



# POORNIMA

## COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE


# *Institute Policies*

## [2023-2024]

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)

• Phone: +91-9829255102 • E-mail: registrar.pce@poornima.org

• Website: [www.pce.poornima.org](http://www.pce.poornima.org)

  
**Dr. Mahesh Bunde**  
B.E., M.E., Ph.D.  
Director  
Poornima College of Engineering  
ISI-6, RIICO Institutional Area  
Sitapura, JAIPUR



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### Chapter–A : PREAMBLE

**A-1). Short Title and Commencement:** These rules may be called “The Poornima College of Engineering Policies, Rules and Regulations”.

**A-2). Extent of Application:** These rules shall apply:

- To all employees, existing and in future, appointed by Poornima College of Engineering or its constituents to the posts or services under its administrative control or in connection with the affairs of the college or its constituents.
- To all persons appointed to such posts or services on the basis of contract entered into by the college.

**A-3). Power to Alter or Amend:** Poornima College of Engineering may alter / amend the provisions of these rules and policies as per advice / approval of its advisory board and / or Governing council from time to time in such a manner as may appear to it to be just and equitable.

**A-4). Power to Review:** The institute reserves the power to review any action taken or any order passed under these rules through its advisory board and/or governing council.

**A-5). Power to Delegate:** The institute may delegate to any of its officer subject to any condition which it may think fit to impose, any power conferred upon or taken under these rules.

**A-6). Interpretation:** The power of interpretation of these rules is reserved to the Governing Council.

### **A-7). Definitions**

Unless there is something repugnant in the subject or contexts; the terms defined in this chapter are used in the rules in the sense here explained:

**Age:** Secondary school examination passing certificate will be the base of deciding the date of birth of an employee. The employee should be at least of 18 years old at the time of getting employment under the college and will be retired from the service after attaining age of 60 years on the last day of month in which he is born but if the date of birth is first of the month





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he will be retired on the last day of preceding month. The governing council may extend retirement age up to 75 years for deserving cases.

**Apprentice:** Means a person deputed for training with a view to employment in the services of college, who draws pay at monthly rates from the college during such training but is not employed in or against the substantive vacancy in the cadre of the constituent.

**Constitution:** Means the constitution of India.

**Cadre:** Means the strength of a service; a part of a service sanctioned as a separate unit.

**Designation:** Means the duties which are assigned to the employee attached to the designation as per AICTE.

**Compensatory Allowance:** Means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed, which includes a travelling allowance.

**Competent Authority:** It means the governing council or any authority to which the power is delegated by or under these rules.

**Probationer:** A person newly appointed shall be in probation period of one year or provisionally appointed against a substantive vacancy in the cadre of a service or on a substantively vacant post.

**Duty:** Duty includes service as a probationer or apprentice, followed by confirmation, during training or higher studies if approved by the competent authority.

**Head of Department:** Means any authority which the institute may assign by order as head of the department.

**Holiday:** Means a holiday approved by the institute by its order to close the working of the institution.

**Leave:** Includes casual, privilege leave, study leave, maternity leave, marriage leave, leave not due and extra ordinary leave.

**Leave Salary:** Means the amount paid by the college to the employee on leave.



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**Month:** Means a calendar month. In calculating a period of expressed in term of months and days, complete calendar months should be calculated and the odd number of the days added there to.

**Official in Permanent Employment:** Means an employee who holds substantively a permanent post or who holds a lien of the permanent post, if the lien has not been suspended.

**Officiate:** An employee officiate in a post when he performs duties of a post on which other person holds a lien. The institute may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.

**Pay:** Means the amount drawn monthly by an employee as the pay, other than special pay or pay granted in view of his personal qualification or in an official capacity or to which he/she is entitled by reason of his/her position in a cadre: and special pay and personal pay: and any other emoluments which may be specially classed as pay by the governing council.

**Permanent Post:** Means a post carrying a definite rate of pay sanctioned as per norms.

**Personal Pay:** Means additional pay granted to an employee to save him for a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any deduction of substantive pay otherwise than as a disciplinary major or in exceptional circumstance or other personal consideration.

**Financial Year:** Means a year commencing from 1<sup>st</sup> April and ending on 31<sup>st</sup> March.

**Calendar Year:** Means a year commencing from 1<sup>st</sup> January and ending on 31<sup>st</sup> December.

**Academic Year:** Means a year commencing from 1<sup>st</sup> July and ending on 30<sup>th</sup> June.

**Teaching Staff:** Means staff who is under cadre director, Assistant Professor, Associate Professor and Professor.

**Non-Teaching Staff:** Means who are not involved directly in teaching.



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### Chapter-B: GOVERNANCE

#### **B-1). Poornima College of Engineering**

Poornima College of Engineering is promoted by Shanti Education Society which came into existence by registering with registrar of societies, Govt. of Rajasthan in year 1999. It started functioning from the session 2000-01 with the intake of 240 students under the leadership of Prof. (Dr.) S. M. Seth, former Director NIH Roorkii. During last 23 years, it has set benchmarks and reached at new pinnacles in engineering education with dedication, perseverance and devotion. It is spearheading its outstanding voyage with motto 'Success is not a destination, it's a journey'. It has very strategic and structured governing architecture as per organogram. Poornima College of Engineering, Jaipur has been consistently ranked 2nd out of 116 Engineering Colleges in QIV Ranking of Rajasthan Technical University, Kota, from the last five academic sessions. The QIV Ranking is based primarily upon Academics, University results, Placements & Alumni. PCE has set its vision, mission and quality policy since its inception as;

#### **B-2). Vision**

To create knowledge based society with scientific temper, team spirit and dignity of labour to face global competitive challenges.

#### **B-3). Mission**

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.

#### **B-4). Quality Policy**

To provide quality education through faculty development, updating of faculties and continual improvement meeting university norms and keeping stake holders satisfied.

To show gratitude and faith in Maa Saraswati, Poornima College of Engineering has dedicated efforts in the form of Poornima Gaan, which has become part and parcel of day-to-day life. It reminds objectives and 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 form of knowledge wheel below:



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**Details of the Institute:** The institute is run by Shanti Education Society and is located at-ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022. The institute is approved by AICTE and is affiliated to Rajasthan Technical University, Kota. Currently there are six undergraduate (B. Tech) courses run by the institute.

Address of the Institute: ISI-6, RIICO Institutional Area, Sitapura, Jaipur –302022

Contact Details Tel: 0141–2770790, 9829255102

Website: [www.pce.poornima.org](http://www.pce.poornima.org)

**AICTE Permanent ID:** PCE, Jaipur is approved by AICTE having its Permanent ID: 1-4441611.

### B-5). Poornima Knowledge Wheel



### B-6). Advisory Board

Shanti Education Society, the promoter of Poornima College of Engineering has been working for academic excellence at all levels through its advisory board consisting of eminent experts from different fields.





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Realizing that intellectual competitiveness is vital to India in achieving the status of a vibrant global leader in the growing knowledge age and technical and management education has created for itself a critical niche area, the Poornima College of Engineering, as an umbrella body, will devote itself to formulation of desired policies and providing broad directions, guidance and support to the managements of the participating colleges. The endeavor will be 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 competitively oriented. The Poornima College of Engineering serve 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 College is also committed to provide quality research in technology and management and their specialized areas.

### ADVISORY BOARD



Chairman  
**Padma Bhushan Shri D.R. Mehta**  
Former Dy. Governor, Reserve Bank of India  
Former Chairman, SEBI



Member  
**Dr. Vijay Pal Singh**  
Professor, Texas A & M University USA



Member  
**Prof. Kanta Ahuja**  
Ex-VC, MDS University, Ajmer



Member  
**Sh. Inderjeet Khanna**  
Former Chief Secretary Government of Rajasthan



Member  
**Dr. S.S. Acharya**  
Former Director Institute of Development Studies



Member  
**Sh. Vinod K. Ladia**  
Chairman & MD SRSI



Member  
**Prof. Vishwanath Sinha**  
Former Professor, IIT Kanpur  
Former Director, LNMIT



Member  
**Dr. S. M. Seth**  
Chairman (Emeritus)



Member Secretary  
**Mr. Shashikant Singh**  
Chairman

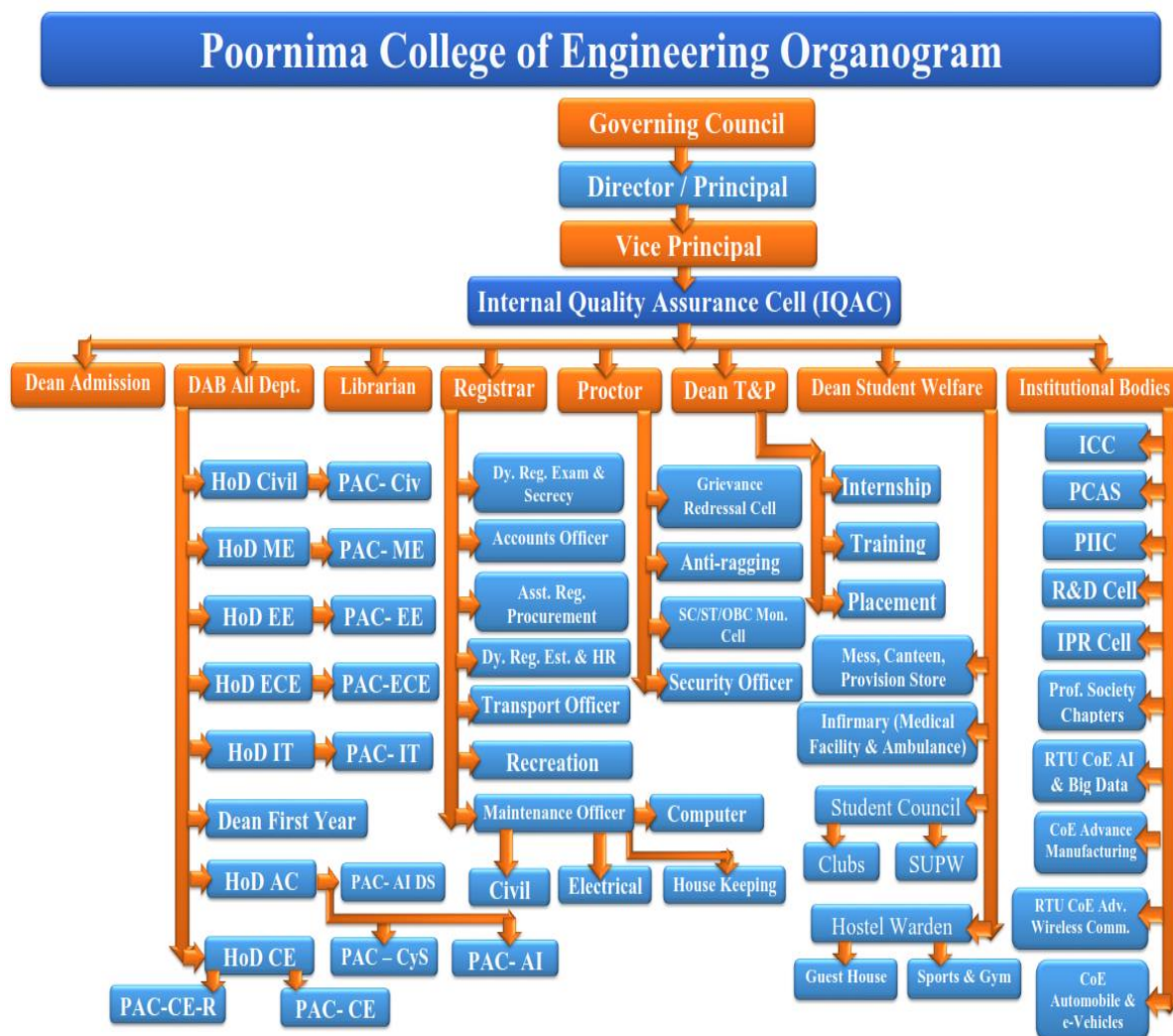


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### B-7). Organizational Structure



#### B-7.1). Governing Council (GC):-

Governing Council is the topmost body at institute level consisting of experts from varied fields of education and industry constituted as per AICTE. The Governing council is normally meeting once in a year, review, discuss and monitor / advise on all the issues of the institute. It has representation of all stake holders and the chairman is eminent expert from Industry. Principal reports progress and suggestions of all the lower bodies such as Department Advisory Boards (DAB), Program Assessment Committee (PAC) of all departments and other inputs / systems / processes for approval and advice. The Governing council has the following members.





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### Governing Council Structure

S.N.	Position in GC	Nominated by	Category
1.	Chairman	Nominated by Society	Entrepreneur/ Industrialist
2.	Member-1	Nominated by Society	Ex-Officio (Chairman, PF)
3.	Member-2	Nominated by Society	Ex-Officio (Dean, Academics, PF)
4.	Member-3	Nominated by AICTE	Ex-Officio (Regional Officer, AICTE, NWRO)
5.	Member-4	Nominated by Regional Committee of AICTE	Educationalist from IIT
6.	Member-5	Nominated by RTU	Ex-Officio (Director Academics, RTU)
7.	Member-6	Nominated by State Government	Ex-Officio (Director, Technical Education)
8.	Member-7	Nominated by State Government	Educationalist from NIT
9	Member-8 & Member Secretary	Nominated by Society	Ex-Officio (Director, PCE)
10.	Member-9	Nominated by Institute	Professor
11.	Member-10	Nominated by Institute	Assistant Professor
12.	Member-11 (Additional)	Nominated by GC Chairman	Alumni/Industry Expert of CS/IT
13.	Member-12 (Additional)	Nominated by GC Chairman	Alumni/Industry Expert of ME
14.	Member-13 (Additional)	Nominated by GC Chairman	Alumni/Industry Expert of Civil
15.	Member-14 (Additional)	Nominated by GC Chairman	Alumni/Industry Expert of EE
16.	Member-15 (Additional)	Nominated by GC Chairman	Alumni/Industry Expert of ECE
17.	Member-16 (Additional)	Nominated by GC Chairman	Alumni/Industry Expert of HR
18.	Member-17 (Additional)	Nominated by GC Society	Ex-Officio (Dean, Admissions)
19.	Member-18 (Additional)	Nominated by GC Society	Ex-Officio (Chief Training & Placement Officer)



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### **B-7.2). Internal Quality Assurance Cell (IQAC):-**

#### **B-7.2.1). Primary Objective**

Internal Quality Assurance Cell (IQAC) of Poornima College of Engineering, Jaipur aims to establish a system for deliberate, consistent and catalytic approach to enhance the academic and administrative performance of the institution.

#### **B-7.2.2). Roles & Responsibilities**

- Development and application of PCE Academic Calendar and Financial Proposals including quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Supervise the working of Department Advisory Boards (DABs) and PACs and provide necessary approvals, feedback and suggestions during the preparation of Department Activity Calendar (DAC) and Department Curriculum Delivery Plan (CDP).
- Seeking approvals for DAC and CDP from Governing Council thereby ensuring the suggestions made by GC members to be incorporated in planning and execution of the activities.
- Acting as a nodal agency of the institution for quality-related activities
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

#### **B-7.2.3). Strategies**

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programs.
- Equitable access to and affordability of academic programs for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.
- To better internal communication.



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### B-7.2.4). IQAC Composition

S. No.	Category	Nominated by	Category
1	Chairman, IQAC	Chairman, Governing Council	(Principal & Director, PCE)
2	Coordinator, IQAC	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
3	Faculty Representative-CE	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
4	Faculty Representative-IT	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
5	Faculty Representative-EC	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
6	Faculty Representative-EE	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
7	Faculty Representative-ME	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
8	Faculty Representative-CIV	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
9	Management Representative	Chairman, IQAC	Dean, I Year, PCE
10	Administrative Officer-1	Chairman, IQAC	Registrar, PCE
11	Administrative Officer-2	Chairman, IQAC	Chief Proctor, PCE
12	Local Society Representative	Chairman, IQAC	Professor/ Assoc. Professor/ Asst. Professor, PCE
13	Alumni Representative	Chairman, IQAC	Alumni, PCE
14	Student Representative	Chairman, IQAC	Current Student, PCE
15	Employer / Industry Representative	Chairman, IQAC	Industry Representative
16	Parents Representative	Chairman, IQAC	Parents Representative



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### B-7.2.5). Meeting Frequency & Objectives

Meeting No.	Meeting Code	Meeting Month-Week	Meeting Objective
1.	IQAC-1	July Second Week	Approval of Department Activity Calendars and Curriculum Delivery Plans from DAB Preparation of PCE Academic Calendar for due consideration by GC for inputs/approval
2.	IQAC-2	October First Week	Revision of Final drafts of a) Department Activity Calendars from DAB b) Curriculum Delivery Plans from DAB c) PCE Academic Calendar along with planning of Gap bridging activities approved by GC Assessment of attainment until current semester
3	IQAC-3	December Second Week	Review / Approve Drafts of DAC, CDP, Semester closure including attainment. Preparing ATR-1 of GC suggestions based on activities conducted so far
4.	IQAC-4	April Last Week / May First Week	Draft of PCE Academic Calendar and CDP proposed Previous session closure with gaps and feedback. Completion of ATR-2 for current semester based on last GC sessions and compiling it with ATR-1

### B-7.3). Department Academic Board (DAB) - Structure & Functions:-

#### B-7.3.1). Primary Objective

Department Advisory Board (DAB) of every department of PCE, Jaipur shall be formed to provide necessary suggestions for developing a structured approach for continuous improvement in curriculum delivery, planning and incorporation of Curricular, Extra and Co-Curricular activities needed to abridge the pre-identified curriculum gaps.

#### B-7.3.2). Roles & Responsibilities

- Suggest improvement in academic plans and recommend standard practices/system for attainment of Program Educational Objectives, Program Outcomes, Program Specific Outcomes and Course Outcomes.
- Provide guidelines for industry-institute interactions to bridge up curriculum/industry gap and suggest quality improvement initiatives to enhance employability.



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- Develop a structured Curriculum Delivery Plan, Department Academic Calendar and seek approval for them from Internal Quality Assurance Cell.
- Incorporate suggestions received from Program Assessment Committee (PAC) by including proposed activities for bridging curricular gaps identified.
- To identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments to meet PEOs, and propose necessary action plan for skill development of students, required for entrepreneurship development and quality improvement.

### B-7.3.3). Department-Wise Composition

S. No.	Category	Nominated by	Designation
1	Chairman, DAB	Chairman, IQAC	Principal & Director, PCE
2	Member Secretary	Chairman, DAB	Head of Department
3	Faculty representative-1	Chairman, DAB	Professor
4	Faculty representative-2	Chairman, DAB	Professor
5	Faculty representative-3	Chairman, DAB	Professor
6	Faculty representative-4	Chairman, DAB	Assoc. Professor
7	Faculty representative-5	Chairman, DAB	Assoc. Professor
8	Faculty representative-6	Chairman, DAB	Assoc. Professor
9	Special Invitee	Chairman, DAB	Special Invitee
10	Alumni Representative-1	Chairman, DAB	Alumni Representative
11	Alumni Representative-2	Chairman, DAB	Alumni Representative
12	Student Representative	Chairman, DAB	Student Representative
13	Industry Representative	Chairman, DAB	Industry Representative
14	Parents Representative-1	Chairman, DAB	Parents Representative
15	Parents Representative-2	Chairman, DAB	Parents Representative





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### B-7.3.4). Meeting Frequency & Objectives

Meeting No.	Meeting Code	Meeting Month-Week	Meeting Objective
1.	DAB-1	July First Week	<ul style="list-style-type: none"><li>• Consideration of gaps and proposed activities by PAC last meeting to be implemented in DAC and CDP.</li><li>• Prepares final draft of CDP and DAC to be proposed in upcoming IQAC meeting</li></ul>
2.	DAB-2	September Second Week	<ul style="list-style-type: none"><li>• Approval / Suggestions of proposals from last PAC Meeting.</li><li>• Revision of DAB Drafts for being proposed in upcoming GC</li></ul>
3	DAB-3	December First Week	<ul style="list-style-type: none"><li>• Draft preparation for DAC and CDP for upcoming semester after considering inputs from PAC.</li><li>• Review Semester closure draft from PAC.</li></ul>
4.	DAB-4	April Last Week / May First Week	<ul style="list-style-type: none"><li>• Draft of PCE Academic Calendar and CDP proposed</li><li>• Previous session closure with gaps and feedback.</li><li>• Completion of ATR-2 for current semester based on last GC sessions and compiling it with ATR-1</li></ul>

### B-7.4). Program Assessment Committee (PAC):-

#### B-7.4.1). Primary Objective

The primary objective of Program Assessment Committee (PAC) is to identify, bridge and assess the gaps in Program's Curriculum received from University through attainment calculation.

#### B-7.4.2). Roles & Responsibilities

- Identify gaps in curriculum laid down by University and propose activities for bridging identified gaps.
- Implement academic plans and standard practices/system for attainment of Program Educational Objectives, Program Outcomes, Program Specific Outcomes and Course Outcomes.
- Regular Monitoring of curriculum gap abridgement and course deployment practices through pre-defined methods.





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- Execute Industry-Institute Interactions to enhance the employability thereby meeting the industry standards and requirements.
- Implement Curriculum Delivery Plan & Department Academic Calendar.

### B-7.4.3). Department-Wise Composition

S. No.	Category	Nominated by	Designation
1	Chairman, PAC	Chairman, IQAC / Head of Institution	Head, Department of Computer Engineering
2	Member Secretary	Chairman, PAC	Deputy Head /Senior Faculty
3	Faculty representative-1	Chairman, PAC	Professor
4	Faculty representative-2	Chairman, PAC	Professor
5	Faculty representative-3	Chairman, PAC	Professor
6	Faculty representative-4	Chairman, PAC	Assoc. Professor
7	Faculty representative-5	Chairman, PAC	Assoc. Professor
8	Faculty representative-6	Chairman, PAC	Assoc. Professor

### B-7.4.4). Meeting Frequency & Objectives

No.	Meeting Code	Meeting Month-Week	Meeting Objective
1.	PAC-1	July Last Week	<ul style="list-style-type: none"> <li>• Execution of Academic, Extra and Co-Curricular activities</li> <li>• Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>• Regular calculation of attainments</li> <li>• Revision of Academics gaps</li> <li>• Prepared regular report of program for all assessment, attainment &amp; gaps</li> </ul>
2.	PAC-2	August Last Week	<ul style="list-style-type: none"> <li>• Execution of Academic, Extra and Co-Curricular activities</li> <li>• Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>• Regular calculation of attainments</li> <li>• Revision of Academics gaps</li> <li>• Prepared regular report of program for all assessment, attainment &amp; gaps</li> </ul>
3	PAC-3	September	<ul style="list-style-type: none"> <li>• Execution of Academic, Extra and Co-Curricular activities</li> </ul>



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		Last Week	<ul style="list-style-type: none"> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of academics gaps as previous attainment</li> <li>Assessment of activities required for being proposed in upcoming GC</li> <li>Submit report to Governing Council about previous semester &amp; planning of next semester.</li> </ul>
4.	PAC-4	October Last Week	<ul style="list-style-type: none"> <li>Inclusion of suggestions for revising gaps</li> <li>Execution of Academic, Extra and Co-Curricular activities according to suggestions in GC</li> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of academics gaps as previous attainment</li> </ul>
5.	PAC-5	November Third Week	<ul style="list-style-type: none"> <li>Revision of academics gaps as previous attainment</li> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Identification and proposal of gaps and activities to be considered by DAB to prepare Department Academic Calendar and CDP for upcoming semester.</li> <li>Semester closure report draft to be prepared</li> <li>Elective proposals/CBCS</li> </ul>
6.	PAC-6	December Third Week	<ul style="list-style-type: none"> <li>Incorporation of suggestions from IQAC and DAB meetings in execution of Semester activities</li> <li>Execution and assessment of Academic, Extra and Co-Curricular activities</li> <li>Revision of academics gaps as previous attainment</li> <li>Calculation of attainments</li> </ul>
7.	PAC-7	January Last Week	<ul style="list-style-type: none"> <li>Execution of Academic, Extra and Co-Curricular activities</li> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of Academics gaps</li> <li>Prepared regular report of program for all assessment, attainment &amp; gaps</li> </ul>
8.	PAC-8	February Last Week	<ul style="list-style-type: none"> <li>Execution of Academic, Extra and Co-Curricular activities</li> </ul>



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			<ul style="list-style-type: none"> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of Academics gaps</li> <li>Prepared regular report of program for all assessment, attainment &amp; gaps</li> </ul>
9.	PAC-9	March Last Week	<ul style="list-style-type: none"> <li>Execution of Academic, Extra and Co-Curricular activities</li> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of Academics gaps</li> <li>Prepared regular report of program for all assessment, attainment &amp; gaps</li> <li>Draft preparation of Semester closure</li> </ul>
10.	PAC-10	April Second Week	<ul style="list-style-type: none"> <li>Execution of Academic, Extra and Co-Curricular activities</li> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of Academics gaps</li> <li>Prepared regular report of program for all assessment, attainment &amp; gaps</li> </ul>
11.	PAC-11	May Last Week	<ul style="list-style-type: none"> <li>Execution of Academic, Extra and Co-Curricular activities</li> <li>Regular assessment of Academic, Extra and Co-Curricular activities</li> <li>Regular calculation of attainments</li> <li>Revision of Academics gaps</li> <li>Prepared regular report of program for all assessment, attainment &amp; gaps</li> <li>Report submission of Semester closure</li> <li>Identification and proposal of gaps and activities to be considered by DAB to prepare Department Academic Calendar and CDP for upcoming semester.</li> </ul>
12.	PAC-12	June Last Week	<ul style="list-style-type: none"> <li>Feedback of last IQAC and suggestions for new semester to be implemented in CDP and DAC</li> <li>Elective proposals/CBCS</li> </ul>



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### B-8). Roles and Responsibilities of Officials

#### B-8.1). Director & Principal (Head of an Institution)

- The Principal shall be the principal academic and executive officer of the institution.
- The Principal shall exercise supervision and control over all the affairs of the Institution.
- The Principal shall take appropriate actions to ensure implementation of decisions made by the Governing Council;
- The Principal shall ensure proper functioning of IQAC, DABs, and PACs ;
- The Principal shall ensure proper functioning and submission of reports/minutes of meetings by all Bodies/ Committees/ Councils/Boards of 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;



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- 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.

### B-8.2). Dean Admissions

- To direct the admissions process from point of inquiry through enrolment;
- 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;
- To identify and admit new students from variety of regions as per norms;
- To communicate and connect with prospective students from various regions of India;
- To plan and execute travels to schools to meet students, answers questions and evaluate potential applicants;
- To execute promotional activities and organize events 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 & enrolment 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 & update it from time to time;
- Create networking systems through alumnus to find promising potential applicants;
- To implement advise of GC.
- To interact with existing students to check their level of satisfaction and use them for publicity.

### B-8.3). Dean Student Welfare

- 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.
- To implement advise / directions / inputs given by various institutional bodies.
- 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.





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- 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.
- 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.

### **B-8.4). Proctor**

- To manage the proctor office, and perform all duties assigned from time to time.
- To prepare Institute calendar after going through department academic calendars.
- To organize meetings and give directions as per policies.
- To deal with matters of indiscipline ragging etc. in campuses, hostels, transport & other places.
- To redress students' grievances as per norms.
- To coordinate with all HoDs/ Dy. HoDs for maintenance of proper attendance and discipline for smooth 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.





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### B-8.5). Registrar

- To maintain general administration, establishment, accounts, fees collection and purchase related activities.
- 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.

### B-8.6). Head of Department (HoD)

- Rigorously go through RTU curriculum, discuss with stake holders and finalize curriculum gaps and beyond curriculum activities through PAC & DAB.
- Implement OBE seriously and analyze/monitor the outcome regularly.
- Plan academic, extra and co-curricular activities as per beyond curriculum planning 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
- 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 policies;
- Promote Research and Publication in the department;



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- 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.
- Attend educational programs outside.
- 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.

### **B-8.7). 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.



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- 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.

### **B-8.8). 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) Kalandhi / Galaxy Participation. ii) Dept. days, iii) Industrial visits, iv) Magazine – Articles from students / faculty, v) Dept. Newsletter.

### **B-8.9). 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 non academic responsibilities. The roles and responsibilities of faculty members as per their cadre are as follows:



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### **B-8.10). 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 strictly adhere to OBE process and continuous monitoring/advise of DAB/IQAC/GC from time to time.
- Properly frame CO/LO of theory/Labs/Seminar/Project/activity and their assessment as OBE.
- Continuously monitor student's progress and take appropriate steps as per OBE.
- 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.





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### **B-8.11). Assistant Professor**

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

#### ***B-8.11.1). Academic Roles and Responsibilities of:***

##### **➤ Classroom**

- To develop the course syllabus, prepare the lecture plans as per OBE 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.



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- 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 along with mapping with CO/PO/PSO.
- 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.





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### ***B-8.11.2). 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.



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### ➤ **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, placement activities and ensures their attendance for the same.

### ➤ **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.



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- 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.

### ➤ Maintenance 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 the campus for monitoring and record keeping.
- To ensure cleanliness of the campus.

### ➤ Transport Officer

- To maintain records related to transport users.
- To maintain timings of buses and other college vehicles.



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- 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.

### ➤ **Dean, I Year**

- To plan, execute and supervise programs for students;
- To monitor and provide feedback of faculty and students as per group policies;
- To ensure confidence building of I year students;
- To assist Directors in the execution of group policies.

### ➤ **Security Supervisors**

- To ensure safety of all properties of the campus;
- To monitor and keep record of security personnel;
- To develop use of best practices amongst security personnel;
- To maintain attendance registers at respective campus entrance & exits.



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### **Chapter–C: Administrative Rules and Regulations**

#### **C-1). Faculty and Staff Recruitment and Leaving**

##### **C-1.1) Selection Procedure of Faculty and Staff:-**

The recruitment of new faculty/staff members is an important activity at the Institution. The process of recruitment includes:

- Identification of vacancies in various areas
- Invitations of applications by advertisement in leading Newspaper
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Selection committee is constituted by the Dean, Academics
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Process of interview
- A candidate has to undergo one or all of the following process for final assessment i.e.
- Technical Round
  - Demo Lecture
  - Analytical Round
  - HR Round
- Preliminary assessment of the suitability of the candidates
- Decision on recruitment by the Chairman/Director.
- Issue offer of Appointment to the selected candidate

##### **C-1.2) Joining of Candidate:-**

- Initially, newly recruited faculty will be on probation for a period of one year from the date of joining. The said period of probation could be further extended for a period of one more year, solely at the discretion of the appointing authority. Appointing authority shall have the right to terminate your services without any notice or without assigning any reason. Newly recruited faculty will continue to be on the probation till your services are confirmed in writing by the appointing authority.
- After confirmation, newly recruited faculty services shall be liable to be terminated on one month's notice or salary in-lieu thereof except on disciplinary grounds, in which case no such notice or payment in lieu thereof shall be necessary.
- The annual increment as shown in the pay band shall not be claimed by Newly recruited faculty as a matter of right but will depend upon the maintenance of high standard of discipline, good work, efficiency, integrity, functionality and regularity.





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- Newly recruited faculty have to serve, one month notice for relieving, if resignation is served in month of Nov/Dec or May/June, when semester classes are not running.
- Newly recruited faculty have to pay one month salary for relieving, if resignation is served, when semester classes are running.

### C-1.3) Adjunct / Visiting Faculty:-

Adjunct Faculty status shall be conferred to academicians, professionals or other creative persons whose primary employment activity is outside the institute and who are not interested in seeking full-time appointment with the Institute, but can contribute to academic/ non-academic programmes of the institute.

### C-1.4) Terms and Conditions of Service:-

- a) That, if recruited faculty are desirous of pursuing any academic course or higher studies during the tenure of employment with the college, it is essential to obtain prior written permission of the competent authority as per PCE norms.
- b) That recruited faculty will not divulge any information or knowledge gained by you in the service of the college, which may prove detrimental to the interest of PCE.
- c) That in all other matters not mentioned herein recruited faculty would be governed by the rules and regulations of the PCE in force from time to time.

### C-1.5) Process of Resignation, Handing Over and Relieving

- Each employee will have to serve, one month notice for relieving, if resignation is served in month of Nov/Dec or May/June, when semester classes are not running.
- Each employee will have to pay one month salary for relieving, if resignation is served, when semester classes are running.
- Steps to be followed for relieving:
  - a. Submit resignation to respective HOD in composite format available with campus director.
- 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, (x) Other remarks



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After preparing the report HOD will forward resignation to Director with 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 report to HOD.

### C-2). Qualification, Pay Scales

#### C-2.1). Qualification

Faculty Members are recruited based on the qualifications prescribed by AICTE for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated 05/03/2010.

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry.



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			<p>In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is</p>
4	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech&amp; PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor</p> <p>Or</p> <p>Minimum of 13 years' experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analysing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p>



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		Flair for Management and Leadership is essential
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### C-2.2). Faculty Members (Humanities & Science) & Other Staff:

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience requirement.
2	Associate Professor	Qualification as above that is for the post of Asstt. Prof. as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable



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3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level
4	Technical Staff	Diploma in appropriate branch of Engineering & Technology	No minimum Experience requirement.
5	Officer	Graduate	5 yrs. Experience in relevant field
6	Chief Warden	Graduate	5 yrs. Experience in relevant field
7	Warden	Graduate	1 yr. Experience in relevant field
8	Chief Librarian	M. Lib.	5 year Experience in relevant field
9	Assistant Librarian	B.Lib.	5 year Experience in relevant field
10	Transport Officer	Graduate	5 yrs. Experience in relevant field
11	Security Officer	Graduate	5 yrs. Experience in relevant field





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### C-2.3). Visiting Faculty Policy

#### C-2.3.1). Preamble:-

The purpose of the visiting faculty scheme is to impart a good blend of theoretical and practical input to the students of various departments. In this context, every department is encouraged to have more visiting faculties from industries.

#### C-2.3.2). Criteria:-

The title of visiting faculty may be conferred upon an individual if he / she meets the minimum criteria as detailed below.

- He / She must be in Executive / Managerial Cadre in case of Private Organization.
- He / She must be in a Group-A Cadre in case of Government / Public Sector Enterprises.

#### C-2.3.3). Selection:-

Visiting faculty may teach either a full subject or a part thereof, which will be decided on a case by case basis by the Director / Head of Department in consultation with the respective Directorates.

#### C-2.3.4). When to Apply

The interested industrial resource persons can apply during the month of April for Odd Semester, October for Even Semester.

#### C-2.3.5). How to Apply

The interested industrial resource persons can fill and submit application to the Director, PCE.

### C-2.4). Pay Scales

#### C-2.4.1). General

- There shall be only three designations in respect of teachers namely, Assistant Professor, Associate Professor and Professor.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he/she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- The pay of teachers shall be in two pay bands of Rs.15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers covered under this Scheme.



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subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.

- The ratio of Professors to Associate Professors to Assistant Professors shall be in the ratio, ordinarily of 1:2:6.
- Up to 10% of the posts of Professors shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.

### *C-2.4.2). Pay Structure for Different Categories of Teachers*

- **Assistant Professor/Associate Professors/Professors :**
  - Assistant Professor shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000.
  - Assistant Professor with completed service of 4 years, possessing Ph.D. degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.
  - Assistant Professors possessing Master's degree in the relevant branch/discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
  - Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
  - The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subjected to their satisfying other conditions as laid down by AICTE.
  - Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
  - Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
  - Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
  - Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as



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Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

- The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- Ten percent of the posts of Professors in an AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and postdoctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.
- For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through Regulations and as may be laid down by the AICTE.
- Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.
- All advancements to higher grade pays in various cadres will be effected subject to completion of two AICTE approved refresher programs of not less than two weeks duration each and two TEQIP sponsored programs, each of one week duration.

### **C-2.4.3). Principal/Director:**

- Appointments to the posts of Principal/Director in this institutions shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The post of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. Pay of all Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000 plus a Special Allowance of Rs. 3000 per month.



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### C-2.4.4). Administrative Staff:

S. NO.	DESIGNATION	PAY GRADE*
1	Registrar	15600-39100
2	Dean	37400-67000
3	Dy. Registrar/Astt. Registrar	9300-34800
4	Office Executive.	5200-20200
5	Attendant	4440-7440
<b>6</b>	<b>TECHNICAL</b>	
6.1	Network Administrator	9300-34800
6.2	Technical Assistant	5200-20200
<b>7</b>	<b>LIBRARY</b>	
7.1	Chief Librarian	9300-34800
7.2	Librarian	5200-20200
<b>8</b>	<b>HOSTEL</b>	
8.1	Chief Warden	15600-39100
8.2	Mess Manager	15600-39100
8.3	Warden	9300-34800
8.4	Assistant Warden	5200-20200
<b>9</b>	<b>TRANSPORT/SPORTS</b>	
9.1	Transport Officer, Sport Officer	9300-34800
9.2	Driver. Astt. MTO	4440-7440
<b>10</b>	<b>SECURITY, CONSTRUCTION &amp; MAINTENANCE</b>	
10.1	Estate Officer	9300-34800
10.2	Electrician, Plumber, Gardner, Security Guard	4440-7440

### C-3). Retirement

An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like. The governing council may also extend retirement age in deserving cases.





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### C-4). Promotion Policy

Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in ACRs. Only performance “good” and above entitles an employee to recognize and suitable reward by way of promotion. While “average” is not an adverse remark, it cannot be regarded as complimentary. The promotion committee should assess the suitability of the employee for promotion on the basis of their service records and Annual Appraisal Reports for five preceding years. If employee is put in service for lesser number of years, Annual Confidential Reports for all completed preceding years of service will become basis for promotion.

### C-5). Termination

- Knowingly or wilfully neglect his / her duties.
- Propagate through his / her teaching lesson or otherwise, a communal or Sectarian outlook, or incite or allow any student to indulge in communal or Sectarian activities.
- Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- Indulge in or encourage any form of malpractice connected with the examination or any other activity of the institute.
- Show negligence in correcting term or assessments or exam work of the students.
- While being present at the institute, absent himself / herself, except with the prior permission of the Director, from class which he /she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained , ex-post facto, the necessary sanction for the leave availed.
- Accept or give private tuition to any student of the institute or any other person without the written permission of the Director.
- Prepare or publish any book commonly known as guides, or assist, in their publication other than under authority of the instate obtained through the chairman
- Enter into any monetary transaction with any student or parent: nor shall he/ she conduct his / her personal matters in such a manner that he / she is to incur a debt beyond his /her means to repay.
- Accept or permit any Member of his / her family or any other person acting on his / her behalf to accept any gift or receive advantage from any student, parent or any person with whom he/she has come into contact by virtue of his / her being in the employment of the institute.





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- Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to discipline proceedings.

### C-6). Rules for Travel Allowance

All Faculty & Staff of Poornima 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/ 2 <sup>nd</sup> Class Sleeper).
4	Attendants, Drivers and others having gross salary of less than INR 10000 (Travel by express Bus / 2 <sup>nd</sup> 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



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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:

- 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.
- 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.
- 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.
- 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.



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### C-7). Financial Powers

(AS APPROVED IN 1<sup>ST</sup> GOVERNING COUNCIL MEETING)

S. NO.	COMMITTEE	ROLE OF COMMITTEE	MEMBERS	LEVEL OF AUTHORITY FOR FINANCIAL APPROVAL PER REFERENCE	NAME OF AUTHORITY FOR FINANCIAL APPROVAL
1	Board of Governance	Policy Making	Governing Council	Unlimited Authority	Chairman – Governing Council
2	Finance Committee	Budgeting, Accounts and Finance	CFO, Director, All HODs	Rs. 25,00,000/-	CFO
3	Office of Campus Director	Campus Level Activities	Campus Director and HoDs	Rs. 2,00,000/-	Campus Director
4	Departmental Administration	Departmental Level Activities	HOD & Faculty Members	Rs. 30,000/-	HOD
5	Office of Registrar	Administrative Activities	Registrar and HoDs	Rs. 40,000/-	Registrar

### C-8). Industry and Institute Partnership Policy

Better interaction between Technical institutions and industry is the need of the hour. This will have great bearing on the Engineering Curriculum, exposure of industrial atmosphere to engineering students and subsequent placement of young graduating engineers in industries across the country.

The Industry-Institute Partnership Centre (IIPC) of the institute is a dedicated to promote the close interaction of industry and various departments of the institute. The IIPC facilitates consultancy, sponsored R & D projects and industrial and academic trainings those are not prescribed in the syllabus in addition to conducting industrial exhibitions and interaction meets. PCE prepares engineering students for jobs in multinational companies, by exposing them to newer technologies and engineering methodologies. This bridges the gap between industry and the academic institute.



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➤ **To promote Industry - Institute Interaction following schemes are being undertaken by Institute:-**

- Organizing workshops, conferences and symposia with joint participation of the faculty and the industries.
- Encouraging engineers from industry to visit Institution to deliver lectures.
- Participation of experts from industry in curriculum development.
- Arranging visits of staff members to various industry
- Professional consultancy by the faculty to industries.
- Industrial testing by faculty & technicians at site or in laboratory.
- Joint research programmes and field studies by faculty and people from industries.
- Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
- Visits of industry executives and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
- Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
- Human resource development programmes by the faculty for practicing engineers.
- B. Tech projects / dissertation work in industries under joint guidance of the faculty and experts from industry.
- Short-term assignment to faculty members in industries.
- Visiting faculty/professors from industries.
- Professorial Chairs sponsored by industries at the Institute.
- R & D Laboratories sponsored by industries at the Institute.
- Scholarships/fellowships instituted by industries at the Institute for students.
- Practical training of students in industries.

### **C-9). Annual Confidential Report**

- **PURPOSE AND IMPORTANCE:** SA-ACR is an objective assessment of the work and conduct of an employee of the institution. Assessment of ACR is the main criteria for confirmation, promotion and review for removal from service.
- **APPLICABILITY:** Every employee is subject to annual self-appraisal-cum-confidential report (SA-ACR). Temporary or unconfirmed employees will be reviewed on half-yearly basis. The confirmed employee concerned will submit his Self-Appraisal within 15 days of completion of the academic session; others will submit within 7 days of 31<sup>st</sup> December and end of academic session.



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- **NON-SUBMISSION OF SELF-APPRAISAL:** In case of failure of submission of self-appraisal by the concerned employee within stipulated period, ACR will be completed by competent authority without awaiting the same.
- **ADVERSE ENTRY IN ACR :** Any adverse entry in ACR will be communicated to the concerned employee. If employee wishes, he should submit his representation to the appraising authority for review within 15 days of communication of such remarks to him.
- **GRADING OF ACR:** The ACR graded in Very Good and Good will be considered as favourable. The ACR graded in Average will be considered neutral report. The ACR graded Below Average will be considered as adverse report.

### C-10). Code of Conduct for PCE Employee

The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

- (a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.
- (b) Every college employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

#### EXPLANATION:

In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case.

- ii) Conduct of University Examinations and Internal Examinations of the College,





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including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons In-charge of such activities.

- iii.)** (a) All employees shall be punctual to their duties and shall strictly adhere to the college timings.
- (b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
- (c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time
- iv.)** (a) Behaviour towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.
- (b) The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.
- (c) The Heads of Departments and persons in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.
- (d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.
- v.)** Employees should not resort to any agitation, which disrupts the normal work in the college. Every employee shall strive to the best of his ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.
- vi.)** (a) It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, No employee is expected to undertake any outside job.
- b. Violation will be treated as breach of trust and will be dealt as such.



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- c. Inciting colleagues, fomenting unrest in the college campus, or any other activity, which pollutes the academic atmosphere in the college campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.
- vii.) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.
- viii.) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- ix.) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- (a) Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College; attracts commendation from' the college authorities.
- b) Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.
- x.) Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.
- xi.) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.
- xii.) (a) **Tuition:** No College teacher shall engage himself in coaching privately any college student for any remuneration.



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- (b) **Private employment or work not connected with the College:** An employee shall not without the previous permission of the Governing Body in the case of Director / Principal and in case of teaching and other staff of the Director/ Principal respectively be engaged directly or indirectly in any trade, business or occupation or any other remunerative or no remunerative work.
- xiv.) (a) **Gifts:** No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- (b) **Subscriptions:** No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.
- xv) **Uniform and I-card:** The staff should wear uniform on all working days. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- xvi) **Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Biometric system.
- xvii) **Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only six times late arrival of 15 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy).
- xviii) **Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.
- xix) **On Duty leave:** All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.



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### **Chapter–D : FACULTY DEVELOPMENT AND SOCIAL WELFARE MEASURES**

#### **D-1). Mentoring Policy**

The Poornima College of Engineering believes that effective mentoring is important to the professional development and advancement of new faculty members. Traditionally, departmental head have provided mentoring through articulation of expectations and performance reviews. However, other responsibilities inherent in the faculty-HOD relationship may interfere with the open and frequent communication needed for effective mentoring. The PCE therefore recommends that each department develop a formal process by which new tenure-track faculty will be mentored by one or more senior faculty members, other than the chairperson. The mentor(s) should provide independent advice, active support, and timely information across all areas of professional activity—research, teaching, and service. The PCE recommends that each department explicitly document its mentoring program, indicating how mentors will be assigned and what their responsibilities will be. A mentor should be familiar with both the new faculty member's professional sphere and the performance standards likely to yield favourable action from evaluation committees. Mentors are expected to commit at least two years to the effort, which should be reported annually as a service activity and appropriately recognized by the department and college. Formal assignment of a mentor to a faculty member should not discourage other faculty members from also offering professional advice. However, all mentoring discussions should be considered privileged. Conversation regarding suitable mentors should begin at the time of hire, and the mentoring process should begin soon thereafter. While mentoring activities are expected to vary, mentors should be available to meet frequently with the candidate and assist in the following ways:

- Serve as a collegial confidant and, upon request, as a liaison to Director.
- Clarify department and college expectations for promotion and tenure, and discuss strategies for success in evaluation processes;
- Encourage submission of proposals and papers, and help critique drafts.
- Advise on development of new research collaborations.
- Advise on recruitment and retention of graduate students.
- Assist with procedural details of laboratory and infrastructure development.
- Offer suggestions on course preparation, classroom delivery, examinations, TAs, and grading.
- Help identify appropriate service activities and other professional opportunities.
- Advise on optimal time allocation across research, teaching, and service missions.
- Provide periodic, off-the-record reviews of professional progress.





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### D-2). Guideline for Participation in Conference/ Seminar/ Workshop/ Trainings/ Symposia Etc.

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

#### D.2.1) 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 College of Engineering itself by filling complete format: E-18A & E-18B available on website under download section.
- Under category B, for any paper having more than one author from Poornima College of Engineering only first author would be allowed to attend the activity.
- For any exceptional situations, participation in more activities over & above of what is stated in the guidelines may be allowed but subject to the approval of 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 Rs.)	Max. OD Leaves
A.1	• Enhancing Performance of Staff	AA/ A+	International	50000	10





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Protocol Holders	<ul style="list-style-type: none"> <li>• Managerial Skills for Principals</li> <li>• Effective Curriculum Implementation</li> <li>• Developing Healthy Work Culture in Technical Institutions</li> <li>• Developing Values, Attitudes and Managerial Skills in Teachers</li> </ul>	A	International	40000	7
A.2 Professors/ Dean / HODs /Associate Professor	<ul style="list-style-type: none"> <li>• Effective Curriculum Implementation</li> <li>• Tools for Engineering Research</li> <li>• Personality Development</li> <li>• Enhancing Performance of Staff</li> <li>• Developing Values, Attitudes and Managerial Skills in Teachers</li> <li>• Intellectual Property Rights and Patenting</li> <li>• Project Planning, Execution and Evaluation</li> <li>• Academic support for weak Students</li> <li>• Strengthening Institutions to produce high quality engineers for better employability</li> <li>• Training on Management Capacity Enhancement</li> <li>• Enhancement of R&amp;D and institutional consultancy activity</li> </ul>	AA/ A+	International	30000	10
		A	National	25000	10
		B	National	10000	3
		New	National	5000	6
A.3 Assistant Professor	<ul style="list-style-type: none"> <li>• Tools for Engineering Research.</li> </ul>	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3



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/Research Associate/ Lecturer	<ul style="list-style-type: none"> <li>• Effective Curriculum Implementation.</li> <li>• Mentoring Coaching and Counselling</li> <li>• Preparing Students for Job Interview</li> <li>• Academic support for weak Students</li> <li>• Training of faculty for effective</li> <li>• Teaching Enhancement of R&amp;D and institutional consultancy activity</li> </ul>	New	National	4000	3
<b>A.4</b> Technical Officers /Technical Assistants	<ul style="list-style-type: none"> <li>• Laboratory Practices.</li> </ul>	AA/ A+	National	8000	5
		A	National	6000	3
		B	Regional	4000	3
		New	Regional	2000	3
<b>A.5</b> Registrar /Proctor /Officers	<ul style="list-style-type: none"> <li>• Training Program to enhance the administrative skills</li> <li>• Effective Office Administration and Management.</li> <li>• Developing Healthy Work Culture in Technical Institutions.</li> <li>• Organizing Student Centred Activities.</li> <li>• Mentoring Coaching and Counselling.</li> <li>• Preparing Students for Job Interview</li> <li>• Personality Development</li> </ul>	AA/ A+	International	30000	10
		A	National	20000	8
		New	National	5000	4
<b>A.6</b> Dy. HOD /Tutor /Dy.	<ul style="list-style-type: none"> <li>• Placement Preparatory Program.</li> </ul>	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3



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Tutor /Warden	<ul style="list-style-type: none"> <li>Preparing Students for Job Interview</li> <li>Career Guidance and Counselling</li> <li>Academic support for weak Students</li> </ul>	New	Regional	5000	3
A.7 Executives /Office Executives	<ul style="list-style-type: none"> <li>Office Executives Training Program</li> <li>Effective Listening Skills</li> <li>Effective Communication Skills (oral and written)</li> <li>Telephone Handling Skills (making and receiving calls, leaving message on voice mail)</li> <li>Database Management</li> <li>Report Preparation</li> <li>Standard Office Procedure</li> <li>Customer service interpersonal relations</li> </ul>	AA/ A+	National	10000	5
		A	National	8000	5
		B	Regional	4000	3
		New	Regional	2000	1
A.8 Library Staff	<ul style="list-style-type: none"> <li>Digital Library Management</li> <li>Cloud Computing and Libraries</li> <li>Digital Library with KOHA and GSDL</li> </ul>	AA/ A+	National	8000	5
		A	National	6000	3
		B	Regional	4000	3
		New	Regional	2000	1
A.9 Attendants / Drivers /Security Guards	<ul style="list-style-type: none"> <li>Report Preparation</li> <li>Effective Listening Skills</li> <li>Telephone Handling Skills</li> <li>Defensive Driving Safety Training</li> <li>Driver Training and Development Program</li> <li>Security Guards Training Program</li> </ul>	AA/ A+	Regional	2000	3
		A	Regional	1000	3
		B	Regional	500	3
		New	Regional	500	1



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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 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 fee
- Copy of certificate (if provided) of participation and presentation of paper. Otherwise a declaration (in specified format) 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 College of Engineering”, the decision of Management of Poornima College of Engineering would be final.

### D-3). Promotion of Research Activities

- The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.



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- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

Research & Development Cell

Form No.-R&D/E-1

### Assignment Proposal and Agreement Form Part-A

**TITLE OF THE CONSULTANCY (Kindly fill in BLOCK letters)**

#### CONSULTANT INCHARGE

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: Direct: \_\_\_\_\_ EPBAX: Extn. \_\_\_\_\_ Email: \_\_\_\_\_

#### EXPECTED TIME SCHEDULE

Duration: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Weeks Starting Date: \_\_\_\_\_

#### CLIENT DETAILS (Kindly fill in BLOCK letters)

Firm's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_ Pin: \_\_\_\_\_

#### Contact Person's

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Phone: \_\_\_\_\_ Extn. \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

#### TOTAL CAHRGES AND PAYMENT DETAILS

Mode of Payment: ☐ By Cheque ☐ ☐ By Draft ☐

☐ Telegraphic Transfer ☐

Currency: ☐ Indian Rupees ☐

☐ Foreign Currency ☐

Payment Enclosed: ☐ Full Payment ☐

☐ Part Payment ☐

Total Value (in figures)	Total Value (in words)	Bank's name and Branch
DD/Cheque No.	DD/Cheque Amount	DD/Cheque Date

**SCOPE OF THE CONSULTANCY (attach separate sheet, if necessary)**





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CONSULTANCY TYPE (Please ✓)	CLIENT TYPE (Please ✓)
<input type="radio"/> Product Development <input type="checkbox"/>	<input type="radio"/> Private Sector <input type="checkbox"/>
<input type="radio"/> Process Development <input type="checkbox"/>	<input type="radio"/> Govt. Sector <input type="checkbox"/>
<input type="radio"/> Checking of Design <input type="checkbox"/>	<input type="radio"/> Public Sector <input type="checkbox"/>
<input type="radio"/> Report Writing/Evaluation <input type="checkbox"/>	<input type="radio"/> Funding Agency <input type="checkbox"/>
<input type="radio"/> Advice <input type="checkbox"/>	<input type="radio"/> Foreign Organization <input type="checkbox"/>
<input type="radio"/> Testing and Interpretation <input type="checkbox"/>	<input type="radio"/> Others (please specify) <input type="checkbox"/>

### AGREEMENT BETWEEN CLIENT AND CONSULTANT

This agreement is subject to the Standard Terms and Conditions contained herein (overleaf) for undertaking consultancy projects at PGC Jaipur. The Consultant In charge(s) certify that these terms and conditions have been made known to the client organization and it has agreed to adhere to the same.

Signature of the Consultant In-charge

Signature of Client

Date:

Date:

### PART – B

(Not to be communicated to the Client)

### DETAILS OF THE CONSULTANT INCHARGE AND CO-CONSULTANT INCHARGE(S)

Employee's Name	Designation	Dept. /Centre	Signature
CI:			
Co-CI:			
Co-CI:			
Co-CI:			

### TYPE OF CONSULTANCY (Please ✓ any one of the following) %

- ☐ Type A: Product/Process development and advice/report based on significant research and development.

- ☐ Type B\*: Testing and Interpretation, Design Checking etc.

\*Head of the Dept./Centre will decide, if the consultancy falls in the Type B category.



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### BREAK UP OF TOTAL CHARGES

Budget Head Description	Approximate Amount (Rs.)
<b>(I) EXPENSES</b>	
<b>Recurring/Non-Recurring</b> (Salary/Cost of Labour, Honorarium to Staff/Outside Consultants, Travel, Contingency, Consumables, Equipment, Materials, etc.)	
<b>(II) FEE FOR SCIENTIFIC &amp; TECHNICAL ADVICE</b>	
<b>(III) INSTITUTE OVERHEAD CHARGES</b>	
<b>(IV) TOTAL CHARGES (I+II+III)</b>	
<b>(V) SERVICE TAX @ 12.36% OF IV(Total Charges)</b>	
<b>(VI) GROSS AMOUNT (IV+V)</b>	

Signature of HOD

Signature of the Consultant In-charge

Date:

### FOR OFFICE USE ONLY

### STANDARD TERMS AND CONDITIONS OF CONTRACT FOR CONSULTANCY

Title of the Consultancy Job:

Name & Address of the Client:

Name and Dept./Centre of the Consultant In-charge:

These terms and conditions are to cover projects for the development of products, processes, field studies, model studies, calculations, economic and technical consulting and other forms of project of specific interest to the client. The conditions are binding unless otherwise agreed upon in a separate signed document.

**1. PROJECT PLANNING:** The Institute shall, together with the client, prepare work plan and budget for the project or parts of the project wherever the project size or subject makes this necessary. This plan shall normally be accepted by the Client before commencement of the work on the project. The Institute shall supply information regarding the progress of the project at any time at the Client's request. The Client may with the agreement of the Institute, follow the progress of the project personally, or through a third party named by the Client. The Institute



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and the Client shall agree on the form and frequency of formal reports concerning the progress and the result of the project.

**2. RESPONSIBILITY:** The Institute undertakes to carry out the project as conscientiously as conditions allow, but accepts no economic responsibility should the work not lead to expected results. The Institute accepts the project on condition that the Client renounces all right to claim damages for losses sustained directly or indirectly in consequence of the work done by the Institute.

**3. DISCRETION:** The Institute undertakes to handle with discretion reports, results, the identity of the Client and all material which the client places at the disposal of the Institute in connection with the project.

**4. SUB-CONTRACTING:** The Institute reserves the right to allow any work, experimental or otherwise to be carried out by a third party provided this does not result in the danger of information of a confidential nature coming into the hands of unauthorized persons.

**5. RESULT OF THE PROJECT:** The results of all work done at the Institute by the Institute in connection with the project, incorporated in written reports in accordance with paragraph 1, shall remain the property of the Client. Results arrived at with little or no involvement on the part of the Client are available free of charge for the Client's own use. However, the Institute reserves the right to use such results in connection with activities outside the scope of the project. Inventions are covered in paragraph 6. If the Client consists of several individuals, all questions of Client, rights between the Clients must be settled between such individuals, and are of no concern to the Institute. Unless otherwise agreed, all reports are to be sent to the Client in triplicate. The Institute has the right to retain a copy.

**6. INVENTIONS:** All reports of Institute on the project are the property of the Client. This includes patentable inventions while working on the project.

**7. PUBLISHING THE RESULTS / OUTCOME OF THE CONSULTANCY:** The results/outcome of the consultancy must not be exploited by the Client organization for its business interests by using PGC's name/logo through press advertisement/publicity material or in any other manner. Manuscripts of academic papers, brochures, advertisements or other form of published material which refer to or quote the proprietary results of the project shall be vetted by both parties before publication.



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**8. COMMUNICATION OF RESULTS TO A THIRD PARTY:** The Institute may not, without the written agreement of the Client, communicate the results of the project to a third party. The Client shall arrange the necessary written agreement of all parties on the Client's side who may have publication rights with respect to the project.

**9. PROJECTS FOR OTHER CLIENTS:** The Institute may normally undertake other projects in the same field provided – to the best of the Institute's knowledge and belief – there exists no danger of information of a confidential nature coming into hands of a third party. Any agreement to restrict the Institute from undertaking similar projects during or after the life of the project, shall be covered by a separate contract.

**10. APPARATUS:** Instruments and/or equipment obtained in connection with the project and charged to the client remain the property of PGC's.

**11. TERMINATION OF THE PROJECT:** The Client has a right to terminate the project at any time, but shall be liable for all reasonable expenses incurred in connection with halting work already in progress according to the agreed work programme. The Institute has also the right to terminate the project with three months' notice except where otherwise agreed upon. The Client in this case will not be liable for any expenses incurred after the period of notice.

**12. DISPUTES:** In the event of any dispute or difference between the parties hereto, such dispute or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to an outside arbitrator to be nominated by the Director of the Institute for a reasoned Award. The Award of the arbitrator shall be binding on the parties to the dispute.

Date:

Place:

**Name & Signature of Consultant In-charge Name & Signature of Client**  
(With office seal)



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### D-4). Performance Incentive

#### D.4.1) Objective

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 College 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 2018-19 & onward

#### 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





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### D.4.2) Eligibility

1. Those faculty members who are in service on 31st December or 30th June of next semester or have completed 260 days shall be only 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 two faculty members taught a subject jointly then both will be treated as joint awardees and cash award would be equally shared between them.
4. If a faculty member has taught for part of the total duration of semester / session, he / she shall be eligible for proportionate performance incentive.
5. The faculty members not teaching any subject or lab are not eligible for the performance incentive under this scheme.

### D.4.3) 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



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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).

#### D.4.4) Note

1. Only the first time declared original results will be considered for incentive purposes.
2. Technical Officers with no theory subjects will also be eligible for incentive with a maximum limit of Rs.3600 per semester and Rs.7200 per session.
3. In case of any disagreement in implementation of provisions and outcomes of this scheme, the decision of management of Poornima College will be final and binding.

#### D-5). Technical Publication Incentive

The Management of Poornima College is pleased to revise “Technical Publications Incentive Scheme” for faculty members and others. Under this scheme the publications must be related to broad academic disciplines relevant to subjects being dealt by the faculty member & **must include the name of Poornima with the author’s name**. The details are given below:

**Author Category:** 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:

- **As Supervisor or guide:** The faculty applying as Supervisor or guide must ensure that the student they are guiding must be from Poornima.
- **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.



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- **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

### D.5.1) Criteria for award of technical incentive

- Incentive will be given to eligible faculty members (including non-teaching staff), who have completed minimum 1 Year or 260 WD till July 31 of the corresponding year Poornima and continue to work with Poornima as on date of award of incentive.
- Faculty & Staff (full time/ part time/ guest/ research fellow/ research assistant etc.) other than a regular faculty are not eligible for incentive under this scheme.
- Calculation of the incentive: The incentive to be given to an applicant will be calculated by dividing the total incentive among all the authors as per table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in Poornima Only.
- Paper published by more than four authors will not be considered under this scheme.
- Paper guided by more than two supervisors or guide will not be considered under this scheme.
- Maximum 2 papers will be considered from a single conference and journal of the same month.
- 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).
- Incomplete or not properly filled E-20 formats will not be considered for incentives.

Applications with all relevant information shall be entertained in July every year for publications during previous session / year. The publications would be categorized as per details given below:

Publication Category	Incentive	T & C
<b>1. Full Book</b>		
a) Published with SCI/ Scopus Series/ Journal Publication	20000	100% for 1 <sup>st</sup> Edition & 30% for further Edition [Equally divided amongst all authors]
b) Published in Int'l reputed publishers like Tata-McGraw Hill, Prentice Hall of India, Oxford University Press and all other non SCI/ Scopus International Publishers	15000	
c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	10000	



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Note: There has to be significant contribution in revised edition and proof of such modification need to be submitted.

2. Chapters in Book		
a) Published with SCI/ Scopus Series/ Journal Publication	15000	60% for being 1 <sup>st</sup> / Corresponding Author 40% for being co-author
b) Published in Int'l reputed publishers like Tata-McGraw Hill, Prentice Hall of India, Oxford University Press	10000	
c) Published in Regional / Local Publishers	8000	

3. Publications	Amount	Authored Publications		Guided Publications	
		1 <sup>st</sup> Author	Following Authors	PG / PhD Scholar	Guide
High Quality Publication (Maximum Limit = INR 40000 per annum)					
a) SCI, SSCI, ABDC, SCIMAGO & other Equivalent indexed Journal	20000	60 %	40 % (if number of authors are more than two then amount will be equally divided)	70%	30%  (if number of guides are more than one then amount will be equally divided)
b) IEEE Transaction not covered in category A & B	18000				
c) E-SCI, E-SSCI, SCI-E indexed journals	15000				
d) IEEE, ACM, ELSEVIER, SPRINGER, EMERALD, EBSCO JOURNALS not covered in category A, B & C	12000				
e) SCI/ SCOPUS indexed Conference Proceedings (IEEE, ACM, Elsevier, Springer & Others)	10000				
Average Quality Publication (Maximum Limit = INR 10000)					
f) International Conference organised outside India and not covered in category e).	5000	60 %	40 %  (if number of authors are more than two then amount will be equally divided)	70%	30%  (if number of guides are more than one then amount will be equally divided)
g) UGC Approved Journals not covered in category A, B, C, D & E (as per the latest valid List)	4000				
h) International Journals Published Abroad/ International Conference in India	2000				
i) International Journals Published in India	1500				



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j) National Journals	1000				
k) National Conference	750				
l) Professional Article in Int'l/ Nat'l Magazine / Newspaper	500				
For Single Authored publication of any kind above, 100% incentive shall be given					

**In order to claim the Incentives, the following documents should be submitted to the Office of Director with the application format.**

- Copy of notification of conference / seminar
- Copy of mail communication submitting the draft copy of the paper
- Copy of the acceptance mail communication
- 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)
- Copy of Paper published in the proceedings of the journals/ conference / seminar
- Copy of Index page of journals/ conference / seminar proceedings

The application has to be submitted to **Director** in 1<sup>st</sup> week of July for previous academic session each year. On receiving applications, Dean, Academic will constitute an expert committee with prior approval of Chairman, PCE within a fortnight for consideration of all applications for incentive for publications. The committee will submit report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above. Dean, Academic will compile these reports recommendations and place before Chairman, PCE for approval. Dean, Academic will then send the finalized list to Director [Finance & Admin.] for release of incentive amounts to be presented to concerned faculty members in faculty incentive program on 15<sup>th</sup> August every year. **In all matters related with this "Technical Publication Incentive Scheme", the decision of Management of Poornima Institute would be final.**

### **D-6). 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:





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### For Faculty members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentives 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 an 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 an 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.

### D-7). Staff Development and Training

- Arranging in house training programme for improving skills.
- Deputing the staff members to attend training programmes outside.
- The period of absence will be treated as ON DUTY during the period of attending the Training.

### D-8). Provident Fund and ESI

Provident Fund is a government promoted scheme for public & private sector employees to ensure life – long security. Poornima College of Engineering, by being abided to government norms adopts provident policies. It is applicable for all such employees whose basic salary is up to fifteen thousand (for employees-12% & employers-13.6%) however Poornima Institute has availed the same as optional for all whatever salary is drawn by the employee. In the same



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manner, ESI is applicable for all such employees whose gross monthly salary is 21,000/- or less (1.75% of gross salary).

### D-9). Transport Facility

All employees of PCE are provided with free transport facility for all corners of Jaipur. 14 dedicated buses are providing comfortable and time bound travel to more than 160 employees. Every user has to register for this facility by applying on prescribed format to transport officer of PCE along with prescribed annual fees of 100/-. Faculty & staff members can download form E8 from the download section of [www.PCE.poornima.org](http://www.PCE.poornima.org) & submit to transport department for availing the facility.

### D-10). Canteen Facility

Canteen facility is an integral part of the campus which provides nutritious homely food suppliants to all hostellers, day scholars, faculty & staff members and visitors. It provides both readymade and in-house food prepared under strict hygienic conditions. The canteen offers variety of snacks available at reasonable prices in a very clean environment.

### D-11). Dress Code

#### ➤ Dress code for faculty & staff

As per laid down norms, each staff member of PCE is supplied with uniform by the group colleges. Based on suggestions received from staff members, the Management Board of PCE 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, blouse should be with high neck and sleeves. In addition one blazer will be issued to all staff under the category.



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- **Male staff under category of Driver, Guards, Peon and other sub-ordinate 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 sub-ordinate 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, blouse 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, Engineers' Day and Management Day.
- Uniform is supplied free of cost
- 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.

## D-12). Limited Campus Housing

**For the Faculty/Staff Members of Poornima College of Engineering, the Residence Block is available for accommodation.**

### D.12.1) The procedure of allotment privileges & liabilities of allottees are broadly as follows

—

Procedure for allotment of the residential facility:

- At the beginning of each semester, applications shall be invited for allotment of vacant/available residences.
- (a) Eligible candidates will submit applications in specified format to Head of the Department.
- (b) Head of the Department will send the same with his/ her recommendation to the Director.
- All applications received by the due date shall be considered by Allotment Committee consisting of Director, Chief Warden & Registrar as Member Secretary.
- Based on the recommendations of the Committee allotment order shall be issued by the Registrar, giving reasonable time to occupy the allotted accommodation.



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At the discretion of management, specific condition may be imposed while making the allotment to any employee

### **D.12.2) Responsibilities of flat / room occupiers:-**

- All occupants of campus housing will have to follow the rules & regulations framed by college/hostel authorities from time to time.
- Any other additional duty/responsibility, apart from their regular college duty, for not more than 100 hours per semester (July-Dec. / Jan.-June) may be assigned to the PCE employee provided with campus housing facility.
- All such employees will also have to perform emergency duties which may include anti ragging initiatives, medical duties, event management etc. , without prejudice

### **D.12.3) Broad terms for occupying accommodation:-**

- Consumption of Alcohol and non-vegetarian food is strictly prohibited.
- All occupants will strictly follow the rules, regulations and norms for entry, exit, parking, timings, discipline and other essential services.
- Charges against other facilities like electricity/telephone/cable/broadband/ maintenance etc. as notified from time to time, will be borne by occupants jointly or individually.

### **D.12.4) Facilities:-**

- The residential facility available in the campus is to create harmony and bring a sense of family belongingness among the campus residents and to improve the working efficiency of the officers / faculty members.
- The management extends transport facility to school going children of the campus residents as an additional facility for experienced/senior staff. This facility is in form of reimbursing the actual transport charge levied by the school. In case of nonexistence of school transport facility, the college will provide assistance to drop / collect the child at nearest point. However this facility will be reviewed every year at the beginning of the session and may be modified / terminated by the management if situation so demands

### **D.12.5) Security of property:-**

- All occupants of campus residences will be responsible for up keep of the area under their control / common use. However, normal annual maintenance will be carried out by the Estate department at no cost to occupants.



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- In case of intentional damage to property, the occupants will have to bear, either individually or jointly, the expenses incurred to rectify the damage.

### **D.12.6) Mess Facilities:-**

- It is available on chargeable/free basis at a tariff as decided by the management.
- Kitchen facility is available and operational only in family flats.

### **D.12.7) Accounts and housekeeping:-**

- This building will be under the charge of Manager Administration and he will be responsible to take all necessary steps to maintain the facilities and collect charges, as applicable from the occupants. He will also work as ex-officio secretary of the faculty club.

In all matters related to the allotment of residential facility in PCE, the decision of Director-Admin shall be final & binding.

### **D-13). Accidental Group Insurance**

Every PCE staff/faculty/students that are on roll (regularly updated) and are in age group of 18-65 years 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 of tenability of any claim under the policy.

### **D-14). Department Library**

- In light of providing assistance to faculty member for a quick access to important books, a department library is setup in every department.
- The books in department library are made available on request of HoD justifying its use.
- Record of these books is 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 department library.





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- However, one can keep up to date record of available books in PCE library /material from internet by using PCE formats DA/F/L/01 &PCE/DA/F/L/ 02. These formats can be easily maintained in personal computers/laptops and should be regularly updated to keep informed about 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.

### D-15). Department News Letters

#### D.15.1) Approval of newsletter:

All the newsletters (soft & hard copy) shall be approved by concerned HOD and Campus Director and fulfil the above guidelines for contents of newsletter.

#### D.15.2) Printing of newsletter:

- All the approved soft copies of newsletters shall be emailed by all HoDs to Campus Director.
- 30-40 (as per requirement) sets of bounded Newsletter shall be then printed at group level such that each set consist all the newsletter of each department.

#### D.15.3) Distribution of hardcopy of newsletter:

- Each set of bounded newsletter shall be given to following:
- Chairman, Director, Dean, Chief Proctor, All HODs, Library.

#### D.15.4) Distribution of newsletter to faculty, staff & students:

- Approved PDF soft copy shall be made available by Director Website designer so as to upload it on website.
- Hard copy shall not be distributed to students.
- Approved soft copy shall be mailed to all the students in PDF form at college level.
- All faculty, staff & students shall be notified at all levels regarding availability of downloadable newsletter.

### D-16). Department Projects

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,



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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. Rs. 50000.00

Project Proposals: The proposals should be submitted in prescribed format through Head of the Department to Campus Director for transmission 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
  - a) Institutional & Correspondence Address with E-mail ID & Fax, Mobile No.
- 7) Name & Designation of the Supervisor/Guide
  - a) 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 (Rs. 1000/- max)
  - d) Contingency & other costs (Rs. 2000/- max)
- 12) Utilization of the outcome of project
- 13) Name & Signature of the Students



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- 14) Signature of Guide of the Project
- 15) Signature of Head of Department
- 16) Remarks of Campus Director
- 17) Signature of Campus Director

### D-17). Annual College Magazine

Annual magazine 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 magazine shall be useful in many ways. It has always been of great educative 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 focused concise manner and in different languages. The magazine should so evolve that it becomes a showcase - a colorful compilation and reflection of success story of PCE.

Magazine committee shall discuss with the Principal / Director and finalize its schedule, contents and other requirements from time to time.

### D-18). Working Hours of the College

**For all PCE employees hours of work and leave rules are defined as follows:**

**Working Hours:** Normal working hours of the institutes will be from 8.00/8.30 AM to 3.30/4.00 PM for faculty and technical staff. Timings for administrative staff are from 9:00 AM to 5:00 PM.

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

Teaching staff	: 7:30 hours
Technical staff	: 7:30 hours
Administrative staff	: 8.00 hours
Subordinate staff	: 9:00-12:00 hours



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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 employees, subject to statutory provisions.

### D-19). Working Days of the College

All faculty members/technical staff & administrative staff of the PCE are 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	24 - 26	15 - 17	105
2	Officers and Administrative and Sub-ordinate Staff Members	275	52	12	9 - 11	15 - 17	90
3	Staff Members residing in campus free of cost and engaged in running campus facilities	305	60				60

\* If Prior approval is obtained.

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.



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### D-20). Leaves Policy

The following shall be competent leave sanctioning authorities:

Designation of Employee	Competent leave sanctioning authority(S)
Director/Principal,	Chairman
Dean, HOD, Chief Training & Placement Officer, Proctor, Registrar	Director/Principal
Chief Warden, Mess Manager, Transport Officer, Accounts Officer, and other facility Management Officers	Director/Principal
Faculty Members	HOD(s) / Campus Director(s)
Technical staff	HOD(s)
Administrative Staff	Registrar or Chief Proctor(s)
Hostel / Campus staff	Chief Warden

- 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 according to the exigency of the service.
- Medical certificate doesn't confer right to leave.
- Lab staff for availing casual leave shall have to inform HOD on telephone/ in person. In case of emergency telephone message may be sent to HOD / Chief Proctor.
- If any employee remains absent from duty on any day without information/ permission of competent authority, he/she would be marked as 'A' (ABSENT) in the attendance register 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 maintained & it will form an important part of performance appraisal system.
- If any employee (faculty member / technical staff / administrative staff of the college) is required to work on holidays, he would be allowed equivalent compensatory holidays either during the session or as a part of the summer vacation, as may be feasible.
- Wilful absence from duty after the expiry of leave shall render the concerned employee liable to disciplinary action.
- All late comings exceeding 15 minutes will be marked "A" and it will be duly accounted at the end of the year for performance appraisal.





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- In very special circumstances, when in the interest of college the leave/ holidays/ vacations due to an employee is not availed in a particular academic year; it may be permitted to be cashed at the discretion of the management.
- The academic year for the purpose of these rules shall commence as specified for the concerned academic year by the college keeping in view the dates of examination and dates of starting of the academic activities for the next session.

### **D-21). Load Allotment, Time-Table and Replacement Policy**

#### **D.21.1) Load allotment**

- Faculty teaching load will be allocated by Head of department.
- For each non-computer lab one technical assistant will be provided.
- For set of two computer labs one technical assistant will be provided.
- For set of two non-computer labs and four computer labs one attendant/driver would be provided.

#### **D.21.2) Time-table**

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

#### **D.21.3) 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 campus director.
- Attendance registers will be administered by HoD and replacement schedule would be prepared jointly for all departments in each working group.
- Time-table coordinators will give 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 sign by each of the replacing faculty and a copy of the same will be sent to chief proctor for display and campus director for information.



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### D-22). Special Lectures

- SPLs can be from any 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 member in SPL.



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### Chapter–E: Examination Policy

#### **E-1). General**

- Mid Term tests shall be conducted as per Academic Calendar issued by college separately. The Academic Calendar prescribes the units to be covered for each mid term test.
- Faculty must ensure that for each mid term test, the units prescribed are thoroughly completed well in time.
- Each mid term test will be of 40 marks. The duration of first and second mid term test will be 2 Hrs. and 3 Hrs, respectively.
- In case a particular subject is taken by more than one faculty, HOD must ensure that each faculty covers the units in same sequence and with same contents so that at the time of test, there is no difference in unit coverage between different sections.
- For first year, the question paper for same subject shall be common for all branches.
- It is further proposed that for 1st year, students shall be divided into two group (A and B). Two question papers (A and B) shall be set. Which paper goes to which group shall not be known to anybody beforehand, it will be decided randomly only at the time of distribution of paper.

#### **E-2). Guidelines for Setting Question Paper**

- Total syllabus prescribed for the particular test shall be covered.
- The paper shall be set on the pattern of RTU examination.
- In setting paper, due weightage should be given to numerical problems (To follow RTU Pattern).
- For the 2 Hrs. paper, 4 questions of 10 marks each and for 3 hrs. paper 5 questions of 8 marks each shall be set. Normally, it is expected that each question shall have two parts (a) & (b) in line with RTU pattern.
- In each question choice shall be given as per RTU pattern.
- Not more than one question shall be set for “short notes”. In the short note question, 3 out of 4 short notes shall be required to be answered.
- The paper shall be set by faculty teaching the subject. A soft copy of the paper in prescribed format should be submitted to HOD who will review the paper and ensure that all the norms for paper setting are followed. After review, HOD shall electronically forward the paper to Examination In charge.
- In case more than one faculty takes a subject, each faculty shall set the question paper and HOD shall randomly change the contents to prepare the final paper.
- The paper must reach the Examination-In-charge 3 days before the start of mid-term test.



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- Complete confidentiality shall be maintained by the paper setters and others handling the paper subsequently.
- Examination centre shall get the papers printed under complete care to ensure total confidentiality.
- After printing, the papers shall be stored in Strong Room with proper seals.
- The papers shall be taken out by exam centre In-charge on the day of the examination with permission from principal.

### E-3). Guidelines for conducting Exam

- Question papers shall be opened only 20 minutes before the start of the examination and distributed to invigilators by Exam. In-charge 5 minutes before start of exam.
- Bringing cell phone/programmable calculator (i.e. having memory capacity of more than six numbers)/communication devices, Bluetooth or any kind of electronic gadgets is strictly prohibited in the examination hall. However, use of scientific calculator is permitted. Exam conducting authority shall not be responsible for the custody of such articles.
- No students shall be allowed to enter exam hall 5 minutes after the start of exam.
- No student shall be allowed to go for water or to wash room in first 30 minute of start of exam.
- No student shall be allowed to leave exam hall 30 minutes and 45 minutes before the end of exam in case of 2 hrs and 3 hrs paper, respectively.
- It is the responsibility of the invigilators to count and collect answer sheets from examination centre.
- Exam center shall keep a strict record of blank and used answer sheets including supplementary answer sheets.
- No person shall keep used and/or unused answer sheet with him in office or at home for checking/or any other purpose.
- The exam attendance sheet should be signed with date by invigilator and no blanks should be kept in this sheet.
- The exam attendance sheet and blank main answer books and remaining question paper shall be collected by exam centre after 30 minute of start of exam.
- Invigilator statement shall be properly filled and no entry should be left blank. It should be signed (with date & time).
- At the end of the exam, the invigilators shall count used and unused answer sheets and immediately hand over them to exam center.
- Smoking and other intoxicants are strictly prohibited in the Examination Hall.
- A candidate found guilty of using unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or personal approaches to the



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examiner concerned shall be liable to attract sever action under the provisions, contained in the university ordinance. The candidate will be supplied with a copy of the charge sheet immediately in the paper after the examination is over and shall be asked to submit his written reply on the charge sheet and to sign the material recovered from him before leaving the examination centre.

- During the course of examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating the Examinations.
- Candidates are warned against writing their Roll Nos., Names, Enrolment Nos., Mobile number, address or to make any other sign or mark inside their answer books, which discloses their identity. Any breach of this instruction is liable to be penalized and candidate shall be booked in an unfair means case.

### E-4). Eligibility for Examination

- A student who is not able to take mid-term test must give an application to HOD in advance or as soon as possible stating the reason of not taking exam. If HOD is satisfied with the genuineness of the case and also if the attendance of student is satisfactory, HOD may recommend the case to principal with his specific recommendation. All such cases must be sent to Principal with in one week of mid term tests.
- Exam. Incharge after permission from Principal, shall then fix a suitable date to conduct the test for such students.

### E-5). Guidelines for Checking of the Answer Sheet

- Centralized checking of answer sheet shall be done in a prescribed room and during prescribed hours to be notified by exam center.
- Exam center shall issue a bundle of answer sheets of one section at a time and take back the bundle after checking by the faculty. The faculty checking the answer sheet shall also fill-in (in red ink) the marks scored by each student and sign in the sheet with date.
- Faculty checking the answer sheets shall apply a uniform system in awarding marks and shall ensure complete impartiality.
- Faculty shall essentially give specific noting's/marking in answer sheet to pin point the mistakes committed by the student.
- All answer sheet shall be checked within 10 days of examination held.
- Marks awarded shall be recorded at the end of each question attempted. All marks awarded inside the copy must also be filled in the box on front page of copy and total also be mentioned.
- All entries in the award sheet shall be filled in by faculty and signed with date.





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- It is the responsibility of the faculty to ensure the correctness of the marks filled including total in the award sheet. Faculty should cooperate with the exam centre in cross verification of marks.

### E-6). Guidelines to Conducting Internal Lab Exam

- Internal examination will be held only once per semester during regular timetable hours as specified in the academic calendar.
- Before start of exam, the lab In-charge shall ensure that all equipment's are in working order and all components/ consumables required are available.
- During internal practical exams the marks shall be awarded based on any two of the following three components:
  - (a) Practical performance
  - (b) Viva Voce
  - (c) Quiz
- Weightage of internal practical exam and other components is as follows.

Assuming a lab to be of 100 marks, the distribution of marks will be as given below. For laboratories having maximum marks as 75 or 50 the marks for various components may be proportionately changed.

Maximum Marks of Lab:-100					
Internal Evaluation Component 60% i.e. M.M.60				Univ. Pract. Exam. at the end of sem. (40%) M.M. 40	
Evaluation throughout the sem. (66.67%)			Internal Exam 33.33%	Exam 75%	Viva 25%
Attendance	Common Pool	Performance			
05	20	15	20	30	10

- The internal marks (60% component) must be submitted to HOD within three days of the conduct of internal practical exam. HOD will in turn send internal component marks of all labs to exam In-charge within one week.
- Marks list should be filled in ink and properly signed with date and time.
- The exam attendance shall also be signed by invigilator. No blanks shall be left in attendance sheet.



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### E-7). End-term Exam Policy

**Background:** Even if RTU has allowed affiliated institutions to carry out end of term practical examination with internal examiners, PCE 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.

- 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 – 15/- per student + 500/- against Travel charges.
  - b) Examiner from any other institution except that of PCE – 15/- per student + 300/- against Travel charges.
  - c) Examiner from JIET Group of Institution – 15/- per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
  - d) Examiner from PCE – No remuneration.
- Payment of remuneration as per above norms is irrespective of whether the University reimburses the same to our institution or not.
- The payment to the Examiners will be made in cash / cheque at the end of the exam.
- All External examiners will have to devote required time and effectively conduct the exam in an efficient manner.
- 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 report at the time of making payment. Separate report will be submitted for each individual practical / Sessional exam. The report will be confidential and will be prepared in the chamber of Principal / Head of Institution strictly without any involvement of internal examiner.
- It will be responsibility of external examiners to arrange their own transport.
- No external examiner will be invited from outside Jaipur except that from JIET Group of institutions, Jodhpur.
- All End of Term Practical Examinations (Back) will be carried out along with main examination for subjects which remain same.
- 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 PCE only and in any case they will not be from the same institution.
- 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



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of this rule the internal examiner may directly inform the Principal / Head of the Institution for immediate necessary action.

### E-8). Mid-term Answer Books and it's Revaluation

#### E.8.1) Internal / improvement midterm examination

- Syllabus for all even & odd Semester First & Second midterm examinations will be decided at PCE level before commencement of semester.
- Improvement paper will be decided by Head of Institution.
- Paper duration will be 1 hour for each improvement test.
- List of eligible students (regular students) must be ready with Secrecy Section in advance.
- Sufficient advertisement and notice must be made for pass out students for filling of the improvement examination form along with University Back examination form.
- One form (Improvement) must be filled up by all the students mentioning whether he/she is interested in appearing in 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 form with **NIL**.
- Improvement form for those who wish to appear in one or more papers must be enclosed with copy of the university mark-sheet of the semester in which he wants to appear for improvement.
- **After last date of submission of improvement form, no application will be entertained in this regard.**
- 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.

#### E.8.2) Evaluation of answer books

- The process of answer books evaluation of internal examination will be handled at specifically notified centralized place in the campus.
- No faculty members will be issued any of the answer books outside that room.
- Separate notice in this regard will be issued by the Principal of respective institution indicating process of evaluation.
- 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.
- 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



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found in possession of any faculty members or lapse on this account is found or detected, appropriate action will be taken.

- For evaluation of improvement examination answer books, separate panel will be decided by the Head of Institution.
- 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.
- 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.

### E-9). Post Test Activities

- 1<sup>st</sup> Mid-term marks shall be displayed on notice board.
- 1<sup>st</sup> Mid-term copies shall be shown during normal class hours.
- Specific time and date shall be fixed in advance for showing copies and this schedule shall be put on notice board.
- Before showing copies, the faculty must explain answers to the questions asked and point out common mistakes done by students.
- Proper care should be taken to ensure that students do not alter anything in answer sheet during this process.
- Any discrepancies/errors pointed out by the students must be attended to/disposed of by the faculty. Revision in the marks shall be intimated in writing to exam center through respective HOD. The answer sheets shall then be returned to exam center directly by the faculty.
- On declaration of RTU result, HOD must analyse the results and compare internal & external marks (University Component) and prepare a report for submission to Principal.

### E-10). Invigilation Charges for University and Non-University Exams

**A. Scale of charges to conduct University Examination is governed by scales stipulated in 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:**



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S.No.	Type of Charges	Scale			
A.1	Centre Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc.	University will pay charges @ Rs.5.00 per student, 80% which will be booked to Logistic Charges and remaining 20% to Staff Welfare Fund.			
A.2.	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.	Rs.200.00	Rs.300.00	Rs.400.00
		A.C.S.	Rs.150.00	Rs.225.00	Rs.300.00
		D.C.S.	Rs.120.00	Rs.200.00	Rs.250.00
		R.S.	Rs.100.00	Rs.140.00	Rs.210.00
		R.O.	Rs.100.00	Rs.140.00	Rs.210.00
A.3.	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	Rs.50.00	Rs.100.00	Rs.150.00
		Daftri	Rs.40.00	Rs.80.00	Rs.120.00
		Peon	Rs.40.00	Rs.80.00	Rs.120.00
		Electrician, Plumber Chowkidar	Rs.30.00	Rs.60.00	Rs.90.00
		Sweeper	Rs.20.00	Rs.40.00	Rs.60.00
A.4.	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.			

A.5 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.





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- A.6 If any examination session is not more than two hours, the duty staff will be entitled @ 50% rate. Similarly, if examination session is more than four hours, payment shall be for two sessions.
- A.7 If examination is to be conducted without charging to Examination Conducting Authority, the duty staff will not be entitled for any payment.
- A.8 **University Examination is part of essential duty of each faculty and staff.**

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

S.No.	Type of Charges	Scale			
1	Centre Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc. and Power Back-up with UPS and Generate Set.	The Examination Conducting Organization will pay Charges at scale of Rs. 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 litres per hour d) 35% towards Logistic Charges and e) remaining to Staff Welfare Fund.			
2.	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.	Rs.500.00	Rs.1000.00	Rs.1500.00
		A.C.S.	Rs.400.00	Rs. 800.00	Rs.1200.00
		D.C.S.	Rs.300.00	Rs. 600.00	Rs. 900.00
		R.S.	Rs.250.00	Rs. 500.00	Rs. 750.00
		R.O.	Rs.200.00	Rs. 400.00	Rs. 600.00
3.	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	Rs.75.00	Rs.150.00	Rs.225.00
		Daftri	Rs.60.00	Rs.120.00	Rs.180.00
		Peon	Rs.40.00	Rs. 80.00	Rs.120.00



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		Electrician, Plumber Chowkidar	Rs.40.00	Rs. 80.00	Rs.120.00
		Sweeper	Rs.30.00	Rs. 60.00	Rs.90.00
4.	Additional Payment	Rs. 100/- per day as conveyance charges are payable in addition honorarium to all mentioned under Sr. no. 2 above. Similarly, Rs. 70/- per day as conveyance charges are payable in addition payment to all mentioned under Sr. no. 3 above. This will be payable in lieu of transport facility, if not made available by the college.			

- B.5 The above Scales will be applicable, if such examinations are conducted on Sunday or on Holiday. If examination is conducted on week days, the duty staff will be entitled @ 50% rates mentioned above.
- B.6 No OD will be granted to conduct such examinations on week days or Sunday or Holiday.
- B.7 If any scheduled examination session is of not more than two hours, the duty staff will be entitled @ 25% rate.
- B.8 If examination is to be conducted without charging to Examination Conducting Authority, the duty staff will not be entitled for any payment on week days.
- B.9 Such non-University Examination is part of duty of each faculty and staff.**



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### **Chapter–F: GRIEVANCE CELL**

The employees and students of the Institute are welcome to submit their appeals or grievances if any to the Grievance Cell for review and redress. Following Grievance Cell will be constituted with their objectives & Responsibilities:-

#### **F-1). SC/ST/OBC Monitoring Cell for Redressal of Grievance**

**The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 No. 33 of 1989 [11th September, 1989.]**

“An Act to prevent the commission of offences of atrocities against the members of the Scheduled Castes and the Scheduled Tribes, to provide for Special Courts for the trial of such offences and for the relief and rehabilitation of the victims of such offences and for matters connected therewith or incidental thereto”.

As per instruction received from RTU/ various competent authorities it was decided to constitute SC/ST/OBC Monitoring Cell. The constitution of the SC/ST Monitoring will be as follows:-

Principal of the College:	Chairman
One Senior Faculty Member:	Vice Chairman
One Faculty Member (Preferably from SC/ST/OBC):	Secretary
One Lady Faculty Member:	Member
Office Superintendent/Administrative Assistant:	Member
One Institution Student (SC/ST/OBC):	Member

The SC/ST/OBC Monitoring Cell in the Colleges will endeavour to resolve issues/ grievance relating to SC/ST/OBC student of the college, locally. One unresolved ones need referred to the university.

The Registrar is advised to go through the norms for SC/ST/OBC Monitoring Cell and do the necessary for the functioning of cell as soon as possible.

#### **F.1.1) Objectives**

- To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.



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- To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
- To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989)

### F.1.2) Responsibilities

- To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
- The SC/ST Cell is giving wide publicity through circulars to all the faculties and informs the students about the various scholarships; namely, Post-Metric Scholarship, Rajasthan, Higher Education Special Scholarship, Meritorious Scholarship, Rajiv Gandhi National Fellowship, P.G. Scholarship for professional courses, ICMR, CSIR, ICSSR and other scholarships, and fellowships.
- The SC/ST Cell has taken up the problems of the SC/ST students and employees with the college authorities and has solved some of them amicably. The cell, in the ultimate analysis, has been a user friendly counsellor to all SC/ST employees and students.

As per instruction received from RTU/ various competent authorities it was decided to constitute ST/SC Monitoring Cell. The constitution of the ST/SC Monitoring will be as follows:-

Principal of the College	:	Chairman
One Senior Faculty Member	:	Vice Chairman
One Faculty Member (Preferably from ST/SC)	:	Secretary
Office Superintendent/Administrative Assistant	:	Member
One Female Faculty Member	:	Member
One Male Faculty Member (ST/SC)	:	Member
One Institution Student (ST/SC)	:	Member

The constitution of the Student Grievance Redressal Committee will be as follows:-

S. No.	Name	Position	Category
1	Principal of the College	Chairman	Senior faculty/HOD
2	One Senior Faculty Member	Secretary	Chief Proctor/Member Counsellor
3	One Senior Faculty Member	Member	Other senior faculty
4	Senior Faculty Member	Member	Chief warden boys hostel



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5	Senior Faculty Member	Member	Other senior faculty
6	Senior Faculty Member	Member	Other senior faculty
7	Senior Faculty Member	Member	Proctor/Student Counsellor
8	Senior Faculty Member	Member	Chief warden girls hostel

### F-2). OBC Cell

The OBC cell of the college was established with the purpose of empowering the OBC communities in the region. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enrol for career orientation programs, which would empower and equip them with the necessary skills to choose a career option.

#### F.2.1) Objectives

OBC Cell has been created in the college to resolve all the affairs and problems related to the OBC Students of the college. Following are the important work under OBC Cell:

- All affairs related to OBC students.
- To aware the OBC students regarding various scholarships program of State Government and UGC.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.

#### F.2.2) Activities

- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of OBC Students.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

### F-3). Anti-Ragging Committee and Squad

#### F.3.1) Objectives

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 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





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rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

### **F.3.2) The important functions of Anti Ragging Committee are as follows**

1. Anti-ragging committee is responsible for forming an “Ant-ragging Flying Squad” and also form a duty chart for each and every members of the flying squad.
2. Ensure anti ragging instructions are displayed at prominent places including bus, canteen and hostels.
3. To take cognizance of any breach of discipline and suggest immediate disciplinary action in such cases.
4. To implement and coordinate anti-ragging measures.
5. To decide the quantum of punishment to be imposed on the erring students.
6. To conduct enquiries of the defaulter students against individual/ collective indiscipline.
7. Collection of relevant evidences of incidence of indiscipline.
8. To take preventive steps such as issue of notices, warnings, instructions, regulating certain actions etc. against individual or collective indiscipline.
9. Chairman of the Anti-ragging Committee will brief all members of Anti Ragging and Flying Squad about their duties/action regarding anti ragging.
10. The members of the Ant-ragging Flying Squad” will carry out regular checks for any Ragging activity in their areas.
11. They will carry out surprise checks in probable areas of ragging.
12. In case of any ragging incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the Anti-ragging Committee Chairman/Principal immediately in given Performa.

### **F.3.3) Various Anti ragging Committees must be constituted for prevention of Ragging**

- Anti-ragging Committee - Institutional Level
- Anti-ragging Committee - Patrolling
- Anti-ragging Committee - Hostels
- Anti-ragging Committee - Transport



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### F-4). Grievance Redressal Committee

#### F.4.1) Objective:

- To provide an avenue for the aggrieved staff/students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
- To comply with the AICTE Regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.

#### F.4.2) Responsibilities:

- Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
- To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.
- To convey the decision of the committee to the aggrieved staff/students in writing by the Chairman of the Committee

### F-5). A committee is constituted for grievance of staff/students. The details of the committee composition as mentioned below:

S.No.	Name	Position	Category
1	Principal of the College	Chairman	Senior faculty/HOD
2	One Senior Faculty Member	Member	Chief warden/warden
3	Senior Faculty Member	Member	Chief proctor/Member counsellor
4	Senior Faculty Member	Member	Other senior faculty
5	Senior Faculty Member	Secretary	Proctor/Student Counsellor

### F-6). Women Development Cell / Internal Complaints Committee

#### F.6.1) Objectives:

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.



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- The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / Rajasthan Technical University.

### F.6.2) Responsibilities:

To organise workshops affecting women in general and especially in the following areas:

- Sensitization and gender equality on campuses
- Issues of women arising from societal concerns
- Any other theme based activities and events concerning significant issues of women

The details of the committee composition as mentioned below:

### F-7). Minority Cell for Redressal of Grievances

The National Commission for Minorities Act, 1992 No. 19 of 1992 [17th May, 1992.]

“An Act to constitute a National Commission for Minorities and to provide for matters connected therewith or incidental thereto”.

As per instruction received from RTU/ various competent authorities it was decided to constitute Minority Cell. The constitution of the Minority Cell will be as follows:-

Principal of the College:	Chairman
One Senior Faculty Member:	Vice Chairman
One Faculty Member (Preferably from Minority):	Secretary
One Lady Faculty Member:	Member
Office Superintendent/Administrative Assistant:	Member
One Institution Student (Minority):	Member

The Minority-Cell in the Colleges will endeavour to resolve issues/ grievance relating to Minority students of the college, locally. One unresolved ones need referred to the university.

The Registrar is advised to go through the norms for Minority-Cell and do the necessary for the functioning of cell as soon as possible.

### F.7.1) Minority Cell

Minority-Cell of the college was established in 2013 with the purpose of empowering the minority communities in the college. “Every student has a right of education” by following the



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fact our institutes is very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

### ***F.7.1.1) Objectives***

- To enhance equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To aware the minority students regarding various scholarships program of State Government and AICTE.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the AICTE.
- To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose a career options?
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To ensure protection and reservation as provided in the constitution of India.

### ***F.7.1.2) Activities***

- To collect reports and information of State Government and AICTE orders on various aspects of education, employment of minority students.
- To circulate State Government and AICTE decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

## **F-8). Students' Council**

Introduction: The future of India sits on our benches in class every day and we at Poornima College of Engineering believe that to make the future of a nation better equipped in all respects is our moral responsibility. We take pride in introducing the idea of a student Council from the session 2018-19. To empower our youth, to strengthen their roots, to make them world leaders and to polish their skills the student Council shall play an eminent role. Poornima believes that we are creating Global citizens today and this concept of student Council shall help create strong individuals with a vision of the future.

### **F.8.1) Objectives**



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To develop the best in a student during the college life and to make a confident, matured and an vivid personality with the best abilities inculcated in them which bring about empathy for the lesser blessed and help them serve the community for its welfare and encouraging the society for the betterment in every aspects of life with their leadership qualities and sound skills.

The Students' council will consist of a hierarchy initializing with the Chair & 2 Co-Chairs of the council.

### ACADEMIC & TECHNICAL:

1. Cytron
2. Engineering & Career Awareness Club
3. Origin
4. Electrinfinit
5. Udaan Vikramajit Aeromodelling Club
6. Yantram (Research & Project Club)

### EXTRA & CO-CURRICULAR ACTIVITIES:

1. Jazba theatrical club
2. Music & Vocals Club\*
3. Sports Club\*
4. Dance Club\*

### NON TECHNICAL:

1. Helping hands
2. PoornimaPathshala
3. Good minds
4. Poornima MUN Society
5. Literary club

The Council will have:

- 1 Faculty Advisor:
- 1 Chair: from III year
- 2 Co-Chairs from II Years
- 1 Captain of Each Club from II Year
- 1 Vice-Captain of each club from I Year





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### F.8.2) Eligibility for becoming member of The Students' Council

- Students enrolled in full time courses at Poornima College of Engineering will be eligible to apply.
- Students of Pre-Final year will be eligible to apply for the post of Chair, Students' Council.
- Students of 2nd Year will be eligible to apply for the post of Co-Chair, Students' Council.
- Students of 2nd Year will be eligible to apply for the post of Captain of any club.
- Students of 1st Year will be eligible to apply for the post of Vice-Captain of any club.
- Students having excellent track record in a leadership role will be preferred.
- Students will apply through S-17 form and selection will be done by the committee through a personal interview.
- Chair of Students' Council will be part of the committee interviewing Captains & vice-Captains.

### F.8.3) Succession

Co-Chair & Vice Captains will normally succeed the Chair & Captain respectively. Only under very special circumstances will this hierarchical movement be changed with proper review of situations / circumstances involving the advisory committee or management as the case may be.

### F.8.4) Benefits to the members of Students' Council

- Completely Student Driven, Student run council with least intervention of Management;
- It will empower the student to become responsible and develops leadership qualities;
- Certificate for volunteering will be given to each individual upon successful completion of the term;
- Student member availing college transport will have the liberty to use faculty bus service on Tuesday, Thursday and Saturday.
- 10 Bonus Attendance will be given against time taken out to plan various meetings & activities.
- It will foster a strong sense of community within its members.

### F.8.4) Regulations for Council Member

- Council Members will meet every week, preferably on Monday/ Wednesday/ Friday from 2.30 PM to 3.30 PM;



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- An Annual budget of INR 100000 will be provided to the council for marketing of various activities planned & executed throughout the year. Proposal of activities needs to be furnished through various employee formats.
- Suitable infrastructure & logistic support will be year marked by management in consultation with the Chair & Co-Chair.
- Normally, each captain will present the activity plan of the club in the beginning of odd semester to the Chair in presence of other council members.
- Each captain will carry a moral duty to submit a brief report with photographs to the Chair of Students' Council.
- After empanelment of Students' Council, captains & vice-captains of respective clubs will initiate the procedure of selecting members of the club through a transparent selection procedure. The number may vary from club to club.

### **F.8.5) Benefits of becoming member of club**

- Opportunity to pursue various hobbies and develop inter-personal skills;
- Learn how to work with a team;
- Networking opportunities;
- Platform to apply various skills learnt in class;
- Platform to engage with diverse group of people;
- It will help building a great resume;
- Opportunity to have fun in the college!!!

### **F.8.6) Rules & Regulations for Club Member**

To be decided by Chair, Co-Chair, Captains and Vice Captains with respect to an individual club / society/ chapter byelaws.



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### **Chapter – G: ACADEMIC & ADMINISTRATIVE POLICIES** **RELEVANT FOR STUDENTS**

#### **G-1). 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 Poornimaitees. 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.



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### 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 utilised 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:

- No student will be given more than one academic award even if he/she is eligible for more than one award.
- 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 will be mentioned in the award ceremony as the best performer of that category for which award is being given to the second performer.
- Point no. 1 and 2 are applicable for individual category awards and not for group/ team awards.
- 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.
- From session 2021-22, the department day awards are being merged with Kalanidhi awards. Hence, there will be no award ceremony on department day.



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<p><b>1. Arun Chandra Singhi Memorial Award:</b> 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.</p>
<ul style="list-style-type: none"> <li>● Cash Award of INR 7500 To the Best Boy of the final year</li> </ul>
<p><b>2. Gold Medal with 5100 Cash &amp; Certificate:</b></p>
<ul style="list-style-type: none"> <li>● One boy and one girl topper of B.Tech. First year PCE.</li> <li>● One topper of B.Tech. II, III &amp; Final year each of PCE.</li> </ul>
<p><b>3. Silver Medal with 2100 Cash &amp; Certificate:</b></p>
<ul style="list-style-type: none"> <li>● Toppers of each section of B.Tech. First Year</li> <li>● Toppers of each section of B.Tech. II, III &amp; Final Year</li> </ul>
<p><b>4. Outstanding Contribution Award of 2100 Cash &amp; Certificate:</b> 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.</p>
<ul style="list-style-type: none"> <li>● One boy &amp; one girl of B.Tech. Final Year</li> <li>● One boy &amp; one girl of B.Tech. Third Year</li> <li>● One boy &amp; one girl of B.Tech. Second Year</li> </ul>
<p><b>5. Final Year Projects with a Cash Award of 5100 &amp; Certificate:</b></p>
<ul style="list-style-type: none"> <li>● One project securing maximum marks in every department of PCE and PIET.</li> </ul>
<p><b>6. Non-Final Year Projects with a Cash Award of 2100 &amp; Certificate:</b></p>
<ul style="list-style-type: none"> <li>● One project per year securing maximum marks in every department of PCE and PIET.</li> </ul>
<p><b>7. Coder of the year Award of 2100 &amp; Certificate</b></p>
<ul style="list-style-type: none"> <li>● One student per year having highest rank at hackerrank.com in PCE and PIET.</li> </ul>
<p><b>8. Best Sports person Award of 2100 &amp; Certificate:</b> 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.</p>
<ul style="list-style-type: none"> <li>● Two boys &amp; two girls</li> </ul>





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**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.

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

- Highest attendance holder from each year

**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)

### NOTE:

1. Section everywhere above means a unit of 60 students.
2. For all awards (group level, institute level and department level), the candidature of students who have left their studies will not be considered.
3. 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.



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### **Award: Iconic Poornimaite of the Year (1 Nos)**

Eligibility: Alumni nominated by Management of Poornima College, 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 College in recognition of exceptional performance of highest order in any field of human endeavor and thus influences the life of many Poornimaitees. 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.

## **G-2). Guidelines for Department Project**

**Aim:** To utilize the untapped talent & potentials of the students of Engg. 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

## **G-3). 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



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6) Address of the Students

- Institutional & Correspondence Address with E-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

### G-4). 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.



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### 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 behaviour 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.



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- **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 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.

## G-5). Policy for Charging Hostel Fees under Hostel Fee Relaxation Scheme

**Eligibility:** students of Pre-Final/ 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





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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 fulfilment of following conditions:**

1. Student must be a regular student 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. For the student of B.Tech (IV Year who will undergo internship for 6 months & are required to return for taking midterm examination and end semester examinations, will be allowed hostel fees relaxation to the tune of 25% of annual hostel fees as per the category of accommodation. Under this scheme the student will be permitted to stay in the hostel during Midterm Examination (15 days), End Term Practical & Theory Examinations (25 days). No additional hostel fee will be taken for these 40 days. However, if a student stays in a hostel for longer than these 40 days, he/she will not be eligible for hostel fees relaxation.
4. The student will be required to pay the complete annual fees as per the dates fixed by administration.
5. All students approved under the category of fees relaxation will be issued a letter of credit indicating the amount of relaxation permissible in his/ her case.
6. The amount of relaxation mentioned in this letter will be transferred to the account of the student along with refund of hostel security money subject to fulfilment of successful internship/ placement assignment.

**The process of application and fulfilment of norms under this scheme will be as follows:**

1. Each student has to obtain an authorization letter for internship from the TPO before applying to the Chief Warden for vacating the hostel.



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2. On request of students, the luggage will be accommodated in a separate cloak room provided by the hostel management for the complete period of internship.
3. The student under this arrangement will not be guaranteed the same room/ room partner during his/her stay for the period of attending semester exams.
4. This facility is available only against semester long internships and no other reason for leaving the hostel in between the session will be entertained.
5. Administrative note of this effect will be prepared by TPO and will be approved by the Head of Institution before issue of Authorization Letter.
6. The Chief Warden will issue appropriate approval for vacating the hostel only after administrative approval from the Head of Institution.

This arrangement came into effect from session 2017-18. This revised policy supersedes and replaces all previous Policies related to charging hostel fees under Hostel Fee Relaxation Scheme due to semester long internship/ Placement issued by Management of Poornima.

For any query or interpretation of above terms the decision management will be final and binding.

### G-6). 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



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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.



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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/outside in girls' hostel and female student/outside 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 8:00 pm 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.

### **G-7). 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.





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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.

### G-8). List of Various Forms and Formats for Students

(Can be downloaded from [www.pce.poornima.org](http://www.pce.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





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Form S6 –Rules & Regulations Pertaining to Placement Process & Campus Drives & NOC 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

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