foundation (PEF) extends financial support to employees across all institutes and organizations under Prestige, including teaching and non-teaching staff. It offers tuition fee waivers for employees, their spouses, and children when enrolled in PEF-run institutions. The extent of the waiver is determined by the employee's length of service and classification (Class I to IV). Staff on consolidated pay are also eligible. The policy ensures that beneficiaries receive only one type of fee waiver or scholarship at a time and prohibits overlap with government subsidies. All applications must receive approval from designated authorities, and continued employment is required to retain the benefit. The scheme replaces previous policies and applies uniformly across the organization.

## **2. STUDENT FEEDBACK PROCESS & POLICY**

The policy outlines a structured process for gathering student feedback each semester to assess teaching quality and faculty performance. Sincere students are selected based on attendance and guided to provide informed responses using predefined parameters. A non-teaching staff team facilitates the feedback collection, which is later compiled and analyzed. The Director reviews the department-wise summaries and shares them with Heads of Departments (HoDs) along with remarks. Based on feedback scores, faculty are categorized for improvement, appreciation, or mentoring roles. HoDs then meet individual faculty to discuss feedback, suggest improvements, and report back to the Director. The system promotes transparency, accountability, and continuous enhancement in teaching standards.

## **3. SERVICE POLICY**

The Service Policy outlines comprehensive rules and regulations governing the employment of both academic and non-academic staff at PIEMR. It specifies classification of roles, recruitment processes, probation periods, and conditions for confirmation or termination of service. Detailed guidelines are provided for resignations, notice periods, and contract appointments. The policy emphasizes the importance of qualifications, good conduct, and health certification. It also includes leave entitlements such as casual, medical, maternity, and earned leave, with protocols for approval and return. Disciplinary actions, retirement procedures, and record maintenance are systematically defined. The policy ensures structured and transparent human resource management across the institution.

## **4. RESEARCH POLICY**

The Research policy at PIEMR aims to foster a strong research culture with global recognition through collaborative and interdisciplinary efforts in science, engineering, and technology. It encourages a supportive environment for both fundamental and applied research while maintaining high ethical and quality standards. The policy promotes publication in reputed journals, patent filing, and technology transfer to industry. It emphasizes continuous quality monitoring and the development of skilled human resources. The institute recognizes outstanding research contributions by faculty and students. The R&D Committee is vital in implementing initiatives like technology development, faculty skill enhancement, and securing research grants. Overall, the policy aspires to elevate PIEMR to global research prominence.

## **5. PLACEMENT POLICY**

The Placement Policy at PIEMR is designed to support students who have met academic requirements and demonstrated satisfactory conduct. To be eligible, students must maintain at least 75% attendance. Participation in all placement activities is compulsory, and any absence must be communicated to the placement cell in advance to avoid disqualification. Attendance at Pre-Placement Talks (PPT) is mandatory, and non-attendance without valid reasons results in disqualification from company recruitment. Additionally, shortlisted students are required to appear for final interviews, and failing to do so can lead to removal from placement activities.

## **6. LIBRARY POLICY**

The PIEMR Library is a modern, well-equipped Information Resource Centre located on the ground floor of the college. It uses computerized Library Automation Software and a barcode-based circulation system. The library houses over 26,000 books and 4,500+ titles from top Indian and international publishers. It also provides access to an Online Public Access Catalogue (OPAC) and maintains valuable resources on engineering, technology, and management. A Book Bank facility is available for students to borrow textbooks for an entire semester. The library's vision is to support teaching, learning, research, innovation, and personality development. Its mission includes making knowledge easily accessible, encouraging library usage, and improving access through modern tools. A dedicated Library Committee oversees the library's development.

## **7. INTERNSHIP POLICY**

The PIEMR Internship Policy aligns with AICTE and RGPV guidelines, making internships a mandatory academic requirement for Diploma, B.Tech, PGDM, and M.Tech students. It introduces structured internship credits ranging from 10–20, depending on the program and semester. Activities include industry internships, entrepreneurship, NGO work, and innovation projects. Internships are organized semester-wise with increasing depth, including 60–400 hours across the years. Students also participate in skill-based training via MoUs with industries. Internship opportunities are published on platforms like AICTE, TULIP, and the PIEMR website. Documentation and evaluation are done by faculty or industry mentors. The goal is to equip students with real-world experience and industry readiness.

## **8. CONSULTANCY POLICY**

The Consultancy Policy of PIEMR (Prestige Institute of Engineering Management and Research) emphasizes the institute's commitment to fostering teaching, research, and industrial consultancy to promote the spread of knowledge and build a technologically advanced India. It encourages faculty and academic staff to undertake consultancy projects with industry and other institutions to enhance PIEMR's research profile, create new knowledge, and broaden the experience of its members. The document aims to establish a structured framework to support consultancy activities and promote best practices in external collaborations. PIEMR recognizes consultancy work as a valuable part of its function and an essential component of knowledge exchange that benefits both the institute and external organizations. The policy is designed to guide staff members in undertaking approved consultancy work in accordance with PIEMR's procedures and forms part of the employment contract for academic staff. It sets out the guidelines for engaging in consultancy and other external services, particularly with industry, to facilitate knowledge transfer, enhance staff expertise, and strengthen relationships between PIEMR and external bodies. This, in turn, supports research, admissions, placements, and offers additional income for staff as well as increased institutional funding. The policy applies uniformly to all academic, academic-related, and administrative staff, encouraging appropriate consultancy activities that do not interfere with their primary academic responsibilities.

## **9. INNOVATION & START-UP POLICY**

The Innovation and Startup Policy aims to foster a culture of innovation and entrepreneurship within the institute. It encourages faculty, staff, and students to pursue startups, research commercialization, and technology transfer. The policy outlines mechanisms for incubation support, intellectual property rights (IPR) management, and revenue sharing. It promotes collaboration with industries and other institutions to bridge the gap between academia and market needs. Faculty members are allowed to engage in startup activities with provisions to manage conflict of interest. A dedicated incubation center will provide infrastructure, mentorship, and funding support. The policy also emphasizes ethics, transparency, and accountability in startup ventures. It aligns institutional goals with national innovation and startup missions to drive socio-economic growth.