POORNIMA GROUP
Achieving Excellence Together

POORNIMA GROUP
ज्ञानम् विना न किमपि साध्यम्

Estd. 2000

Academic Manual
(For reference purpose only)

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CONTENTS

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EMERGENCY SITUATIONS

Poornima Group runs three institutions in three campuses in Jaipur having more than 1100+ Faculty & Staff and 10000+ students. To take effective steps in emergency situations following officers may be contacted immediately with proper details. Their mobile numbers remain active for 24 hours/ 365 days. Any unfortunate thing like an accident, need of blood, incidence of theft, ragging, fighting among students, unauthorized absence from college/ hostel and emergency situations at home can be informed at these mobile numbers.

Poornima Group		
Mr. Rahul Singhi	Director	+91-9829000071
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ANTI RAGGING POLICY

BAN ON RAGGING

In view of the directions of the Honorable Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government, UGC & AICTE to prohibit, prevent and eliminate the scourge of ragging, including 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, Poornima Group, Jaipur ensures strict compliance on the prevention of Ragging of any form.

MEASURES FOR PROHIBITION OF RAGGING AT THE INSTITUTE LEVEL:
No institution or any part of it thereof, including, but not limited to the schools, the departments, constituent units, colleges, centers of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited tothe provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/orabetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

PENALTY FOR RAGGING
No person who is a student of an educational institution shall commit ragging. The Supreme Court of India has ordered that "If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution".

WARNING
No leniency will be shown to the offenders involved in ragging. All students are requested to note and co-operate in keeping our institutions free from ragging. Names of the officials with telephone numbers to be contacted in case of emergency are published in the orientation handbook given by the institution as well as publicized on notice boards etc.

IMPORTANT NOTE
Action against ragging will be taken as per Poornima Group rules & regulation

OATH BY A TEACHER

I, _____ swear to fulfill to the best of my ability the following professional pledges.

I pledge to respect the hard-earned knowledge of those teachers, who have taught before me and passed on the best practices to others. I pledge to present my very best self to students by dressing professionally, maintaining punctuality and exercising professional behavior at all times.

I pledge to support action to provide the tools, training, personnel and competent administrative discipline support that are necessary in an institution.

I pledge to prepare lessons and to articulate with parents, students and administrators the purpose of my lessons every day. I also understand that I have special obligations to fellow humans and have the responsibility to teach future generations. If I do not violate this oath, may I enjoy life and art, respect while I live and be remembered with affection thereafter. May I always act so as to preserve the finest traditions and may I experience the joy of teaching to those who enter my classroom.

CHAPTER – 1

ABOUT POORNIMA GROUP

VISION, MISSION, QUALITY POLICY & PHILOSOPHY

Our **vision** is to create knowledge based society with scientific temper, team spirit and dignity of labor to face global competitive challenges.

Our **mission** is to evolve and develop skill based systems for effective delivery of knowledge so as to equip young professionals with dedication and commitment to excellence in all spheres of life.

We believe in providing quality education through faculty development, updating of facilities and continual improvement for meeting norms laid down by govt., keeping the stakeholders satisfied.

To show our gratitude and faith in Maa Saraswati, we, at Poornima dedicate our efforts in the form of Poornima Gaan, which has become part and parcel of our day-to-day life. It reminds us of our objectives and also the responsibilities towards society and humanity.

At POORNIMA, the academic atmosphere is a rare blend of modern day technical as well as soft skills and the traditional systems of learning processes, which is displayed in the knowledge wheel below:

Inner circle denotes essential skills that are developed by the yearlong activities mentioned in the outer circle. All Poornimaiets follow the practices of Poornima Knowledge Wheel for better careers. All teaching techniques, methodologies and innovations are based on the Poornima knowledge Wheel. Management of Poornima Group ensures that faculty members transform philosophy into action. Over the years, students have been immensely benefited by it in their personal endeavors, skill development and while facing placement interviews. Tutor system, Internet use and talks by experts have provided edge to students as well as faculty members in problem solving and global awareness. In addition, there is improvement in language and communication skills. Orientation programs have made the Poornima family more disciplined and integrated to work as a team, a team member and a leader.

ABOUT POORNIMA GROUP

Poornima Group started its journey about 3 decades ago with the setting up of Poornima College of Engineering in 2000. Poornima Group came into existence with the aim of promoting quality professional & technical education and today it is the most reputed group engaged in higher and technical education in Jaipur, Rajasthan.

Under the mentorship of Dr. S.M. Seth Chairman (Emeritus), Poornima Group has emerged as one of the most preferred engineering colleges among all the colleges in Jaipur and admission seekers in Rajasthan. This has been evident from the choices exercised by students choosing between a variety of top colleges and institutes in Jaipur, year-after-year.

Replete with modern education infrastructure, the institutions of Poornima Group are spread over 1 million square meters of constructed area. Currently about 10000+ students are enrolled here and over 3000+ students reside on the campuses.

Realizing that intellectual competitiveness is vital to India in achieving the status of a vibrant global leader in the growing knowledge and technical age, professional education has created a critical niche area for itself. Poornima Group, as an umbrella body, devotes itself to formulation of desired policies and providing broad directions, guidance and support to the managements of the participating colleges. Our endeavor is to develop and implement mechanisms and practices to supplement engineering/technical education with knowledge of management and social sciences and inculcate interpersonal skills so as to make the students more enterprising and competitivelyoriented.

Poornima Group serves as a 'think tank' to deliberate on all aspects of technical/ professional education and reorientation of approach/ practices adopted for the efficient management of the colleges/ institutions. The Group is also committed to providing opportunities for quality research in technology and management and their specialized areas.

Poornima Group is promoted by Shanti Education Society (SES) which came into existence in 1999 by registering under Rajasthan Societies Act. The founder chairman of SES is Shri Manohar Lal Singhi & founder Vice Chairman is Late Shri Arun Chandra Singhi. The main objective of SES is to promote Technical & Professional Education in thestate of Rajasthan with state of art infrastructure and strong academic philosophy. Its secretary, Ar. Shashikant Singhi, who has been a noted practitioner of Architecture and technocrat of repute, presently manages Society andits constituent institutions. Other members of the society are well known professionals.

Shanti Education Society today has more than 50 Acres of land in the RIICO area of Sitapura in the form of four world-class campuses. Poornima has at its disposal a built-up area of 15 lacs sq. ft., which include instructional, administrative, recreation and residential areas. Poornima also has a state of art auditorium and in campus faculty housing. Our hostels can accommodate 2200 students in 18 hostels. With above-mentioned infrastructure and a strong team of more than 650 faculty & staff members Poornima is marching ahead in realizing its vision and mission. Constituent institutes of under the aegis of Poornima Group are:

Poornima College of Engineering (PCE), established in 2000.
Poornima Institute of Engineering & Technology (PIET), established in 2007.
Poornima University (PU), established in 2012.

At Poornima, emphasis is given to transparent working systems, responsibility sharing at all levels and distribution & execution of work through smaller groups.

ABOUT POORNIMA COLLEGE OF ENGINEERING

Poornima College of Engineering, the pioneer institute of Poornima Group was established in 2000 with the aim of imparting pragmatic technical education. In its magnificent journey of 23 years, PCE has set benchmarks and reached new pinnacles in engineering education with dedication, perseverance and devotion with student strength of approx. 2500 studying ten specializations of engineering (CSE, CSE (AI). AI & DS, CSE (Cyber Security, CSE (Regional Language), ECE, EE, ME, Civil & IT). More than 3.5 Lakhs square feet of built up area, highly qualified faculties, state of the art infrastructure, good placements and industry-led curriculum, PCE is marching ahead of others with tremendous growth since its inception.

PCE is spearheading its outstanding voyage with the motto 'Success is not a destination, it's a journey'. **Poornima College of Engineering, Jaipur has been ranked 2nd under QIV Ranking of Rajasthan Technical University, Kota since 2017.** The QIV Ranking is based primarily upon Academics, University results, Placements & Alumni. PCE has implemented Outcome Based Education systems and processes to strategically monitor progress of every individual student right from the admission to exit. There are beyond curriculum contents and activities planned every year to bridge the gap between industry and academia. This has been demonstrated through continuous enhancement in placement number and package.

Few Highlights of PCE:

- NAAC Accredited Institution with Grade A+
- NBA Accredited Institution
- Implemented Outcome Based Education with excellent Teaching learning ICT tools
- Ranked 98th in All India Private Engineering Institute Rankings by Times Engineering Survey
- First and Only Institute in Rajasthan which has certified Center of Excellence by the Rajasthan Technical University in Artificial Intelligence and Data Sciences
- RTU TEQIP III funded activities worth more than 50 lakh Rupees during the previous three years.
- AICTE funded MOBDRO, STTP, and Conferences worth more than 70 lakh Rupees during the last three years
- DST and SERB sponsored student and faculty research projects.
- Curricular, co-curricular and extra-curricular activities are organized through various clubs under student council
- 36 MOU signed with industry & academic institutions / universities of National and International level
- Mandatory Students training/ internships at top notch organizations such as BARC, ISRO, ONGC, Nagarro, Jaipur Metro, Bosch, Siemens, HCL, L&T, B L Kashyap & Sons Ltd, Celebal Technologies etc.
- More than 39 Patents have been published and 11 patents have been granted in the last three years
- Highest placement numbers and the package amongst RTU affiliated colleges
- More than 200 research papers have been published by students and faculty members in the last three years in national, and international journals and conferences which are UGC, SCOPUS, SCI, DST and ESCI reputed
- More than 200 Microsoft Certification Courses are completed by the students and the faculty members of the PCE
- Strong bonding with industries and the corporate sector through collaborations and tie-ups
- Poornima Incubation and Innovation Centre (PIIC) established in 2018 to promote the spirit of start-ups and it is a 3.5 STAR Rating Innovation Center declared by the Ministry of Education (MoE)
- Students and Faculties enrolled in diverse courses offered by the world's top Universities and companies which include the name Google, IBM, Autodesk, AWS, University of Michigan, Duke University, University of Manchester, and the University of Washington, etc.
- Pre-defined focus areas in the departments in line with Industry requirements.
- Beyond curriculum content delivery in terms of Non-syllabus projects, seminars, training on future and industry needed technologies, English and Aptitude enhancement etc.
- Number of Student Clubs such as Automobile, Udaan, Zircon etc. organizing a large number of activities to develop hard and soft skills.

- Mandatory project every semester right from First year
- Professional Society Chapters such as IEEE, ACM, IETE, ISLE, ISTE, IEI, IETE, CSI, ISHRAE, IGBC, ASHRAE, SAE, etc. for promoting student driven activities.
- Networking with AIESEC and Global Reach to study, do International Internships and work abroad.
- Encouraging women empowerment through WISE,PWWA,ACM-W
- Regular participation and winning prizes, in various events & tech fests hosted by IITs, NITs & other top notch institutions of India
- Regular coaching for Basketball, Volleyball and encouragement to participate in sports activities in various parts of the country.
- Industry collaboration certification programs under Celebal Technologies, Coding Ninjas, Business Intelligence, IoT and Red Hat Academy, RedHat, Oracle, SAP University Alliance, Rapidops Solutions Pvt Ltd etc.
- Collaboration with IIT Bombay, IIT Madras, and IIT Kharagpur to implement MHRD missions on the quality enhancement of engineering education.
- Academic engagement of students is restricted to 5 days a week and 6th day exclusive for industry and institute interaction (i3- day) where students are exposed to newer technologies and engineering methodologies from industry experts
- Facilitate Mandatory Non-Syllabus Project every semester right from 1st-year
- PCE IETE Students Forum is recognized as Most Active ISF by IETE Rajasthan Centre, Jaipur.
- Digital library with IEEE, Scopus, J-Gate, DELNET etc. subscriptions
- Anti plagiarism check software –Turnitin for improving technical and research writing
- Collaboration with Bennett University under Newton
- Bhabha UK Project in AI and Deep Learning Applications for healthcare and agriculture.
- Organizing IEEE, ACM, Elsevier and Springer International Conferences every year and International Workshops and Seminars.
- Strong bonding with industries and the corporate sector through collaboration and tie-ups.
- Awarded as Advance Partner Institute by Infosys for successfully running campus connect programme & outstation performance of students in Infosys placement drives

ABOUT POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY

Poornima Institute of Engineering & Technology established in 2007 is putting its full potential in all dimensions to generate excellence in academics and in overall development of its students. It is the learning home to a total of 1500 students and is committed to impart best technical skills in students through its five specializations of engineering at UG level (CSE, AI & DS).

In its magnificent journey of less than two decades, PIET has set benchmarks and reached new pinnacles in engineering education with dedication, perseverance and devotion. **Poornima Institute of Engineering & Technology, Jaipur has been ranked 3rd for the last 04 years in continuity in QIV Ranking of Rajasthan Technical University, Kota. PIET is having NBA in Computer Engineering and Institution Accredited by NAAC For its industry connection. PIET has been rated Platinum by AICTE-CII and is rated 3.5 star by Innovation Council, Ministry of Education, Government of India.** PIET is spearheading its outstanding voyage with the motto 'Success is not a destination, it's a journey. **PIET is the only Institution in Rajasthan to get Funding from AICTE, INDIA for establishing IDEA Lab.**

Few Highlights of PIET:

● State of Art of Infrastructure for innovative Teaching Pedagogy and ICT based learning	● Completely Wi-Fi enabled campus.
● Offering Five streams of Engineering (Computer Engineering, Computer Engineering (AI), Civil Engineering and Artificial Intelligence & Data Science) at UG level.	● Focus on outcome based education with proper mapping through, CO's PO's, & PSO's
● Ranked 3rd by Rajasthan Technical University under Quality Index Value Framework	● Regular and quality placements in all Major MNC are like Infosys, TCS, Capgemini. IBM, Adani, etc.
● Accredited with NBA for B.Tech CSE	● Activities in association with NEN, AICTE, TEQIP, RTU
● NAAC Accredited institute	● Regular conduct of National & International Conference/ Workshop/Seminar etc
● AICTE Sponsored Neural Network & Deep learning Lab for students of CS, CS (AI), CS (DS) and AI & DS	● Students oriented activities through Clubs & Students' council
● Received Research Grant for more than 1.33 crore since 2019 only from agencies like TEQIP III, AICTE, ATAL, NITTTR,. ISTE etc.	● Placement oriented initiatives for skill development and Outcome of quality placements through i3 day
● 21 MoU's with industries for nurturing Latest Technologies, beyond syllabus to budding Engineers,	● Rigorous and transparent Continuous Internal Examination System
● More than 30 SCI/Scopus & around 100 UGC Publications in past 3 years	● Within in the ambit of University Syllabus, offering quality academic flexibility
● Industry oriented labs for quality education Microsoft, IBM, Oracle, FACE, Redhat, CESA, Celebal etc.	● Tutor Mentor system for support & Stress management
● 06 Faculty members received recognition from various Government & Non Government Agencies	● Faculty Felicitation & Reward system and similar systems for students
● Arbuda Convention Center: A Multimedia Auditorium with 500+ seating capacity.	● Concerned for Human Values, Professional ethics, Gender Issues, Environment & sustainability, Waste Management, Rain Water Harvesting,
● PBIC: The Entrepreneurship & Innovation Cell, nurturing young Entrepreneurs having 11 registered start-ups with Government of India and 01 of them funded by GoI also	● Value Added courses & Certification courses offered across all disciplines
● Student Chapters of Professional Societies like IEEE, ISTE and IE (I)	● Well laid down Teaching Learning Process, with extreme focus of quality delivery
● Organized workshops on various Technical and Non-Technical topics.	● Established ERP system for academic & Feedback mechanism
● Collaboration with Microsoft for up skilling youth on latest technologies & Research in the field of AI, IoT &DS	● Catering to diverse category of students from all regions of nation
	● Village adopted & Catering to society under CSR activities
	● Facilities for Sports, Gymnasium, Cultural Activities, Auditorium
	● Rich library with IEEE, Scopus, J-Gate, DELNET etc. Subscription
	● Quality hostel & accommodation facility
	● Proper Bus facility from every corner of the City

ABOUT POORNIMA UNIVERSITY

Poornima University, Jaipur, Rajasthan (India) is one amongst well known state private university located on an extensive state of the art, picturesque and industrial setting 32 acres campus established by an act of Rajasthan state legislature and is approved by University Grant Commission under Section 2(f) and 12(B) with right to confer degrees as per Section 22 (1) of the UGC Act, 1956 at Poornima, one can find a highly focused teaching, learning. Research environment that encourages innovation, and new ideas for the betterment of the society. The architecture program of the University is approved by the Council of Architecture (CoA) and the Hotel management program is approved by NCHMCT. The University is a sprawling, lush green campus positioned in Sitapura, an educational and enlightening hub of Jaipur. The University provides modern physical and digital infrastructure with independent academic & administrative block, hostels, laboratories, sports ground and observatory etc. to facilitate progress and overall development of the students.

The University provides an epistemic and intellectual environment with the professional training to fetch out the paramount of the student to face the cut-throat global competition. Poornima University aims to bring together a community of wide-ranging interests, competencies & aspirations. At present, PU has more than 4000 students from all over the globe enrolled in UG/PG and PhD Programs in various areas such as Management, Engineering, Computer Application Sciences, Architecture, Design, Public Health and Hotel Management etc.It offers an integrated comprehensive system of education extending from the bachelors to doctoral level through its semi-residential campus. The University aims at the synthesis of spiritual values and scientific achievements of the East and the West. Its educational programme aims at all around harmonious development of personality. It has been awarded as the Top Private University of Rajasthan.

The multi-disciplinary Poornima University which focuses on teaching, research and service is a living example of harmonious multiculturalism with students from different states of India and from different countries. It comprises of eight Faculties:

- Faculty of Engineering &Technology
- Faculty of Computer Science and Engineering
- Faculty of Planning & Architecture
- Faculty of Design & Arts
- Faculty of Innovation, Research & Entrepreneurship
- Faculty of Management & Commerce
- Faculty of Science & Humanities
- Faculty of Public Health
- Poornima Institute of Hotel Management

The existing faculties are managed by respected Deans and HODs. They passionately and autonomously preside over the issues related to academics, curriculum designing, allocation of the courses for an academic semester, conduction of theory and lab classes, assessment, exam coordination, student participation and progression, research activities, running various students' clubs, organization of individual activities, conferences, seminars, symposiums, workshops, expert lectures, field visits and internship along-with the proper allocation of the departmental budget.

Through this magnificent expedition of two decades, this group has emerged as one of the most preferred universities by intellectually sounded scholars, academicians, industry experts, prospective students, etc. In order to maintain the pace with the rapid changes occurring in the industry and to prepare the students market ready, PU has managed to establish a Corporate Advisory Board having around 130 members to guide, help and support the University as per the requirement. The Corporate Advisory Board comprises senior leaders across the various sectors in order to have non-binding strategic guidance to the management of Poornima University. PU has been working in collaboration with Industry & Academia for delivering excellence in academic content and research. PUhas signed more than 100 MOUs with prestigious national/international universities/organizations. Further, PU has also collaborated with many industries such as Microsoft, IBM, Shriram Automall Ltd., Bollore Logistics Ltd., A3Logics Ltd., Fleeca India Pvt. Ltd., AJMS Global for Internship/apprenticeship embedded graduation program, placement, collaborative projects, seminars, etc.

The University has also signed an MOU with the Military college of Electrical & Mechanical Engineering (MCEME) for offering a PhD program to already serving and retired officers of Indian Defense Forces. In addition, the relegated officers during the training can join the university without losing their academic credit. The University has also signed anMoU with Indian Army for being one of the training partners on education, research and innovation including the officers can pursue Post-graduation program during their study leave. PU has an Advanced Study and Research Cell which keeps the track of all the research related activities such as Ph.D. programme, Centre of Excellence, Patent

and IPR, Publications, Funded Projects etc. This has resulted in a very conducive environment for research in the University. In addition, the research activities across the University are abridged through state-of-the-art Centers of Excellence and Centre for Research, Instrumentation & Development (CRID) Lab with the special focus on the latest industry trends and involvement.

The University has a well established Integrated Nodal Centre for Entrepreneurship & Novel Technologies (iNCENT). It has contributed to more than 100 Entrepreneurs till now. University also caters to various aspects of IPR, Professional ethics, gender sensitivity and social responsibility.

Awards and Recognitions by PU:

- We are extremely glad to inform you that we are recognized by the prestigious Indian Army to sponsor their officers to pursue Post Graduation courses during their study leave.
- MOU signed with Military College of Electrical & Mechanical Engineering (MCEME), Secunderabad, for Academic Collaboration and Research.
- Poornima University is rated as 'Diamond' category in overall rating for Indian Colleges and Universities by QS IGauge.
- School of Management & Commerce, Poornima University is ranked one among top 23 Private University B School in the country (source – Times B School Ranking)
- School of Engineering & Technology, Poornima University is ranked one amongst top 11 Best Engineering School in the country (source - The Week)
- School of Management & Commerce, Poornima University is ranked one amongst top 27 Private B Schools of North Zone (source - The Week)
- School of Engineering & Technology, Poornima University is ranked one amongst top 78 Best Engineering Institute in the country (Source – Times Engineering Rankings)
- School of Engineering & Technology, Poornima University is ranked one amongst top 18 Best Pvt. Engineering Institute in the North Zone (Source – Times Engineering Ranking)
- School of Management & Commerce, Poornima University is ranked one amongst top 66 Best B School in the country (Source – Times B-School Ranking
- School of Management & Commerce, Poornima University is ranked one amongst Top 54 B School in terms of Return on Investment – 'ROI' (Source – Business Today, Special Issue)
- Poornima University is ranked one amongst top 47 private universities of our country (source – The India Today)
- School of Engineering, Poornima University is ranked one amongst the Top 11 Engineering Institute – Emerging (Source – Times Engineering Institute Ranking Survey)
- School of Engineering, Poornima University is ranked one amongst top 6 Emerging Engineering Institute for Placement. (Source – Times Engineering Institute Ranking Survey)
- School of Computer Science & Engineering (SCE), Poornima University is ranked one amongst top 63 best BCA colleges in the country (source – The India Today)
- Outlook India has ranked Faculty of Planning & Architecture, Poornima University as one amongst the top 7 in Private school of Planning & Architecture in India (Source- Outlook)

Few Highlights of PU:
- Regular programs are conducted in association with IEEE, ISLE, IEE, ISTE, ISHRAE, CII, NEN, NASSCOM, TCS, RED HAT etc.
- Cross culture global internship and volunteer exchange experiences across the globe through collaboration with AIESEC.
- Activity mode training for confidence building by different student clubs.
- In house training on PLC, PHP, and microcontroller embedded systems, Robotics, JAVA, IBM DB2, .NET, Oracle, CAD/CAM, etc.
- Focus on students driven initiatives like students council, great debate in association with British high commission, model united nations are regularly organized
- Poornima University runs a programme named Poornima Paathshala for underprivileged children of nearby villages.
- Regular curriculum updating based on feedback from Industry, Academia, Students, and Alumni
- Hi-Tech air conditioned Computer lab setups in association with Microsoft, Celebal, Mobiloitte

- Well-equipped modern library with digital facilities like e-books, Research databases like EBSCO-IEEE, Scopus, J-gate etc
- Member of Inflibnet Shodhganga for uploading research thesis for authenticity and world-wide declaration
- Focus on niche areas like AI, IOT, Cyber Security, Blockchain etc.
- 3 Centre of Excellences in form of clean Air & Water resources, Solar Energy and Machine Learning
- Poornima University-iNCENT (Integrated Nodal Centre for Entrepreneurship & Novel Technologies)
- All degrees and mark sheets are available on Digi-Locker as part of NEP measures for transparency & digitalization
- Coaching for American football, kabaddi, basketball, volleyball, and soccer is being given to students for their all-round development
- Poornima University has recently collaborated with Rajasthan United Football Club to train students professionally in Soccer.
- 350 KLD Sewage Treatment Plant
- Certified Green Campus having adequate measures for all types of environmental friendly policies
- Providing state-of-the-art infrastructure including a Wi-Fi enabled campus with 24/7 broadband access.
- Lush green campus with more than 20,000 trees plantations
- Rainwater harvesting, Sewage treatment plant, borewell etc for water management
- 250 KW Roof Top Solar Power Plant & Sewage Treatment Plant

INTAKE & BRANCHES OFFERED

Campus	Course	Branch	Seats
Poornima College of Engineering (Est. in Year 2000)	B.Tech.	Artificial Intelligence & Data Science	60
		Computer Science & Engineering	180
		Computer Science & Engineering (Artificial Intelligence)	60
		Computer Science & Engineering (Cyber Security)	60
		Computer Science & Engineering (R)	60
		Civil Engineering	60
		Electrical Engineering	30+30*
		Electronics and Communication Engineering.	30+30*
		Information Technology	60
		Mechanical Engineering	30+30*
Poornima Institute of Engineering &Technology (Est. in Year 2007)	B.Tech.	Artificial Intelligence & Data Science	60
		Computer Science & Engineering	180
		Computer Science & Engineering (Artificial Intelligence)	60
		Computer Science & Engineering (R)	60
		Computer Science & Engineering (Data Science)	60
		Computer Science & Engineering (IOT)	60
		Electrical Engineering	30*
		Electronics & Communication Engineering	30*
Total Seats			**1260**

Subject to approval

PROTOCOL HIERARCHY

S.N.	Name	Designation
1	Sh. Shashikant Singhi	Chairman, Poornima Group and Chairperson, Poornima University
2	Ms. Renu Singhi	Advisor, Poornima Alumni Societies, Poornima Group
3	Dr. Suresh Chandra Padhy	President, Poornima University
4	Er. Hari Singh Shekhawat	Director (Infrastructure), Poornima Group
5	Mr. M.K.M. Shah	Director General, Poornima Group
6	Dr. Mahesh M. Bundele	Principal & Director, Poornima College of Engineering
7	Dr. Manoj Gupta	Pro-President, Poornima University
8	Dr. Dinesh Goyal	Principal & Director, Poornima Institute of Engineering & Technology
9	Dr. Pankaj Dhemla	Vice Principal, Poornima College of Engineering
10	Mr. Rahul Singhi	Director, Poornima Group
11	Ms. Nipun Singhi	Assistant Director (Infrastructure), Poornima University
12	Ms. Dipti Lodha	Director (Corporate Relations), Poornima Group
13	Mr. Jai Sharma	Director (Finance), Poornima Group
14	Dr. Neeraj Jain	Director (Admissions), Poornima Group
15	Mr. Ashwini Lata	Director (Student Welfare), Poornima Group
16	Dr. Chandni Kirpalani	Registrar, Poornima University
17	Mr. Sunil Bhargava	Director, Poornima Institute of Hotel Management, Poornima University
18	Dr. Gautam Singh	Registrar, Poornima Institute of Engineering & Technology
19	Dr. Devendra Kumar Somwanshi	Registrar, Poornima College of Engineering
20	Ms. Meenakshi Malav Sharma	Director (Admissions), Poornima University

A. Administrative Officers

Chairman, Poornima Group
- To provide guidance and direction to all societies, trusts and institutions and formulate approach/ philosophy and policies for academic excellence.

Director, Infrastructure Development, Poornima Group
- To plan and execute projects of Poornima Group including (a) preparation of master plan (b) taking approval from government authorities (c) plan time bound construction activities (d) execute stage wise development programs (e) create and maintain amenities as per requirement (f) keep documentation for all development activities.

Director General, Poornima Group
- To advise and guide the members of Poornima family in planning, execution and improve working at institutional and group level in areas of (a) general administration (b) matters related to Shanti Education Society (c) purchases (d) finance, audit and accounts (e) automation (f) transport (g) day-to-day maintenance (h) mess and hostels (i) housing Principal (j) security (k) budgeting at institution and group level.

Director, Poornima Group
- General Administration related with Strategic & Policy Planning, Institutional Development, Outreach Programs, Tie-ups & MOU.
- To plan, execute & improve working/ coordination at institutional & group level in the areas of general administration, policy making, institutional development, taking approvals/ accreditations from various government bodies, automation, transportation, laboratories, library, day-to-day maintenance, mess & hostels, housing, security and finalization of annual incentives, requirements & resource planning, publication of Poornima Group level materials etc.

Advisor, Poornima Alumni Societies, Poornima Group
- To organize activities relating to Alumni, to publish literature for brand image, to liaise with Alumni's in line with group policies and to plan and surprise WISE related activities.

Director & Principal (Head of an Institution)
- The Principal shall be the principal academic and executive officer of the institution comprising of approx 1500 students and 200 faculty & staff members;
- The Principal shall exercise supervision and control over all the affairs of the Institution;
- The Principal shall preside over various meetings meant for the purpose of academic excellence;
- The Principal shall take appropriate actions to ensure implementation of decisions made by the Governing Council;
- The Principal shall ensure proper functioning and coordination of all officers of the institution;
- The Principal shall ensure proper functioning and submission of reports/minutes of meetings by all Bodies/ Committees/ Councils/Boards and the Institution;
- On administrative matters, and matters of academic affairs that require decision by the Governing Council, the Principal shall act after consultation with the Chairman;
- The Principal shall approve the Examiners for End Semester Examination for each program of study based on the panel recommended by HODs. For Mid Semester Examination, Examiners will be decided by the Head of the Department based on the relevant norms of the Institution;
- The Principal shall ensure adherence to the general guidelines & norms approved by the Governing Council related to consultancy under taken by or within the institution in any field of expertise;
- The Principal shall exercise time to time, the disciplinary jurisdiction and control of the Office of the Principal, over all students and all employees of the institution, and shall give direction for exercise of disciplinary powers by designated officers, and take all measures necessary in this connection;
- The Principal shall exercise such other powers and perform such other functions as:
  - to give directions to any student, teacher, officer, or any other employee of the Institution;
  - to call for information from any officer, teacher, member of ministerial staff, or student of the Institution;

- to regulate and enforce discipline among members of the teaching, administrative and other staff of the Institution;
- to institute/ authorize inquiries into incidents, situations or affairs of the Institution;
- to take necessary disciplinary action against any teacher or employee or to authorize any office to take such action;
- to enquire into any incident which includes academic, administrative and disciplinary matters related to the institution, including students, staff and faculties, in consultation with the Chairman;
- to ensure availability of buildings, premises, furniture and equipment and other means needed for carrying on the work of the institution;
- To develop plans and schemes aimed at ensuring excellence in the standards of academic activities of the various academic bodies in the institution.

Director (Admissions), Poornima Group/ Poornima University
- To direct the admissions process from point of inquiry through enrollment;
- To work closely with management of Poornima in collection and dissemination of data, providing academic and student data for institutional research, preparing and publishing official enrollment statistics, and other related activities;
- To design/ prepare & strategies a road map of advertisement, marketing & branding and specify the channels of distribution as well as control the cost of such activities;
- To gather the results of market research and decide & manage the quantity and quality of admissions at Poornima;
- To identify and admit new students from variety of regions of India & abroad;
- To communicate and connect with prospective students from various regions of India & abroad;
- To plan and execute travels to schools to meet students, answers questions about Poornima and evaluate potential applicants;
- To execute promotional activities and organize events in/out of Poornima to attract students and their parents;
- To develop keen understanding of various applications and to assist students in obtaining the necessary documentation needed for the admission & enrollment process;
- To discuss the application status and to provide the applicants with information about financial aid, scholarships, programs etc.;
- To plan, execute & manage assignments related to print media, outdoor media, digital media, social media, email & SMS marketing, offline & online public relations, ;
- To manage the official website of Poornima (Poornima Group – www.poornima.org, Poornima University – www.poornima.edu.in) & update it from time to time;
- Create networking systems through alumnus to find promising potential applicants;
- To interact with existing students to check their level of satisfaction and use them for publicity of Poornima Group.

Director (Student Welfare), Poornima Group
- Make arrangements for housing, boarding and welfare of students along with organizing various co-curricular & extra-curricular activities such as arrangements of inter-collegiate, inter-university & national level tournaments.
- Creating a Long Term Plan (05 Years) and a Short Term Plan (for every academic session).
- Developing policies for output oriented execution of these plans.
- Ensure proper documentation, analysis and information sharing through best practices of the new age administration system.
- Ensure activities required for mental and physical growth of the students and their overall development including conduction of recreation, sports & cultural activities.
- Establish proper linkage for two way flow of communication with all institutions, its authorities to ensure good academic results, placements and subsequently the admissions.
- Ensure high level of quality of services provided to students (Security, Mess, Canteen, Provision Store, Wi-Fi & Internet Facility, CCTV Network, Emergency Transport Services, Housekeeping, Laundry Services, Water & Electricity Supply and Maintenance).
- Train, guide and administer performance all officers, executives and staff associated with all services/departments directly or indirectly related to the working of hostels.
- Provide support to administration of PCE & PIET in executing extension of academic works.

- Keep close contact with parents and ensure a ragging free environment in the hostel.
- Interacting with students & motivating them, handling their grievances and ensuring their participation in building a brand image of their hostel.

Director (Corporate Relations), Poornima Group
- To plan and execute assignments related to Poornima Group for industrial training, placements and in-house summer training.
- Register the students for CRT and finalize the executive structure of PEEM/CRT in consent with Institution Heads and Office of Chairman, Poornima Group.
- Coordinate with Outside Agency and Institution Heads for effective conduction of CRT classes and online tests.
- Publish and analyze the result of online tests conducted under CRT and devise mechanisms for improvement.
- Identify relevant industries and establish first contact with their HR Officers.
- Follow-up and develop long lasting relationships with industries through meetings, visits and direct/indirect student's interactions.
- Maintain relation with Principal/ Director and other Officers as well as TPOs of other institutions of relevance.
- Invite industries to conduct placement drives and selection interviews for training opportunities.
- Carry out any other relevant activity as assigned by the Mission Coordinator.

Director (Finance), Poornima Group
- To plan, execute and improve working at institutional and group level in areas of (a) finance (b) purchases (c) audit & accounts (e) fee collection (d) budgeting at institution and group level etc.

Chief Proctor & Proctor
- To manage the proctor office, and perform all duties assigned from time to time.
- To frame and ensure implementation of a group academic calendar.
- To organize meetings and give directions as per group policies.
- To deal with matters of indiscipline ragging etc. in campuses, hostels, transport & other places.
- To redress students' grievances as per Poornima norms.
- To coordinate with all HoDs/ Proctors/ Dy. HoDs for maintenance of proper attendance and discipline for smooth campus working.
- To maintain proactive vigilance in the best interest of the organization.
- To work for raising the motivational level of students keeping in mind (a) their intelligence (b) background i.e. rural / urban / hosteller /day scholar etc.
- To arrange and coordinate student volunteers for college functions.
- To keep record of potent trouble shooters and adopt corrective measures.
- To keep records of various activities and take appropriate decisions for effective execution.
- To keep record of various valuations and dept. effective methods for exertion.
- To control all entry and exit points including deployment of staff and maintenance of registers.
- The proctors will design proper display arrangements for all types of information for students and faculty members in consultation with Campus Director and will communicate the same to Director (Infrastructure) for execution.

Registrar
- To maintain general administration, establishment, accounts, fees collection and purchase related activities.
- To upgrade and utilize inset related services throughout the college.
- To prepare documentation and apply for approvals to various government bodies and attend to inspections by AICTE, University, State Government and others.
- To organize and implement all works related to students including complete documentation and filling.
- To execute all essential activities directly/indirectly related to the overall functioning of the institution as per direction of the Principal/ Director.

Department Training and Placement Coordinator
- Responsible for executing all Poornima Group activities assigned by the Director (Corporate Relations), Poornima Group to this cadre.
- Keep close contact with Director (Corporate Relations), Poornima Group and department for execution of Training & Placement activities/drives.

- Maintain data of students and supply the same to the Director (Corporate Relations), Poornima Group as per requirement.
- Carryout/execute drives for placement and training for respective institutions or jointly for Poornima Group.
- Motivate students through interactions at various levels

Head - Examinations & Secrecy
- To plan and execute all internal/external/practical/other examination activities considering effective use of human and infrastructure resources.
- To exchange information to other departments/coordinators for proper implementation.
- To prepare records and details for submission of bills to universities and make arrangements to receive payment and distribute the same as per norms.
- To prepare an annual/ semester report for all examination activities conducted for submission to the Principal/ Director.
- To plan activities related to attendance of students and faculty/staff and marks of the students as per norms of Poornima Group.
- To send documented information to parents of the students. Proctor in Chief, heads of depts., hostel wardens, department Coordinators and other agencies including university at all important stages of semester.
- To analyze marks Scored by students subject wise, faculty wise, class wise, minimum, maximum, average and discuss with the Principal/ Director and other authorities for improvement.
- To send marks to University, as per procedure: i) Term assessment marks ii.) Practical iii.) Sessional work iv.) Project v.) Seminar vi.) Training vii.) Discipline.
- To carry out all works related to secrecy like sending list external examiners, for project, viva voce, internal examiners as per university requirement
- To maintain records of all internal examination answer books and lab records as per university norms.
- To get internal answer books examined through central evaluation for all internal examinations and send marks/reports to the secrecy cell.

Chief Warden
- To plan and execute the working of the respective hostel.
- To arrange and fulfill the academic needs of hostellers.
- To take feedback from hostellers and find remedy to their problems.
- To supervise upkeep of respective hostels as per policies of the college.
- To work for raising motivational level of students in accordance with their back-ground
- To plan & execute hostel activities and arrange student coordinators and volunteers for the same.

Hostel Warden
- To improve academics of hostellers by checking their study timings, checking class notes & helping students in studies.
- To identify top ranking students and extend them all help for brand making.
- To keep track of students with attendance < 75% & push them to improve.
- To attend to emergencies promptly and inform higher authorities promptly.
- To cross check rooms during odd hours periodically and maintain a diary for a visit report.
- To manage the information system for necessary corrective action by higher authorities.

Estate In charge
- To maintain all fittings, repairs replacements and ensure immediate basis monitoring.
- To daily check all vital points like water, electric fittings, window panes, etc. and ensure their maintenance.
- To visit each campus for monitoring and record keeping.
- To ensure cleanliness of the campus.

Media Coordinator/ Public Relation Officer
- To collect Information for the Poornima Group website from various sources and update the website as and when required.
- To be in touch with all concerned for media friendly activities/news.
- To call Press/ TV personnel for coverage of important college functions.
- To arrange publishing of placement news/student activities of public relation value in leading newspapers.

Transport Officer
- To maintain records related to transport users.
- To maintain timings of buses and other college vehicles.
- To maintain discipline among transport users.
- To decide routes, their effectiveness and planning for ad hoc timely arrangements.
- To update route maps periodically – Arrival Departure time of intermediate locations.
- To monitor running cost of each bus – diesel consumption, repair and maintenance.
- To check general upkeep of buses and other vehicles.
- To check complaints and grievances of transport users and take steps for correction.
- To monitor transport fee status.
- To conduct training of drivers and other related staff for optimum output.
- To maintain documents related to efficiency of human resources and fuel.

Sports Officer/ Sports Coach
- To prepare a calendar for sports activities during the session.
- To motivate students to participate in games and other sports related activities.
- To organize matches among institutions and classes and upkeep all sports related facilities including grounds, equipment's and gymnasiums.
- To recommend and follow up participation of students in external tournaments and competitions.

Mess Manager/ Mess In-charge
- To be responsible for overall charge of all mess and canteen facilities in all Poornima hostels/ campuses.
- To extend mess/ canteen facilities for all academic / non-academic activities in all campuses of Poornima Group as per requirement.
- To innovate, carry out satisfaction surveys and make arrangements for improvement in quality of eatables.

B. Academic Officers

Academic Deans/ Associate Deans/ Head of Departments (HoDs)
- Plan academic, extra and co-curricular activities and assign responsibilities for effective execution;
- Ensure that theory classes / practical / tutorials/ studios are conducted as per time table and maintain attendance discipline and punctuality in the department.
- Improve quality of academics at Concept Level & adhering outcome based education as teaching pedagogy, Case study & application based teaching learning processes;
- Encourage use of E-Learning & modern day IT tools to reinforce classroom teaching;
- Recommend leave of faculty members after alternate arrangement have been made;
- Achieve paperless administration by end of 2020;
- Conduct regular faculty interaction / department meeting as per procedure;
- Ensure syllabus coverage as per deployment plans and allocate extra classes to needy faculty members;
- Ensure proper functioning of labs & studios as per manuals/ standards and lab/ studio plans;
- Maintain department files and records;
- Make efforts for brand making of students and survivals efforts for marginal students;
- Closely monitor thesis/ dissertation/ projects, NSP, special lectures, external lecture, Viva, juries, open book tests, library related activities, online assessments, training & placement activities, Alumni memberships, industrial/ educational tours, department day etc.;
- Ensure proper participation in documentation of Annual Magazine & release of newsletters as per Poornima policies;
- Promote Research and Publication among the department;
- List dept. faculty as Google Scholar & publishing papers in reputed journals of India & Abroad;
- Publish at least 1 paper per year in SCI / Scopus indexed journal;
- File patents & also encourage faculty members of department to file patents;
- Encourage department faculty & staff to undertake at least one Swayam/ NPTEL certification course per year;
- Interact with tutors for cluster formation of students as per their performing skills like dramatists, Poets, singers, instrumentals, artists etc. and maintain their sets;
- Keep record of attendance defaulters & arrange their counseling at HOD/ Principal level for improvement. Monitor & report their improvement;

- Keep record of potential indiscipline/ trouble maker & be proactive for smooth running of department free from their ill influence;
- Participate in the administration, planning and development activities at the Institute level;
- Bring in projects and consulting assignments to the institute.
- Collaborate with industry and other academic institutions.
- Setup laboratories/ centers of excellence in partnership with various industries, develop new curriculum or upgrade the existing one.
- Guide department faculty for the improvement of their teaching and research ability.
- Provide structured mentoring of faculty members as well as meritorious and weak students.
- Arrange expert industry lectures specifically on current topics which are not covered in syllabus.
- Organize programs for masses and classes i.e. awareness & basic knowledge programs for the whole class and specific programs of in depth knowledge and skills for brilliant students.
- Work closely with the students & facilitate proper functioning of different clubs in dept. / institution.
- Continuously work towards getting relevant higher academic qualification(s).
- Participate in academic conferences, seminars & workshops outside Poornima.
- Attend educational programs outside Poornima.
- Get involved in the activities of professional organizations.
- Taking ownership & resolving student grievances with utmost dedication & sincerity.
- Play the role of a friend, philosopher, and guide for students of the department.
- Follow the norms laid down by the management of Poornima from time to time (also available in academic manual)

Deputy Head of Department (Dy. HoD), Academics
- To carry out current academic responsibilities of HOD in his absence.
- To maintain documentation of activities and maintenance of labs.
- To assist HOD for excellent department academic output.
- To organize activities, seminars, workshops, and ensure active participation of the students.
- To interact with students for summer training placement, industrial visit and give feedback to TPO for further action.
- Prepare an employability improvement plan of students of A, B and C, categories under guidance of HOD.
- To promote Research and Publication among the department.
- Prepare student classification on their academic background (Hindi Medium or English Medium School) and Marks.
-

Deputy Head of Department (Dy. HoD), Administration
- To carry out current administrative responsibilities of HOD in his absence.
- To work for raising the motivational level of students keeping in mind (a) their intelligence (b) background i.e. rural / urban / hosteller /day scholar etc.
- To keep records of various activities and take appropriate decisions for effective execution.
- Prepare students classification matrix for each student's name in vertical column & following classification in horizontal row: **1.**State **2.**Language (Hindi or English or Others) **3.**Hosteller or Day scholar **4.**Own Transport or Public transport or College Transport **5.**Family background (Service or Business or Agriculture or Others).
- Interact with tutors for cluster formation of students as per their performing skills like dramatists, Poets, singers, instrumentals, artists etc. and maintain their sets.
- Keep record to attendance defaulters & arrange their counseling at HOD/ Principal level for improvement. Monitor & report their improvement.
- Keep record of potential indiscipline/ trouble maker & be proactive for smooth running of the department free from their ill influence.
- Ensure that all students become members of Alumni Societies.
- Plan & conduct these activities as per academics calendar. i) Kalanidhi / Galaxy Participation. ii) Dept. days, iii) Industrial visits, iv) Magazine – Articles from students / faculty, v) Dept. Newsletter.

Academic Staff: Duties & Responsibilities
Every faculty member has a set of academic and non-academic responsibilities. All the classroom responsibilities are compiled under the academic responsibilities while other responsibilities which include self-development activities as well, are listed under nonacademic responsibilities. The roles and responsibilities of faculty members asper their cadre are as follows:

Senior Faculty Members (Professor / Associate Professor)

In addition to the below mentioned responsibilities of an Assistant Professor, the Professor / Associate Professor have the following additional roles and responsibilities:

- To participate in the administration, planning and development activities at the department level as well as at the Institute level.
- To inculcate the culture of research & development. To participate & guide in research work.
- To bring in projects and consulting assignments to the institute. To collaborate with industry and other academic institutions.
- To set up laboratories, develop new curriculum or upgrade the existing one.
- To guide Assistant Professors for the improvement of their teaching and research ability.
- Active promotion of use of the Internet and Library by students and Faculty members.
- Structured mentoring of junior faculty members and meritorious/ weak students.
- Preparing PPTs & Conduct special Lectures specifically on relevant current topics which are not covered in RTU syllabus.
- Programs for masses and classes i.e. awareness & basic knowledge programs for the whole class and specific programs of in depth knowledge and skills for brilliant students.
- Promotion of Research innovations and publications.
- Selective Involvement of NPTEL and other video lectures in teaching learning process on difficult topics, including improvement of note taking by students.
- Ensuring effective and efficient use of lecture note books with proper note taking by students including filling of all the entries provided in the lecture note book, Zero lecture, Objective & outcome and summarization because all these processes are there for equipping student's mind leading to formation of good habits for success in their life and career.
- Effective use of Case studies in teaching learning process.
- Promotion of review writing of selected books/ research papers to improve use of libraries and resources.
- PowerPoint presentations and if possible mobile phones are to be involved in teaching the learning process.

Assistant Professor

The academic roles and responsibilities of faculty members in the grade of Assistant Professor are:

(i) Academic Roles and Responsibilities of:

Classroom

- To develop the course syllabus, prepare the lecture plans and to communicate it to the students.
- To develop the course material and to ensure its timely distribution among the students.
- To teach by employing useful methods and approaches that facilitate students" learning and to complete the Program syllabus on time.
- To foster classroom discipline.
- To provide leadership for continuous development through self-learning and encourage the optimum utility of libraries.
- Encouragement of students to actively participate in curricular and extracurricular activities that contribute to their learning and development.

Tutorial

- To coordinate with other faculty members in preparation of tutorial assignments and tutorial work.
- To motivate the students through various activities to utilize the tutorial facility.
- Assisting the students in completing the assignments.
- To identify the learning difficulties of students and help them to overcome the same.
- To help the students in solving problems hindering the completion of assignments and ensure the completion of assignments on time by all students.
- To participate in compilation of question banks with solutions.

Laboratory/ Studio/ Practical

- To participate with other faculty and staff to select and set up laboratory/ studio experiments/ exercise, To prepare the instructional manuals, and to recommend the laboratory facility planning, supplies and equipment.

- To monitor the proper functioning of equipment and to ensure the availability of consumables for the experiments/ exercise.
- To instruct, assist and guide the students in performing the experiments/ exercise and encourage the students to interact for any kind of difficulty or confusion.
- To conduct Viva-voce sessions/ juries of the students and to maintain record of students' grades and post-tests records of students.

Project/ Dissertation/ Thesis
- To help select a project/ dissertation/ thesis and to serve as an instructor, guiding the identification, design, and completion of appropriate research work.
- To guide the students to get access to the required resources and to maintain the students' progress report.
- To provide the students with timely feedback and extend support in each phase of project completion.

Examination
- To set up the question papers for internal examination.
    - The question papers are to be prepared in a format prescribed by the University.
    - Only one question paper is to be prepared for each subject irrespective of the number of teachers involved in teaching the subject. So, the question paper is to be finalized after proper discussion among the faculty members.
    - To evaluate the internal examination answers sheets and to submit the marks of the same.
    - An answer script has to be prepared in a justified manner by taking some main features of key words into consideration, by virtue of which marks can be awarded impartially to all the students.
    - The concerned faculty is to receive the answer sheets from the examination section for evaluation after the immediate completion of the examination.
    - The faculty has to show the answer sheets to the students for further clarification and take their signatures at the top of the answer sheet.
    - The final marks of each class test have to be displayed on the notice board before submitting them in the examination section.
    - The faculty members have to submit the final marks in the prescribed format (available in the examination section) within the stipulated time as declared by the examination section in the detail program during each class test.
- The faculty members are also required to attend to the invigilation duties and abide by the guidelines to the invigilators in the examination/student manual.

(ii) Non-Academic Roles and Responsibilities:
The non-academic roles and responsibilities of faculty members of the grade Asst. Professor are:

Training & Placement Office
- To work closely and regularly with students to identify interests, skills, needs, employment barriers and available resources and to respond to all student questions and requests regarding placement support.
- To prepare brochures and invite/ follow up prospective companies to participate in placement drives.
- To organize and conduct industrial visits for placement.
- To register students for the job with prescribed qualifications.
- To ensure, in coordination with staff members, that various facilities required on the date of interview are arranged, and to ensure that the selected students receive the appointment letters.
- To provide in house training(s) to the students for placement preparedness, and strive hard to achieve the maximum possible placements for the students.
- To notify regarding various competitive examinations.
- To participate in industrial consultancy.

Club and Cultural Activities
- To organize, participate and encourage participation of students in the following activities:
    - Seminars and conferences
    - Annual fests and functions
    - Sports and games
    - Academic extracurricular activities

- To work closely with the students & facilitate proper functioning of different clubs as faculty coordinator.
- To continuously work towards getting relevant higher academic qualification(s).
- To continuously get engaged in personal research, publication of research papers and books.
- To participate in academic conferences, seminars & workshops.
- To attend educational programs.
- To get involved in the activities of professional organizations.

Tutor/ Dy. Tutor
- To play the role of a friend, philosopher, and guide for a group of students under his/ her tutorship.
- Tutors Helps the students in registration, online exams and difficulties regarding PEEM and other placement activities and ensures their attendance for the same.

FACULTY AND STAFF

At Poornima Group, its faculty members, whose dedicated focus is on teaching- learning process and inspiring the students, shape the academic facet of the institution. Devoted faculty members are instrumental for imparting world-class education. Poornima Group's balanced commitment to scholarship, teaching, and research attracts some of the finest scholars of the state. With a faculty: student ratio of 1:20 and supportive hand of committed staff that strongly believes in quality education, our esteemed, innovative, and caring faculty members guide our students to become change agents of the future. Faculty members are passionate and curious individuals who continue their own research while teaching at Poornima. They come from across the country bringing with them a diverse wealth of knowledge.

The faculty at Poornima believes in GURU-SHISHYA heritage of Indian Tradition. This allows for a closer student-professor relationship and contributes to the sense of community on campus. Professors also make themselves available to students outside of the classroom, even beyond office hours, such as meeting in the staffrooms / cafeteria or before or after class or at hostels. The faculty at Poornima makes a point of connecting with their students to create a fulfilling academic experience.

Today the total number of faculty at Poornima is over 500, spread across management, technology, architecture, commerce and science. Over the years our faculty members have contributed to research and published and presented papers in both national and international conferences.

The faculty members at various institutions of Poornima are assets that enhance the credibility of the organization and facilitate recognition through exclusive academic delivery.

Faculty is the realm of any educational organization. This teaching and guiding factor acts as a backbone of any learning & career development. The faculties are periodically trained in house & out house to pinpoint focus to our curriculum's requirements. Just as students prepare intensely for every class, Poornima faculty spends a great deal of time preparing for each class as well, alone and in teaching teams.

Good staff is one of our greatest assets
In today's fast paced world an organization wants to be on the leading edge. This can be attained only with a powerful task force, who can perform like work horses, giving quality results in the specified time frame. Our strong management team recognizes individual efforts and contributions that help to maintain our forward momentum in the marketplace. Our entire staff is carefully selected, & passes under a strict training routine periodically to perform like a professional.

HOSTELS

Poornima Group hostels namely Gayatri Girls Hostel (PCE), Aravali Boys Hostel (PGI), Gurushikhar Boys Hostel (PIET), Gargi Girls Hostel (PU) and Himalaya Boys Hostel (PU) are homes to students with residential capacity of3000 students including 1100 girls and 1900 boys separately. We have a hostel built up of more than a million square feet where students feel at home and safe during any time of the day with utmost safety and security 24/7. All the hostels are constructed keeping in mind the student's comfort and requirements having all basic facilities to give them good living conditions that are important for their growth.

Basic Facilities

We have different types of rooms to choose from which one may opt to share with the faculty/ staff of the same field or different field. The rooms are reasonably big and airy with windows for good natural light. They are semi-furnished having attached lat baths with complete fittings to ensure a pleasant stay allowing them to concentrate on studies. Since you will choose nothing less than best therefore, we provide a good, safe and secure home for oneself.

Dining Facilities

Mess facility is an integral part of the campus that provides nutritious homely food to all hostellers, day scholars, faculty & staff members and visitors. It provides 4 meals a day – quality food is prepared under strict hygienic conditions. The food is served in the dining area keeping all the sensitivities in consideration.

- The hostel mess of PCE, PIET and PGI serves Vegetarian Food and PU mess serves Vegetarian and Non-Vegetarian Food and operates in self-service mode.
- The menu of the items is designed considering the requirements of the students and nutrition is added to make it healthy and complete.
- We offer morning tea with regular breakfast, lunch, evening snacks and tea, dinner and milk to all hostellers.

Mess caters to the tastes of the students of different regions and students with varied food preferences. However, there are certain guidelines that are to be followed while planning the meals. Mess menu is planned and managed by the management in consultation with the students.

The hostel is equipped with a canteen offering a variety of snacks available at reasonable prices in a very clean environment for the students.

Recreational facilities & Sports complex

Keeping in view the mental & physical growth of the students, the hostel provides an open ground for outdoor team games & athletics. A natural lawn has been laid to relax and to play games. Multi facility gym for every hostel campus has been provided which is fully equipped to keep the students fit and healthy. Indoor games like TT, Chess, Carrom Board, and Squash have also been provided.

Health Care

The hostel provides healthcare facilities in addition to the facilities available to the residents. It has a first aid facility and in case of any hospitalization, requisite arrangements are made with the hospital nearby. Mahatma Gandhi hospital is at walking distance from the hostels. Comprehensive information is provided on various diseases and health related issues like AIDS, cancer, smoking, alcoholism immunization and blood donation camps through mass release of pamphlets and posters.

The Management of Poornima Group in consultation with Hosteller students have decided to implement following measures to control wastage of water and electricity:

Water, Electricity & General Code of Conduct
- The quantity of water for each hosteller is calculated @ 200 liters per student.
- The regular water supply hours will be from 5:30 AM to 8:30 AM and from 2:30/3:30 PM to 10:00 PM on all days except that on Sundays and college holidays.
- On Sundays and college holidays the regular water supply will be made from 5:30 AM till the consumption of designated quantity water.
- In any case 24 hours water supply will be made available through one point at each floor of each hostel.
- The repairing of leaking taps will be made on priority basis and the complaint made in the designated complaint register will be attended within six hours.
- All hostellers are requested to close the taps properly and make extra efforts to stop wastage of water. However, students having toilets attached to their rooms will be penalized for each incident of wastage of water.

- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine INR 500 for each incident of wastage of water jointly to all inmates of respective rooms.
- Use of Iron, Heater, Immersion Rod and other electrical equipment consuming more than 60 watts of electricity is prohibited in hostels. However, use of laptops, printers, music systems, I-pods and other electronic devices is permitted.
- Each incident of unauthorized use of Iron, immersion rod and other electrical equipment will attract a penalty of INR 500 apart from the seizure of the equipment.
- Each incident of running electrical consumption in an unoccupied room will also attract a penalty of INR 500.
- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine INR 500 for each incident of wastage of electricity jointly to all inmates of respective rooms.
- Covering of small openings in the Hostel Room doors by any means a fine of INR 300 will be charged for each incident.

NO. OF ROOMS AVAILABLE IN HOSTELS						
S.N	Name of Hostel	1 BHK Flats	2 BHK Flats	2 Seater Rooms	3 Seater Rooms	**Total**
						Rooms
1	Gurushikhar-1 (PIET)	32	0	0	0	**32**
2	Gurushikhar-2 (PIET)	0	0	48	0	**48**
3	Gurushikhar-3 (PIET)	0	0	75	0	**75**
4	Gurushikhar-4 (PIET)	0	0	75	0	**75**
5	Gurushikhar-5 (PIET)	0	0	75	0	**75**
6	Gurushikhar-6 (PIET)	0	0	75	0	**75**
7	Gurushikhar-7 (PIET)	0	0	75	0	**75**
8	Gurushikhar-8 (PIET)	8	16	12	0	**36**
9	Aravali-1 (PGI)	0	0	54	0	**54**
10	Aravali-2 (PGI)	0	0	75	0	**75**
11	Aravali-3 (PGI)	0	0	75	0	**75**
12	Gayatri-1 (PCE)	0	0	62	0	**62**
13	Gayatri-2 (PCE)	0	0	4	45	**49**
14	Gayatri-3 (PCE)	0	0	0	70	**70**
15	Gayatri-4 (PCE)	0	0	55	0	**55**
16	Gayatri-5 (PCE)	0	4	65	0	**69**
17	Gayatri-6 (PCE)	0	4	66	NIL	**70**
18	Himalaya -1 (PU)	0	0	176	8	**184**
19	Himalaya -2 (PU)	0	0	178	8	**186**
20	Gargi (PU)	1	4	174	8	**187**
	TOTAL	**41**	**28**	**1419**	**139**	**1627**

POORNIMA GROUP - PLACEMENT TARGETS FOR PASSING OUT BATCH 2025

Program Name	PCE	PIET	PU	Total
B.Tech-(Civil)	54	-	22	76
B.Tech-(CS) (All Specializations)	414	312	231	957
B.Tech-(ECE)	22	-	-	22
B.Tech-(Electrical)	27	-	2	29
B.Tech-(IT)	65	-	-	65
B.Tech-(ME)	22	-	10	32
M.Tech	-	-	49	49
Engineering	**604**	**312**	**314**	**1230**
BCA	-	-	543	543
B.Arch	-	-	28	28
B.Com	-	-	33	33
BA	-	-	51	51
BBA	-	-	403	403
B.Des-(FTD)	-	-	10	10
B.Des-(ID)	-	-	22	22
B.Sc-(Animation and VFX)	-	-	24	24
B.Sc-(Environmental Science)	-	-	4	4
B.Sc-(Gaming)	-	-	13	13
B.Sc-(H&HA)	-	-	44	44
B.Sc-(Physics)	-	-	11	11
B.Sc-(Public Health)	-	-	3	3
BVA-(APPLIED ARTS)	-	-	5	5
BVA-(PAINTING)	-	-	5	5
M.Des	-	-	11	11
M.Plan	-	-	18	18
MBA	-	-	207	207
MCA	-	-	150	150
MHA	-	-	4	4
MPH	-	-	13	13
MYS&TM	-	-	16	16
Non-Engineering	**0**	**0**	**1618**	**1618**
Total	**604**	**312**	**1932**	**2848**

INITIATIVES & INNOVATIONS

WISE: stands for Women in Science and Engineering that formally aims to strengthen the technological scenario in which women are going to play a key role. As women are the foundation of every society they need strength & a strong identity to build a strong society for which WISE was established. Various social programs like visits to hospitals, slum houses, and orphanages, etc are organized at regular intervals under WISE. It also aims at increasing the number of girls studying Science, Engineering and technical subjects, developing their technical & entrepreneurial skills to help them progress in related careers. Training initiatives, projects, visiting various institutions & workshops are also organized to enhance their knowledge so that they can have various opportunitiesto excel in their fields.

TUTOR SYSTEM: It creates learning and assessment opportunities in which a tutor performs the combined role of a friend, philosopher, and guide for a group of students under his or her tutorship. The responsibility of a tutor includes helping, guiding, admonishing as well as caressing for a student in studies, a person whom you can confide your problem of any type. He is a guide, a teacher, mentor, second parent, an authority and a friend. Here a student can share their problems related to study, other faculties and management to get it solved and also anyone can sharetheir non-academic talents with others. This system plays a vital role for students struggling to get academic helpfrom others to excel.

OPEN BOOK TEST: OBT was launched in the year 2009 with a vision of promoting and fulfilling the technical and non-technical needs of students to manifest their innate potential. It is ideally suited to teaching programs of Poornima that especially aim at developing the skills of critical and creative thinking. Open Book Tests have a tremendous impact on promoting the right mental sets in both learning and teaching. The effect of the Open BookTest, at Poornima, restores the true meaning of the word education for both teachers and students.

INDUSTRIAL VISITS: It is considered one of the most tactical methods of teaching which provides students an opportunity to learn practically through interaction, working methods and employment practices. Industrial visit is considered as a part of a college curriculum and different industrial visits, seminars workshops etc. are organized to give the students practical hands –on experience regarding the internal working environment of a company and its know-how as well as useful information related to the practical aspects of the educational course which cannot be visualized in lectures.

SELF HELP GROUPS: It focuses entirely on learning teaching strategies through education, practice, feedback, and coaching including analysis, modeling, demonstration and discussion etc. Self-Help Groups give members an opportunity to discuss their experiences, share their thoughts & ideas to give support, hope, and educate others. Its main objective is to involve higher performance students for improving question answering skills of weaker studentsand make the group a high achievers group. Dean-I Year and HOD's-Higher Classes are responsible to implementthis procedure with the tutor as facilitator of the group & coordinators of the group help members so that quality of tutorials, assignments, lab records, results & attendance improves.

They form self-help groups for each tutorial batch in a class. 6 self-help groups are formed in one tutorial batch, each group gets a separate tutorial sheet consisting of 4/5 students.
- Teacher checks the copy of the coordinator 100% and guides them as required so that he/she can help other students.
- In lab classes, the coordinator or its nominee checks the accuracy of calculations and lab records of the group number & helps him. If required, he can consult the teacher or lab technician.
- If required, the group members can stay over on Tuesday. Thursday & Saturday after college hours up to 4:10 PM and mutually help.
- Tutor of the class shall be the facilitator of the groups formed for the batches and shall pass on the relevant information as desired by Dean/HOD to the groups.

RESEARCH & DEVELOPMENT LAB: It's a part of academics where all facilities are provided with updated technologies and equipment. The significance of R&D can be highlighted as:
- To promote research and development activities in the institution.
- To equip the student and the faculty members with the latest advancement in the technological areas.
- To provide engineering consultancy and research in innovative areas.
- To enhance the engineering education with research orientation fulfilling the technical needs of industries.

In Poornima University, a Centre for Research, Instrumentation and Development lab (CRID) has been established with the vision of facilitating high end research and development activities at PU. Similarly, AICTE-IDEA lab at PIET and a Centre of Excellence at PCE is established with the same intent.

SPECIAL CLASSES FOR SKILL DEVELOPMENT: Special Training classes are organized for the final year students so that they can excel in the upcoming Placement drives. These classes are meant for:-
- Guidance to Students for Increasing Placement Chances.
- Experience Sharing by Selected Students (Alumni and others)
- Discussion on Exam Pattern and Previous Year Placement

SURVEY CAMP: Survey Camp is conducted successfully for students at regular intervals, as a compulsory part of the Curriculum. Such camps are aimed to groom the engineering students with essential knowledge and exposure to the real field work, thereby encouraging leadership and teamwork skills among them. This Survey Camp results in encouraging and supporting students, emerging as a leader in several areas of academics. The Students are divided into groups of 10 -11 students each and are monitored and mentored by the faculty coordinator. These camps are organized in 2-3 phases to learn & monitor each aspect of the surveying.

AADHAR: The idea of Aadhar was conceived with the aim to provide technically inclined youth with an innovative platform where the talent and expertise would be recognized and duly rewarded. This is a technical competition and project exhibition of Poornima Group where the best projects are showcased by students of 1st Year within their campuses and the outstanding projects are awarded with prizes by the senior dignitaries of Poornima Group. The technical festival "Aadhar " is formally inaugurated and it continues for one whole day for other students to view and learn from the projects.

AAROHAN: It's a techno-cultural-sports fest which is conducted every year as a platform for every Poornima'ite to showcase their exuberance and talent. Last year's theme of AAROHAN POORNIMA 2022 was an inter college event. It is divided into four categories namely club, sports, technical and cultural and a number of events are organized under these four categories:

- Sport Events- Tennis, Chess, Carom, Basketball, Tug-of-War, Volleyball, Athletics-100M, etc.
- Cultural Events-Group Dance (Folk/Western), Solo Classical, Mime.
- Club Events-Sur-Sangram, Roadies, Heena-creation, Act-it-out, Treasure-hunt, Extempore, etc.
- Technical Events-IQ-meter, Object-Project, Paper-Presentation, Documentary Competition, etc.

PBIC, PIIC & PU-INCENT: was established with the objective of creating, fostering and promoting the spirit of entrepreneurship amongst the youth of the nation. The E- Cell organizes a plethora of events under its aegis. It allows participation not only from the students of Poornima Group but also from colleges all across the country. It aimed at promoting an environment favorable for entrepreneurial thinking and action through the organization of a variety of entrepreneurship-oriented events such as games, idea generations, business plan contests, case studies, business quizzes and so forth. The long term objectives are aimed at assisting students who aspire to start their own ventures. To achieve the objective it has an association with **NEN** (A national level leader in Entrepreneurship Development).

KALANIDHI: It's the Annual prize distribution ceremony celebrated on 2nd October every year to felicitate & give prizes to various class toppers, branch toppers and subject toppers who excel in the field of academics and non –academics. The students are awarded with gold, silver and bronze medals respectively and a certificate of appreciation is also given to them. Parents of the awardees are also invited for the ceremony as it is a precious and memorable moment for every student. The prize distribution ceremony includes all kinds of awards like best student, best hosteller, best attendance, best project, best seminar etc. Students wait for this event eagerly & are always excited to receive appreciation and cash awards from the college authorities.

COMPUTER LITERACY PROGRAM: A club named Techno freaks has been established which provides IT classes to equip young children with fundamental IT skills for their studies & research work. In the IT age, every field of study calls for various degrees of computer knowledge such as writing, presentation, design, calculation, simulation, analysis and so on. Children from slum areas like Ramchandrapura and the children who work in

college mess come to attend these classes every Tuesday, Thursday and Saturday for an hour after college timings. It's great to see those kids getting so indulged in learning and enjoying themselves.

INDUCTION & ORIENTATION PROGRAM, PEHLA KADAM: An Orientation program "Pehla Kadam" is organized for the new comer students to make them adapt with the culture of Poornima. It is formally inaugurated by Poornima Group dignitaries with speeches on issues like "Making of Engineer" and "Growth Story of Poornima". Special lectures and classes are also organized to give complete information required to the students in context with academics and non-academics. The program included the following activities:

- General Facilities
- Special Activities
- Events in college
- Interaction with Seniors
- Information of Online Exam
- HOD interaction
- Talk on Career Making
- Administrative System

- Importance of Lecture, Tutorial and Practical
- Career guidance of Specific Branch
- Importance of Tutor System
- Culture Ethics and Discipline
- Information about PAA

- Branch Specific lecture was delivered by HOD of respective branches
- Human Values
- Motivational sessions
- Creative arts
- Visit to Jaipur city
- Ethics

SOCIAL VISITS: at Poornima learning continues beyond the classroom walls. Here students are made socially responsible towards society. Whether it's planting trees, helping the poor, donating or raising funds for flood victims, blood donation, visiting orphanages, old age homes to help the needy & isolated people, etc. such activities are organized at regular intervals because changing the world is in our culture.

POORNIMA INFORMATICS CENTRE: The main aim to form this center is to streamline Intra-college Communication and share it with the outside world. PIC ensures that relevant & latest information about all happenings of Poornima Group is updated on website and social media pages at regular intervals. The information relating to the following attributes are regularly communicated and updated on the Poornima Group website.

- Announcement of an Activity participated by delegates outside Poornima Group
- Conference/Seminar/Workshop etc.
- Special Lecture & Activity of eminence
- Placement Activity/Drive
- Students Participation outside Poornima in academics, co & extracurricular pursuits
- University Results
- Industrial Tours & Trainings
- Faculty Training Program

- Grant/Funds from AICTE/DST
- Presentation of paper in Conferences
- Authoring books by faculty
- Acquiring M.Tech. /Ph.D. Degree by Faculty
- New / Annual Affiliation / Approval
- Functions / Celebrations
- Department Day Coverage
- News and Publicity article

It is the central point of contact for all kinds of information, manages all e-communication, sharing/publicizing info within the organization and writing/editing reports for internal & external communication. All the appropriate and concise information with contact details is sent to pic@poornima.org / pic@poornima.edu.in where it is administered as per Poornima norms and is updated if approved.

POORNIMA ALUMNI SOCIETIES (PAS): Poornima Alumni Societies were established in the year 2020 with the objective to bring together all alumni as a family. While we started with just 140 students and now have about 10000 students wandering in our premises each year, reputation continues to be the clear reason students enroll, candidates get recruited and scholars attend our research & development programs. Every alumnus today represents Poornima's past and is the foundation of our future. Poornima's core values and its purpose as an organization of excellence are most clearly defined by achievements and contributions of alumni to their organizations and societies.

The world has changed. And once again, Poornima has responded by listening to the industries that hire the talent Poornima develops, and delivers the change they need. We strongly believe in our core philosophy of fulfilling your dreams. Alumni can help most by talking about Poornima, mentoring students, accepting opportunities to attend class, recruiting Poornima's students, participating in alumni events and sharing your views and expertise.

Alumni have always played a major role in enlightening and strengthening Poornima by their victories. They have been our supporters and have served the alma mater being benevolent to it. Alumnus are the real ambassadors who have tied juniors with their support and guidance. It is through them that we are known in the world around us. The Alumni Societies have always manifested in joining the weak bonds together and creating them afresh and new through the means of the alumni section. Societies have also maintained a regular contact between the alumni and the alma mater which has resulted in a well-developed, versatile engineering graduates and alumni which outshine the rest in their fields.

We are building Poornima's future on a history characterized by vision, passion and courage but more importantly - on a hope that we can make a difference.

FACULTY FELICITATION PROGRAM: It's been a tradition of Poornima Group to appreciate the utmost efforts of its hard-working faculty members and technical staff members for giving the supreme results. A faculty facilitation program, therefore, is conducted on Teachers' Day and faculty members & staff members are awarded under various criteria.

The scheme was introduced to appreciate efforts made by the department and individuals for the betterment of academic performance standards and to encourage them to contribute in a positive and competitive environment. The reputed faculty members of Poornima Group, Jaipur leaves profound influence by their expertise at the major national & international conferences, seminars and refresher courses and help shaping the future trends in technical education. The mission of the Faculty at Poornima Group is to create highly competent engineers and to provide quality professionals and community services. The faculty has a deep sense of belonging to the institution and is devoted to maximizing the opportunities available to students across the campus and beyond the campus.

TEACHER'S DAY CELEBRATION: Poornima Group celebrates Teacher's Day every year to pay a tribute to the contribution made by the teachers to the students. Marking respect & admiration the students organize surprise games & small activities to make them feel special. The bubbly decorations and spontaneous creations enlighten the mood of the event.

UNIFORM: Uniformity of clothing is believed to be leading to uniform behavior & uniform behavior is supposed to lead to conformity of thought". In a college there are students from different regions of India but are united in the same place, for the same purpose. So, dressing in uniform shows ethics & keeps students far away from comparison. As we all are in a professional course during our graduation, our uniform gives a sensation of professional behavior, respect & it also develops the identity of a group. The final excuse for having a uniform is that it gives students a sense of pride in their institute & we also know very well that clothing is a powerful form of non-verbal communication, conveying socio-economic status, occupational role & even the authority & power vested in that role.

PARENTS TEACHER INTERACTION (PTM) was organized for the 1st time in February 2015 and plans to continue conducting such meetings every year. The purpose of this meet was to inform the parents about the activities being run by the Department and Institution to ensure good quality education and overall improvement of their ward, also parents were informed about the performance of their ward and about the activities being run to ensure 'Placement' of their ward.

POORNIMA STUDENT WORK ABROAD PROGRAM (POORNIMA SWAP): AIESEC Jaipur (AJ), an entity of AIESEC India & Poornima Group an entity of Shanti Education Society mutually agreed to enter into an agreement with the purpose of promoting student exchange. Categories of outgoing internship are:

Outgoing Global Volunteer (OGV) program is the internship hosted by an AIESEC entity of any country but not India, under a project or a non-AIESEC Organization e.g. NGO, organizations or schools. With oGV, AIESEC offers young people the opportunity to participate in international internships, experience leadership and partake in a global learning environment, thus creating the international platform for every young member of India to develop their potential. The duration of this internship is 6 to 12 Weeks.

Outgoing Global Talent (OGT) is an opportunity for a native of India to develop leadership qualities ofself-awareness, solution orientation, empowering others and world citizenship while living a cross-cultural professional experience. In an outgoing Global Talent program, a young person works abroad to advance their goals. The duration of this internship is 12 to 72 Weeks.

Outgoing Global Entrepreneur (OGE) is an opportunity for a young Indian person to develop leadership qualities of self-awareness, solution orientation, empowering others and world citizenship while living a cross-cultural entrepreneurial experience. In an Outgoing Global Entrepreneur, a young Indian person works abroad with entrepreneurs in a startup, accelerator or incubator to advance their goals and grow. The duration of this internship is 6 to 12 Weeks.

STUDENTS' COUNCIL: Poornima Group has always tried to instill the values of self-motivation, self-confidence and sensibility within all its students. With similar intention, Poornima Group feels proud to introduce the concept of Students' Council from session 2017-18 onward. Poornima Group envisages achieving the goal of student empowerment, development of leadership skills and community feeling through the Students' Council. The Students' council will consist of Chair, Co-Chairs, Captains & Vice Captains representing various clubs of the respective institutions. The Chair, Co-Chairs will be selected by the committee composed of the Chief Proctor, Chief Warden and Faculty Advisor and Captains & Vice Captains will be selected by the Chair, Co-Chairs under the guidance ofFaculty advisor . The council members will work together as a team to become equal partners in the decision-making process, help manage various activities, events and maintain discipline. Through their work as Chair, Co-Chairs, Captains & Vice Captains they will learn the valuable lesson that with authority comes responsibilities and its associated challenges.

The Students' Council is one of the unique initiatives of Poornima Group towards the goal of creating conscientious and responsible global citizens.

Objectives:
- To cultivate and rejuvenate hobbies and interests of students;
- To act as a platform to showcase hobbies, interests and talents of students;
- To learn and nurture managerial and leadership skills;
- To organize inter & intra university activities, programs and competitions;
- To act as a medium for Interschool interaction.

Students' Council have 1 Chair, 2 Co-Chair and clubs under them.

POORNIMA PAATHSHALA: Poornima Paathshala aims to establish an educated society by providing quality education to the young ones regardless of their social and economic status. It ensures overall development of the child to make him self-reliant and a responsible member of the society.

Poornima Paathshala is an initiative by Poornima Group to bring smiles on millions of faces that are eager to step forward into the world of competition and aspire to become a successful person. This campaign has been initiated to educate the underprivileged children and bring the light of knowledge in their darkness of poverty. Poornima Paathshala believes that poverty, illiteracy and child labor are part of a triangular paradigm, forming a vicious circle, where each is a cause and consequence of the other. Education is the key to the prevention of child labor, child trafficking and all manifestations of violations of child rights. Quality and meaningful education is the prerequisite forall child rights. Education also consists of a form of learning that is necessary for the development of one's personality and identity, as well as his physical Tand intellectual capabilities. Education permits, notably, the transmission of common principles to new generations, and the conservation and perpetuation of social values. It offers underprivileged adults and children a chance to escape from poverty. It is thus an essential tool for the economic, social and cultural development of all populations around the world.

Poornima Paathshala shall operate from Poornima Informatics Centre with its student ambassador to be known as SAARTHI (one from each) representing PCE, PIET, PU, Gayatri, Gurushikhar, Aravali, Himalaya, Gargi Hostels & Alumnus.

POORNIMA – IDEA LAB: AICTE has launched a scheme for establishing IDEA lab with a huge funding of Rs. 50 Lakh, across India. More than 200 Institutions applied for the same. Poornima Institute of Engineering & Technology is proud to receive this grant on 14th June 2021. PIET has been selected amongst 49 proud Institutions across India and only one institution across Rajasthan to establish AICTE- Sponsored IDEA Lab for training & development of students and society on latest technologies with hands on learning,

This lab will be a Industry 4.0 Hi-tech lab facility available 24x7 in the campus, more students and faculty will be encouraged to take up creative work and, in the process, get training on creative thinking, problem solving, collaboration etc. which conventional labs are not focusing on, in the domains of Robotics, 3D Printing, IoT, GIS & Bio-Manufacturing!!

Objective of Poornima-Idea Lab:
The objective of Idea Lab is to make engineering graduates more imaginative and creative in critical thinking, problem solving, design thinking, collaboration, communication, lifelong learning etc.

Total cost of Project (Sanction Letter Attached):
1. Contribution from AICTE: 50.39 L
2. Contribution from Industry & Institution: 58.27L
3. Additional Expenses 6.12 L

Major conditions:
1. 3000 Sq Ft space Required (2000 Sqft for Lab & 1000 Sqft for Activities)
2. Separate bank account to be opened and maintained for the duration of 5 years
3. 80% fund will be transferred in advance subject to equal contribution made by the Institution into the same account
4. Code of Conduct of AICTE-IDEA Lab to be adhered
5. We can use AICTE-IDEA logo till PIET has its EoA with AICTE
6. Regular Monitoring by "National Strategic Goal" Team
7. Fortnightly report to be sent to AICTE & all details to be uploaded on portal (https://idealnet.aicte-india.org/)

Benefits of Idea Lab to Institute
1. IDEA Lab can empower the students and faculty to "engage, explore, experience, express and excel", addressing the need of new age learning.
2. IDEA Lab would serve as an infrastructure for faculty to take up and promote multidisciplinary education and research.
3. Faculty would be encouraged to get trained in these Labs and strive for creating projects/ internships in their own subjects/ disciplines and mentor the students.
4. Institute can generate funds from this lab by inviting nearby industries to use tools/ equipment/ machines/ facilities of the idea lab.
5. Industry persons can also train our students by including them in product designing – thus our students can get exposure of working on live projects as well as they can use this in their profile.
6. Under the umbrella of IDEA lab we can get Industry based projects and get faculty as well as students technically sound.
7. It will also enhance placement numbers as we will have more skills and contacts with industry
8. This lab will also start in house summer internships for our students as well as students of other colleges.

9. We will also invite School Teachers/12th pass students/ITI students to train them in skill programs that will pass mouth publicity in the market that will help in admission in future.
10. This lab can be established as Industry lab in Poornima like in MNIT which can be used by anyone 24*7.
11. Using this lab we may provide skills to Faculty, Students, Industry people under one roof by conducting FDP/ Boot camp/ Skill Program/ Workshop/ awareness Program.

Benefits of Idea Lab to Faculty:
1. Faculty of Poornima can empower themselves by working in this lab- They can explore themselves in different area like
   - Bio-Manufacturing
   - 3D Printing
   - Remote Sensing
   - IoT
   - Robotics
   - Sensor Technology
   - Solar Energy

2. Faculty members of all three campuses (PCE/PIET/PU) may work together on the same platform to build industry ready products.
3. This lab can give benefits as in designing consultancy projects by using facilities and equipment of this lab.
4. IDEA Lab would serve as an infrastructure for faculty to take up and promote multidisciplinary education and research.

Benefits of Idea Lab to Students:
1. Students of all three campuses will be able to use the idea lab beyond college hours to design their college projects.
2. With these facilities available 24x7 in the campus, more students will be encouraged to take up creative work.
3. Students can focus on new emerging areas of skill development and may use this lab in project development.

Utilization of the Lab:
1. This lab will be, by the students and for the students
2. 24X7 Lab for all students to work, learn and practice
3. Lab with the product development approach (even small Objects)
4. Lab with learning of students, faculty members and industrial training
5. Target to publish research at national and international level
6. Target to develop product for current need of country as well as need of local
7. Patented product approach
8. Convert Students to Entrepreneur through this lab

RTU Recognized Centre of Excellence in AI and Big Data: Poornima College of Engineering is Recognized as Center of Excellence in Artificial Intelligence and Data Science by Rajasthan Technical University Kota Rajasthan.

Well Furnished Resources:

Collaborations:	Laboratories:
• Microsoft • SAP University Alliance • IBM	• AI Lab • Big Data Lab • IoT Lab • Work Space with all facilities

Objectives:
1. To impart knowledge about AI & Big Data to the students and the faculty from the institutions across Rajasthan.
2. To make the resources available to advanced learners and researchers for developing solutions to any societal, industrial and environmental applications using AI & Big Data.
3. To create a project based learning environment in and around the institute across the state of Rajasthan.
4. To continually upgrade and update the resources as per advancements in AI & Big Data.

Training resources are as under:
1. Overview of SAP's vision of the Intelligent Enterprise
2. Basic concepts of an ERP solution based on S/4HANA system
3. SAP Fiori User Interface to interact with the S/4HANA system
4. Case studies provided to understand various business processes.
5. Business simulation games for SAP S/4 HANA

6. Help improve knowledge of business processes
7. Dynamic environment where it accelerates time, simulates interactions with business partners, & automates administrative tasks execution to understand how ERP systems are effective at managing business processes.

Microsoft Resources:	SAP Resources:
● Virtual Machines, Azure Tools and Services	● Overview of SAP's vision of the Intelligent Enterprise
● 5TB Blob Storage, Azure Credits for Azure services, AI/ML/DL Tools access	● Basic concepts of an ERP solution based on S/4HANA system
● High End Virtual Machines and Azure Credits with latest Data Science, AI and Deep Learning Tools	● SAP Fiori User Interface to interact with the S/4HANA system
● Learning of multiple aspects and languages like: Big Data, Chatbots, Enterprise Integration, Python, Databricks, Power BI, Power Apps	● Case studies provided to understand various business processes.
● 5TB Blob Storage	● Business simulation games for SAP S/4 HANA
● Microsoft Azure Certifications by faculty and students	● Help improve knowledge of business processes
● App Service Plan	● Dynamic environment where it accelerates time, simulates interactions with business partners, & automates administrative tasks execution to understand how ERP systems are effective at managing business processes.
● Application Insight	
● SQL Database	
● Azure Data Factory	
● SQL Server	
● Azure Database for MySQL	
● Web App Bot	
● App Service	
● Azure Synapse	

INDUSTRY INSTITUTE INTERACTION (i3)

Better interaction between technical institutions and industry is the need of the hour. With the advent of globalization and opening up of the Indian economy to the outside world, competition among industries has become stiff. There is an urgent need to prepare engineering students for jobs in multinational companies, by exposing them to newer technologies and engineering methodologies. These objectives can only be achieved well by bridging the gap between industry and the academic institute.

Hence the management of Poornima has decided to keep the academic engagement of students restricted to 5 days per week and 36-48 hours per semester exclusive for industry institute interaction in workshop mode (module based training). The objective is to engage all students (from 1st to 4th year) in a manner that the all-round development is ensured and they are able to compete not just nationally but also globally.

INITIATIVES DURING COVID-19

Updates
Corona Cannot Stop Learning, The Show Must Go On. In light of this emergency situation, there are only two industries that are currently operational, first is healthcare and second is education. Educational institutes around the globe are shifting their operations to online learning. Almost all the persons including students, teachers, and technical assistants are currently engaged in this lock down period which is an achievement by itself. Many universities and groups are promoting e-learning among students by conducting online classes through various digital classroom platforms.

Poornima Operations
The Poornima Group continues to operate during the COVID-19 pandemic to deliver world-class teaching and research with global benefits, from cutting edge trials to new modes of teaching and assessment. Our members of the Poornima Family are the heart of these efforts.

Poornima Updates
Poornima Group is committed to providing news and resources for students, faculty and staff throughout the evolving COVID-19 crisis. Each campus under the guidance of their respective leadership is offering a variety of virtual and online lectures, webinars, workshops, Faculty Development Programs and other programming.

Campus events, travels, and visitors are canceled, with the exception to certain academic programming.
Gathering of more than 10 people is prohibited.
In light of hosting external visitors, faculty & staff members are encouraged to hold virtual meetings or events.
Campus buildings are closed from May 15, 2020 until further notice.

All faculty/ staff members who are resuming their duties on their respective campus must give this undertaking to the HR Office of Poornima Group. Form is attached here with: Campus Resuming Consent Form for faculty and staff members.

Quarantine Center
The hostel rooms of the students were converted into quarantine rooms in a span of hardly 04 days and were handed over to the JDA (Jaipur Development Authority) officials. The quarantine rooms with proper electricity and water facilities were handed over to the JDA after proper checking and monitoring of each room (tube-light and fan in working mode) and water facilities on each floor. A total of 15 to 16 policemen were deployed on campus for security reasons. The food services to all the quarantine people was provided by the state government.

COVID-19 and Poornima Admissions Information
The Poornima Admission team worked round the clock, responding to all admission enquiry through call, whatsapp and emails.

POORNIMA GROUP - ACADEMIC CALENDAR
https://bit.ly/PGC_Academic_Calendar

POORNIMA UNIVERSITY - ACADEMIC CALENDAR
https://bit.ly/Academic_Calendar-PU

CHAPTER – 2

ACADEMIC & ADMINISTRATIVE POLICIES RELEVANT FOR STUDENTS

ACADEMIC & ACTIVITY AWARDS FOR STUDENTS

Awards to be distributed on annual day 'Kalanidhi'

Following awards are distributed every year on 2nd October during Kalanidhi – The annual prize distribution ceremony of Poornima College & Poornima Institute. The students are awarded on the basis of academic and overall performance during an academic year.

1. Poornima Ratna

A. **Shanti Devi Memorial Award: E-Learning gadget based on the results of 1st Semester RTU Examination –** This award is given to one student every year who secures A+ or above grade in each theory subject in 1st Semester. The award is given in the form of an E-Learning gadget.
   Terms & Conditions:
   a) The list of successful students securing 80% or A+ Grade & above marks will be announced after declaration of university results of 1st Semester. Any change thereafter in the result by the university will have no effect on the list of successful candidates.
   b) Only one student will be eligible for one E-Learning gadget.
   c) Up till 4 years of studies, the student will use the gadget in college and it will continue to be on lease to the student until the student passes out. Thereafter it will be transferred permanently on record to concerned students.
   d) In all matters, the decision by the management of Poornima Group will be treated as final and binding.

B. **Influencer of the year Award - Current Student Category:**
Introduced from session 2021 onwards, this award will be awarded to a current student of Poornima Group in recognition of exceptional performance of highest order in any field of human endeavor and thus influences the life of many Poornimaites. The awardee will receive a medal and a scroll of honor.

C. **Basant Kanwar Seth Memorial Award (sponsored by Dr. S. M. Seth, Chairman (Emeritus), Poornima Group):**
Cash Award of INR 3500 to one girl overall topper of B.Tech. First year at PCE.
Cash Award of INR 3500 to one girl overall topper of B.Tech. First year at PIET.

D. **Stellar Student Award:**
Introduced from 2019, this award is given to one student of final year from PCE and PIET respectively for being the brand ambassador of Poornima through the activities done at beyond college/ university level. The awardee (one from PCE & PIET each) will receive a cash award of INR 2100 and a certificate.

E. **Anushree Gopalia Memorial Award:** Late Smt. Anushree Gopalia was a student of batch 2003-07 of Poornima College of Engineering who lost her life in a road accident. In her memory, a fund was created by her batchmates and the institution. Interest gained on this fund is utilized to sponsor this award every year. The award is: Cash Award of INR 5100 to the Best girl of B.Tech. Final year at Poornima College of Engineering scoring highest on the parameters of academics, attendance, discipline, involvement in curricular, co-curricular and extra-curricular activities, initiatives and innovations done for the benefit of institution, society & nation at large.

2. Academic Awards:
Important Considerations:
1. No student will be given more than one academic award even if he/she is eligible for more than one award.
2. In case of a student being eligible for more than one award, the award of higher value and importance would be given to that student and another award would be given to the next performer. However, his/her name willbe mentioned in the award ceremony as the best performer of that category for which award is being givento the second performer.
3. Point no. 1 and 2 are applicable for individual category awards and not for group/ team awards.
4. For deciding all RTU results based awards, results after revaluations will be considered provided the said results are declared before the finalization of the list of awards.
5. From session 2021-22, the department day awards are being merged with Kalanidhi awards. Hence, there will be no award ceremony on department day.

1. **Arun Chandra Singhi Memorial Award: Will be awarded to the students (one boy and one girl from each college) scoring highest on the parameters of academics, significant representation of the institutes elsewhere, attendance, discipline, leadership quality and innovations done for the benefit of all students.**

- Cash Award of INR 7500 To the Best Boy of the final year from PCE & PIET
- Cash Award of INR 7500 To the Best Girl of the final year from PIET & PIET

2. **Gold Medal with 5100 Cash & Certificate:**

- One boy and one girl topper of B.Tech. First year PCE.
- One boy and one girl topper of B.Tech. First year PIET.
- One topper of B.Tech. II, III & Final year each of PCE.
- One topper of B.Tech. II, III & Final year each of PIET.

3. **Silver Medal with 2100 Cash & Certificate:**

- Toppers of each section of B.Tech. First Year at PCE.
- Toppers of each section of B.Tech. II, III & Final Year at PCE.
- Toppers of each section of B.Tech. First Year at PIET.
- Toppers of each section of B.Tech. II, III & Final Year at PIET.

4. **Outstanding Contribution Award of 2100 Cash & Certificate: Will be awarded to the students scoring highest from each year (except final year) on the parameters of academics, significant representation of the institutes elsewhere, attendance, discipline, leadership quality and innovations done for the benefit of all students.**

- One boy & one girl of B.Tech. Final Year at PCE.
- One boy & one girl of B.Tech. Third Year at PCE.
- One boy & one girl of B.Tech. Second Year at PCE.
- One boy & one girl of B.Tech. Final Year at PIET.
- One boy & one girl of B.Tech. Third Year at PIET.
- One boy & one girl of B.Tech. Second Year at PIET.

5. **Final Year Projects with a Cash Award of 5100 & Certificate:**

- One project securing maximum marks in every department of PCE and PIET.

6. **Non-Final Year Projects with a Cash Award of 2100 & Certificate:**

- One project per year securing maximum marks in every department of PCE and PIET.

7. **Coder of the year Award of 2100 & Certificate**

- One student per year has the highest rank at hackerrank.com in PCE and PIET.

8. **Best Sports person Award of 2100 & Certificate: Awarded to the students for their outstanding performance in sports at district / state / national level. The certificates of their achievements should be of the duration of their study in Poornima Institution. Awards may not be given in a specific year when these criteria are not fulfilled.**

- Two boys & two girls of PCE.
- Two boys & two girls from PIET.

9. **Best Cultural Award of 2100 & Certificate: Awarded to the students for their outstanding performance in cultural activities / events at district / state / national level. The certificates of their achievements should be of the duration of their study in Poornima Institution. Awards may not be given in a specific year when these criteria are not fulfilled.**

- Two boys & two girls of PCE.
- Two boys & two girls from PIET.

10. **Best Attendance Award of 1100 & Certificate**

- Highest attendance holder from each year of PCE.
- Highest attendance holder from each year of PIET.

11. **Hostel Awards: Awarded from the students residing in hostels for their exemplary performance in academics, mentoring junior and fellow students, participating and maintaining a consistent record in hostel activities and exhibiting highest level of discipline and leadership among all the hostellers.**

- Cash Award of 3100 each & Certificate to outstanding hosteller (1 boy & 1 girl) from PCE
- Cash Award of 3100 each & Certificate to outstanding hosteller (1 boy & 1 girl) from PIET

NOTE:
1. The students of PGI in CS, Civil and ME branch and the students of PIET studying in EE and Civil branch will be considered merged with the section, department and campus they are studying in.
2. Section everywhere above means a unit of 60 students.
3. For all awards (group level, institute level and department level), the candidature of students who have left their studies will not be considered.
4. There must not be any instance of any type of involvement of any awardees in indiscipline activity,

3. Alumni Awards
Award: Poornima Distinguished Alumnus Award (1 Nos)
Eligibility: Any alumni who has been the alumni of Poornima Group, Jaipur for more than 5 years are eligible
To be given in recognition of the recipients' outstanding professional contributions. The awardees must be noted for their (a) dissemination or creation of knowledge, (b) enrichment of people's lives, (c) distribution or creation of wealth, or (d) promotion or establishment of high ethical standards in private or public life, as well as upon their integrity and stature, thereby making their alma mater proud.

Award: Iconic Poornimaite of the Year (1 Nos)
Eligibility: Alumni nominated by Management of Poornima Group, Jaipur
To be given by public choice via an online voting process.

Influencer of the year Award - Alumni Category:
Introduced from session 2021 onwards, this award will be awarded to any alumni of Poornima Group in recognition of exceptional performance of highest order in any field of human endeavor and thus influences the life of many Poornimaites. The awardee will receive a medal and a scroll of honor.

NOTE:
In all matters, the decision by the management of Poornima Group will be treated as final and binding.

SCHOLARSHIP FOR CULTIVATING ONLINE PURSUIT OF EDUCATION (SCOPE)

The primary aim of this scholarship program is to inspire students to take up Massive Open Online Courses (MOOCs) developed by the most proficient educators in the country, enabling them to enhance their knowledge alongside other learners from the nation. However, it is essential to note that only MOOCs from SWAYAM and NPTEL will be eligible for selection under this scheme.

Background:
SWAYAM, a program initiated by the Government of India, is an innovative initiative aimed at realizing the three pivotal principles of Education Policy, namely, accessibility, equality, and quality. The central objective of this endeavor is to provide the best teaching and learning resources to all, especially those who have been historically marginalized. SWAYAM endeavors to bridge the digital divide for students who have been left out of the digital revolution and have not been able to participate fully in the knowledge economy. All the courses are meticulously designed and developed by the most accomplished educators in the country and are available free of cost to any interested learner. However, learners seeking a SWAYAM certificate are required to register for the final proctored exams, which come at a nominal fee, and attend them in-person at designated centers on specified dates.

NPTEL (National Programme on Technology Enhanced Learning) is a remarkable joint venture of the Indian Institutes of Technology (IITs) and the Indian Institute of Science (IISc), initiated with the noble aim of providing quality education to every nook and corner of the country. The primary objective of NPTEL is to enable students to obtain certificates for the courses they complete, which will in turn make them more employable in the industry or better suited for a higher education programme. These courses are typically offered through an online portal, and range from 4 to 12 weeks in duration, covering topics relevant to students in all years of higher education. The courses also include basic core courses in sciences and humanities, providing students with exposure to relevant tools and technologies.

Scholarship Scheme:
Upon successful completion of a MOOC in the first attempt, a student will be eligible for reimbursement of the exam registration fee. To avail of this benefit, the student must submit the relevant documents such as the fee receipt, score-card, and certificate of the MOOC to the concerned department within the stipulated time after the declaration of results.

The maximum limit of the scholarship granted per examination is INR 1000. This initiative aims to encourage students to make the most of MOOCs and aid them in their pursuit of knowledge without any financial burden.

Terms & Conditions:
- This scholarship is available for students who complete MOOCs certification after April 1st, 2023.
- Only MOOCs available on SWAYAM and NPTEL platforms will be eligible for the scholarship.
- Students can choose any MOOC they want, in any language and at any time, as long as the course is relevant to their degree program. However, they must inform their Head of Department (HOD) before enrolling, as the credits earned will be transferred to their regular degree.
- The respective tutor of the course has the right to monitor the progress of the student and report to the HOD or Dean.
- The reimbursement of examination fee will be given for one MOOC per semester only.
- MOOCs are to be taken in self-study mode only. Attendance will not be taken for MOOC courses, and no examination will be conducted by the department or examination cell.
- SWAYAM will award a certificate to all students who pass the examination along with the credit earned. The center of examination for SWAYAM MOOCs will be decided by SWAYAM.
- The HOD/Dean will submit the list of registered students and their course names to the Examination Cell.
- No alterations or changes to the marks obtained by the students in any MOOC will be considered.
- The students are solely responsible for the registration for MOOCs, timely submission of assignments, and examinations.

GUIDELINES FOR DEPARTMENT PROJECT

Aim: To utilize the untapped talent & potentials of the students of Engineering Stream through implementation of short duration projects (Max one year) in priority areas. Under this program, financial support is provided to the student during the course of studies under the supervision of a guide teacher of the institution.

Duration of the Student Project: Up to One Semester

Extent of Financial Assistance: Max. INR 50000.00

Project Proposals: The proposals should be submitted in prescribed format through the Head of the Department to the Principal/ Director for transmission to the Director, Poornima Group for approval.

Submit proposal in: soft copy in CD & hard copy

FORMAT OF DEPARTMENT PROJECT PROGRAM

1) Title of the Project
2) Department
3) College
4) Discipline/Subject Area
5) Name & Class/Year of the Students
6) Address of the Students
   - Institutional & Correspondence Address withE-mail ID & Fax, Mobile No.
7) Name & Designation of the Supervisor/Guide
   - Institutional & Correspondence Address of Guide with Telephone No. E-mail ID & Fax, Mobile No.
8) Project Summary (Max. 150 words)
9) Technical details of the Projects
   a) Origin of the Proposal
   b) Definition of the problem
   c) Objectives
   d) Work Plan
   e) Methodology
   f) Organization of work element
   g) Time schedule
   h) Proposed outcome/ findings
10) Details of facilities available with the Institution

11) Budget Estimates (with details)
    a) Minor Equipment
    b) Consumable
    c) Report writing (INR 1000 max)
    d) Contingency & other costs (INR 2000 max)
12) Utilization of the outcome of project

13) Name & Signature of the Students
14) Signature of Guide of the Project
15) Signature of Head of Department
16) Remarks of Principal/ Director
17) Signature of Principal/ Director

DISCIPLINE POLICY & CODE OF CONDUCT FOR STUDENTS

Obligations of students: Students are expected to:
- Attend all classes regularly & on time. Attendance will be closed ten minutes after the start of class.
- Take their classes seriously and listen to the advice of tutors. Complete all coursework on time (assignments and homework) as required by tutors.
- Respect the diversity of the people within the college.
- Respect the property of the college, staff, other students and visitors.

Students must not:
- Create litter.
- Enter the college if he/she has been drinking or carrying alcohol, illegal drugs or weapons.
- Use offensive language or wear clothing with offensive slogans.
- Have a mobile phone switched on during lectures/labs/tutorials.

Misconduct
The following are examples of misconduct that may result in disciplinary action being taken:
- Any breach of any of the students' obligations set out above.
- Any failure to follow the reasonable instructions of a member of staff.
- Smoking in college premises
- Any cheating, plagiarism or copying of work of other students.
- Any unduly noisy or any unruly behavior or the use of foul or abusive language.
- Disrupting any class or other college activity, whether or not involving staff or students.
- Deliberately or by gross negligence causing damage to any college buildings, equipment, books or furnishings or any property of others.
- Any unauthorized interference with software or data belonging to, or used by, college.
- Any theft of property of any other dishonest acts.
- Any drunkenness on college premises or on any activity associated with the college, or the use, possession or supply of any illegal drug.
- Any bullying, intimidation, taunting, verbal abuse or the use of violence or threat of violence towards any person.
- Any behavior which is racially or sexually offensive, or which is offensive to those with learning and/or physical disabilities or impediments.
- Any behavior which could bring the college into disrepute.
- Any illegal act that may have an adverse effect on the functioning of college or on other students.

The following actions will be taken if a student's conduct is not found proper:
- **Official warning-** cases of petty misconduct may be treated informally by staff, but where the misconduct is repeated or is considered to warrant more formal treatment, staff may give an official warning to the student concerned
- **Disciplinary interview with Chief Proctor-** where the complaint is of a more serious nature or where similar conduct has been repeated after one or more official warnings. Any formal written warning will be issued within five days of the interview.
- **Disciplinary interview with board-** in cases where it is alleged that gross misconduct has occurred or where further misconduct is reported after a formal written warning has been given to a student, the student will be asked to appear for a disciplinary interview with a disciplinary board.
- **Suspension-** student may be suspended from college immediately by a chief proctor pending a disciplinary hearing where that member of staff has reason to believe that the student has committed an act of gross misconduct. Any such suspension will be confirmed in writing within 2 days of its occurrence and that student

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will be invited to a disciplinary interview with a board such interview should take place, where possible, within 10 days of the suspension.
- **Permanent expulsion -** student may be permanently expelled from college if student is involved in repeated misconduct and after all measures the student does not improve.

Attendance of Students
- Attendance will be taken at the beginning of each class. The faculty will mark "A" or 1, 2, 3, 4…in the attendance sheet. Putting a dot for absent students is not permitted. The attendance sheet will be completed in class itself.
- List of latecomers will be prepared, displayed and followed up by HOD.

Mass Bunking and Mobiles
- Situation will be considered as mass bunk if attendance of the class is less than 15% of total strength
- CD / HOD will issue a separate notice for award of negative attendance (Max – 3) to mark students' absence for each period of mass bunk. The actual attendance will be marked by faculty members as a routine exercise.
- Use of mobile phones in lecture, tutorial, and labs is permitted only with prior permission approved by respective HOD for students, staff, faculty and officers.
- Mobiles of defaulters may be retained by the Proctor (for students) and Principal/ Director (for Poornima Faculty & Staff) for one week.

POLICY FOR CHARGING HOSTEL FEES UNDER HOSTEL FEE RELAXATION SCHEME

Eligibility: Students of Final Year residing in Hostels and undergoing Semester Long Internships/ Placement assignments.

Objective: In light of semester long internships and placement assignments of pre-final & final year students residing in hostels, the management has decided to revise the existing policy under 'Hostel Fees Relaxation Scheme'. The students residing in Poornima hostels, duly selected through Training & Placement Office (TPO) and permitted by Institution/ Hostel authorities will be considered for 'Hostel Fees Relaxation' in their annual hostel fees. The relaxation will be applicable only to those hostellers who will have appropriate approvals in format 'S6 of Authorization Letter for Internship/ Placement Assignments'.

The students will be permitted for 'Hostel Fees Relaxation Scheme' subject to fulfillment of following conditions:
1. Students must be a regular student of PU/PCE/PIET and residing in Poornima hostels and are authorized by TPO, Institutional & Hostel authorities for semester long internships/ placement assignments.
2. In order to be eligible for hostel fees relaxation under this scheme these students will have to complete the internship/ placement assignment successfully. Those who leave the internship and placement assignments in between or are removed/ discontinued by the industry for any reason will not be allowed the hostel fees relaxation irrespective of their non-stay in the hostel during some part of Odd/ Even Semester. However, they will be allowed to continue their stay in the hostel in such a situation.
3. Under this scheme the student will be allowed to reside in the hostel till 31 December and hostel fees relaxation to the tune of 40% of annual hostel fees as per the category of accommodation and clear all the dues of hostel.
4. The student will have to vacate the hostel room as soon as he/she receives the NOC from the registrar office.

The process of application and fulfillment of norms under this scheme will be as follows:
1. Each student has to obtain an authorization letter for internship from the Institutional Head before applying to Chief Warden for vacating the hostel.
2. The student also must obtain an order of approval from the Chief Warden before vacating the hostel.
3. This facility is available only against semester long internships and no other reason for leaving the hostel in between the session will be entertained.
4. Administrative note of this effect will be prepared by the Training & Placement Office and will be approved by respective HoD, Registrar and Dean/ Institutional Head before issue of Authorization Letter.

5. The Chief Warden will issue appropriate approval for vacating the hostel only after administrative approval of Director Student Welfare, Poornima Group.
6. This arrangement comes into effect from the odd Semester of Session 2022-23. The Policy on the same matter issued on 05 December, 2015 and 13 December, 2017 for all students of PU, PCE, & PIET Hostellers going for Semester Long Internship/Placement assignments stands canceled with implementation of revised policy.

For any query or interpretation of above terms the decision of the Director (Student Welfare), Poornima Group will be final and binding.

RULES & REGULATIONS FOR HOSTELLERS

1. The student who wishes to reside in the hostel is not allowed to leave the hostel during the mid-session or at any point of time during the session, except in the case if he/she has been expelled from the hostel on account of disciplinary action/misconduct/short attendance etc.
2. Hostel fee is nonrefundable except caution money. In case the student has been expelled from the hostel on account of disciplinary action/ misconducts/short attendance etc. His/her hostel fee and hostel caution money will automatically be forfeited. No claim for any kind of refund will be entertained.
3. No hosteller will be permitted to continue to occupy a hostel room, unless he/she pays hostel dues within stipulated time. Any delay in payment of dues will attract fines as per rules.
4. Use of intoxicants (alcohols and drugs) and smoking is strictly prohibited by law.
5. Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/indirectly in disciplinary activities like theft case/ragging/ fighting/quarreling/use of abusive language/misbehave with fellow students, juniors/seniors within campus or with outsiders at public places and also with staff members, the disciplinary action shall be initiated against him/her as deemed necessary or may be handed over to police for legal proceedings according to nature of offense for which entire responsibility lies on the concerned hosteller.
6. To carry food or utensils from the mess in the hostel room is strictly prohibited. However, in case of infectious disease or severe sickness or orthopedic reasons, special permission may be obtained from the mess manager through Director (Student Welfare)/ chief warden/ warden in writing.
7. The hosteller is required to follow the mess timings & mess regulations meticulously.
8. No hosteller is allowed to use the stove, heater, iron, coolers, immersion rod etc. Unless specifically permitted by the competent authority.
9. The hosteller will ensure optimal utilization of electricity and water. Switch off the lights & fans when not in use. Wastage of water is strictly prohibited.
10. The hosteller will provide an authorization letter from his/her parents to nominate a local guardian containing his/her name, relationship, address and phone numbers.
11. Borrowing money from co-hostellers is strictly prohibited.
12. Any loss or damage to fixtures and fittings as well as to furniture will attract a penalty as per norms.
13. Organizing private parties/celebrations in college/hostel premises is strictly prohibited.
14. Keeping valuable things in the hostel room is strictly prohibited. However, under unavoidable circumstances, the hosteller himself/herself will ensure safeguarding of valuable things and other personal belongings from theft/loss/damage.
15. The hosteller is not allowed to keep and use two wheelers without prior permission in writing along with valid documentary proof from the competent authority.
16. The residential apartment of chief warden/warden and the faculty members is out of bound for all hostellers at all times. In case of any emergency, the student may contact the concerned chief warden/warden telephonically.
17. The hostellers are free to meet their concerned chief warden/warden in his/her office on any day between 5:00 pm to 6:00 pm regarding betterment of the educational environment in the hostel and studies, hostel facilities or redress grievances, if any.
18. Every hosteller is required to attend college regularly on time without fail. No hosteller will stay back in the hostel during college hours, unless specifically permitted by the competent authority. In case the attendance of the hosteller in the college is less than 75%, he/she will not continue to stay in the hostel.
19. Every hosteller is expected to take part in academics, non-academics and co-curricular activities conducted during the academic year in the college and hostel.
20. The hosteller is required strictly adherence to official timings for regular classes, mentor/extra-classes, official functions, silence hours, outing, games, sports & gymnasium, net lab, canteen, TV room etc.

21. The hosteller is expected to avail facilities provided for personality development and enhancement of professional skills & knowledge by the college management.
22. No hosteller will leave college or hostel campus, unless he/she obtains an out pass issued by concerned hostel chief warden/warden and duly recorded in movement register available at main/hostel gate.
23. The leave may be sanctioned to the hosteller with prior recommendation from the concerned mentor/tutor/chief proctor. The hosteller will ensure signature of his/her parents/guardian on leave pass while reporting back to hostel on completion of leave.
24. Entry of male student/outsiders in girls' hostel and female student/outsiders in boys' hostel is strictly prohibited. However, parents/local guardians may be permitted with prior permission from respective chief warden during visiting hours only.
25. No visitors/guests/parents are allowed in hostel rooms. However, the hosteller may be permitted to meet them with prior permission from the concerned hostel chief warden/warden at the hostel reception room between 3:30 pm to 7:30 pm only.
26. Lodging and boarding facility may be made available for parents on advance booking on payment of INR1000 per room per day by concerned hosteller for a day only. This facility is available for parents only.
27. The hosteller will mark his/her attendance in a register kept in the warden's office on a daily basis between 8:00pm to 9:00 pm.
28. The hosteller will maintain a proper discipline and congenial environment during all the activities which would be conducted during the session in the college as well as in hostel premises.
29. In case of any emergency, contact the Director (Student Welfare) on mobile no. 9829255103.

TRANSPORT RULES & REGULATIONS

1. Transport Fee will be paid as per circulars released by the Transport department from time to time.
2. Boarding in the bus will not be allowed without a valid transport card for the current session.
3. Pickup time from every point is fixed and the bus will not wait on any pickup point.
4. Pickup points and bus routes would be decided by the college management. Everyone is required to board the bus from designated points only.
5. Every student who is availing the transport facility is advised to travel only in prescribed buses for their routes. They are not allowed to switch over to another bus or other routes without prior permission in writing.
6. NO CLAIM FOR REFUND WILL BE ENTERTAINED. In case of place change to higher distance category, difference fee for Full session (if changed till Odd Sem.) and half session (if changed during Even Sem.) will be returned / charged.
7. In case a student who decides to discontinue transport facility during the mid-session would inform the competent authority in writing. In such cases, NO FEE will be refunded.
8. Bus facility is not available during Sunday / Holiday / Vacation.
9. The College management is not liable to provide alternative transport arrangement:
   (i) If a student is required to attend college during Sunday / Holiday / Vacation. Students will have to make his/her own arrangements to reach college.
   (ii) If a student misses the bus for any reason.
10. The college management is not responsible for theft / loss of property during traveling by bus.
11. In case of breakdown of the college bus, no charges towards alternative conveyance would be paid.
12. No one would be compensated for the distance covered by him/her for boarding the bus from the designated point.
13. Ragging is strictly prohibited by law. Any student who is traveling in the college bus found indulging himself / herself directly / indirectly in disciplinary activities like theft case/ragging/ fighting/quarreling/use of abusive language/misbehave with fellow students, juniors / seniors and also with Staff members, the disciplinary action shall be initiated against him / her as deemed necessary or may be handed over to police for legal proceedings according to nature of offense for which entire responsibility lies on the concerned student.
14. Everyone expected to maintain proper discipline during the journey. Any loss or damage to the college bus due to disciplinary activities by the student during the journey will attract a penalty as per rules.
15. The boarding is entirely at risk of the student availing transport facility. The college management does not own any type of responsibility towards compensation of any nature whatsoever.
16. In case of any emergency, contact Transport Incharge on Mobile No. 9829855509.

LIST OF VARIOUS FORMS AND FORMATS FOR STUDENTS
(Can be downloaded from www.poornima.org)

Form S1 – Student No Dues Form – COLLEGE
Form S2 – Student No Dues Form – HOSTEL/TRANSPORT
Form S3 – Application Form for Registration to II/III/IV Year & Undertaking Anti-Ragging
Form S4 – Student I-Card Format
Form S5 – Application Form for Refund of Access Fees
Form S6 – NOC Form for Internship/ Placement
Form S7A – Application Form for College Transportation
Form S7B – Rules for availing Coaching Shuttle for Hostlers
Form S8 – Undertaking For Industrial Visit
Form S10 – Hostellers Leave Application Form
Form S11 – Hostellers Out Pass
Form S12 – Application for Mentorship
Form S13 – Self Help Group Filled by Students
Form S15 – Application Form for Loan Matter
Form S16 – Poornima Student Work Abroad Programme
Form S17 – Application Form for Processing the DST Sponsored Student Project
Form S18 – Format & Guidelines for Students Participation in Activities Outside Poornima Group
Form S19 – Format for Requisition of Transfer/ Character Certificate
Form S20 – Format for Updation in marks
Form S21 – Information Collection Format for Completion of MOOCS
Form S22 - Student NEFT details of reimbursement
Form S23 - Format for Loan amount confirmation

CHAPTER – 3

ACADEMIC & ADMINISTRATIVE POLICIES RELEVANT FOR FACULTY & STAFF

PROCEDURE FOR APPOINTMENT & JOINING

Poornima is known for excellence in teaching & learning processes. Poornima not only employs a diversity of people like doctorates, post graduates and graduates but also helps in achieving and exploiting your immense potential and growth remarkably creating a better world for yourself. Poornima Group is an established and reputed organization in Rajasthan having excellent management culture with 100% job satisfaction and scope for career advancement.

For Applying at Poornima Group
- The applicant must apply through online process only by mailing their CV at director@poornima.org
- The application will be screened & shortlisted as per current vacancies & requirements.
- Shortlisted Candidates shall be informed by Email & Telephone and called for online Interview/ Discussion by the HR Department.
- The discussion/ Interview will consist of Technical Round & HR Round.
- One must bring all relevant documents in original as well as in photocopy during the joining process with us.

For any further clarification one may contact us at +91-88756-66627 from 10AM to 4PM from Monday - Saturday. Alternatively, one can also write to us at hr@poornima.edu.in and / or hr@poornima.org

HOURS OF WORK RULES

For all Poornima Faculty & Staff hours of work and leave rules are defined as follows:
Working Hours: Normal working hours of the institutes will be from 8.00AM to 3.00 PM for faculty and technical staff. Timings for administrative staff will also be the same or may be from 9 AM to 4 PM and 10 AM to 5 PM as per the requirement of the organization.

Duty Hours: Inclusive of lunch period of 30 Minutes, the duty hours for various categories are as under:

Teaching staff	: 7:00 hours
Technical staff	: 7:00 hours
Administrative staff	: 7:00 hours
Subordinate staff	: 10:00-12:00 hours

It is the management's prerogative to introduce extended hours of duty, shift system and seven days working module depending upon the requirement of the institutes and aspirations of the students and parents, etc. without affecting the total working hours of the Faculty & Staff, subject to statutory provisions.

All faculty members/technical staff administrative staff of the Poornima Group is required to work as per following table:

SN	Category	Working Days	Description of Leaves				
			Sundays	Permitted Leaves	Summer Leaves	College Holidays	Total Leaves
1	Faculty Members & Technical Staff	260	52	12	12	29	105
2	Officers, Administrative and Sub-ordinate Staff Members	270	52	12	2	29	90
3	Staff Members residing in campus free of cost and engaged in running campus facilities	305	60				60

All Sundays and holidays declared by the college authorities shall be observed as holidays except in case of officers and staff with 305 working days.

LEAVE RULES

It may be noted that LEAVE is not a matter of right and normally appropriate permission in writing needs to be sought prior to proceeding on leave. For all faculty/ staff members, leave must be approved by concerned recommending authority and sanctioning authority as per given table:

Designation	Recommending Authority	Sanctioning Authority
Director (Infrastructure) and Director General	Chairman, Poornima Group	Chairman, Poornima Group
Head of Institution, Principal, Director, Vice-Principal, Deans, Directors,Mess Manager, Transport Officer, Accounts Officer and other facility Management Officers	Director, Poornima Group	Director General
HoD's, Chief Proctor & Registrar	Head of Institution	Head of Institution
Dy. HODs,	HoD	Head of Institution
Faculty Members, Technical Staff	Dy. HoD	HoD
Administrative Staff	Reporting Officer	Reviewing Officer
Warden	Chief Warden	Registrar
Hostel staff / Campus staff	Chief Warden	Chief Proctor
Drivers	Transport Officer	Chief Proctor
Attendants/ Gardeners	Reporting Officer	Chief Proctor
Security Guard	Chief Warden	Chief Proctor

- Leave is earned by duty only. Leave cannot be claimed as a right.
- Discretion is reserved to authority empowered to grant the leave, refuse or revoke leave at any time accordingto the exigency of the service.
- Total 06 leaves are allowed in a semester out of which 5 are Planned Leaves and 01 is Telephonic Leave (TL).
- If someone takes more than one TL in a semester, it will be treated as ABSENT only.
- An employee (260 working days) can avail a maximum of 2 leaves in a month, which must be monitored by Recommending Authority/ Sanctioning Authority. For more than 2 leaves in a month approval from the Head of Institution is mandatory else it will be considered as ABSENT only.
- It is advisable that faculty/ staff members should take plan leaves on Saturday (if possible).
- All the faculty & staff are required to submit their leave application for approval on or before Saturday of theprevious week in which leave is to be taken.
- Half-day leave will not be permitted.
- Medical certificate doesn't confer the right to leave.
- All Sundays and holidays declared by the University/ college authorities shall be observed as holidays.
- If any employee remains absent from duty on any day without information/ permission of competent authority,he/ she would be marked as 'A'(ABSENT) and 1 day's leave & one day salary would be deducted from the casual leave account (total up to working days) for each such absence. A separate account shall be maintainedby the registrar & it will form an important part of the performance appraisal system.
- If any employee (faculty member/ technical staff/ administrative staff of the institution) is required to work on Sunday/ holidays as per the approval of sanctioning authority, he/ she would be allowed equivalent compensatory holidays either during the session or as a part of the summer vacation, as may be feasible.
- Willful absence from duty after the expiry of leave shall render the concerned employee liable to disciplinary action.
- In very special circumstances, when in the interest of the institution the leave/ holidays/ vacations due to an employee is not availed in a particular academic year; it may be permitted to be encashed at the discretion ofthe Authorities.
- The academic year for the purpose of these rules shall commence as specified for the concerned academic year by the institution keeping in view the dates of examination and dates of starting of the academic activitiesfor the next session.

HOURS OF WORK AND LEAVE RULES FOR VISITING FACULTY

Objective for appointing visiting faculty members: One of the key objectives of inviting visiting faculty members is to have a strong and robust collaboration between the education and industry. Poornima Group encourages quality involvement of persons working in industry, academicians, scholars, practitioners and policymakers in teaching, research & related services on a regular basis. Such involvement helps in bringing external perspective to regular teaching to make classes more interesting and to further enrich existing knowledge of faculty members.

Guidelines for appointing visiting faculty members:
- Visiting faculty members may be appointed by various departments in consultation with Director/ Principal of the institution
- The remuneration, working hours, load & time table of such faculty members needs to be approved by the office of Director (Admin & Finance) at-least one month before the beginning of new semester.
- The remuneration includes an hourly allowance against teaching & daily allowance against conveyance (if applicable) subject to TDS deduction.
- All the academic work i.e. preparation for lectures/ studio, teaching & guiding, assessment and evaluation is an overall responsibility of a visiting faculty and it should not be accounted for additional number of hours other than the teaching hours.
- Upon prior approval from the Director or Principal, if any additional responsibility is given to a visiting faculty by HoD for the development of the department, it will be accounted for an additional number of hours.
- Visiting faculty members must adhere to the time slot allotted to them by the department head. Any deviation needs prior approval of HOD and information to the Registrar by respective HOD via email before the end of calendar month.
- It will be compulsory for all visiting faculty members to get themselves registered under Face Recognition Attendance System (FRAS), failing which the monthly remuneration will not be credited by the Finance Department.
- The calculation of hourly remuneration will be strictly done on the basis of a finalized time-table. Visiting faculty members will get a relaxation of 15 minutes for maximum one out of three instances in a calendar month to come late or leave early. For every second & third default out of three instances, deduction in salary (to be calculated in multiple of 30 minutes) will be done by the Finance Department. In case of repetitive default, Poornima management will deal with the issue on a case to case basis.
- A relaxation of 5 min. will be given to all with respect to their time. No relaxation will be given with respect to the out time.
- The monthly statement of remuneration will be sent to all visiting faculty members by the Registrar via email.

Format for Attendance of Visiting Faculty Members, Month of_____ Year Of_____

S.N.	Emp ID	Name of Faculty	Date	Time		Hours	Actual Working Hours (Recommended by HOD)	Gross Hours	Remarks
				IN	OUT				
1	XXXX	XXXXXXXX	XXXX	XXXX	XXXX	XXXX	XXXX	x	
							XXXX		

HOLIDAYS FOR EVEN SEMESTER 2023-24

S.N.	Description	No. of Holiday
1	New Year	2
2	Makar Sankranti	1
3	Republic Day	2
4	Holi	3
5	Eid-ul-Fitr	2
6	Ambedkar Janyanti	1
7	Eid-ul-Adha	2

GUIDELINES OF ATTENDANCE AND CALCULATION OF SALARY

Due to introduction of TCS iON ERP and to minimize the manual intervention for computation of attendance and salaries the following guidelines will be applicable from July 1, 2023 for all regular, new joining, visiting faculty and daily wagers:

1. Old FRAS Machines has been scrapped & removed and attendance will be recorded and calculated only through new machines with effect from July 01, 2023.

2. The Shift time of 8 AM to 3 PM is actually 7:55 AM to 3 PM and similarly for other shifts. Relaxation of 5 minutes will be given to all during the punch. Anyone punching after 8 AM will automatically be given half day.

3. No relaxation will be given during out punch. It is expected that everyone will complete their minimum duty hours for example in the case of 8 AM to 3 PM shift, minimum duty hours = 7 Hours for full day and minimum 4 hours for half day. In case working is less than 4 hours or in case of a single punch, the machine will automatically mark the employee as absent.

4. For genuine reasons, one has to apply for OD i.e. On Duty. After the approval of the reporting & reviewing officer, the missing punch / half day / non-presence will automatically convert to present.

5. Every month, a report will be published for persons habitual of taking ODs and submit it to the head of institutions for counselling of such staff (wherever required). Persons taking too many ODs may also be asked to take a pay cut or discontinue from services (in extreme matters)

6. If any staff member is called on a Sunday or a holiday or a rest day, the shift timings and rules of calculation of attendance & salary will remain the same like a regular day. In all such cases the staff has to inform about his/ her presence to the reporting & reviewing officer via email and mark a copy to the registrar. The office of registrar will compile all the data and send it to Mithlesh ji on the last working day of the current month for further processing.

7. For any requests related to leave or OD, the request must be raised on TCS iON only but within 07 days from the date of occurrence. Reporting and reviewing officers must approve the request in stipulated time in the same month only. No correction/ editing will be permitted after the salary has been computed by TCS (generally within 02 working days of next month)

8. Staff will be allowed to work in the following shifts only:

Shift Start Time	Shift End Time	Remarks
08:00 AM	03:00 PM	Summer Shift for all staff except daily wagers
08:00 AM	04:00 PM	Summer Shift for daily wagers and housekeeping staff
08:30 AM	03:30 PM	Winter Shift for all staff except daily wagers
08:30 AM	04:30 PM	Winter Shift for daily wagers and housekeeping staff
09:00 AM	04:00 PM	A few exceptional cases only will be entertained on a case-to-case basis only.
10:00 AM	05:00 PM	
09:00 AM	02:30 PM	Only for drivers falling under 270 WD category
09:00 AM	07:00 PM	For all staff falling under 305 WD Category (Duty hours for 305 WD is of 12 hours, but punch time is of 10 hour duration.)
08:00 AM	12:00 Noon	A few exceptional cases only will be entertained on a case-to-case basis only. Pro-rata salary will be calculated in such scenario
11:00 AM	03:00 PM	

SUBSIDIZED ACCOMMODATION & FOOD FACILITY FOR FACULTY & STAFF MEMBERS

To encourage faculty & staff members to stay in Poornima hostels, the management is offering affordable accommodation to its faculty & staff members. The subsidized rates are as follows:

S. N.	Services	Category / Salary Range	Per Month Charges (in INR)
1	Fixed Common Maintenance	Gross Salary INR 0 to INR 25000	250
		Gross Salary INR 25001 to INR 50000	500
		Gross Salary more than INR 50000	750
2	Minimum Electricity Charges	Gross Salary INR 0 to INR 25000	250
		Gross Salary INR 25001 to INR 50000	500
		Gross Salary more than INR 50000	750
3	Accommodation Rental	Single occupancy room with common bathroom	1000
		Single occupancy room with attached bathroom	2000
		Double occupancy room with common bathroom	750 Per Person
		Double occupancy room with attached bathroom	1500 Per Person
		1 BHK family apartment	4000
		2 BHK family apartment	4000
4	Mess Charges Category	Fixed	2000
		Coupon	Coupon

Please Note
- Campus accommodation is not a matter of right but is a facility provided to faculty/staff at subsidized cost;
- Due to the limited availability of accommodation, It will be provided on first come first serve basis only;
- All **Grade 4** staff like Attendants, Drivers, Security Guard, Mess staff residing in Poornima Campuses and part of residential services are exempted to pay of the above charges.
- All staff other than Grade 4 who are part of residential services will be required to pay fixed maintenance charges and electricity charges (minimum or as per actual whichever is higher).
- All Faculty and staff other than above two categories will be required to pay the fixed common maintenance charges, electricity (minimum or as per actual whichever is applicable).
- The list of all such faculty and staff will be created and maintenance by the respective registrar with the help of Mr. Aswini Lata, Director (Student Welfare).

GUIDELINES FOR GUEST HOUSE ACCOMMODATION

Revised Rates of Guest House Accommodation				
Category	Single Occupancy in INR/ Night	Double Occupancy in INR/ Night	Single Occupancy in $/ Night	Double Occupancy in $/ Night
AC Guest House Room	1000	1500	$20	$25
Air Cooled Hostel Room	600	800	$10	$12
Non- Air-Cooled Hostel Room	400	500	$8	$10
NOTE: These rates are Inclusive of Accommodation & Meals				
Check In Time: 10.00 AM, Check Out Time: 8.00 AM				

POLICY FOR AWARD TO EMPLOYEE GETTING MARRIED

Any employee who has completed one year of service and is getting married for the first time is eligible to receive an award of INR 5100. He/ She needs to submit an application to the Registrar along with a copy of the Invitation Card of Marriage.

CANTEEN TIMINGS

Poornima Canteen will be open till late with effect from Sept 18, 2022. The revised timings are as follows:

Days	Working days	Holidays
Morning	08:00 AM to 03:30 PM	12:00 Noon to 01:00 PM
Evening	8:00 PM to 12:00 Midnight	8:00 PM to 12:00 PM

GROUP INSURANCE SCHEME FOR FACULTY & STAFF

Every Poornima Group staff/ faculty/ students that are on roll (regularly updated) and are in the age group of 18-65years are covered under Group Personal Accident Insurance Policy. Students are insured for 50000 against risk of Accidental Death and Dismemberment, Permanent Total Disability and Permanent Partial Disability. The Faculty/Staff is insured for 100000 against risk of Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability. The Faculty/Staff will also be eligible for claiming Accident Medical Expenses @1000 per week for a maximum period of 52 weeks. The claims will be entertained by TATA AIG. The management does not take responsibility for the tenability of any claim under the policy.

GUIDELINES FOR AVAILING TRANSPORT FACILITY BY FACULTY & STAFF

All Faculty & Staff of Poornima Group are provided with free transport facility for all corners of Jaipur. 14 dedicated buses are providing comfortable and time bound travel to more than 560 Faculty & Staff. Every user has to registerfor this facility by applying on prescribed format to the transport officer of Poornima Group along with prescribed annual fees of 100. Faculty & staff members can download form E8 from the staff login section of www.poornima.org & submit to the transport department for availing the facility.

TRAVEL RULES

Travel rules:
All Faculty & Staff of Poornima Group are broadly categorized in four categories for the purpose of reimbursement against travel for official purposes.

- **TA/DA:** Various expenses on undertaking journey will be reimbursed on the scales prescribed herein: The Faculty & Staff are divided into following four categories for traveling rules:

Category	Designation/ Posts
1	Management/ Head of Institution/ Director/ Principal/ Dean/ Associate Dean/ Professor/ Associate Professor/ Officers and/or gross salary INR 100000 / month and above (Travel by low cost airline under economy class)
2	Assistant Professor, Registrar and other Teaching and Non-teaching Staff equivalent to Assistant Professor and/or gross salary above INR 25000
3	Executives, Technical and Administrative Staff having gross salary between INR 10000 to INR 25000 (Travel by Deluxe Bus/ 2nd Class Sleeper).
4	Attendants, Drivers and others having gross salary of less than INR 10000 (Travel by express Bus / 2nd Class Sleeper)

The Cities are divided into following three categories:

Category	Station
A	All Cities classified as "X" by GOI for grant of HRA to central government employees
B	All Cities classified as "Y" by GOI for grant of HRA to central government employees
C	The remaining cities/ towns in various states / UTs which are not covered under category "A" & "B"

Hotel /Stay Expenses with daily maximum ceiling stipulated below, inclusive of all taxes, subject to actual expenses will be reimbursed at the following scales:

Category	City Category A	City Category B	City Category C
1	2500	2000	1500
2	1500	1000	750
3	1000	750	500
4	750	500	250

Daily Allowance (covers meals etc) with daily maximum ceiling stipulated below, inclusive of all taxes, subject to actual expenses will be reimbursed at the following scales:

Category	City Category A	City Category B	City Category C
1	500	400	300
2	350	350	250
3	275	275	250
4	175	175	150

Conveyance Allowance (covers of local & outstation travel both) with daily maximum ceiling stipulated below subject to actual expenses will be reimbursed at the following scales:

Category	City Category A	City Category B	City Category C
1	1000	500	250
2	750	400	200
3	500	300	150
4	300	200	100

Please Note:
1. If the faculty/ staff is permitted to use a personal vehicle, he / she is permitted to charge expenses @ INR 3.50 per km for two-wheeler and @ INR 7.50 per km for four-wheeler. These rates are revised in December 2021 and it will come into effect from 1.1.22.
2. Head of Institutions on recommendation of Registrars are authorized to permit two-wheelers & four-wheelers for local use on a case to case basis ensuring that multiple tasks are carried out.
3. If any faculty/ staff are permitted to go outstation on duty, he/she has to undertake his/ her journey as per TA rules. If he/ she uses his/ her own vehicle without prior permission of the head of institution, he/ she will be reimbursed such expenses subject to his/ her entitlement only.
4. If a staff member wishes to avail services of Ola/ Uber Moto/ Go under permission as above, he/ she may claim the amount by submitting a bill of such ride, subject to limits mentioned above.

DRESS CODE FOR FACULTY & STAFF

Dress code for faculty & staff

As per laid down norms, each staff member of Poornima Group is supplied with uniform by the group colleges. Based on suggestions received form staff members, the Management Board of Poornima Group has formulated a policy regarding uniform and liveries, as below:

Male staff under Faculty, Technical & Administration stream: Three pairs of Paint-shirt, one tie and one blazer will be issued to all new staff, who joined in or after April and two pairs of paint-shirt and one tie will be issued to all existing staff who joined prior to April and have been issued uniform earlier.

Female staff under faculty, Technical & Administration stream: One sari plus two salwar suits or two saris plus one salwar suit or three saris will be issued to every staff under the category under this option. The stitching of issued cloth will be as per standard pattern where salwar suit/ kurta should be of knee length, with high neck and sleeves. Similarly, blouses should be with high necks and sleeves. In addition one blazer will be issued to all staff under the category.

Male staff under category of Driver, Guards, Peon and other subordinate category:
Three pairs of pant-shirt and one sweater will be issued to all new staff and two pairs of pant-shirt and one sweater will be issued to all existing staff under the category.

Female staff under category of Peon and other subordinate categories: One sari plus two salwar suits or two sari plus one salwar suit or three cerecloths will be issued to every staff under the category under her option. The stitching of issued cloth will be as per standard pattern where salwar suit/ kurta should be of knee length, with high neck and sleeves. Similarly, blouses should be with high neck and sleeves in addition one blazer will be issued to all staff under the category.

It is further decided that:
- Uniform will be compulsory on all working days, functions, seminars etc. and places (like tours, visits, placements etc.) where the individual represents the college.
- Female staff will compulsorily wear sari on 1st & 3rd Monday of each month and on Independence Day, Republic Day, Teachers' Day and Engineers' Day.
- Uniforms are supplied free of cost. However, if employee leaves the service during session, the cost is amortized by recovering following amount for unused period:

Per Trouser- shirt	Per Blazer & Tie	Per Sari	Per Salwar suit	Per Sweater
150 Per month	120 Per month	100 Per Month	100 Per Month	80 Per Month

- The uniform code should be strictly adhered to by all faculty and staff. If duties are attended without uniform, half day leave may be deducted for each such occurrence.

LOAD ALLOTMENT, TIME-TABLE & REPLACEMENT POLICY

Load allotment

- Faculty teaching load will be 22 classes per week for the department.
- For each non-computer lab one technical assistant will be provided.
- For a set of two computer labs one technical assistant will be provided.
- For a set of two non-computer labs and four computer labs one attendant/driver would be provided.

Time-table
- All time-tables in charges and HoDs will be kept free in the first period.
- HoD will decide on allotment of classes for each subject as per Poornima norms.
- All faculty members will be given administrative responsibilities along with teaching load.

Replacement policy
- It is mandatory for each faculty to make alternative arrangements while applying for the leave.
- Leave application will be recommended by HoD and sanctioned by Principal/ Director.
- Attendance registers will be administered by HoD and replacement schedules would be prepared jointly for all departments in each working group.
- Time-table coordinators will give the best possible replacement maintaining equal distribution and opportunities to each faculty.
- First period will be directly monitored by HoD and suitable replacement shall be put in effect on verbal instruction by HoD / group coordinator.
- The replacement schedule will be signed by each of the replacing faculty and a copy of the same will be sent to the chief proctor for display and Principal/ Director for information.

TEACHING LOAD

The average teaching load of the department as a unit will be 22 classes per faculty, which means that all faculty members will have a weekly teaching load of more than 22 classes to accommodate reduced load of HODs, Dy. HODs and Discipline & Activity Coordinators. The faculty/officers who are assigned responsibilities at group level will also carry a minimum load of 22 classes. The load of department officers will only be reduced to accommodate administrative load as per following table:

S.N.	Category	Assistant Professor	Professor/ Associate Professor	Dy. HOD	HOD
1	Normal Teaching Load	18-22	14-20	12-16	4-8
2	Academic Preparation / Evaluation / Research	12-16	14-18	8-10	4-8
3	Department Portfolios	6-10	6-10	14-20	20-30
4	**TOTAL**	**42**	**42**	**42**	**42**

However, the Principal/ Director can relax these norms in specific cases after discussion with the Chairman, Poornima Group. Chairman, Poornima Group may approve additional faculty positions as per specific requirements of the institution.

Special Lectures:
- Existing practice of conducting one internal + one external SPL for each subject is discontinued. Now, total no. of six special lectures will be executed for each section during each semester out of which minimum two will be by external faculty members. SPLs can be from topics within RTU syllabus or beyond syllabus as per the need. HoD will ensure planning, quality execution and proper reporting of the same including presence of concerned faculty members in SPL.
- A list of Poornima faculty members, eligible for taking special lectures will be published by the Director, Poornima Group. They may separately be requested through their HODs for conducting SPL on relevant subjects/topics.
- All Department HODs will take a minimum one SPL every week with its inclusion in their teaching plan/load.

Laboratories
- It is mandatory for all institutions to allot experiments in following group size of students:

Category of Lab	No. of students on each Experiment
Computer, Chemistry, PG/MD, Language Labs, Graphic Design lab, Painting Lab and workshops.	One
Physics, Electronics, EIC, Electrical, Mechanical Labs, Management workshops.	Two
Specific Mechanical / Electrical / ECE Labs/ Workshops/Public Health Lab/ Design Lab/Food production lab after written approval of Principal/ Director	3 to 5

Quality of Teaching in classrooms:
- It is observed that some-times the faculty/staff members are called for meetings/other purposes by their senior officers while they are teaching in the classes. It not only disturbs the teaching process but also affects the environment in the college. It is decided that this practice shall be strictly restricted and in case of emergency only the Principal/ Director may call the faculty members from classes. Appropriate records may be kept for the purpose in the office of Principal/ Director.

Systems & Procedures
- Emphasis must be given on student oriented activities.
- A faculty member can be allowed to work on Sunday / Holiday under approval of the Principal/ Director for urgent works.
- HOD must hold a one to one reporting meeting with all faculty members and technical staff and verify all records of preparation and delivery. HoD will give remarks/advice and ensure implementation.
- The faculty must keep a record of R1, R2, R3 regularly.
- To avoid confusion and to prepare an effective replacement schedule the Faculty must inform the HOD & replacement in charge well in advance.

Assignment / Tutorials

- 5% assignments / tutorials must be rechecked by HOD / Mentor to provide guidance to concerned faculty.
- Chapter wise tutorial / assignment sheets with multiple options must be prepared at Poornima Group level for all theory subjects of all courses before start of teaching.
- Students of each class must be divided in separate work groups to take benefit of tutorials/assignments and avoid copying at mass level.
- Special training for faculty will be provided on the art of handling tutorials.
- Design of tutorial note books which are issued to students will be modified.

Academic Targets

- The minimum Academic targets are set by adding 3% to the average of past three years results.
- HODs will arrange substitutes for meeting mandatory target dates like submission of attendance sheets, marks award list, question papers etc. to the secrecy section as well as for completing the course, in case of extraordinary conditions.
- Each department will carry out a major department project in each semester at the expense of college.
- It will be mandatory for each institution to carry out at least one National Conference annually.
- It will be mandatory for each department (PCE & PIET) to submit at least one project for funding by AICTE/DST.

Mentoring / Training

- Names of mentors will be decided by the Principal/ Director in consultation with HODs.
- New faculty members will be attached with a mentor at the first meeting with the Principal/ Director/HOD.
- Maximum limit of mentees under one mentor is 03.
- Mentors may undertake weekly meetings with each mentee to discuss difficult areas.
- Mandatory competitions will be organized by each Principal/ Director and declare the best mentor group under each Mentor for every semester and award incentives.
- Minimum one PPT / Special Lecture/ Video Lecture will be prepared by each faculty member every semester & its documentation is ensured in the library.
- Designated mentors of boys and girls hostels may interact with subject faculty for necessary guidance.

DEPARTMENT PORTFOLIOS

S.No.	Portfolios
Administrative	
A.1	Head of Department (All Portfolios of the department for providing effective leadership)
A.2	Deputy HOD (Admin)/ Deputy HOD (Discipline, Documentation, Student Attendance, Department budget, Department files, Media & Publicity)
A.3	Deputy HOD (Academic)/ Deputy HOD (R1/ R2/ R3 registers, P- PROSKEP, TPP, Labs, Library, Online Exams, PMEPI, NBA)
A.4	Placement Coordinators/PEEM
A.5	Time-Table Coordinator/ Faculty Replacement Coordinator/ Exam Cell Coordinator
A.6	Faculty Mentoring/Training/Up gradation/Research/Publication/MISSION 10X
A.7	Tutors
A.8	Notice Board &Information Coordinator
Academic	
AC.1	Project/ NSP Coordinator
AC.2	Seminar Coordinator
AC.3	Coordinator for Conference/ Workshop/ Training/ Special Lectures
Co and Extra Curricular	
C.1	Activity & Club Coordinator/ Entrepreneur Development Cell Coordinator
C.2	Alumni Coordinator
C.3	Online Assessment & IT Coordinator

Note-1: Two students must be engaged for relevant activities with faculty members handling above portfolios

Note- 2: One faculty member could be allotted more than one portfolio based on his/her teaching load.

Note- 2: At Least one faculty member must be allotted charge of maintaining all department data pertaining to NBA, NAAC etc.

DEPARTMENT LIBRARY

- In light of providing assistance to faculty members for a quick access to important books, a department library is set up in every department.
- The books in the department library are made available on request of HoD justifying its use.
- Records of these books are to be maintained by department faculty / technical staff and books are not to be issued to students.
- Project files and seminar reports will also be part of the department library.
- However, one can keep an up to date record of available books in Poornima Group libraries /material from the internet by using Poornima formats DA/F/L/01 & DA/F/L/02. These formats can be easily maintained in personal computers/laptops and should be regularly updated to keep informed about the latest in the subjects being taught. This part should be made a part of zero lectures so as to infuse confidence in students and encourage them to effectively take advantage of library facilities and internet.

GUIDELINES FOR FACULTY MEMBERS REGARDING ATTENDANCE OF STUDENTS

- No faculty member is authorized to exempt any class from attendance even if the attendance is zero.
- Situation will be considered as a mass bunk if attendance is less than 15%.CD/HoD will make a decision for award of negative attendance (Maximum 03) against each lecture/ period apart from the regular attendance marked by faculty members.
- Attendance will be taken at the beginning of each class.
- No students will be allowed late except for that of the first Period.
- Late comers of the first period will be marked absent.
- Weight age of attendance for various activities will be as follows:
  - Lecture of one hour - one attendance
  - Tutorial of one hour - one attendance
  - Lab of one /two/three/four hours - one attendance per hour.
- All other activities- one attendance each for a duration of 60 min.
- Attendance of Online Assessment, Internet/ Library Classes and special classes will be maintained and submitted by tutors as attendance of other activities on the event attendance module of ERP.
- Action against non-compliance of procedures of attendance, late entry/early leaving of the class, non- compliance of replacement schedule and late submission of attendance is issuance of warning by CD or delay in payment of next salary (one/two weeks).

IMPORTANT GUIDELINES REGARDING TEACHING

Following decisions have been taken by management of Poornima Group after thorough discussion with Poornima faculty members with respect to academic systems, procedures, targets and code of conduct for faculty, staff and students of Poornima Group for implementation.

1. **Lab Sessions:** Please ensure that all assigned faculty and staff members are available in lab sessions for complete duration. They are advised not to move out of the lab unless permitted by the Principal/ Director. They must get involved in academic interaction with students. Doing personal work quoting reasons like completion of course etc. are not acceptable.
2. **Optimum use of time:** It is observed that students complete the assignment/lab work in 15 minutes and are made to sit for the rest of the time without any productive output. Faculty members are advised to go prepared to carry out relevant additional academic activities to engage students. This could include viva voce questions, technical interview questions regarding equipment processes etc.
3. **Effectiveness of knowledge transfer:** The performance of a faculty member cannot be judged only based on engaging the classes on a regular basis. Every faculty member must ensure that students understand/learn during their sessions.
4. **Dictation of notes:** It is observed that many faculty members are consuming maximum time of their sessions in dictating concepts/notes whereas they are expected to spend major time in explaining the concepts/derivations.

5. **Introspection on quality of delivery:** As discussed and decided with department Leaderships the video and audio recording devices are being issued. The HODs/mentors must ensure that at least one session of each faculty member is recorded and discussed for guidance and improvement on a weekly basis.

6. **Taking lecture notes to the classes:** As discussed and decided with department Leaderships the faculty members are advised not to use lecture notes/books during the lecture. In turn they should carry one page note containing lecture highlights and numerical derivations. No matter will be permitted for reproduction through dictation.

7. **Code of Conduct:** Faculty members are informed that punishment by deducting attendance and Mid-term marks in name of maintenance of discipline is not permitted. They are advised not to threaten students with penalty of marks and attendance in any case. An action for violation of code of conduct may be initiated against defaulting faculty members.

8. **Recording of Lectures/Tutorials/Lab Sessions:** Every Faculty Member will have to submit at least two video recorded lectures, one video recorded tutorial and one video recorded lab session for each of their subjects to the HoD in every semester. The HoD will submit the soft copy of these sessions to the Head of the Institution for performance evaluation of faculty members. The submission of recorded sessions will be mandatory for all faculty members and non-compliance of the same will put them in no change category during next salary revision.

CROSS CAMPUS SPECIAL LECTURE POLICY

It has been decided by the management that the competent faculty of Poornima will be allowed to take cross campus special lectures.

- Remuneration for such experts will be INR 500 for a lecture of one hour. The remuneration will be flat irrespective of the Rank/ designation, provided that the lecture is taken beyond the academic load of respective faculty / staff.
- Eligibility criterion for becoming expert for special lecture:
a. Minimum teaching/industry experience: 5 years
b. Track record of one semester regular teaching for that subject with more than 75% end semester result.
c. Maximum number of lectures by one faculty is limited to 6 per semester.
d. Expert is required to submit the following before taking the classes
e. Detail plan for class of 60 min
f. Short lecture notes to circulate in the class
g. Powerpoint presentation
h. The HOD is required to issue a certificate of quality of special lecture with feedback from students for payment of remuneration.
i. Faculty teaching that subject must be present in that special lecture.

GUIDELINES FOR CONDUCTING SPECIAL LECTURE

The competent faculty from outside Poornima will be allowed to act as an expert to take external special lectures with following guidelines:
- Audience level will be max. 150 for external lectures.
- Remuneration for all Experts for special lecturers in B. Tech. classes will be as follows
    a) Experts from IIT/ NIT or equivalent at the rank of Professor or equivalent: For Offline teaching – INR 1500 per hour + 500 per day against Travel Charges, For Online Teaching – INR 1000 per clock hour.
    b) Experts from IIT/ NIT or equivalent at the rank of Associate Professor or equivalent: For Offline teaching – INR 1000 per hour + 500 per day against Travel Charges, For Online Teaching – INR 750 per clock hour.
    c) Experts from IIT/ NIT or equivalent at the rank of Assistant Professor or equivalent: For Offline teaching – INR 750 per hour + 300 per day against Travel Charges, For Online Teaching – INR 500 per clock hour.
- Experts will have to devote required time and effectively deliver the special lecture in an efficient manner.
- A list of experts with their broad area of expertise will be made available to the Principal/ Director/ HODs after completing the process for finalizing the experts through proper process.
- The experts are require to prepare and submit the following before taking special lectures
    a) Detail plan for class of 60 min
    b) Short lecture notes to circulate in the class
    c) Powerpoint presentation [soft copy]
- The feedback of the lecture must be Excellent.

- The list of experts can be modified during the semester.
- The HODs are required to submit a report on special lectures with feedback from students for sanction of remuneration for the expert faculty member.
- Internal Faculty teaching that subject must be present in that special lecture.
- Remuneration against Internal Special Lectures has been discontinued.

DISCIPLINE POLICY & CODE OF CONDUCT FOR FACULTY & STAFF

Following decisions have been taken by management of Poornima Group after thorough discussion with Poornima faculty members with respect to code of conduct for Poornima Group Faculty& Staff and students. These decisionswere effective from session 2012-13. The implementation of the same may be ensured at the level of faculty, HOD, Dean and Principal/ Director.

Attendance of Students
- Attendance will be taken at the beginning of each class. The faculty will mark "A" or 1, 2, 3, 4…in the attendance sheet. Putting a dot for absent students is not permitted. The attendance sheet will be completed in class itself.
- List of latecomers will be prepared, displayed and followed up by HOD.

Code of Conduct for Poornima Group Faculty & Staff
Following situations/activities will be covered under code of conduct for Poornima Faculty & Staff and the same will be kept under observation:-
- Entering late / leaving early in/from the class.
- Non Compliance of replacement schedule.
- Movement out of campus without permission.
- Noncompliance of procedures of attendance.
- Late submission of attendance & marks.
- Non submission of internal exam papers and other reports.
- Noncompliance of one to one reporting meetings.
- Noncompliance of procedures for academic preparation.
- Negligence of any type in evaluation work.
- Mistakes in Midterm question papers.
- Taking books/Lecture notes in class room

Action: Verbal / written warning by Principal/ Director or Delay in salary by one month
- Non / late reporting for exam duty – (Fine – Deduction of half working days salary)
- Grammatical / technical error in Question papers – (Fine – INR 100 per mistake)
- Errors in compilation of internal marks for a test – (Fine – INR 100 per mistake)
- Favor / Vindictive Behavior in award of internal marks – (Fine – deduction of 3 working days salary).
- Noncompliance of dress code. (Fine INR 100 for each default)

IMPORTANT ISSUES FOR ACADEMIC ADMINISTRATION

All Principal/ Directors must review the status/quality/effectiveness of following activities through sample checks (at least 10% cases) at their office and/or in the field.

ON DAILY BASIS	ON WEEKLY BASIS	ON FORTNIGHTLY BASIS
Replacement classes	Tutorials & assignments	Social activities
Internal special lectures	Adherence to lecture plans & R1, R2 & R3 registers	Participation in conferences
Students attendance sheets	External special lectures	One to one meeting with weak/non performing faculty
1:1 reporting meetings at the level of HoD	Syllabus projects	Use of library & e-journals by faculty members & students

Non syllabus seminars	Self- help group	Campus connect program
Performance of students in online eligibility test	PEEM activities	Visits of alumni & visits to industries
Students attendance in first class	Quality of lab assignment & viva voice	
Attendance registers of faculty & staff members	R&D lab	Performance of hostlers
	Placement related activities	Open book test/ quiz

Note:

- The information regarding details/data/list of activities/persons/programs must be available with the Principal/ Director as a ready reference & verification/checking schedule must also be readily available on a daily basis with the Principal/ Director.
- Coordination among different administrative/academic programs and departments must be established at the level of Principal/ Director and must not be left to the choice of individuals.
- The figures given in reporting format by Principal/ Director (to be submitted to chairman, Poornima Group) must be verified with thorough checking before submission.
- Code of conduct must be enforced in totality as per provisions made in the college diary by the Principal/ Director for ensuring strict compliance of Poornima norms.

PERFORMANCE INCENTIVE SCHEME

To appreciate & recognize efforts made by departments & individuals for betterment of academic performance & standards, and encourage faculty & staff members to contribute in a positive & a competitive environment, the management of Poornima Group is pleased to revise the Performance Incentive Scheme as per recent changes in RTU Examination Pattern. These incentives will be awarded on the basis of university results declared for session 2022-23 & onward (for PCE & PIET only).

Incentive against individual performance of student(s)

SN	Difficulty level of subject	Grade secured by students in a section	Amount of incentive per student
1	A	A++	INR 400
		A+	INR 300
		A	INR 200
2	B	A++	INR 300
		A+	INR 200
		A	INR 100
3	C	A++	INR 200
		A+	INR 100
		A	INR 50

Incentive against performance of class/ division/ section

SN	Difficulty level of subject	Pass Percentage of a section	Amount of incentive per student
1	A	90% or above	INR 2000
		85% or above	INR 1500
		80% or above	INR 1000
2	B	95% or above	INR 1500
		90% or above	INR 1000

		85% or above	INR 750
3	C	100%	INR 1000
		95% or above	INR 750
		90% or above	INR 500

Eligibility:
1. Those faculty members who are in service on 31st December or 30th June of next semester or have completed 260 working days shall only be eligible for awards under performance incentive scheme for previous semester / session as applicable.
2. Every section / class / branch shall be treated as one individual entity for deciding awardees under this scheme.
3. If a subject is taught jointly by two faculty members (generally due to leaving of a faculty member) then both will be treated as joint awardees and cash award would be shared between them in the proportion as mentioned in their subject syllabus handing over taking over format duly approved by HOD.
4. The faculty members not teaching any subject or lab are not eligible for the performance incentive under this scheme.

Incentives:
1. Maximum of INR 17500 for a semester (best of two subjects' incentives earned will be considered) and INR 35000 for a session may be granted as incentive to each individual.
2. Out of the appeared students, if the result of the passing students is 100% in a theory subject, the concerned faculty members will get INR 500 as bonus incentive.
3. In addition to the above cash incentive, a certificate of appreciation would also be presented to those faculty members who achieve incentive in both categories (i.e. 1 & 2).
4. The whole department will be awarded with half (50%) of the amount earned by its faculty members, irrespective of whether in service or not as per eligibility clause (1). The total amount accumulated for a department will be distributed as per three components as follows:
    - 20% will be awarded to HoD of respective semester.
    - 10% each to both Dy. HoD. (Academic) & Dy. HoD (Admin) of respective semester.
    - Remaining amount will be distributed among all technical staff members equally fulfilling service period criteria as mentioned in eligibility conditions for faculty. They shall be eligible for incentive with a minimum limit of INR 2000 and maximum limit of INR 3000 per semester.
5. In case, the charge of HoD or Dy. HoD is transferred from one faculty member to another during the course of a semester (between July 01 to December 31 or between January 01 to June 30), proportionate amount of incentive considering the period of Headship and Dy. Headship will be awarded on the basis of the recommendations of the Principal/ Director.
6. All faculty members with no theory RTU subject will be graded on the basis of recommendation and feedback reported by HoD & Principal/ Director against each semester. All such Faculty Members will be eligible for incentive with a maximum limit of INR 4000 per semester and INR 8000 per session (On pro rata basis for partial service).

Note:
1. Only the first time declared original results will be considered for incentive purposes.
2. For all results declared by RTU for promoting students due to covid-19 pandemic, no incentives will be awarded.
3. In case of any disagreement in implementation of provisions and outcomes of this scheme, the decision of management of Poornima Group will be final and binding.

TECHNICAL PUBLICATION INCENTIVE SCHEME (Refer form E20)

The Management of Poornima is pleased to revise and declare the "Technical Publications Incentive Scheme (TPIS)" for faculty members for the session 2023-24 and onward. Under this scheme the publications must be related to broad academic disciplines relevant to subjects being dealt with by the faculty member & must include the name of Poornima with the author's name. The details are given below:

1. **Author Category:** It is the category where the faculty of Poornima has effectively contributed in the research work resulting in the said publication as an author or supervisor or guide. They are further divided into following three categories:
   a) As Supervisor or guide: The faculty applying as Supervisor or guide must ensure that the student they are guiding must be from Poornima.
   b) As Student or research scholar: It must be mentioned in the affiliation of the paper that the author is a student or research scholar at Poornima.
   c) As Author: The publications must be related with broad academic disciplines related to respective qualification or specialization and must include the name of Poornima in the publication.

2. **Publication Category:**

2.1 - Full Book [ISSN No. / ISBN No.]

Category	Incentive
a) Book published with SCI/ Scopus Indexing	INR 40,000
b) Conference proceedings/ edited book with Scopus indexing	INR 20,000
c) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press, Wiley, Taylor & Francis and all other non-SCI/ Scopus International Publishers	INR 15,000
d) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	INR 10,000
e) Published in Int'l reputed publishers not covered in categories 2.1 (a, b & c)	INR 8,000

Please Note:

There is 100% incentive for writing 1st edition and full book & 30% for further Editions [To be equally divided amongst all authors]

There has to be a significant contribution in the revised edition and proof of such modification needs to be submitted.

Claims without an ISBN will not be considered under categories 2.1 (d)

2.2 Chapters in Book [ISSN No. / ISBN No.]

Category	Incentive
a) Published with SCI/ Scopus Indexing	INR 15,000
b) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press, Wiley, Taylor & Francis and all other non-SCI/ Scopus International Publishers	INR 10,000
c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	INR 8,000
d) Published in Int'l reputed publishers & not covered in categories 2.2(a) and 2.2(b)	INR 4,000

Please Note:

The incentive amount will be distributed in a 60:40 ratio amongst the 1st Author & corresponding authors.

Claims without an ISBN will not be considered under categories 2.2 (d)

2.3 Paper Publications [ISSN No. / ISBN No.]

Category	Incentive	Authored Publications	Guided Publications
a) SCI-E (Q1- Category)/ Scopus equivalent indexed Journal (Q1- Category)/ ABDC Indexed Journal (A star Category)	INR 40,000	The incentive amount will be distributed in a 60:40 ratio amongst the 1st Author & corresponding	The incentive amount will be distributed in a 50:50 ratio amongst the Scholar (if the scholar is working at Poornima) & the guide.
b) SSCI/ AHCI/ Scopus indexed Journal (Q2 & Q3 Category)/ IEEE Transaction/ ABDC Indexed Journal (B	INR 30,000		

	Category) Not Covered in category (2.3 a).		authors.	
c)	ESCI/ Web of Science/ ABDC Indexed journals not covered in 2.3 (a & b)	INR 20,000		
d)	Scopus (Q4 Category)/ IEEE/ ACM/ ELSEVIER/ SPRINGER/ EMERALD/ EBSCO JOURNALS not covered in category 2.3 (a, b & c)	INR 15,000		
e)	SCOPUS indexed Conference Proceedings/ IEEE/ ACM/ Elsevier/ Springer/ AIP/ IOP & Others)	INR 10,000		

1. **Criteria for Award of Technical Incentive:**

   a. For Publications under category 2.1 & 2.2, Maximum incentive per annum = INR 50000
   b. For High Quality Publication under category 2.3a to 2.3e, Maximum incentive per annum = INR 1,50,000
   c. For Single Authored publication of any kind above, 100% incentive shall be given
   d. TPI will be given only to eligible faculty members (except protocol holders/ management personnel), who have completed minimum 1 Year or 260 WD till July 31 of the corresponding year at Poornima and continue to work with Poornima as on date of award of incentive. In case the paper/ chapter/ book is published in less than a year/ 260 WD, the incentive will be approved but paid when a faculty/ staff completes 1 year/ 260 WD at Poornima.
   e. Teachers, Guides, Research fellows/ scholars, Research assistants who are not on the payrolls/ empaneled visiting faculties of Poornima are not eligible for incentive under this scheme.
   f. The TPI will be calculated by dividing the total incentive among all the authors as per above table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in Poornima only.
   g. Paper published by more than six authors will not be considered under this scheme.
   h. For Single Authored publication of any kind above, 100% incentive shall be given
   i. Paper guided by more than 2 supervisors or guides will not be considered under TPIS.
   j. Applications under this scheme will be entertained through format E-20 only. (Each application would be examined separately; hence E 20 format should be unique for each claim).
   k. Applications with all relevant information shall be entertained in July every year for publications during the previous session / year.
   l. Incomplete or not properly filled E-20 formats will not be considered for incentives.
   m. In all matters related with this "Technical Publication Incentive Scheme", the decision of Management of Poornima would be final.

2. **In order to claim the Incentives, the following documents must be submitted to the Office of Registrar along with completely filled format E20:**

   a. Copy of proof of the publication category i.e., 2.3 (a), 2.3 (b), 2.3 (c) etc.
   b. Copy of notification of conference / seminar
   c. Copy of e-mail communication submitting the draft copy of the paper
   d. Copy of the acceptance mail communication
   e. Copy of the reviewer's remarks (in case of reviewed journals) ISSN Number; Impact Factor (Thompson); Editorial Board; Name of Publisher & age of Journal (in case of journals); Evidence of participation (in case of conference / seminar)
   f. Copy of Paper published in the proceedings of the journals/ conference / seminar
   g. Copy of Index page of journals/ conference / seminar proceedings.
   h. Copy of certificate of presentation in conference wherever applicable.

Each year, the application needs to be submitted to the Office of Registrar in the 1st week of August for the previous academic session. On receiving applications, the Head of Institute will constitute an expert committee within a fortnight for consideration of all applications for incentive for publications. The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above. The Registrar will compile these reports recommendations and place them before the Head of Institution for approval. The Registrar will then send the finalized list to the Finance Department for release of incentive amounts to be presented to concerned faculty members in the faculty incentive program on the occasion of teachers' day on 5th September every year. In all matters related with this "Technical Publication Incentive Scheme", the decision of Management of Poornima would be final.

CONSULTANCY & RESEARCH INCENTIVE SCHEME OF POORNIMA (CRISP)

Applicable with effect from July 1, 2018

1. Preamble

In the light of changing economic scenario, government policies and priorities of Poornima, the institute considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the institute to the sponsoring agencies broadening the experience base of the Institute community and as a tool for contributing to the country's and economic growth. Therefore, as a matter of policy, the institute encourages its faculty members to undertake research and consultancy work as a measure of scientific/ technical collaboration with outside agencies. Appropriate research and consultancy projects, in addition to providing much needed service to the government and industry, also benefit the concerned faculty members and the institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide first-hand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contribution to all categories of staff.

2. Categorization of Grants/ Projects

Category A: Government funded research projects – This type of research based project work that does not require existing institutional infrastructure but helps in creation of assets through government funded research projects and are based on the expertise of the consultant. The assignments under this category are of highly specialized nature and must be handled with utmost sincerity as they may have far reaching impact on academia as well as society. Thus, any compromise in the execution of such assignments may tarnish the image of the institution. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of the project.

Category B: Design, development & infrastructure based consultancy – This type of Consultancy will involve use of the institution's computational facilities / software / hardware, testing of sample/ component/ product against a standard and other technical, physical infrastructure by the client. The institution will undertake testingjobs provided testing facilities and expertise are available in the institution itself. The consultant must undertakeany consultancy assignment under this category only after ensuring that the machine/ equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.

Category C: Skill & knowledge based consultancy – This type of consultancy will NOT involve use of the institution's computational facilities / software / hardware but is based on the expertise of the consultant. Keepingthis in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications andwell established credentials in the area of consultancy.

3. Incentive Amount

Category	Incentive to the consultant / Principal investigator (i.e. the principal faculty)	Incentive to the supporting team members (faculty & staff)	Date of grant of incentive
A	8% of the total grant amount, but limited to a maximum of half of annual gross salary of consultant (to be given from resources of institution)	2% of the total grant amount (On sole discretion of the consultant / principal faculty & to be given from resources of institution)	After the completion of project & obtaining NOC from grant disbursing agency & auditing firm(s)
B	40% of the total project grant received (this also includes all types of taxes which are applied on complete project)	On sole discretion of the consultant / principal faculty	As & when grant is received

C	80% of the total project grant received (this also includes all types of taxes which are applied on complete project)	On sole discretion of the consultant / principal faculty	As & when grant is received

4. Important Points

4.1. Individuals or Departments shall take up projects after obtaining NOC from the Director, Poornima Group via Head of Institution.

4.2. All funds in connection with above mentioned consultancy/ projects should be received in the name of the Institute only. The account will be maintained & controlled by the office of Director (Admin & Finance).

4.3. The time spent by a faculty/ consultant on such projects should not exceed one day per working week plus one day during weekends, thus a total of 52 man days during the calendar year.

4.4. Report(s) and data collected/ originated out of project will be the joint intellectual property of the sponsor, consultant & Poornima Group which can be used by the sponsor, consultant & institution for its own use only and cannot be disclosed to any other party without obtaining the NOC of sponsor, consultant & institution

4.5. The report of the project / consultancy will be kept by the consultant for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.

4.6. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director (Admin & Finance), on the recommendation of Head of Institution may prohibit the concerned faculty / staff member to take part in any new project as consultant till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned faculty/ staff member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.

4.7. All purchases under projects shall be made through the Purchase Manager, Poornima Group. In case of equipment which is to be carried outside, the same should be insured before they are taken out.

4.8. The faculty may engage student(s) of Poornima as student assistants for the project work

4.9. The most expeditious and convenient mode of travel should be used to minimize periods of absence from the Institute. Admissible DA or actual boarding & lodging expenses and expenses on local travel by taxi will be reimbursed against receipt.

5. Documents to maintain

Consultant faculty member through his team members will maintain:

5.1. Attendance Records of the Consultant(s), supporting staff etc. with man-hours spent during execution of project.

5.2. Inspection / Site Visit Register to record any site visit by the Consultant(s) are maintained. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further,if any expert advice by an external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).

5.3. Salary / Payment Record of all payments made to Consultant(s), supporting staff etc.

5.4. Consumable and Non-Consumable Register for recording hire/purchase of all equipment, materials, all consumables, non-consumables items etc. and its utilization.

5.5. Travel Register to record details of all expenditure incurred on travel.

5.6. Log books and Warranty/Guarantee Record: Log books are used to record number of hours, laboratory equipment or hired or purchased equipment have been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipment.

5.7. Correspondence File to maintain record of correspondence.

5.8. Agreement/Contract File to maintain complete record of all agreements, contracts, drawings and other legal documents.

5.9. Work Progress Report of monthly progress report.

5.10. Any Other Document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s).

At the time of completion of a consultancy project, the PI shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Registrar. **In all matters related with "CRISP", the decision of Management of Poornima would be final.**

PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS

The Management of Poornima is pleased to declare the "PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS" for faculty & staff members. This scheme will cover the registration/ filing as well as award/ grant of copyrights and patents (including design registration, Silicon Chip Design etc). Following terms and conditions must be kept in mind by respective applicant/ patentee while filing the applications:

- The principal applicant/ principal patentee must ensure that his/ her respective Poornima Institution is the joint applicant/ partner in the complete process.
- A separate agreement must be jointly signed between the applicant/ patentee, other inventors & respective Poornima institution before initiating the application process for each application.
- 50% of the registration/ application fee (including all fees like government, consultancy, legal etc) will be borne by Poornima and the rest 50% by the applicant(s)/ patentee(s).
- Upon award / grant of copyright or patent the applicant/ patentee is eligible for an incentive as per following table:

Category	Amount
Successful registration / application for Copyright/ Patent	INR 3000
Grant of Copyright	INR 3000
Publishing of Patent	INR 5000
Grant of Patent (Non-Commercial)	INR 30000
Grant of Patent (Commercial)	INR 50000

- Incentive will be given to the applicant/ patentee who has served Poornima for minimum 1 year. In case of more than 1 applicant/ patentee, the amount will be equally divided.
- The incentive will be given to the principal applicant/ patentee only.
- The incentive will not be awarded for provisional copyrights / patents.

- In order to claim the Incentive the copy of proof of award/ grant of Copyright / patent must be submitted to the Office of Registrar.
- On receiving relevant documents, the Registrar will constitute an expert committee including a representative from the office of Chairman, Poornima Group within a fortnight for consideration of all applications for such incentives
- The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above.
- The Registrar will then send the finalized list to the Office of Chairman, Poornima Group for final approval & disbursement of incentive.
- **In all matters related with this "PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS", the decision of Management of Poornima would be final.**

SCHEME OF PURSUING PHD FOR PROFESSIONAL PROGRESSION AT POORNIMA (SP5)

Management is delighted to announce the scheme for pursuing PhD for professional progression at Poornima. This scheme is introduced in light of a recent circular released by UGC stating that Ph.D. Degree shall be a mandatory qualification for the post of Assistant Professor with effect from session 2022-23.
Objectives:
- To enhance the number of PhD faculty members working in Poornima Group by 2025
- Give thrust to R&D, create an innovative ecosystem and enhance Poornima's competitiveness amongst competitors

Eligibility:
- All faculty & staff who have joined/ who will join Poornima Group on or before 31.12.2025

Terms & Conditions:
- The scheme has come into effect from session 2022-23
- The scheme is applicable only if faculty/ staff members take admission in Doctoral program of Poornima University

- The continuation of scheme for an individual is subject to performance review after every 6 months by office of Dean (Research & Development), PU
- After completion of PhD, re-fixation of salary will be done by management on the basis of prevailing remuneration provided in other private self-financed institutions (it will be fixed with effect from the date of provisional certificate or degree whichever is dated earlier)
- In case any faculty/ staff member leaves the organization (in any circumstances) during the tenure of PhD, the scholarship given under this scheme will be discontinued from the date of reliving.
- After completion of PhD, faculty / staff members have to stay at Poornima for an ongoing academic semester (if PhD is completed during the running of semester) or have to stay at Poornima for upcoming semester (if PhD is completed during the semester breaks). The semester break will be counted as the duration between the beginning of new semester & last teaching day of current semester.

Salient Features:
- Flat 25% Scholarship in Tuition fee.
- Flexibility to pay fees in monthly installments by deduction of a certain amount from monthly salary.
- Relaxation in working hours/ teaching load as per following:

Post	No of Sections	Reduced Load per week (in hours)	No of Sections	Reduced Load per week (in hours)	No of Sections	Reduced Load per week (in hours)
HOD or equivalent	0-3	8-10	4-6	4-6	=> 7	0-2
Dy. HOD or equivalent	0-3	12-14	4-6	10-12	=> 7	8-10
Faculty						16-18(against existing 22)
TA						24-26(against existing 30)

How to apply
- Write to Dr. Sunil Kumar Gupta, Dean (R&D), PU at dean.research@poornima.edu.in expressing your interest to pursue PhD from PU under this scheme along with area of interest & details of past academic credentials.
- As the management has to keep a balance between ongoing teaching as well as admissions in PhD programs, all applications will be subject to final approval of Management (due to the ascertained number of applications per department/ institution).
- After admitting shortlisted applicants in PU, a list of such faculty & staff members will be sent to the Head of Institutions (PCE, PU & PIET) and copied to the Office of Director (Admin & Finance), Poornima Group for further processing.

INCENTIVE SCHEME FOR CONTINUAL LEARNING (ONLINE)

The Incentive Scheme for Continual Learning (Online) covers completing certification courses from NPTEL & SWAYAM only. Purpose of this scheme is to promote a culture of continuous learning among faculty & staff members as the technology and industry requirements are changing with time. Eligibility criteria is as follows:

For Faculty members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentive will be awarded only on those courses which are of three or more credits. Courses of less than 03 credits will not be considered for the award of incentive.
- For each course (of three or more credits), the incentive amount will be INR 4000.
- A faculty member can claim a maximum of INR 8000 in an academic session as incentive in this scheme.

For technical & administrative staff members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentive will be awarded only on those courses which are of one or more credits. Courses with no credit will not be considered for the award of incentive.
- For each course (of one or two credits), the incentive amount will be INR 2000 and for more than 2 credit courses the incentive will be INR 4000
- A staff member can claim a maximum of INR 8000 in an academic session as incentive in this scheme.

Please note that - the faculty or staff members applying for this incentive should have completed at least 260 working days of service at Poornima. The incentive will be awarded only after successful completion of the program and submission of the certificate. In case of any dispute, the decision of Management will be final & binding to everyone.

INCENTIVE SCHEME FOR JOINING PROFESSIONAL/TECHNICAL ORGANIZATION OUTSIDE POORNIMA RELEVANT IN THE FIELD OF STUDY

The incentive scheme for joining professional/ technical organizations will cover 50% of the membership fees paid by faculty members for joining professional/ technical organizations relevant in the field of study. Purpose of this scheme is to provide industry exposure to faculty and build their network/ connection for various academic purposes. Eligibility Criteria is as follows:

- All faculty & staff members are eligible for this scheme provided they have completed a service of at-least 6 months at Poornima Group. 50% reimbursement of annual fee will be done by Poornima and the rest 50% will have to be borne by the individual himself/ herself.
- Professional organizations such as CII, Yi, IIA, IIID, IEEE, IGBC, ASHRAE, ISHRAE, FSAI, ISLE, ISTE, GIS, IMS, IEI, HRD Network, IMA and equivalent can be considered under this incentive scheme.
- Faculty & Staff members may apply via head of department or dean to the respective registrar office for final approval from the society office.
- Maximum amount to be reimbursed or to be incentivized will not be more than INR 10000 per annum.
- In case of any dispute, the decision of Management will be final & binding to everyone.

GUIDELINE FOR PARTICIPATION IN CONFERENCE/ SEMINAR/ WORKSHOP/ TRAININGS/ SYMPOSIA ETC.

Management of Poornima Group is pleased to introduce the revised guidelines for participation in conference/ seminar/ workshop/ training/ symposia (to be termed as activity) etc. by faculty & staff of constituent institutions of Poornima Group. The guidelines are aimed to provide opportunity to all Faculty & Staff members to interact at international and national level.

Criteria for participation –
- **Each Faculty & Staff member will normally be allowed to attend one activity from either of the categories in a session** excluding those internally hosted by Poornima Group (Institutions) itself by filling complete format: E-18A & E-18B available on website under download section.
- All faculty & staff who have not completed 260 working days / one year at Poornima Group will be considered new faculty members under this scheme.
- Under category B, for any paper having more than one author from Poornima Group (Institutions) only the first author would be allowed to attend the activity.
- For any exceptional situations, participation in more activities over & above what is stated in the guidelines may be allowed but subject to the approval of the Head of the Institution.
- The suggestive list of programs and limits of grants (including registration & TA/DA charges) & on duty leave for attending an activity to be debited & accounted from Institutional budget (available with head of institution) in case of categories A1 to A9 & from department budget (available with head of the department) in case of categories B1, B2 & B3 and paid by finance department shall be as under:

Category A – Skill & Knowledge Enhancement					
Category & Designation	**Suggestive List of Programs** (PS: the list is a brief suggestive list, other programs related to job role may be considered)	**Grades**	**Maximum Exposure**	**Maximum Grant (in INR)**	**Max. OD Leaves**
A.1 Protocol Holders	● Enhancing Performance of Staff ● Managerial Skills for Principals ● Effective Curriculum Implementation	AA/ A+	International	50000	10
	● Developing Healthy Work Culture in Technical Institutions ● Developing Values, Attitudes and Managerial Skills in Teachers	A	International	40000	7
A.2 Professors/ Dean / HODs /Associate Professor	● Effective Curriculum Implementation ● Tools for Engineering Research ● Personality Development ● Enhancing Performance of Staff ● Developing Values, Attitudes and Managerial Skills in Teachers ● Intellectual Property Rights and Patenting ● Project Planning, Execution & Evaluation ● Academic support for weak Students	AA/ A+	International	30000	10
	● Strengthening Institutions to produce high quality engineers for better employability	A	International	25000	10
	● Training on Management Capacity Enhancement	B	National	10000	5
	● Enhancement of R&D and institutional consultancy activity	New	National	5000	3
A.3 Assistant Professor /Research Associate/ Lecturer	● Tools for Engineering Research. ● Effective Curriculum Implementation. ● Mentoring Coaching and Counseling ● Preparing Students for Job Interview ● Academic support for weak Students ● Training of faculty for effective	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3
	● Teaching Enhancement of R&D and institutional consultancy activity	New	National	4000	3
A.4 Technical Officers /Technical Assistants	Laboratory Practices.	AA/ A+	National	8000	5
		A	Regional	6000	3
		B	Regional	4000	3
		New	Regional	2000	3
A.5 Registrar /Proctor /Officers	● Training Program to enhance the administrative skills ● Effective Office Administration & Management. ● Developing Healthy Work Culture in Technical Institutions. ● Organizing Student Centered Activities. ● Mentoring Coaching and Counseling. ● Preparing Students for Job Interview ● Personality Development	AA/ A+	International	30000	10
		A	National	20000	8
		New	National	5000	4

A.6 Dy. HOD /Tutor /Dy. Tutor /Warden	● Placement Preparatory Program. ● Preparing Students for Job Interview ● Career Guidance and Counseling ● Academic support for weak Students	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3
		New	Regional	5000	3
A.7 Executives /Office Executives	● Office Executives Training Program ● Effective Listening Skills ● Effective Communication Skills (oral and written) ● Telephone Handling Skills (making and receiving calls, leaving message on voicemail) ● Database Management	AA/ A+	National	10000	5
	● Report Preparation ● Standard Office Procedure ● Customer service interpersonal relations	A	National	8000	5
		B	Regional	4000	3
		New	Regional	2000	1
A.8 Library Staff	● Digital Library Management ● Cloud Computing and Libraries ● Digital Library with KOHA and GSDL	AA/ A+	National	8000	5
		A	National	6000	3
		B	Regional	4000	3
		New	Regional	2000	1
A.9 Attendants / Drivers /Security Guards	● Report Preparation ● Effective Listening Skills ● Telephone Handling Skills ● Defensive Driving Safety Training ● Driver Training and Development Program ● Security Guards Training Program	AA/ A+	Regional	2000	3
		A	Regional	1000	3
		B	Regional	500	3
		New	Regional	500	1
Category B – Technical (for all teaching staff)					
B.1	Participation, Full paper published & presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
B.2	Participation & Full paper published & presented in an International activity with publication in reputed journal with impact factor >.75	All	National	7000	5
B.3	Participation & Full paper published in an activity with publication available online	All	National	5000	5

In order to claim the grant / scholarship, the following documents must be submitted along with a completely filled form E-18 to the office of Registrar at respective campuses.

● A copy of notification of conference / seminar
● Copy of e-mail communication submitting the draft copy of the paper
● Copy of e-mail as the acceptance of the invitation/ paper
● Original receipt towards payment of registration feeCopy of certificate (if provided) of participation and presentation of paper. Otherwise a declaration (in specifiedformat) will have to be provided.
● Original Travel Tickets (when claiming TA/DA)

In all matters related to "Revised Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of constituent institutions of Poornima Group", the decision of Management of Poornima Group would be final.

GUIDELINES FOR ORGANIZING A CONFERENCE / SEMINAR / WORKSHOP

(Minimum Planning Time: National conference- 3 months, International conference- 9 months)

Managing Abstracts
Important Dates

Open Call for Papers: At-least 8 months before
Close Call for Papers: At-least 3 months before
Notify authors of decision: At-least 2 months before
Send to publisher: At-least 1 month before
Tasks:

1. Prepare the call for papers (wording, layout etc.)
2. Establish a deadline for paper submission
3. Publicize the call for papers (via a website, email, regular mail, journals etc.)
4. Find reviewers and establish their area of expertise
5. Accept paper submissions (via web site submission, email, regular mail, and fax)
6. Send out confirmations of receipt of paper submission
7. Assign reviewers to each paper
8. Circulate the papers to each reviewer
9. Follow up with reviewers to ensure they are on track
10. Collect reviewer comments
11. Make the final paper selections
12. Notify authors of acceptance or rejection
13. Prepare accepted papers for publication
14. Send papers to publisher for print
15. Publish the papers online
16. Follow-up corrections/publications/full papers after the conference.

Registration
Important Dates

Open Conference for registration: At-least 3 months before
Early bird deadline: At-least 2 months before
Final Deadline: At-least 1 month before
Tasks

1. Determine early-bird and final registration dates
2. Decide on a registration procedure (e.g. online, paper-based – or both)
3. Choose an online registration system
4. Determine the price for the conference
5. Determine which payment options you will accept (e.g. cheque, visa, MasterCard)
6. Set up a merchant account for credit card payments
7. Decide on a cancellation policy
8. Create the registration form, including additional items such as:
   a. Meals and dietary requirements
   b. Accommodation
   c. Transportation
   d. Sessions and workshops
   e. The social program
   f. Spousal packages
9. Publish your registration form (online and/or on paper)
10. Determine your onsite registration procedure and hire additional staff if necessary
11. Send confirmation of registration to delegates upon receipt of payment
12. Create conference packages
13. Meet your staff or volunteers onsite and get ready to greet attendees

Printed Materials
Important Dates
Send registration package to printers: At-least 1 month before
Tasks

1. Identify signage and other printed materials requirements
2. Determine whether printed materials can be designed in-house or must be outsourced

3. Create brochures
4. Create marketing and conference identification materials
5. Create registration packages
6. Send out an RFP to several printing companies
7. Sign contract with printing company

Speakers and Presenters
Important Dates
Sign up speakers: At-least 1 year before
Send information package: At-least 6 months before
Tasks
1. Research and select speakers
2. Sign and collect contracts with all speakers

3. Create and send out a conference information package to all speakers containing
    a. Committee point of contact
    b. Review of conference goals
    c. Audience demographics
    d. Presentation handout procedures
    e. Hotel and transportation information
    f. Finalized agenda
    g. Compensation information
4. Arrange for speaker support (one point of contact to have their needs met)
5. Arrange for speaker audio/visual and other requirements
6. Collect speaker biographies for their introduction
8. Arrange for speaker accommodation and transportation and confirm arrival times
9. Arrange for speaker compensation

Marketing and Public Relations
Important Dates
Launch conference website: At-least 1 year before
Send Invitations: At-least 8 months before
Send press releases: 5 days before
Tasks
1. Develop a promotional website
2. Create and send out press releases and mass mailers
3. Gather location promotional material (from chamber of commerce or tourism agency)
4. Approach transportation and accommodation facilities to negotiate special conference rates
5. Convey the message that the conference organizers will go out of their way to provide a positive experience to all participants
6. Provide an opportunity for the media to participate in getting the message out e.g. offering interviews with keynote speakers, negotiating for the production of a radio or television show

Audio-Visual Requirements
Important Dates
Order audio-visual equipment: At-least 10 days before
Test room setups: At-least 1 day before
Tasks
1. Identify signage and other printed materials requirements
2. Determine whether printed materials can be designed in-house or must be outsourced

3. Create brochures
4. Create marketing and conference identification materials
5. Create registration packages
6. Send out an RFP to several printing companies
7. Sign contract with printing company

Accommodation
Important Dates
Contracts with hotels: At-least 3 months before
Accommodation booking deadlines: At-least 15 days before
Tasks
1. Establish what accommodation is available around the conference site
2. Negotiate room rates for participants with hotels and/or other accommodation providers
3. Sign a contract with hotels for provision of accommodation

4. Establish booking/registration procedures
5. Establish accommodation booking deadline
6. Convey accommodation information and booking deadlines to participants
7. Confirm room bookings with hotels

Food and Beverages
Important Dates
Contract with caterer: At-least 2 months before
Send final food and beverage requirements to caterer: At-least 10 days before
Tasks
1. Identify your expected food and beverage needs (how many attendees for how many meals and breaks)
2. Find out what the conference facility has to offer and whether they allow outside catering
3. Get menu options from caterers
4. Decide who you will be catering your conference
5. Book the caterer
6. Sign contract with caterer
7. Implement a strategy for identifying and accommodating dietary restrictions
8. Send final food and beverage requirements to the caterer

Financial Approvals
Tasks
1. Get head wise approval of the budget at the time of planning of the conference.
2. Get revised estimates approved at least two months prior to the conference.
3. Expenditure to be made through the finance committee designated for the conference, where at least one member is from the finance department.

GUIDELINES FOR ANNUAL COLLEGE MAGAZINE

Annual magazines, separate for each of the four colleges/ institutions, shall be published during April/ May every year and preparation shall be done in various stages. It shall contain a collection of articles, poems, stories and plays that may primarily be written by the students, teachers and Alumnus. Annual Magazine should be the reflection of all the important events, happenings, developments and activities that have taken place in an institution during the academic year. It should also depict the general feelings and emotions of faculty, staff and students through words & pictures.

Annual college magazines shall be useful in many ways. It has always been of great educational value. It encourages students to think and write and hence develop their writing skills and talents. Students are motivated to read general books, refer web sites and acquire knowledge from the works of great authors. But mere reading is not sufficient for balanced education. The students should also learn how to write and express their own ideas in a focused, concise manner and in different languages. The magazine should evolve so that it becomes a showcase- a colorful compilation and reflection of the success story of POORNIMA institution. Keeping in view these objectives, the broad framework suggested for the annual magazine is as follows.

Title & Number of Pages of Magazine
>   Title – **Winners**, Pages – 140 (Including Cover page), Poornima College of Engineering
>   Title – **Panorama**, Pages – 100 (Including Cover page), Poornima Inst. of Engg. & Tech.
>   Title – **Spectrum**, Pages – 140 (Including Cover page), Poornima University

Titles/Information	Issuing Authority	Approving Authority	Number of Page(s)
Cover page	Institutional Head	Institutional Head	1
Inside cover page Back cover page Inside back cover page	Editorial Board	Institutional Head	1
Messages	Editorial Board	Institutional Head	4
Institution Introduction	Editorial Board	Institutional Head	8-12
About the faculty & staff	Editorial Board	Institutional Head	2-4

Initiatives innovations	Editorial Board	Institutional Head	6-8
Poornima Alumni Societes	Editorial Board	Institutional Head	6-8
Department Introduction	Editorial Board/ Department	Institutional Head	12-15 Each
Hostels	Editorial Board	Institutional Head	1-2
Testimonials News	Editorial Board	Institutional Head	4-6

Detailed Guidelines:

1) Cover page– should be designed in a thematic manner either with a single High Definition (HD) picture or group of HD pictures compiled in an aesthetic manner as the background. Name POORNIMA must be present on the cover page either in the form of the institute's name or in the form of the magazine's name. Titles of some important headlines within the magazine can be highlighted on the top of the cover page in simple small font. Cover page may also have some quotation(s) reflecting the theme of the magazine. It should also have a session of publishing on top left and issue number on top right corner.

2) Inside cover page– List of members of editorial board and index/contents. On the next page it must contain. The editor's message and Vision, Mission & Quality policy of Poornima Group

3) Back cover page– should be a continuation of the thematic cover page, with only the institute's name, address, contact number, website & email ID mentioned. It may have a Google map snapshot depicting how to reach the respective institute.

4) Inside back cover page – Poornima Gaan & Knowledge wheel

5) Messages
> Chief Minister, Rajasthan ...1 Page
> Chairman (Emeritus), Poornima Group ...1 Page
> Chairman, Poornima Group ...1 Page
> Intro to Shanti Education Society & Poornima Group by Director, Poornima Group ...1 Page
> Message by Head of Institution ...1 Page

6) Institution Introduction ...8-12 Pages
A brief introduction of the institution, its features (facilities & infrastructure), National and international conferences or seminar organized, accreditations, student star performers, university results, campus level activities like Aarohan & Prayogam, student achievements, tie-ups and placement records etc. may be presented in a compiled graphical / tabular manner.

7) About the Faculty & staff by respective institution ...2-4 Pages
Detailed institution level information about the total strength, academic qualification analysis, achievements or recognition earned within or outside Poornima, star performers, retirements (if any) and new appointees at senior posts (if any).

8) Initiatives & innovations @ Poornima ...6-8 Pages
Detailed write up about various initiatives & innovations happening at institution level

9) Poornima Alumni Societies ...4-8 Pages
Respective institutional alumni societies may contribute for a detailed introduction of alumni societies, their respective alumni, Achievements by alumni, memories of annual meet with photographs, articles by alumni, and experience sharing.

10) Department contribution (Sequenced in Alphabetical Order) ...10-12 Pages
- Each department shall contribute equally with inputs in following areas:
- Contribution by HoD in form of a trending technical topic
- Featuring abstract of best research papers by dept. faculty
- Detail of industrial visits etc.
- Detail of innovative projects
- Detail of competitions related to project work
- Technical & non-technical article by respective students & faculties
- Technical & non-technical article in Hindi language
- Articles from eminent professors/Entrepreneur

11) About respective Hostels (Campus-wise)
…4-6 Pages

Detailed information about hostels of respective campuses only highlighting various activities/ programs, cultural & geographic diversity of students, mentorship programs, introduction of chief warden and experiences should be reflected.

12) Testimonials, News and Articles by other Administrative staff …4-6 Pages

Media coverage and experience sharing by Parents, various dignitaries, experts from industry & academia and previous employers should be depicted in a graphical or text format.

Please note:

- The thickness of the cover page shall be 300 GSM with glossy finish & internal pages shall be 130 GSM.
- The magazine shall be published in full colored format.
- The editorial board must draft the complete magazine in Microsoft Word before forwarding to Designer. The designer shall not edit any of the text content while designing.
- Short articles can deal with noted Indian engineering work during the year/ decade, noted Indian engineering/company, noted student & alumni, and famous quotes/books.
- To make the annual magazine look more impressive, HD images focused on following aspects must be used. Natural shots of in and out the campus & classrooms. Technology as textural backgrounds. Unique perspectives having a grand scale and pictures with real-world impact.
- The complete magazine should look appealing & creative and be understandable.
- Nine percent of all disposable paper in the world is office paper. Of this amount, 58% comes from commercial sources, making business the chief culprit in paper waste. Pulp and paper production is the third largest producer of air, water, and land pollution. Commercial brochures & magazines also account for an important part of this waste. Printed brochures not only wastes paper and water resources, but also produce greenhouse gasses with its transport. By digitizing our magazines, brochures, manuals and publications one can reduce paper waste, save money and drastically lessen environmental impact. The management has thus decided that the quantity of magazines to be printed will be decided on the basis of the number of students, faculty & staff registered with the respective editorial board for procuring the published material. 10% of the total quantity will be published as extra copies for use at central level.

GUIDELINES FOR ANNUAL ALUMNI MEET

Since inception in 2000 & passing out of the first batch in 2004, the alumni of Poornima have been excelling in all fields of engineering & technology. Be it Govt. Sector, PSUs or Industries, Poornimaites have been holding very respectful positions not only in India but also across the globe. There is a tremendous growth in eighteen years, from one college building to a foundation of 4 campuses, from a batch of 180 students to a group of more than 6000 students and from a group of 180 alumni to a family of 31000+ alumni.

The broad objectives of Poornima Alumni Societies (PUAS, PCAS and PIAS) are:

- Interaction and regular communication among alumni in India & around the world
- To organize meets for the benefit of students and alumni members
- To promote and provide support for industry interaction, placements, curricular, extra-curricular and other similar activities
- To support and contribute towards the improvement of institutes
- To facilitate interaction between alumni and students for providing guidance in academics and placements related activities.

Poornima Alumni Societies are registered societies having respective alumni as members. These members are:

List of Registered Alumni members of Poornima Alumni Societies			
Category	PUAS	PCAS	PIAS
Alumni Member 1	Mr. Shubham Jagetia, Batch - 2016	Mr. Arvind Balan, Batch - 2004	Mr. Simranjeet Singh Sudan, Batch - 2011
Alumni Member 2	Mr. Shiv Kumar Singh, Batch - 2016	Mr. Ashok Jain, Batch - 2004	Mr. Subayan Sen Gupta, Batch - 2013
Alumni Member 3	Mr. Sourabh Trehan, Batch - 2017	Mr. Sudhanshu Goyal, Batch - 2004	Mr. Manoj Singh, Batch - 2015

Certificate of Registration of Poornima University Alumni Society (PUAS)

Certificate of Registration of Poornima College Alumni Society (PCAS)

Certificate of Registration of Poornima Institute Alumni Society (PIAS)

Key roles & responsibilities of Institutional Societies:
- To arrange for opportunities of interaction between faculty, students & alumni.
- To seek alumni support for various projects, training & placements.
- To share information of ongoing activities through print, wireless and various social mediums.
- To facilitate continued regular relationship between departments and the Alumnus.
- To encourage the formation of Chapters for increasing participation of Alumni.
- To take advantage of developing technologies like the Internet in achieving the aims and objects of the Societies.
- To maintain a database of Poornima Alumni, enabling them to reconnect with their friends.
- To carry out all appropriate activities for attainment of objectives of Poornima Alumni Societies.

Please Note:
- The portal–www.alumni.poornima.org shall be managed by PIC at the central level with student coordinators (preferably tech-savvy students) of respective institutions. These student coordinators shall also be responsible for managing & updating the alumni database of respective institutions.
- Institutional societies are advised to designate a permanent office /location in their respective campuses.
- Institutional societies are also advised to motivate current students for appropriate participation & involvement in planning & coordinating activities of alumni societies under their guidance.
- All Poornima Alumni Societies shall organize 1 Alumni meet every year during winter months in coordination with each other.
- Only spouses of alumnus may be invited for the annual meet. List of confirmed participants shall be prepared well in advance to accordingly arrange for food & logistics.

- Proposed activities during Alumni meet- Invitation to Special Guests, Invitation to Alumnus, Decoration & Logistical Arrangement, Coffee, Registration & database updating, Formal inauguration and cultural performance, Planned institutional activities, Recreational activities, Interaction with faculty, Networking Lunch/Dinner and Closure

POLICY FOR ENCOURAGEMENT & REWARDING STUDENTS PARTICIPATING IN AIU & RTU TOURNAMENTS

Poornima Group has always encouraged its students to participate in sports activities organized in various parts of the Country. We strongly believe that engaging in sports activities helps improve students' focus on education, as well as help them lead happier, healthier lives. To reward the hard earned laurels of students in various sporting events, the management will provide scholarships & facilities to all students who participate & perform in such sporting events being organized in the country under the banner of AIU, RTU or similar.

Before participation:
1) The office of warden will conduct trial rounds for various sports for which the competition will take place.
2) After selection trials, the chief warden will send the list of selected students to the office of registrar (for information) & Head, Secrecy/ Controller of Examination for providing the flexibility in the mid semester & continuous internal evaluations (if required).
3) The office of Chief Warden will also issue a Poornima Panthers sports kit to selected students for representing Poornima in sports events organized by AIU, RTU or similar organizations. In cases, where management do not have the required kits for game play readily available, students will need to have a temporary arrangement & management will try to procure the new kits in stipulated time.
4) The management of Poornima is committed to provide bus facilities for selected students for training (if required) & participation in sports events organized by AIU, RTU or similar organizations. The management is also committed to provide to the participants all documentation that are required for subsidized travel in Indian Railways
5) For outstation travel, students will have to make their own lodging & boarding arrangements, local transport facility in Jaipur will be provided by the management of Poornima.
6) Students will purchase their tracksuits beforehand the tournament. Their reimbursement will be done as per the details provided in point #3 of the after participation clause as given below.

After participation:
1. Students will need to return back the issued kits in the same condition as they were issued within 7 days of arrival of the team in Poornima. Penalty @ INR 100 per day will be imposed if students do not return the kits on time. In case the kit is returned in dirty condition, a penalty of INR 200 per kit will be imposed by the office of warden.
2. Upon arrival in Jaipur, Each participating team captain will have to submit the following to the Office of Chief Warden in soft format via email and CC to respective Tutor, HOD, Chief Proctor, Chief Warden, Registrar, COE/ Exam Head & PIC.
   A. List of Team Members & their expertise (for ex. in soccer – goalkeeper, forward, mid fielder, coach and captain)
   B. Detailed score of each game & subsequent result (of each game & overall)
   C. High resolution pictures which can be used in newspapers for media promotion.
3. After submission of all of the above documents, Office of Registrar will reimburse each player as per the following details:
   A. For participating in AIU National, AIU Zonals and RTU Tournaments:
      - Against TA/DA - To be completely reimbursed by Poornima
      - Against Registration - To be completely reimbursed by Poornima
      - Against Tracksuit - If Podium Finish: 100% or INR 700 whichever is lower; otherwise 50% or INR 350 whichever is lower.
   B. For participating in other tournaments:
      - Against TA/DA - To be completely borne by students themselves
      - Against Registration - To be completely borne by students themselves
      - Against Tracksuit - If Podium Finish: 100% or INR 700 whichever is lower otherwise 50% or INR 350 whichever is lower.

Please Note:

- No relaxation in examinations will be given for practice sessions or practice matches.
- No relaxation will be given during the End Semester Examination, whatever may be the case.
- All such cases should be compiled by the Office of Chief Warden with student details (name, Reg. no., year, sem., course, branch etc.) and recommended to the Controller of Examination or the Exam & Secrecy Head, indicating the event duration (including travel time), at least seven working days prior to the start of the concerned examination, as per the academic calendar. The examination for the subjects falling under the stated period only will be considered and not the full duration of the exam.
- If due to any reason the team / individual quits or unable to qualify further during the game play, a shorter revised duration (including travel time) must be recommended by the Office of Chief Warden within a day. In this case the student must also be asked to continue with regular exams / classes from that point onward, by the Office of Chief Warden.
- In case of misleading, forged or wrong information the exam of the concerned student may also stand canceled.
- The Office of Chief Warden will be responsible to coordinate with the respective department at all stages for attendance & academics of students.
- This policy comes into effect from January 1, 2022
- In case of any ambiguity, Final decision will be made by a committee consisting of the Head of Institution, Chief Warden, Exam Head or COE & Chair of Students' Council within 3 working days of the last exam held.

SCALE OF CHARGES TO CONDUCT EXAMINATIONS
A] UNIVERSITY & B] NON-UNIVERSITY.

A. University Exams:

Scale of charges to conduct University Examination is governed by scales stipulated in the University Examination Manual. The stipulation of manual to raise bill and to release payment to staff on duty as well as additional features approved by Management Board is detailed as below:

Type of Charges	Scale		
Center Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc.	University will pay charges @ INR5.00 per student, 80% which will be booked to Logistic Charges and remaining 20% to Staff Welfare Fund.		
Honorarium (If scheduled examination session is of more than four hours, the invigilators will be paid for two sessions) (The charges will be claimed from the university & paid to Staff.)	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	C.S.	INR 220.00	INR 330.00	INR 440.00
	A.C.S.	INR 165.00	INR 250.00	INR 330.00
	D.C.S.	INR 130.00	INR 220.00	INR 275.00
	R.S.	INR 110.00	INR 155.00	INR 230.00
	R.O.	INR 110.00	INR 155.00	INR 230.00
Payment to Other Staff (The charges will be claimed from the university & paid to Staff.)	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	Ministerial Staff	INR 60.00	INR 120.00	INR 180.00
	Daftri	INR 50.00	INR 100.00	INR 150.00
	Peon	INR 50.00	INR 100.00	INR 150.00
	Electrician, Plumber Chowkidar	INR 45.00	INR 90.00	INR 120.00
	Sweeper	INR 40.00	INR 60.00	INR 80.00

Additional Payment (The charges will be claimed from the university & paid to Staff.)	CS,ACS,DCS,RS and/or will be entitled to claim one day before commencement of examination and one day after completion of examination in addition to the actual days of examination.

- Though there is no provision of additional OD, the management is pleased to grant OD of ½ Day for one session & full day for two or more sessions, if any University Examination is held on Sunday or Holiday.
- If any examination session is not more than two hours, the duty staff will be entitled @ 50% rate. Similarly, if the examination session is more than four hours, payment shall be for two sessions.
- If examination is to be conducted without charging to the Examination Conducting Authority, the duty staff will not be entitled for any payment.
- University Examination is part of the essential duty of each faculty and staff.

B. Non-University Exams:

Payment of charges to conduct non-university examinations normally does not have any laid down guidelines. For such examinations, the guidelines approved by Management Board are detailed as below:

Type of Charges	Scale		
Center Charges including arrangement of Cold Water during summer, fans / drawing sheets/graphs etc. and Power Back-up with UPS and Generate Set & others.	The Examination Conducting Organization will pay Charges at scale of INR 50.00 per student for minimum 500 students or as agreed with counterpart. The amount to be booked to a) Payment to staff as per scales mentioned hereinafter, b) Taxes as per actual, c) Generator charges @ 50 liters per hour d) 35% towards Logistic Charges and e) remaining to Staff Welfare Fund.		
Honorarium to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	C.S.	INR 500.00	INR 1000.00	INR 1500.00
	A.C.S.	INR 400.00	INR 800.00	INR 1200.00
	D.C.S.	INR 300.00	INR 600.00	INR 900.00
	R.S.	INR 250.00	INR 500.00	INR 750.00
	R.O.	INR 200.00	INR 400.00	INR 600.00
Payment to Other Staff to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	Ministerial Staff	INR 100.00	INR 200.00	INR 300.00
	Daftri	INR 100.00	INR 200.00	INR 300.00
	Peon	INR 80.00	INR 160.00	INR 250.00
	Electrician, Plumber Chowkidar	INR 80.00	INR 160.00	INR 250.00
	Sweeper	INR 60.00	INR 120.00	INR 180.00

Additional Payment	INR 100 per day as conveyance charges are payable in additional honorarium to all mentioned under Sr. no. 2 above. Similarly, INR 70 per day as conveyance charges are payable in additional payment to all mentioned under Sr. no. 3 above. This will be payable in lieu of the transport facility, if not made available by the college.

- The above Scales will be applicable, if such examinations are conducted on Sunday or on Holiday. If examination is conducted on weekdays, the duty staff will be entitled @ 50% rates mentioned above.
- No OD will be granted to conduct such examinations on week days or Sunday or Holiday.
- If any scheduled examination session is of not more than two hours, the duty staff will be entitled @ 25% rate.
- If examination is to be conducted without charging to the Examination Conducting Authority, the duty staff will not be entitled for any payment on weekdays.
- Such non-University Examination is part of the duty of each faculty and staff.

These guidelines come in force with immediate effect and shall be followed meticulously.

END OF TERM EXAMINATION POLICY

Background: Even if RTU has allowed affiliated institutions to carry out end of term practical examinations with internal examiners, Poornima Group has decided to invite external examiners for all its end of term examinations. Following decisions have been taken by management in light of prevailing market requirements about remuneration and other facilities.

1) Remuneration for all External Examiners for B. Tech. I, II, III & IV Year (Even Sem.) End of Term Practical Examinations will be as under
   a) Examiner from MNIT/ IIT or equivalent – INR 25 per student + INR 500 against Travel charges.
   b) Examiner from NAAC A & above / NBA accredited / Institutions ranked above Poornima in QIV – INR 20 per student + INR 400 against Travel charges.
   c) Examiner from JIET Group of Institution – INR 20 per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
   d) Examiner from Poornima Group – No remuneration but OD to be considered.
2) Payment of remuneration as per above norms is irrespective of whether the University reimburses the same to our institution or not.
3) The payment to the Examiners will be made in cash / cheque at the end of the exam.
4) All External examiners will have to devote required time and effectively conduct the exam in an efficient manner.
5) A one page report will be submitted by the External Examiner in prescribed format for internal use with comments and suggestions/recommendations for any improvements as per the format given below. The Secrecy Cell will ensure submission of such a report at the time of making payment. Separate reports will be submittedfor each individual practical / Sessional exam. The report will be confidential and will be prepared in the chamberof Principal / Head of Institution strictly without any involvement of an internal examiner.
6) It will be the responsibility of external examiners to arrange their own transport.
7) No external examiner will be invited from outside Jaipur except that from JIET Group of institutions, Jodhpur.
8) All End of Term Practical Examinations (Back) will be carried out along with main examinations for subjects which remain the same.
9) In case of changed subjects / changed syllabus the exam will be conducted as per time table prepared by Exam Cell. The External Examiner for this exam will be preferably drawn from member institutions of Poornima Grouponly and in any case they will not be from the same institution.
10) All Internal Examiners must ensure that no unauthorized staff / faculty member is allowed in the Lab / Examination Room during the End of Term Practical Exam. In case of violation of this rule the internal examiner may directly inform the Principal / Head of the Institution for immediate necessary action.

INTERNAL/ IMPROVEMENT MID TERM EXAMINATION & EVALUATION OF ANSWER BOOKS

Internal / improvement midterm examination

1. Syllabus for all Even & Odd Semester First & Second midterm examinations will be decided at Poornima Group level before commencement of semester.
2. Improvement paper will be decided by the Head of Institution.
3. Paper duration will be 1 hour for each improvement test.
4. List of eligible students (regular students) must be ready with the Secrecy Section in advance.
5. Sufficient advertisement and notice must be made for pass out students for filling of the improvement examination form along with University Back examination form.
6. One form (Improvement) must be filled up by all the students mentioning whether he/she is interested in appearing in the improvement examination or not. Form will be supplied from Cash Counter along with University Back Examination Form (for RTU only). Those who do not intend to appear shall also have to submit a form with **NIL.**
7. Improvement forms for those who wish to appear in one or more papers must be enclosed with a copy of the university mark-sheet of the semester in which they want to appear for improvement.
8. After the last date of submission of the improvement form, no application will be entertained in this regard.
9. During regular classes of his/her current session, if a student is appearing in any University (Back) Examination, he will be permitted for two days leave in lieu of each paper and this will be appropriately accommodated in attendance by reduction of total attendance, while calculating percentage of attendance.

Evaluation of answer books

1. The process of answering books evaluation of internal examination will be handled at a specifically notified centralized place in the campus.
2. No faculty members will be issued any of the answer books outside that room.
3. Separate notice in this regard will be issued by the Principal of the respective institution indicating the process of evaluation.
4. Answer books of First Mid Term Examination will be issued to the faculty for display to the students only after submission of marks to the Central Assessment Officer.
5. Whole process of evaluation must be treated as strictly confidential and marks List of any exam cannot be retained by any of the faculty members. If any document, full or part, is found in possession of any faculty members or lapse on this account is found or detected, appropriate action will be taken.
6. For evaluation of improvement examination answer books, a separate panel will be decided by the Head of Institution.
7. Sample checking in each set of answer books will be conducted (to the tune of 10%) jointly by Principal and Respective HOD confidential and, report shall be prepared for such checking.
8. In order to meet the immediate requirement of evaluation of answer books two hours training of the faculty will be mandatory, however a long term plan for one day training to all the faculty members is being planned highlighting – matters/issues/norms/rules/guidelines etc. for paper setting, invigilation, evaluation, record keeping and final reporting.

PROCESS OF SHOWING 1st MIDTERM ANSWER BOOKS TO STUDENTS AND REVALUATION SYSTEM

1. Answer books must be checked within the stipulated time period and the award list must be submitted to the exam cell.
2. Answer books must be shown to students only after submission of an award list to the exam cell by the respective faculty members. No Faculty member is authorized to make any changes in the marks already awarded, while showing the answer books to students.
3. Students can apply for checking of unchecked/unmarked questions and re-totaling of answer books in the prescribed application form (revaluation form as enclosed in Annexure-II) for the same. This revaluation form will be made available to students by the examination section on demand.

S. No	Name of the student	Branch	Year	Subject with code	Applied for unchecked /unmarked questions/retotaling of answer books	Remarks

4. The HODs will submit the corrected/new award list (new award list must be prepared if the number of corrections are more than 10% and to be submitted along with old award list) to examination cell with his/her approval on the back side of award list in the following format:

Approved after re-evaluation
Name and Signature of HOD With date of approval

5. The file containing semester wise award lists of all classes must be submitted to the secrecy cell for preparation of results.
6. The remaining process for entering the marks in SHARP will remain the same.

LIST OF EXAMINATION FORMATS
(Can be procured from respective examination & secrecy offices)

Format Number	Description
X1	Format of confidential report by external examiner for MSE & ESE
X2	Examination Feedback form by Teaching Faculty
X3	Question Paper format for Mid Semester Examination
X4	Subject Expert Feedback for ESE Paper Grievances
X5	Short points to note for Invigilator
X6	Duties & responsibilities of room superintendent
X7	Instruction for Candidates for MSE & ESE Theory Examinations
X8	Absent Statement
X9	Invigilator Statement
X10	Re-evaluation of 1st Midterm Examination

LIST OF VARIOUS FORMS AND FORMATS FOR FACULTY & STAFF
(Can be downloaded from www.poornima.org)

• Form G1 – Wi-Fi Internet Connection
• Form G2 – Domain Request Form
• Form G3 – Vendor Registration Form
• Form G5 – Infrastructure Utilization Form
• Form E1 – Joining Report
• Form E2 – Leave Application form
• Form E3 – Requisition/ Demand of Vehicles to be hired from outside Form
• Form E4 – Employee smart ID card format
• Form E5 – Campus Accommodation for Employees
• Form E6 – Performance Appraisal Format for Faculty and Staff members & Admin.
• Form E7 – Cash Advance & Travel Exp. Requisition Slip
• Form E7 – Staff Loan Requisition Slip
• Form E8 – Application Form for Transport Facility for Employees
• Form E9 – No dues
• Form E10 – Query-Form
• Form E11 – Application for ESIC Card

• Form E12 – Certificate of Employee's Address
• Form E13 – All Purpose Bio-Data Form
• Form E14 – Fortnightly Attendance Analysis of Hostellers
• Form E15 – Format for General and Financial approvals
• Form E16 – Recommendation for completing higher degree
• Form E18 – Application for participation in Conference/ Seminar/ Workshop/Training/ Symposia etc.
• Form E19 – Booking Arbuda Convention Centre
• Form E20 – Application form for Technical Publication Incentive Scheme
• Form E21 – Requisition Form for Photographer
• Form E21 (B) – Requisition Form for on campus meal
• Form E24 – Staff Tax Declaration Form
• Form E25 – Scholarship Grant Application Form

LIST OF VARIOUS FORMS AND FORMATS FOR FACULTY & STAFF

(Can be downloaded from www.poornima.edu.in)

- Form G1 – Wi-Fi Internet Connection
- Form G2 – Domain Request Form
- Form G3 – Vendor Registration Form
- Form G4 – Application form for Releasing Fund/Grant/ For Faculty/Student Project/Consultancy
- Form G5 – Infrastructure Utilization Form
- Form E1 – Joining Report
- Form E2 – Leave Application Form
- Form E3 – Requisition/Demand of Vehicles to be hired from outside
- Form E4 – Employee Smart ID Card Format
- Form E5 – Campus Accommodation For Employees
- Form E6 – Performance Appraisal Format For Faculty & Staff Members
- Form E7 – Cash Advance, Travel Expenses & Staff Loan Requisition Slip
- Form E8 – Application Form For Transport Facility For Employees
- Form E9 – No Dues
- Form E10 – Query-Form
- Form E11 – Application for ESI Card
- Form E12 – Certificate of Employee's Address
- Form E14 – Fortnightly Attendance Analysis of Hostellers
- Form E15 – Format For General & Financial Approvals
- Form E16 – Recommendation For Completeing Higher Degree
- Form E17 – Syllabus Submission Form
- Form E18 – Application for participation in conference/ seminar/ workshop/ trainings/symposia etc
- Form E19 – Booking For Arbuda Convention Centre
- Form E20 – Application Form for Technical Publication Incentive Scheme
- Form E21 – Requisition Form for Photographer
- Form E21B – Requisition for on campus meal
- Form E23 – Application Form for Resolving Administrative Issues
- Form E24 – Staff Tax Declaration Form
- Form E25 – Scholarship Form For Children of Faculty & Staff of Poornima

PROCESS OF RESIGNATION, HANDING OVER & RELIEVING

- Each employee will have to serve one month's notice for relieving, if resignation is served during the semester break of the department where the staff is working.
- Each employee will have to pay one month's salary for relieving, if resignation is served, when semester classes are running or regular academics are going on in the institution.
- Steps to be followed for relieving:
  a. Submit resignation to respective HOD in composite format available with Principal/ Director.
  b. Status report by HOD/reporting officer in given format clearly indicating his views on (i) Subject teaching, (ii) Course status, (iii) Other duties, (iv) Attendance/marks submission, (v) Pending work, (vi) Lab status – Records checking, (vii) Subject files handing over – Blown-up/Zero Lecture/Tutorial Sheet/ Syllabus Deployment/ Previous Attendance sheet, (viii) Charge handed over to, (ix) New faculty joining – required/ not required, (xi) Other remarks
- After preparing the report HOD will forward resignation to the Director with a status report for acceptance and approval and for exit interview. If approved the faculty must complete the no dues in the specified format. Submit the no dues to the Registrar of the Campus and charge handing over the report to HOD.
- After clearing all dues at institution, they have to report to the Office of Director, Poornima Group for finalization of the relieving process.

LIST OF MANDATORY REPORTS

The following reports are to be submitted to concerned functionaries:

- Department semester plans by HOD to Principal/ Director will be submitted at the beginning of the semester. This plan will be oriented towards parameters of the monthly performance report.
- Institutional semester plans by the Principal/ Director will be submitted to the Chairman at the beginning of semester. This plan will be oriented towards parameters of the monthly performance report.
- The Department's Session completion report by HOD to Principal/ Director will be submitted at the end of semester. This must contain detailed data and information on all parameters of the monthly performance report.

- The Institution's session completion report by the Principal/ Director to Chairman will be submitted at the end of session. This must contain detailed data and information on all parameters of the monthly performance report.
- Report of each activity by activity coordinator to Reporting Officer/ Head of the Institution will be submitted within 03 days of completion of activity with a copy marked to Poornima Informatics Centre (PIC).
- Session Plan &Session Completion Report by Director (Admissions) to Chairman will be presented & submitted.
- Session Plan &Session Completion Report by Director Student Welfare to Director Poornima Group will be presented & submitted.
- Session Plan &Session Completion Report by Director (Alumni & Corporate Relations) to Chairman will bepresented & submitted.

ANNUAL REPORT SHOULD BROADLY COVER THE FOLLOWING

S. No.	Contents
1	Profile of the Institution
2	Organizational Structure (Administrative & Academic Hierarchy)
3	VISION, MISSION, Goals & Road Maps
4	Governance & Executive Bodies (Anti Ragging/SC-ST/OBC/ WISE/Minority Cell and other bodies: Constitution & Status)
5 5.1 5.2	Status of Resources: Infrastructure Faculty & Staff (Department Wise)
6	Photo Gallery (Achievements & Activities of the Session)
7	Milestones/ list of Activities in the past 1 year. (Dates & Events).
8	Admissions Status & Category wise Reports (Students Strength – Male, Female, State, Country. General/ OBC/ ST/SC/ PH)
9	Central Library Report of Procurement & Utilization
10	Reports on Student Council, Clubs & COEs
11	Report on Training & Placement
12	ERP Status Report
13	Details of Associations with External Parties (MOUs etc.)
14	Innovative Practices in Examination/Academics
15	Faculty & Student Learning Beyond Curriculum
16	Examination Results & Performance
17.1	Grants Received
17.2	Research Publications & Patents
17.3	IPR
17.4	Projects
17.5	FDPs
17.6	Seminars, Workshops and Conferences
18.1	Performance Incentives
18.2	Publication Incentives
18.3	Achievements outside Poornima
19	Interactions with Resource Persons from Industry, Academic Experts & Alumni
20	Any other Achievements

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