

**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

The Academic & Administrative bodies of Poornima College of Engineering, Jaipur provide essential guidance for improving effectiveness and performance, aiming to ensure stakeholder satisfaction. The Governing Council, as the highest institutional body, is responsible for framing policies and procedures related to technical education and efficient management. It meets annually to review performance and suggest areas of improvement. The Internal Quality Assurance Cell (IQAC) works to enhance academic and administrative performance by creating a culture of scientific inquiry and teamwork. It facilitates faculty development initiatives and ensures the infrastructure meets quality expectations. The Director/Principal is responsible for coordinating all officers and executing plans approved by the Governing Council. They ensure the overall functioning of the institution.

Each department has a Department Advisory Board (DAB) to provide suggestions for continuous improvement in curriculum delivery and extracurricular activities. The Head of Department oversees the execution of teaching, learning, and disciplinary processes, analyzing feedback for improvement. The Program Assessment Committee (PAC) identifies gaps in the curriculum and prepares a Curriculum Delivery Plan. Tutors play a key role as mentors, providing guidance and feedback to students throughout the semester.

A proper selection process is followed to appoint a faculty and other staff members. Their minimum qualification and salary are as per AICTE norms. A Document “Academic Manual” containing the guidelines regarding the service rule, discipline and code of conduct for all employees of PCE is followed.