



**POORNIMA**  
**COLLEGE OF ENGINEERING**

# **Diary for Teaching Faculty**

**Session**

**2017– 2018**

NAME:

DESIGNATION:

CAMPUS:

DEPTT.:

NAME OF REPORTING OFFICER:

**Do not forget to carry this diary  
While meeting your Reporting Officer (RO)**

ISI-6, RIICO INSTITUTIONAL AREA, SITAPURA, JAIPUR-22

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

Email: [info@poornima.org](mailto:info@poornima.org)

# INDEX

Emergency Situations	3		
Oath	3		
<b>CHAPTER: 1 -----</b>			
• Vision for Session 2016-17 and 2017-18	5		
• Poornima Philosophy: It's Knowledge Wheel	6		
• About Poornima JIET Education Foundation	7		
• About Poornima College of Engineering (PCE)	8		
• Governing Council	9		
• Protocol Hierarchy for PF Management	10		
• Scope of Work for Office Bearers at PCE	11		
• Academic & Admin. Duties: Session 17-18	18		
• Internal Quality Assessment Cell (IQAC)	20		
• Faculty & Staff @ PCE	21		
• PCE 5 P-Plan Mission	21		
• PCE Hostels	23		
• Initiatives & Innovations at PCE	25		
• Academic Calendar for Session 2017-18	32		
• Calendar for mock drives	36		
• Department Budget	38		
<b>CHAPTER: 2 -----</b>			
• Intake & Branches Offered @ PCE	40		
• Academic & Activity Awards for Students of PCE	40		
• Scholarships @ PCE	41		
• Discipline Policy & Code of Conduct for Students	42		
• Policy for charging Hostel Fees from Hostellers of Final Year (All Courses) selected by Poornima Foundation for Semester long Internship	42		
<b>CHAPTER: 3 -----</b>			
• Procedure for Appointment & Joining	45		
• Hours of Work & Leave Rules	45		
• Guidelines of Attendance and Calculation of Salary	46		
• PASSPORT (Induction Training Program)	47		
• Group Insurance Scheme for Employees	51		
• Guidelines for Availing Transport Facility	51		
• Travel Rules for Faculty & Staff	51		
• Internet Facility (Wi-Fi) In the Campus	52		
• Dress Code for Faculty & Staff	52		
• Load Allotment, Time-Table & Replacement Policy	53		
• Teaching Load	53		
• Department portfolios	55		
• Department Library	56		
• Cross-campus issuing facility for library books	56		
• Guidelines for Faculty Members Regarding Attendance of Students	57		
		• Efficiency of Utilization Factor	57
		• Important Guidelines Regarding Teaching	57
		• Guidelines for Conducting Special Lecture	58
		• Discipline Policy & Code of Conduct for Faculty & Staff	58
		• Important Issues for Monitoring of Academic And Administrative Activities by Director	59
		• Information to be compiled by faculty for reporting meeting with HoD/Dy. HoD	60
		• Performance Incentive Scheme for Faculty & Technical Staff – PGC	60
		• Star Performers	61
		• Technical Publication Incentive Scheme	62
		• Guidelines for Participation in Conference / Seminar / Workshop	63
		• Guidelines for Organizing a Conference / Seminar / Workshop	65
		• Guidelines for Deptt. Newsletter	67
		• Guidelines for Approval & Distribution of Newsletter	68
		• Guidelines for Annual College Magazine	68
		• Guidelines for Deptt. Project	71
		• Proposed Guidelines for Deptt. Day Celebration	72
		• Guidelines for Annual Alumni Meet	73
		• Scale of Charges to Conduct Examinations	74
		• End of Term Examination Policy	75
		• Internal / Improvement of Mid-term Examination & Evaluation of Answer Books	76
		• Process of Showing 1st Mid-Term Answer Books to Students & Revaluation System	77
		• Formats for Reporting 1st Midterm Analysis	77
		• Common Pool Marks	77
		• DECA Marks	79
		• List of Examination Formats	79
		• List of Various Forms & Formats for Students & Employees	80
		• Guidelines for Completing Faculty/Staff Self Appraisal Form	80
		• Process of Resignation, Handing Over & Relieving	85
<b>CHAPTER: 4 -----</b>			
		• List of Mandatory Reports	87
		• Semester Completion Report Format	87
		• Summary of Minutes of Deptt./ Institutional Meeting	93
		• One To One Reporting Meeting: Faculty to HOD	93

## EMERGENCY SITUATIONS

To take effective steps in emergency situations following officers may be contacted immediately with proper details. Their mobile numbers remain active for 24 hours / 365 days. Any unfortunate happening like accident, need of blood, incidence of theft, ragging, fighting among students, unauthorized absence from college/ hostel and emergency situations at home can be informed at these mobile numbers.

Mr. Rajeev David	Proctor-in-Chief, PCE	+91-98298-55518
Mr. Ashwini Lata	Warden-in-Chief, PCE	+91-98292-55103
Mr. Punit Shukla	Registrar, PCE	+91-98292-55102
Mrs. Sudha Jain	Warden- Gayatri Hostels	+91-99280-17669
Mr. B.P. Yadav	Transport Officer	+91-98298-55509

## OATH

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

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

**I pledge** to support action to provide the tools, training, personnel and competent administrative discipline support that are necessary in the college

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

**DATE & SIGNATURE**

# **CHAPTER – 1**

## **VISION FOR SESSION 2017-18: FOR POORNIMA FAMILY**

Before we start activities for session 2017-18 the PCE management congratulates all stake holders and institutional leaderships for remarkable performance on all fronts. While continuing with most of the points of Vision plan 2016-17 we have identified new focus areas for session 2017-18. The comprehensive list of areas which will govern our efforts is as follows:

### **(A) Academics**

1. Improve quality of academics at Concept Level.
2. Execution of PMEPI (written and verbal) in totality.
3. E-learning facilities and their use must be strengthened.
4. Exposure to new technology areas in all branches.
5. Application based activities/ student driven activities.
6. Thrust on Research & Development activities/ Case study approach.

### **(B) Branding**

1. Explore new placement areas (Technical and Non-technical) and preparing students under integrated plan of four years.
2. NBA accreditation
3. Improve connect with Alumni 2004, 2005, 2006 & 2007 batches
4. Reduce number of students having back papers.
5. Make hostel facilities more attractive and purposeful.
6. Ensure better attendance and discipline.

### **(C) Administrative**

1. Create environment of distributed ownership
2. Move towards paperless administration/ academic processes.

The overall governance and path of moving towards above mentioned focus areas can be displayed as under:

1. The Faculty members, Departments, Institutions and Officers are expected to plan and execute all activities (academic & Administrative) with more innovations and improved output quality. The PCE management will provide required support and will not interfere in day to day activities. All processes will be opened for discussion and value addition.
2. As a PCE policy, we will take every activity to its logical conclusion. Merely sharing of information, holding others responsible for your insufficient output and doing inconsistent work will not be appreciated.
3. Our existing method of 2-way learning will continue. Those with weak learning attributes shall be provided with mentors to ensure that they take a designed path for improving their knowledge and skills.
4. Decisions will be taken on the basis of analysis of real time data.
5. Campuses must properly plan all activities to effectively use additional time which is available due to early start of Odd semester 2017-18.
6. Students must be actively involved in planning/ Execution of academic and extra/ co-curricular activities of departments.
7. Connect of higher classes department with respective first year batch must be made strengthened.
8. Make appropriate modifications in need analysis statement for better coverage of latest innovations.

The focus areas defined above will be followed up by departments/ institutions with full commitment and we hope that outcome will satisfy the provisions of our mission and vision.

The management of Poornima College of Engineering wishes a great success for session 2017-18.

## POORNIMA PHILOSOPHY: IT'S KNOWLEDGE WHEEL

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



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

## ABOUT POORNIMA JIET EDUCATION FOUNDATION

Poornima JIET Education Foundation is an umbrella advisory organization for Poornima College of Engineering, Jaipur (PCE) and JIET Group of Institutions (JIET) Jodhpur.

### Objectives:

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 PJ Foundation, 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 PJ Foundation will 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 Foundation is also committed to providing 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  
Ex-VC, Poornima University



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  
SRSL



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



Member Secretary  
**Mr Shashikant Singhi**  
Chairman



## ABOUT POORNIMA COLLEGE OF ENGINEERING

**Poornima College of Engineering**, the pioneer institute was established in 2000 with the aim of imparting pragmatic technical education. In its magnificent journey of 17 years, PCE has set benchmark and reached at new pinnacles in engineering education with dedication, perseverance and devotion. With student strength of approx. 3,500 studying six specializations of engineering (CE, ECE, EE, ME, Civil & IT), more than 3.5 lacks square feet of built up area, highly qualified faculties, state of the art infrastructure, good placements and industry-led curriculum, PCE is marching ahead of others with tremendous growth since its inception.

### Few Highlights of PCE:

- Department of CSE and ECE have been accredited by NBA.
- Successfully running three MHRD missions: (i) Quality Enhancement in Engineering Education (QEEE), (ii) National Mission on Education through ICT and (iii) Indian Institute of Remote Sensing (IIRS) outreach Programs.
- Online subscription and membership of IEEE, DELNET, SWAYAM, MOOCS and National Digital Library.
- Awarded by Infosys as an advanced partner institute for successfully running Campus Connect Program
- Collaboration with universities of Illinois, Chicago and USA to explore Global Opportunities.
- The only institution permitted by RTU to admit FN\PIO\GULF students.
- 10 students from PCE secured place in RTU Merit List for batch 2012-16 with 2 Gold Medals.
- 527 Placements in session 2016-17.
- 41 selections in GATE 2017.
- A good number of student projects sponsored by DST, Gov. of Rajasthan.
- Student Chapters and Forums of various Professional Societies as IETE, IEEE, ISTE, IE, ISLE, ASHRAE, ISHRAE, IGBC and CSI.
- Promoting the spirit of Entrepreneurship through Entrepreneurship Development cell (EDC).
- Cross culture global internship and volunteer exchange experiences across the globe through collaboration with AIESEC.
- An institute designated as Center of Excellence by IBM.





## GOVERNING COUNCIL

Poornima College of Engineering has its Governing Council under the leadership of renowned entrepreneur and architect Sh. Shashikant Singhi. The Governing council is normally meeting once in a year and suggest areas of improvement to the Management Basis on the Agenda of G.C. Chairman, may remark the advice for the development of the college. The Governing council has the following members.

S. No.	Category	Nominated by	Name of Members	Address & Contact Number
1	Chairman, Governing Council	Shanti Education Society	Sh. Shashikant Singhi	Poornima Foundation, ISI-2, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829054590
2	Regional Officer, AICTE	Ex-Officio	Yet to be nominated	The Regional Office, All India Council for Technical Education, Plot No. 1, 5th Floor, DTE Punjab Building, Sector 36A, Chandigarh – 160 036
3	Representative from Regional Committee of AICTE	Regional Officer (NWRO), AICTE	Yet to be nominated	
4	Representative from Rajasthan Technical University	Vice Chancellor, Rajasthan Technical University, Kota	Prof. H.D. Charan	Dean, Academics Rajasthan Technical University, Akelgarh, Rawatbhata Road, Kota, (Raj) – 324010
5	Academic Representative nominated by the society	Shanti Education Society	Prof. R.A. Gupta	Dept. of Electrical Engineering B – 15, Staff Colony, MNIT, Jaipur, (Raj.)-302017 Mob: 9414052862
6	Industry Representative to be nominated by Principal Secretary, Technical Education Rajasthan, Jaipur	Principal Secretary, Technical Education Govt. of Rajasthan, Jaipur	Sh. Ashok Agarwal	Dept. of Electrical Engineering D – 23, Staff Colony, MNIT, Jaipur, (Raj.)-302017 Mob: 9829085967
7	Academic Representative nominated by the society	Shanti Education Society	Sh. Sanjeev Agarwal	Dept. of Electronics & Communication Engineering, D-6, Staff Colony, MNIT, Jaipur (Raj.)-302017 Mob: 9829139056
8	Representative from Shanti Education Society	Shanti Education Society	Sh. Hari Singh Shekhawat	ISI-6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829455104
9	Representative from Shanti Education Society	Shanti Education Society	Smt. Renu Singhi	ISI-6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829255101
10	Representative from Shanti Education Society	Shanti Education Society	Sh. Rajesh Singhi	Novochem India Pvt. Ltd 1, Madox Street, Nr. Veterinary Hospital, Vepari, Chennai Mob: 9829054590
11	Representative from Shanti Education Society	Shanti Education Society	Sh. M.K.M. Shah	ISI –6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829855517
12	Faculty representative	Chairman, Governing Council	Prof. D. S. Kumani	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9461203337
13	Special Invitee	Chairman, Governing	Sh. Rahul Singhi	ISI –6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob:

		Council		9829000071
14	Special Invitee	Chairman, Governing Council	Sh. Pankaj Dhemla	Poornima Group of Institution, BT –1, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829261155
15	Special Invitee	Chairman, Governing Council	Dr. Manoj Gupta	ISI–6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829455104
16	Special Invitee	Chairman, Governing Council	Dr. Ajay Kumar Bansal	Poornima Institute of Engineering & Tech., ISI-2, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9414253620
17	Special Invitee	Chairman, Governing Council	Dr. Rekha Nair	ISI–6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829455104
18	Member Secretary (Director, PCE)	Shanti Education Society	Dr. Om Prakash Sharma	Poornima College of Engineering, ISI-6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9928015792

### PROTOCOL HIERARCHY FOR POORNIMA COLLEGE OF ENGINEERING

Name	Designation
Dr. S.M. Seth	Chairman (Emeritus)
Ar. Shashikant Singhi	Chairman
Er. Hari Singh Shekhawat	Director (Infrastructure)
Mr. M.K.M. Shah	Chief Finance Officer (Administration & Finance)
Dr. Om Prakash Sharma	Director
Ms. Renu Singhi	Advisor, Poornima Alumni Association
Dr. Rekha Nair	Professor
Dr. Neeraj Jain	Dean (Admissions)
Er. Rajiv David	Proctor-in-Chief
Mr. Ashwini Lata	Warden-in-Chief
Ms. Dipti Lodha	Chief TPO
Mr. Punit Shukla	Registrar
Dr. Ajay Khunteta	HOD, CSE
Dr. Virendra Sangtani	HOD, EE
Dr. Garima Mathur	HOD, ECE
Dr. Hemant Gupta	HOD, ME
Mr. Amol Saxena	HOD, IT
Mr. Md. Tarique	HOD, CE

# SCOPE OF WORK FOR OFFICE BEARERS AT POORNIMA FOUNDATION

## A. Administrative Officers

### Chairman

- To provide guidance and direction to all societies, trusts and institutions and formulate approach/ philosophy and policies for academic excellence.
- To organize meetings of advisory board of PJF and give directions for adopting the recommendation of the board.

### Director, Infrastructure Development

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

### Chief Finance Officer

- To plan, execute and improve working at institutional and group level in areas of (a) general administration (b) matters related to Shanti Education Society (c) purchases (d) finance, audit and accounts (e) automation (f) transport (g) day-to-day maintenance (h) mess and hostels (i) housing Principal (j) security (k) budgeting at institution and group level.

### Advisor, Poornima Alumni Association

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

### Director

- General Administration related with:
  1. Strategic & Policy Planning
  2. Institutional Development
  3. Outreach Programs
  4. Tie-ups & MOU
- Admissions & Branding with Dean (Admissions)
- Hostels & Mentorship with Warden-in-Chief & Mentorship Advisors
- Human Resource Development with Manager, HRD
- Fests, Functions & Events with Proctor-in-Chief
- Poornima Informatics Centre with Project Manager, PIC & System Analyst
- Mess and Canteen (innovations) with Mess Manager
- To execute group policies effectively, to run the campus including hostels in most efficient manner, to monitor and guide faculty and activities of campus and take positive steps for institutional growth and to ensure academic growth in tune with group policies.

### Dean Admissions

- To plan and execute assignments related to individual campus or group as a whole for media planning for Admissions.
- To admit new students from a variety of venues, communicating and connecting with students in various regions.
- To plan and execute travels to schools to meet students, answers questions about Poornima College of Engineering and evaluates potential applicants.
- To execute promotional activities and organize events to attract students and their parents.
- Keen understanding of various college applications and to assist students in obtaining the necessary documentation needed for the application process.
- To discuss the application status and to provide the applicants with information about financial aid, scholarships, programs and majors.
- Create networking systems through alumnus to find promising potential applicants.
- To interact with existing students to check their level of satisfaction and use them for publicity of PF institutes.

### Chief Training & Placement Officer

- To plan and execute assignments related to PCE for industrial training, placements and in-house summer trainings.

- Register the students for PEEM/CRT and finalize the executive structure of PEEM/CRT in consent with Institution Head and Office of Chairman.
- Coordinate with Outside Agency and Institution Head for effective conduction of PEEM/CRT classes and online tests.
- Publish and analyze the result of online tests conducted under PEEM/CRT and devise mechanism for improvement.
- Identify relevant industries and establish first contact with their HR Officers.
- Follow-up and develop long lasting relationship with industries through meetings, visits and direct/indirect student's interactions.
- Maintain relation with Director and other Officers as well as TPOs of other institution of relevance.
- Invite industries to conduct placement drives and selection interviews for training opportunities.
- Carry out any other relevant activity as assigned by Mission Coordinator.

#### **Institutional Training and Placement Coordinator**

- Responsible for executing all PCE level activities assigned by chief TPO to this cadre.
- Keep close contact with Chief Training & Placement Officer and department for execution of Training & Placement activities/drives.
- Maintain data of students and supply the same to Chief Training & Placement Officer as per requirement.
- Carryout/execute drives for placement and training for respective institute.
- Motivate students through interactions at various levels

#### **ERP manager (SHARP)**

- Understanding requirements of Poornima College of Engineering and to design a comprehensive strategy for achieving successful outcome of the project.
- End to End management and co-ordination of the project with all PCE departments and responsible for the successful completion of the project.
- Arrange all the facilities to the team who are working on the project, provide training, support and extract the best out of the team.
- Design schedule for the project, and set time line for each member of the team and delegate specific task to each members of the project.
- Responsible to complete the project within the stipulated budget.
- Predict risk factors and eliminate it for the successful completion of the project.
- Frequently reporting about the project.
- Designing of Appraisal process online.

#### **Executive Secretary to Chairman**

- Preparation of vision plan/ semester plan in guidance of Chairman, PCE at the beginning of each semester for effective planning of related activities (training of campus & department leadership and faculty & staff members, semester plans, strategies for placement & branding etc.).
- Devising ways and means for effective realization of PCE policies at different levels (Department, sections, hostels etc.).
- Preparation of list of issues which involves Chairman's Office for policy planning and reviews of effectiveness of execution
- Collection of field data and status reports from campus in order to prepare base document and agenda for interaction of PCE Authorities with the Chairman sir
- Carry out preliminary discussion/interaction for orientation of participants of the meetings
- Arrangement, invitation and execution of the meetings
- Preparation of minutes of these meetings and circulation of same for execution
- Follow-up on decisions taken in meetings, collection/preparation of intermediate reports/data and exchange of information with regard to effectiveness of execution
- All other issues which needs advice and intervention of the Chairman
- Collecting and analyzing the data of students for their strategic selection for interaction with Chairman Sir.
- Coordinating annual approval process of Statutory Bodies (AICTE/RTU etc.).
- Coordinating semester-wise Faculty Incentive program (from declaring Average Factor to distribution of incentives and certificates)
- Coordinating and facilitating the administrative audit and using the findings for better planning of human resources
- Conducting various analysis related to academics, finance and other emerging issues from time to time and highlighting inferences
- Playing key role in deciding matters of importance for PCE

- Compilation and documentation of various data and reports
- Developing well structured feedback mechanism
- Ensuring effectiveness of activities being done for up-gradation of targeted students' groups (hostellers, day-scholars, first year, final year, Hindi medium students etc.)
- Coordinating Mid-Term exam paper finalization process
- Coordinating Faculty and staff training programmes held at PCE and ensuring that
- Coordinating career skill based trainings of students at PCE level. Also keeping track of these activities at campus level and resolving issues affecting performance at fastest possible pace
- Issue orders, guidelines and directions on behalf of the Chairman
- To coordinate academic activities of PCE as per the direction of Chairman, PCE in following broad areas (i) Course coordination,(ii) Internal examinations, (iii) Human resources development & Training activities, (iv) Feedback and analysis for policy making,(v) Academic Audit, (vi) non syllabus projects, seminars & publications, (vii) P-PROSKEP,(viii) Placements,(ix) Alumni,(x) Activities, (xi) PMEPI, (xii) IEM.

### **Registrars**

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

### **Head- Examination & 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 annual/semester report for all examination activates conducted for submission to the Director.
- To plan activities related to attendance of students and faculty/staff and marks of the students as per norms of PCE.
- To send documented information to parents of the students. Proctor in Chief, heads of deptts, hostel wardens, deptt. Coordinators and other agencies including university at all important stages of semester.
- To analyses marks Scored by students subject wise, faculty wise, class wise, minimum, maximum, average and discuss with Principal and other authorities for improvement.
- To send of marks to university, as per procedure: i) Term assessment marks ii.) Practical iii.) Sessional work iv.) Project v.) Seminar vi.) Training vii.) Discipline.
- To carry out all works related to secrecy like sending list external examiners, for project, viva voce, internal examiners as per university requirement
- To maintain records of all internal examination answer books and lab records as per university norms.
- To get internal answer books examined through central evaluation for all internal examination and send marks/report to secrecy cell.

### **Proctor-in-Chief**

- To manage proctor office, and perform all duties assigned from time to time.
- To frame and ensure implementation of group academic calendar.
- To organize meetings and give directions as per group policies.
- To deal with matters of indiscipline ragging etc. in campuses, hostels, transport and other places.
- To redress students grievance as per PCE norms.
- To coordinate with all HoDs/ Proctors/ Dy. HoDs for maintenance of proper attendance and discipline for smooth campus working.
- To maintain proactive vigilance in the best interest of organization.
- To work for raising motivational level of students in accordance with their back-ground.
- To arrange and coordinate student volunteers for college function.
- To keep record of potentate trouble shooters and adopt corrective measures.
- To keep record of various valuations and dept. effective methods for exertion.
- PCE coordinator to control all entry and exit points.

**Chief Proctors**

- To manage the proctor office and perform all the duties from time to time.
- To coordinate with all department coordinators/tutors/mentors for maintenance of proper attendance and discipline for smooth working of the institution.
- To maintain proactive vigilance in best interest of organization.
- To work for raising 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 track of potential trouble making students and take measures to correct them.
- To keep records of various activities and take appropriate decisions for effective execution.
- To control all entry and exit points including deployment of staff and maintenance of registers.
- The proctors will design proper display arrangements for all type of information for students and faculty members in consultation with proctor-in-Chief of PCE and will communicate the same to Director (Infrastructure) for execution.

**Warden – in – Chief**

- To provide overall congenial, comfortable and studious environment to the hostellers.
- To plan, execute and administer working of Gurushikhar & Gayatri Hostels.
- To supervise up keep of hostels and mess as per policies of the college.
- To plan / arrange for fulfillment of academic needs of hostellers and coordinate with concerned officers / faculty for feedback.

**Chief Warden**

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

**Hostel Wardens**

- 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 diary for visit report.
- To manage information system for necessary corrective action by higher authorities.

**Security Supervisors**

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

**Estate In charge**

- To maintain all fittings, and repairs replacements and ensure immediate basis monitoring.
- To daily check all vital points like water, electric fittings, windowpanes, etc. and ensure their maintenance.
- To visit each campus for monitoring and record keeping.

**Media Coordinator**

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

**Transport Officer**

- To maintain records related to transport users.

- To maintain timings of buses and other college vehicles.
- To maintain discipline among transport users.
- To decide routes, their effectiveness and planning for ad hoc timely arrangements.
- To 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**

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

#### **Mess Manager**

- To be responsible for overall charge of all mess and canteen facilities in all PCE hostels/ campus.
- To extend mess/ canteen facilities for all academic / non-academic activities in campus of PCE as per requirement and to handle purchases and workers related to mess and canteen.
- To innovate, carry out satisfaction survey and make arrangements for improvement in quality of eatables.

### **B. Academic Officers**

#### **Head Of Departments (HoD)**

- To plan all academic, extra and co-curricular activities and assign responsibilities for effective execution.
- To ensure that theory classes / practical / tutorials are conducted as per time table and maintain attendance discipline and punctuality in the department.
- To recommend leave of faculty members after alternate arrangement have been made.
- To conduct regular faculty interaction / department. Meeting as per procedure.
- To ensure syllabus coverage as per deployment plans and allocate extra classes to needy faculty members
- To ensure proper functioning of labs per manuals and lab plans.
- To maintain department. files and records.
- To make efforts for brand making of students and survival efforts for marginal students.
- To closely monitor projects, NSP's, special lectures, SHG, open book tests, library related activities online tests, placements activities, P-PROSKEP, PEEM, Technical P-PROSKEP, Alumni memberships, industrial tours, department day etc..
- To ensure proper release of newsletters as per PCE policies.

#### **Deputy Head of Department (Dy. HoD), Academics**

- To carry out current responsibilities of HOD in his absence.
- To maintain documentation of activities and maintenance of labs.
- To assist HOD for excellent departmental academic output.
- To organize activities, seminars, workshops, and ensure active participation of the students.
- To interact with student for summer training placement, industrial visit and give feedback to T&P cell for further action.
- Prepare 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 Back Ground (Hindi Medium or English Medium School) and Marks (>75% category **[A]**, 60- 75% category **[B]**, 45- 60% category **[C]**).

#### **Deputy Head of Department (Dy. HoD), Administration**

- To carry out current responsibilities of HOD in his absence.
- To work for raising 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 department free from their ill influence.
- Ensure that all students become members of Alumni association.
- Plan & conduct these activities as per academics calendar. i) Kalanidhi / Galaxy Participation. ii) Departmental days, iii) Industrial visits, iv) Magazine – Articles from students / faculty, v) Deptt.news- letter.

### **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:

#### **Senior Faculty Members (Professor / Associate Professor)**

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

- To participate in the administration, planning and development activities at the departmental level as well as at the Institute level.
- To inculcate the culture of research and development. To participate and guide in research work.
- To bring in projects and consulting assignments to the institute. To collaborate with industry and other academic institutions.
- To setup laboratories, develop new curriculum or upgrade the existing one.
- To guide Asst. Professors for the improvement of their teaching and research ability.
- Active promotion of use of 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.
- Programmes for masses and classes i.e. awareness & basic knowledge programmes for the whole class and specific programmes 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 library and resources.
- PowerPoint presentations and if possible mobile phones are to be involved in teaching learning process.

#### **Assistant Professor**

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

#### **(i). Academic Roles and Responsibilities of**

##### **Classroom Responsibilities**

- To develop the course syllabus, prepare the lecture plans and to communicate it to the students.
- To develop the course material and to ensure its timely distribution among the students.
- To teach by employing useful methods and approaches that facilitates students' learning and to complete the Program syllabus on time.
- To foster class room discipline.

- To provide leadership for continuous development through self learning and encourage the optimum utility of library.
- Encouragement of students to actively participate in curricular and extracurricular activities that contributes to their learning and development.

### **Tutorial Responsibilities**

- To co-ordinate 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 Responsibilities (For Engineering Faculty Members)**

- To participate with other faculty and staff to select and set up laboratory experiments, to prepare the laboratory instructional manuals, and to recommend the laboratory facility planning, supplies and equipments.
- To monitor the proper functioning of equipments and to ensure the availability of consumables for the experiments.
- To instruct, assist and guide the students in performing the experiments and encourage the students to interact for any kind of difficulty or confusion.
- To conduct Viva-voce sessions of the students and to maintain record of students' grades and post tests records of students.

### **Project Responsibility**

- To help select a project 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 resource and to maintain the students' progress report.
- To provide the students with timely feedback and extend support in each phase of project completion.

### **Examination Responsibility**

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

### **(ii). Non Academic Roles and Responsibilities**

The non academic roles and responsibilities of faculty members of the grade Asst. Professor are:

#### **Placement Office Responsibility**

- 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 brochure 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 make sure 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 Responsibilities**

- 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 and facilitate the proper functioning of different clubs as faculty coordinator. Self Development
- 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 program.
- To get involved in the activities of professional organizations.

#### **Tutor/ Dy. Tutor**

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

### **ACADEMIC & ADMINISTRATIVE DUTIES FOR SESSION 2017-18**

#### **A. HODs and Dy. HODs**

<b>Designation</b>	<b>Department</b>	<b>Name</b>	<b>Mobile no.</b>
Dy. HoD (Admin)	1st Year (A & B)	Sanjay Kumar Gupta	9829011904
Dy. HoD (Acad)	1st Year- A (IT, ECE, CS)	Mr. Amitesh Kumar	-
HoD	1st Year- A (IT, ECE, CS)	-	-
Dy. HoD (Acad)	1st Year- B (ME,EE,Civil)	Amit Sheron	9468478399
HoD	1st Year- B (ME,EE,Civil)	Shirish Nagar	8003514249
Dy. HoD	Civil	Bharati Joshi	8058825625
HoD	Civil	Mohammed Tarique	7725929473
Dy. HoD (Acad)	CSE	Sunil Gupta	9413806083
Dy. HoD (Admin)	CSE	Atul Kumar Verma	7891437501
HoD	CSE	Ajay Khunteta	9828596101
Dy. HoD (Acad)	ECE	Durgesh Kumar	9460878065
Dy. HoD (Admin)	ECE	Tarun Mishra	9982013388
HoD	ECE	Dr. Garima Mathur	9829393517
HoD	EE	Dr. Virendra Swaroop Sangtani	9799884938
Dy. HoD (Acad)	EE	Brijraj Singh Solanki	9829533943
Dy. HoD (Admin)	EE	Mohammed. Asif Iqbal	8104625866
Dy. HoD	IT	Saurabh Anand	-
HoD	IT	Amol Saxena	9982776883

Dy. HoD (Acad)	ME	Shailendra Kasera	9983144773
Dy. HoD (Admin)	ME	Sanjay Kumawat	9784384269
HoD	ME	Dr. Hemant Gupta	-

## B. Administrative

Designation	Name	Mobile no.
Chief Librarian	Neema Shukla	9887176147
Dy. Registrar (Exam & Secrecy)	Rajkumar Sharma	9929679815
ITPC	Avinash Sharma	9928329591
Network Administrator(Sr.)	Shivraj Singh Rajawat	9928015796
Registrar	Punit Shukla	9829255102
TPO	Abhayjeet Singh	9929091809
TPO	Arshad Nadeem	8696865633
TPO	Pradeep Kumar Natani	9549936000
Accounts Officer	Kailash Chand Meena	8875666670
P.S to Campus Director	Rahul Singh	9001890812

## C. Supporting Services

Designation	Name of officer	Mobile no.
Mess Manager	Shri Praveen Singhvi	9928364374
Transport Officer	B.P. Yadav	9829855509
In charge (Mentorship - Gayatri)	Richa	9829104543
Chief Warden (Gayatri)	Sudha Jain	9928017669
Estate In charge	Girdhari Singh	9928028143
Mess In charge ( Gayatri)	Suresh Jain	9829855507
Designation	Name of officer	Mobile no.
Warden	Anuradha	9460028908
Warden	Beena Nathwat	9799676844
Warden	Mamta Kaushik	9001893270
Warden	Rainu	7060927011



## **INTERNAL QUALITY ASSESSMENT CELL (IQAC)**

Development of a culture recognizes the importance of quality and quality assurance is essential in institutions of higher learning. Quality assurance is a new paradigm of Academic and Administrative Management. The changing educational landscape calls for setting up a formal and effective mechanism for the approval, periodic review, monitoring, evaluation and assessment of quality of the programmes in higher education institutions. It is in this vain, that the proposal by National Accreditation Board (NBA) to establish Internal Quality Assurance Cell (IQAC) has been undertaken by every accredited institution of higher learning. The quality assurance activities are not just limited to collect data; rather it is also expected to analyze the data for enhancing quality, providing accountability, establishing stakeholders' confidence and creating trust in the institutions performance. Since quality assurance is a continuous process, IQAC is now becoming a central theme in Higher Education, ever endeavouring to work towards realization of the goals of quality enhancement and sustenance.

Poornima College of Engineering had to go a long way since its inception in the year 2000. Established as a private institute in Jaipur, Rajasthan affiliated to the University of Rajasthan and approved by A.I.C.T.E. New Delhi; the institution had many challenges to overcome. The institution, by being abided to the Government norms has successfully completed fifteen academic years by twice getting accredited by National Board of Accreditation (NBA). In tune of the Vision and Mission and on account of the suggestions of NBA Experts the unanimous decision of establishing Internal Quality Assurance Cell (IQAC) has been materialised in July, 2016 and has got the approval in 19<sup>th</sup> Governing Council meeting under the Chairmanship of Dr. S. M. Seth, Chairman – Governing Council.

### **OBJECTIVES**

IQAC is expected to fulfil the following objectives:

1. To develop and implement a strategy for conscious, consistent and continuous evaluation & monitoring of quality to improve the academic and administrative performance and standards of the programmes of the institution.
2. To ensure proper measures initiated and its proper implementation, institutional functioning towards quality enhancement through internalization of quality culture, accountability, and institutionalization of best practices and awards.

### **STRATEGIES**

The IQAC shall evolve the mechanisms and procedures for ensuring:

1. Timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.
3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching-learning and the credibility of evaluation procedures.

### **MONITORING MECHANISM**

The IQAC shall submit the Annual Quality Assurance Report (AQAR) of the University duly approved by statutory bodies of the institute to NBA regularly. The functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Report (AQAR) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycles accreditation.

### **IQAC ADMINISTRATIVE COMMITTEE**

<b>S. No.</b>	<b>Name of Members</b>	<b>Designation</b>
1	Dr. Om Prakash Sharma	Chairman
2	Sh. Sanjeev Agarwal	External Expert
3	Sh. Punit Shukla	Member

4	Dr Neeraj jain	Member
5	Smt. Deepti Lodha	Member
6	Sh. Rajeev David	Member
7	Dr Virendra Sangtani	HOD - EE
8	Dr Ajay Khunteta	HOD - CSE
9	Dr Garima Mathur	HOD - EC
10	Dr. Hemant Gupta	HOD - ME
11	Mr. Amol Saxena	Member Secretary
12	Md. Tarique	HOD - Civil
13	Mr. Shirish Nagar	HOD – I Year

### **FACULTY & STAFF @PCE**

At Poornima College of Engineering, its faculty members, whose dedicated focus is on teaching learning process and inspiring the students, shape the academic facet of institution. Devoted faculty members are instrumental for imparting world-class education. Poornima College of Engineering is balanced commitment to scholarship, teaching, and research attracts some of the finest scholars of the state. With a faculty: student ratio of 1:15 and supportive hand of committed staff that strongly believes in quality education, our esteemed, innovative, and caring faculty guides our students to become change agents of the future. Faculty members are passionate and curious individuals who continue their own research while teaching at Poornima. They come from across the country bringing with them a diverse wealth of knowledge.

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

Today the total number of faculty at Poornima is over 225, spread across technology. Over the years the faculty has contributed to research and published and presented papers in both national and international conferences.

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

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

#### **Good staff is one of our greatest assets**

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

### **PCE 5 P – PLAN MISSION (Schedule of Meetings)**

#### **Background:**

In order to maintain uniform policies in all Poornima institution various committee, working groups and cells were constituted which were working under advice and directions of Chairman, Poornima

College of Engineering. Our Chairman has advised to adopt Poornima 5 P-Plan Mission (Policy, Planning, Progress, Performance and Problem resolution Plan). It is, therefore decided to modify and restructure schedule meetings with the Chairman during session 2017-18.

**Schedule of Chairman's meeting with Campus Administration:**

The Chairman, PCE will chair meetings with Poornima authorities/working groups as per following schedule. All such meetings will be held at the office of the Chairman or at Conference hall.

These meetings will be utilized for general round of run down and discussion on general issues and then it will be followed with focus on deliberations on limited number of specific issues and find resolutions. It will also discuss issues related to strategic planning, new ideas and major policy issues. These may have two/three main topics for discussion. These may also include presentation or illustration by the members. It may also be used to reevaluate strategies, collect direct feedback, discuss performance, boost morale and learn about new trends.

<b>Schedule of Meetings with Chairman, PCE for Odd Semester 2017-18</b>					
<b>SN</b>	<b>Working Group</b>	<b>Members</b>	<b>Member Secretary</b>	<b>Frequency/ Scheduled Day</b>	<b>Remarks/Agenda</b>
1	<b>Meeting of PCE Management</b>	Director (Infra.), CFO, Director and Dean	Director, PCE	1st Tuesday of Every Month	Discussion on PCE policies.
2	<b>Presentations by Department heads of PCE</b>	Institutional Head, HoDs, Dy. HoDs, Registrar, Chief Proctor, ITPC, Chief Librarian and Dean (Acad.)	Executive Secretary to Chairman	<b>Thrice in a Semester:</b> Dates as per Academic Calendar	<b>1. First Presentation:</b> Presentation of Need Analysis and Semester Plan <b>2. Second Presentation:</b> Presentation on progress of Semester Plan. <b>3. Third Presentation:</b> Presentation of Semester Performance Report.
3	<b>Discussion Meetings of PCE</b>	Institutional Heads of PCE, Dean (Admissions), PCE Chief TPO, PCE, Warden-in-Chief, PCE, and Proctor-in-Chief, PCE	Executive Secretary to Chairman, PCE	<b>Twice in a Semester:</b> Dates to be decided by Member Secretary	<b>1. First Meeting:</b> On 15 <sup>th</sup> June, 2017 to discuss all issues related to policies and planning of Odd semester. <b>2. Second Meeting:</b> On 23 <sup>rd</sup> September, 2017 to find solutions to the difficulties and deficiencies in execution.
4	<b>One to one Discussion Meetings with each Senior Faculty of PCE</b>	Senior Faculty Member, Institutional Head, PCE	Executive Secretary to Chairman, PCE	<b>Twice in a Semester:</b> Dates to be decided by Member Secretary in consultation with Institutional Head	<b>1. First Meeting:</b> Discussion on semester plan and scope of work approved by Institutional Head. <b>2. Second Meeting:</b> Just before start of second midterm to evaluate progress of semester plan.



5	<b>Discussion Meeting with PMTPO Group.</b>	Chief TPO, PCE, All T&P Officers, All ITPCs	Executive Secretary to Chairman, PCE	1 <sup>st</sup> Monday of every month	Beginning of semester for finalizing department's/ individual's plan and later to discuss progress.
6	<b>One to one meeting with New Joinees</b>	new Joinee, respective Institutional Head, PCE	Executive Secretary to Chairman, PCE	After one month of Joining by a new Faculty	Feedback and discussion on performance
7	<b>Reporting Meeting of PCE Hostels (Gayatri)</b>	Warden-in-Chief, PCE, All Chief Wardens and All Mentorship In charges	Executive Secretary to Chairman, PCE	1 <sup>st</sup> Monday of every month	Beginning of semester for finalizing hostel's/ individual's plan and later to discuss progress.
8	<b>Interaction with students in respective Departments</b>	Institutional Head & HOD and Dean (Acad.), PCE	Executive Secretary to Chairman, PCE	Random Activity in place of scheduled interactions	To assess efficiency of teaching learning processes.

<b>Schedule of meetings at institutional level:</b>		
<b>Meetings Details</b>	<b>Day/Date</b>	<b>Frequency</b>
Institutional Discussion meeting of HODs and other higher officers	Tuesday	Weekly
One to one reporting meeting of HODs and officers with Director	To be decided by Director	<b>Fortnightly</b>
Departmental discussion meeting of Faculty & Technical Assistants for each department.	Tuesday	Weekly
One to one reporting meeting of Faculty & Technical Assistants with HOD	To be decided at HOD level	<b>Fortnightly</b>

## **POORNIMA HOSTELS**

**Poornima College of Engineering** hostels namely Gayatri girls Hostel are homes to students with residential capacity of 800 students including 600 girls and 200 boys separately. We have a hostel built up area of more than a million square feet where students feels at home and safe during any time of the day with utmost safety and security 24/7. All the hostels are constructed keeping in mind the student's comfort and requirements having all basic facilities to give them good living condition that is important for their growth.

### **Basic Facilities**

We have different types of rooms to choose from which one may opt to share with the faculty/ staff of same field or different field. The rooms are reasonably big and airy with windows for good natural light. They are semi-furnished having attached lat bath with complete fittings to ensure a pleasant

stay allowing them to concentrate on studies. Since you will choose nothing less than best therefore we provide a good, safe and secure home for oneself.

### **Dining Facilities**

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

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

Mess caters to the tastes of the students of different region and students with varied food preferences. However there are certain guidelines that are to be followed while planning the meals. Mess menu is planned and managed by the management in consultation with the students. The hostel is equipped with a canteen offering variety of snacks available at reasonable prices in a very clean environment for the students.

### **Recreational facilities & Sports complex**

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

### **Health Care**

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

### **A unique mentor system which is run by students of hostels provides excellent platform for interaction among senior and junior students across all institutions / branches / courses.**

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

### **Water, Electricity & general code of conduct**

- The quantity of water for each hosteller is calculated @ 200 litres per student.
- The regular water supply hours will be from 5:30 AM to 8:30 AM and from 2:30/3:30 PM to 10:00 PM on all days except that on Sundays and college holidays.
- On Sundays and college holidays the regular water supply will be made from 5:30 AM till the consumption of designated quantity water.
- In any case 24 hours water supply will be made available through one point at each floor of each hostel.
- The repairing of leaking taps will be made on priority basis and the complaint made in designated complaint register will be attended within six hours.
- All hostellers are requested to close the taps properly and make extra efforts to stop wastage of water. However, students having toilets attached to their rooms will be penalized for each incident of wastage of water.
- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine Rs. 500/- for each incident of wastage of water jointly to all inmates of respective room.
- Use of Iron, Heater, Emersion Rod and other electrical equipment consuming more than 60 watts of electricity is prohibited in hostels. However, use of laptops, printers, music systems, I-pods and other electronic devices is permitted.
- Each incident of unauthorized use of Iron, emersion rod and other electrical equipment will attract a penalty of Rs. 500/- apart from the seizer of the equipment.
- Each incident of running electrical consumption in an unoccupied room will also attract a penalty of Rs. 500/-.

- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine Rs. 500/- for each incident of wastage of electricity jointly to all inmates of respective room.
- Covering of small opening in the Hostel Room doors by any means a fine of Rs. 300/- will be charged for each incident.

NO. OF ROOMS AVAILABLE HOSTELS					
NAME OF HOSTELS	ROOM CATEGORY				
	2 Seated AC	2 Seated Non- AC	3 Seated AC	3 Seated Non- AC	TOTAL ROOMS
Gayatri-I (PCE Campus)	11	NIL	45	NIL	56
Gayatri-II (PCE Campus)	4	NIL	45	NIL	49
Gayatri-III (PCE Campus)	NIL	NIL	70	NIL	70
Gayatri-IV (PCE Campus)	52	3	NIL	NIL	55
Gayatri-V (PCE Campus)	60	5	NIL	NIL	65
Gayatri-VI (PCE Campus)	60	6	NIL	NIL	66
<b>TOTAL</b>	<b>176</b>	<b>14</b>	<b>115</b>	<b>0</b>	<b>361</b>

## INITIATIVES & INNOVATIONS AT POORNIMA

**PMEPI:** Stands for Poornima Mission for Becoming English Proficient Institution and has come to play to ensure a greater level of proficiency in English communication. As Engineering education is going through a phase of consolidation and only the best performing institutions are going to survive. The fate of an Engineering institute will definitely be influenced by the quality & quantity of placements. Prevailing situation of job market suggests that proficiency in English communication will be a sole differentiator at every level of placement for a student. In light of above, Poornima College of Engineering through Poornima Mission for becoming English Proficient Institution (PMEPI) has decided to achieve English proficiency at all levels of Academic and Administrative processes.

**IEM :** Innovation Excellence Mission provides platform to recognize and showcase the talent of Poornimaites who have successfully executed innovative processes and achieved desired results and to honor them appropriately. This year under IEM 100+ entries were submitted from PCE campus and each of them were equally good at its place. Top 10 entries were identified and appreciated in front of all PCE Faculty and Technical Staff members.

**PMTPO:** The new Poornima Mission for Training, Placement & Outreach was announced July 22, 2015. The broad objectives of “**Poornima Mission for Training, Placement and Outreach (PMTPO)**” can be stated as follows:

1. Create culture of transparent working with better teamwork and sharing of information.
2. Create equal opportunities for all PCE departments and students for training & placements. Create competition among students through value addition and field performance and avoiding monopoly or narrow vision situations. All efforts of branding and conducting drives must be equally available for the students of all institutions.
3. Provide road map indicating various career options and the knowledge & skill set required for achieving the same.
4. Provide guidance and support to all departments (and its students) under Poornima College of Engineering (irrespective of the course to appreciate and understand the need of preparation and initiating appropriate activities for placement right from first year.
5. Conducting research and surveys to identify needs & employability requirements of the prospective employers.
6. Inviting Industries and their representative officers to visit PCE institutions for attending functions, delivering special lectures and conducting workshops.
7. Developing strong industry institution interaction mechanism for a continuous two way dialog for mutual benefit.

8. Designing various programs for preparation and ensuring proper monitoring of their progress.
9. Preparing & maintaining student's data required for submission to industries.
10. Inviting industries and holding placement drives.
11. Communicating with industries for selection of students for summer/winter/industrial trainings.

**Placements through Coding Events**-A new vista that has opened up recently is -hiring by the companies through online coding events. This is specifically for Computer Science students. Big IT companies like TCS, L&T Technology Services, Accenture, Oracle, Mind tree, Microsoft etc are hiring based on students performance in programming contest.

#### **Placement Targets for session 2017-18**

<b>College/ Branch</b>	<b>Calculation Factor</b>	<b>No. of eligible students (55% &amp; above in Academics &amp; up to two backs)</b>	<b>Target</b>
CE	90%	156	140
CIVIL	75%	54	41
ECE / EEE	75%	114	86
EE	75%	174	131
IT	90%	37	33
ME	80%	141	113
<b>No. of eligible students</b>		<b>676</b>	<b>544</b>

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

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

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

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

**SELF HELP GROUPS:** It focuses entirely on learning teaching strategies through education, practice, feedback, and coaching including analysis, modeling, demonstration and discussion etc. Self-Help Groups give members an opportunity to discuss their experiences share their thoughts & ideas to give

support, hope, and educate others. Its main objective is to involve higher performance students for improving question answering skills of weaker students and make the group a high achievers group. Asst. Dean-I year and HOD's-Higher Classes are responsible to implement this procedure with tutor as facilitator of the group & coordinators of the group help members so that quality of tutorials, assignments, lab records, results & attendance improves.

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

**RESEARCH & DEVELOPMENT LAB:** It's a part of academics where all facilities are provided with updated technologies and equipments. The significance of R&D can be highlighted as:

- To promote research and development activities in the institution.
- To equip the student and the faculty members with latest advancement in the technological areas.
- To provide engineering consultancy and research in innovative areas.
- To enhance the engineering education with research orientation fulfilling the technical needs of industries.

**POORNIMA EMPLOYABILITY ENHANCEMENT MISSION (PEEM):** PEEM was introduced in PCE in July 13 from academic session 2013-14. Its main aim is to prepare the budding engineers to face challenges in cracking the job interviews. It was introduced for students to crack written exam of companies, to instill confidence in them during interviews, to provide an opportunity to explore them beyond the academic curriculum. PEEM help students to be to be successful in their placements.

This year about 1350 students were put through the online tests for the evaluation of their aptitude and skills and 800 of these students were found eligible on the grounds of various parameters to be subjected to GD/PI, Quantitative Aptitude, Logical Reasoning and English (spoken and written) Classes.

The results were encouraging and it was decided to introduce PEEM & P-PROSKEP classes from V sem onwards for B.Tech session 2014-15 in order to make students more competitive. To screen out the disinterested students a token amount is charged from the students which are refunded to them at the conclusion phase of PEEM.

**The PEEM team consists of:**

- (a) The Chief TPO.
- (b) ITPC, PCE.
- (c) Final Year Tutors from PCE Campus.

- PEEM classes are mandatory for all students of 5th and 6th Semester CS, IT, EC & EE branches and will run as a regular program incorporated in the teaching scheme for 2 hours / week.
- P-PROSKEP classes for students of 5th & 6th Semester CS, IT, EC, EE branches is now termed as 'Technical P-PROSKEP (TPP)', taught by department faculty members only. The TPP sessions are also compulsory for all students of 5th Semester. An individual faculty is not permitted to take the load of TPP sessions for more than 6 hours per week.
- TPP classes for students of 5th & 6th Semester CIVIL, ME & EE branches is conducted for 2 hours in Lecture mode (2L) and 2 hours in practical mode (2P - with batch size of half of the class strength). Deptt. faculty members takes the TPP sessions that primarily includes preparation for GATE, brushing up of previous year's concepts & awareness of technical sessions (to be conducted in interactive Lecture mode) and other software based learning & workshop oriented trainings (to be conducted in Practical mode).
- PEEM classes for students of 5th & 6th Semester CIVIL, ME & EE are not compulsory, though, students who are interested in PEEM classes are allowed under a special time-table prepared by respective Director ensuring the effective use of resources and without causing any undesirable disturbance in other activities.
- The time table and scheme for PEEM classes and GD/PI sessions are prepared by Training Officer, PCE with guidance of respective Director.

**MoU with IBM:** Starting in academic year 2017 Poornima JIET Education Foundation and IBM have agreed to launch Bachelor of Technology with specialization using IBM Software. IBM and Poornima JIET Education Foundation have collaborated to setup an IBM Lab in its campuses to help students and faculty members enhance their skills in areas of Big Data, Cloud Computing & Internet of Things (IoT)

The aim is to develop sufficient industry needed skills for manpower on critical emerging technology area such as Cloud, Mobility, Analytics and Cyber security. An innovative curriculum has been developed for the programs jointly and will be delivered by IBM designated subject matter experts and institution faculty jointly. The curriculum caters to the various skill requirements of organizations across the world including Banks, Computer Services, Education, Healthcare, Insurance, Manufacturing, Retail and other industries.

IBM designated experts will be available at Poornima College of Engineering & Jodhpur Institute of Technology, Jodhpur to conduct classes face to face, to ensure that the knowledge and skills are imparted effectively.

An IBM Lab has been setup at all campus of Poornima & Jodhpur Institute of Technology. In this Lab, IBM has provided relevant IBM software & curriculum content for courses. The programs bring together the current software content, real-world industry experiences, hands on lab courses and case studies for the participants. IBM is conducting various faculty development programs to enhance the capabilities of the institution in the emerging technology areas.

The institution faculty will be able to use the IBM software in the lab for their non-commercial research interests. A joint committee has been setup between Poornima JIET Education Foundation and IBM that will continuously recommend on course curriculum, content, delivery etc. The Committee will monitor and review the activities under these Programs and recommend decisions with respect to any aspect regarding programs.

While each program participant will receive the printed course material from IBM, they will have access to various IBM online forums for additional study material and resources to interact with experts & participate in discussions. The participants will receive certification from IBM at the completion of the course. Experts from IBM will provide real world challenges for project experience and also mentor the students through the various phases of these projects

Students may have the opportunity to visit IBM centers from time-to-time for live industry experience.

**P-PROSKEP (POORNIMA PROFESSIONAL SKILLS & KNOWLEDGE ENHANCEMENT PROGRAM):** It's a beyond-syllabus activity to provide profession skills to students which fills the gap between the university syllabus and the demands of the industry/society from an engineer. The program is directly related to the Holistic Development & Grooming and Placement Process of the engineering students to make them excel in all spheres of life, personal or professional.

#### Thrust Areas of P-PROSKEP

Technical Seminars and Projects: Team work and Presentation skills	Behavior pattern during Placement Drives: GD, PI & Overall preparation	Representation of Poornima Foundation at various levels	Documentation etiquettes
Summer Internship	Communication style	Stage coordination – Anchoring and Comparing	Dress Sense and Time Management

**Objectives:** To influence the performance and behavior of the student, the following objectives have been set:

- To create a conducive atmosphere for the Holistic development of the students and to equip them with skills like communication skills, mannerisms and professional etiquettes.
- Maintain good linguistic competence among the students through accuracy in grammar, pronunciation and vocabulary
- Train students to use language effectively to face interviews, GDs and public speaking so as to increase the chances of placements
- Generate awareness of current industry trends and current affairs
- Sensitize the students to the burning environmental and social issues at national and global level
- Provide exposure to the students to a variety of self-instructional, learner – friendly modes of language learning.
- To assist engineering students in metamorphosing into an industry ready professional

- Three-tier working model: The scope of the department's influencing area is very wide. To achieve greater success the department functions in three-tier model, as explicated below:

**ONLINE ELIGIBILITY TEST:** Online eligibility test is a mandatory eligibility criterion for appearing in 1<sup>st</sup> and 2<sup>nd</sup> Mid Term Examination for all the students for self-assessment about academic preparation at any stage, till they clear the exam. It is for 1 hour minutes and is conducted on weekly basis. They are provided with a login and password to appear for the exam and if for any reason they are unavailable to give the exam during the assigned internet lab then they can appear during any free time in the college schedule. The print out of the result will be provided to the students. Passing online exam is mandatory and two attempts are given for clearing one unit. It consists of 60 questions in total from all the subjects of that particular unit. For e.g., the first test will consist of 60 questions in total from the unit I of all the subjects of that particular semester, similarly for unit II and so on.

**SPECIAL CLASSES FOR SKILL DEVELOPMENT:** Special Training classes are organized for the final year students so that they can excel in the upcoming Placement drives. These classes are meant for: -

- Guidance to Students for Increasing Placement Chances.
- Experience Sharing by Selected Students (Alumni and others)
- Discussion on Exam Pattern and Previous Year Placement

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

**AADHAR:** The idea of Aadhar was conceived with the aim to provide technically inclined youth with an innovative platform where the talent and expertise would be recognized and duly rewarded. This is a technical project exhibition event of PCE where the best projects are showcased by students within their campus and the outstanding projects are rewarded with prizes by the senior dignitaries of PCE. The technical festival "Aadhar" is formally inaugurated and it continues for one whole day for other students to view and learn from the projects. A Booklet of "Aadhar" is also released by the Chairman Sir which narrates the growth story of Aadhar and the important highlights of the event to cherish the memories in future.

**PRAYOGAM-A PROJECT EXHIBITION:** It's a 3 day technical event of PCE which creates awareness about contemporary technological scenario. Prayogam is organized in November every year at Poornima College of Engineering where in students of other institution are invited along with their parents to interact directly with the makers of technical projects and models to know about their application. Each of the projects exhibited and presented in Prayogam reflects technical knowledge and skills acquired by the students in their course of engineering. Along with the display of 2500 selected technical and engineering working projects and models covering the fields of electronics, instrumentation, mechanical, civil, computer and electrical several others on the spot competitions, quiz, workshops and trials of various projects exhibited is also conducted through activities like Hands –on Practice.

**AAROHAN:** It's a techno-cultural-sports fest which is conducted in November every year as a platform for every Poornima'ite to showcase their exuberance and talent. Last year theme of AAROHAN POORNIMA 2016 was "Vibrant India". It is divided into four categories namely club, sports, technical and cultural and a number of events are organized under these four categories:

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

**ENTREPRENEURSHIP DEVELOPMENT CELL:** EDC was established on August 15, 2011 with the objective of creating, fostering and promoting the spirit of entrepreneurship amongst the youth of the nation. The E- Cell organizes a plethora of events under its aegis. It allows participation not only from the students of PCE Campus but also from colleges all across the country. It is aimed at promoting an environment favorable for entrepreneurial thinking and action through the organization of a variety of



entrepreneurship-oriented events such as games, idea generations, business plan contests, case studies, business quizzes and so forth. The long term objectives are aimed at assisting students who aspire to start their own ventures. To achieve the objective EDC has an association with **NEN** (A national level leader in Entrepreneurship Development).

**KALANIDHI:** It's the Annual prize distribution ceremony "KALANIDHI 2K15" celebrated on 2<sup>nd</sup> October every year to felicitate & give prizes to various class toppers, branch toppers and subject toppers who excel in field of academics and non –academics. The students are awarded with gold, silver and bronze medals respectively and certificate of appreciation is also given to them. Parents of the awardees are also invited for the ceremony as it is the precious and memorable moment for every student. The prize distribution ceremony includes all kinds of awards like best student, best hosteller, best attendance, best project, best seminar etc. Students wait for this event eagerly & are always excited to receive appreciation and cash awards from the college authorities.

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

- General Facilities
- Special Activities
- Events in college
- Interaction with Seniors
- Information of Online Exam
- HOD interaction
- Talk on Career Making by Mr. Rahul Singhi
- Administrative System
- Importance of Lecture, Tutorial and Practical
- Career guidance of Specific Branch
- Importance of Tutor System
- Culture Ethics and Discipline
- Information about PAA
- Branch Specific lecture was delivered by HOD of respective branches

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

**MENTORSHIP PROGRAM:** This concept in Poornima Hostels provides the fresher's an environment to interact with their seniors, who advice and guide them on personal & professional issues. The process in the hostels involves activities of academics, extracurricular, Sports, cultural and project making. A mentor guides and motivates their juniors regarding different aspects to develop the right attitude from the very beginning. These mentorship program Follow a hierarchy where fourth year students lead as 'SENIOR GROUP MENTORS', followed by the third year and Second year mentors who work together for the benefits of the fresher students.

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

- Announcement of an Activity participated by delegates outside PCE
- Conference/Seminar/Workshop etc
- Special Lecture &Activity of eminence
- Placement Activity/Drive
- Students Participation outside PCE in academics, co & extra-curricular pursuits
- Fortnightly Attendance
- List of debarred students
- University Results
- Industrial Tours & Trainings
- Faculty Training Program

- Grant/Funds from AICTE/DST
- 3 Best Projects of each class (Syllabus/Non Syllabus Category)
- Presentation of paper in Conferences
- Authoring books by faculty
- Acquiring M.Tech. /Ph.D. Degree by Faculty
- New / Annual Affiliation / Approval
- Functions / Celebrations
- Department Day Coverage
- News and Publicity article

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

**POORNIMA ALUMINI ASSOCIATION (PAA):** Poornima Alumni Association was established in the year 2006 with the objective to bring together all alumni as a family. While we started with just 140 students and now have about 10000 students wandering in our premises each year, reputation continues to be the clear reason students enrol, candidates get recruited and scholars attend our research & development programs. Every alumnus today represents Poornima's past and is the foundation of our future. Poornima's core values and its purpose as an organization of excellence are most clearly defined by achievements and contributions of alumnus to their organizations and societies.

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

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

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

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

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

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

Few activities organized last year were:

- An acquaintance with Teacher's Day Celebration
- Awareness about GATE and relevant competitive exams
- Importance of Soft Skills/Communicative English
- Scope of Teaching – as a profession, etc.

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

### **Academic Calendar for Odd semester 2017-18, Poornima College of Engineering, Jaipur**

<b>Calendar for ODD Semester - Session 2017-18 (Subject to change in extra-ordinary situations)</b>		
<b>(A) Administrative processes</b>		
<b>S. No.</b>	<b>Activity/ Process</b>	<b>Date</b>
A1	Finalization of resources (Infrastructure, equipments, consumables, library, computer hardware and software and college diary for odd semester 2017-18)	Wednesday, 10th May, 2017
A2	Discussion of semester plan by Departments with their students (for II & III year moving students)	Last week of May, 2017
A3	Discussion on placement preparation and opportunities by PMTPO with their students (for II & III year moving students)	Last week of May, 2017
A4	Completion of appointment process on vacant positions	Saturday, 3rd June, 2017
A5	Summer vacations for Faculty and Staff	Monday, 5th June, 2017 to Wednesday, 14th June, 2017
A6	Date of reopening of college for Faculty and Staff	Thursday, 15th June, 2017
A7	Handing over college diary to all Faculty and Staff	Thursday, 15th June, 2017
A8	First Joint discussion meeting of all PCE campus	Thursday, 15th June, 2017
A9	Declaration of syllabus for 1st and 2nd mid term exam for all classes	Friday, 16th June, 2017
A10	Date of handing over of IBM labs to Institution from Infra. Department	Thursday, 15th June, 2017
A11	Loading software in IBM labs	Saturday, 17th June, 2017
A12	Faculty Training on IBM platforms	Monday, 19th June, 2017 to Friday, 23rd June, 2017
A13	Finalization and declaration of calendar of Mock drives for II, III and IV year students	Up to Wednesday, 31st May, 2017
A14	Finalization and declaration of calendar of workshops for non-technical jobs organized at central level	Up to Wednesday, 31st May, 2017
A15	Declaration of departmental budget for session 2017-18	Saturday, 17th June, 2017
A16	Completion of all preparatory work in all campus	Saturday, 17th June, 2017
A17	Even semester closing and odd semester Opening meeting of Faculty and staff with Director	Saturday, 17th June, 2017

A18	Central level Faculty Training for new joiners	Monday, 19th June, 2017 to Friday, 23rd June, 2017
A19	Central level Technical Training for Faculty and Technical staff	Monday, 19th June, 2017 to Friday, 23rd June, 2017
A20	Central level Training for all categories about use of SHARP software	Monday, 19th June, 2017 to Friday, 23rd June, 2017
A21	Presentation of semester plan by Departments with PCE Management	Saturday, 17th June, 17- PCE (11:00 AM)
A22	Declaration of semester Activity calendar by each Department	Saturday, 24th June, 2017
A23	Filling of online student feedback at campus level	Between 1st September, 2017 and 4th September, 2017 as per planning of the institution
A24	Analysis of online student feedback by Director	Wednesday, 6th September, 2017
A25	Reporting to PCE Management about inferences drawn from analysis of feedback and its discussion with department heads and also the remedial measures being taken for improvement	Saturday, 9th September, 2017
A26	Meeting of Governing Council	PCE- Friday, 01st September, 17
A27	Mid Semester Presentation by Departments with PCE Management	Thursday, 21st September, 2017- PCE
A28	Second Joint discussion meeting of all PCE campuses	Saturday, 23rd September, 2017
A29	Meeting of PJF Advisory Board	Saturday, 4th November, 2017
A30	1. End Semester Presentation by Departments including details of utilization of department budget with PCE Management 2. Formal closing of semester by publishing department's semester performance report and distributing a hardcopy of the same among students and faculty members after presenting first copy to management3. Submission of semester completion report by Director to Chairman, PCE	9th December, 2017- PCE
A31	Finalization and declaration of Academic Calendar for even semester 2017-18	Wednesday, 1st November, 2017 to Wednesday, 15 November, 2017
A32	Start of preparation for even semester 2017-18	From Monday, 11th December, 2017
A33	National Conference on Engineering to be organized by PCE	November, 2017
A34	International Conference on Engineering to be organized by PCE	17th to 19th January, 2018
A35	Deposition of affiliation fee to RTU for session 2018-19	Thursday, 21st December, 17

### (B) Academic Processes

S. No.	Activity/ Process	B.Tech. I Sem.	B.Tech. III Sem.	B.Tech. V Sem.	B.Tech. VII Sem.
--------	-------------------	----------------	------------------	----------------	------------------

B1	Date of Registration & start of regular classes for students	Wednesday, 02nd August, 17	Tuesday, 27th June, 17	Tuesday, 27th June, 17	Monday, 17th July, 17
B2	Orientation programme	Wednesday, 02nd August, 17 to Saturday, 05 August, 17	As per Department Schedule	As per Department Schedule	As per Department Schedule
B3	Date of submission of question papers by faculty members to secrecy for 1st Mid-term	Wednesday, 16th August, 17	Wednesday, 02nd August, 17	Wednesday, 02nd August, 17	Wednesday, 02nd August, 17
B4	Date of submission of question papers by secrecy to Director for 1st Mid-term	Wednesday, 23rd August, 17	Wednesday, 23rd August, 17	Wednesday, 09th August, 17	Wednesday, 09th August, 17
B5	Date of submission of question papers by Director to secrecy for 1st Mid-term	Saturday, 16th September, 17	Saturday, 16th September, 17	Friday, 01st September, 17	Friday, 01st September, 17
B6	Declaration of attendance defaulters indicating likelihood of debaring from 1st Mid-term exam	Tuesday, 05th September, 17	Tuesday, 05th September, 17	Saturday, 19th August, 17	Saturday, 19th August, 17
B7	Declaration of attendance defaulters to be debarred from 1st Mid-term exam	Saturday, 16th September, 17	Saturday, 16th September, 17	Friday, 01st September, 17	Friday, 01st September, 17
B8	I Mid Term Theory & Practical Exam	Monday, 18th September, 17 to Saturday, 23rd September, 17	Monday, 18th September, 17 to Saturday, 23rd September, 17	Monday, 04th September, 17 to Saturday, 09th September, 17	Monday, 04th September, 17 to Saturday, 09th September, 17
B9	Showing evaluated answer books of 1st Mid-term exam to students in respective classes	Up to Thursday, 28th September, 17	Up to Thursday, 28th September, 17	Up to Saturday, 16th September, 17	Up to Saturday, 16th September, 17
B10	Last date of submission of Evaluated Answer Books and Mark of First Mid-term Theory & Practical exam to Exam and Secrecy Cell respectively	Up to Thursday, 28th September, 17	Up to Thursday, 28th September, 17	Saturday, 16th September, 17	Saturday, 16th September, 17
B11	Last date for application by students for unmarked/ unchecked/ re-totalling of answer books of 1st Mid-term exam	Friday, 29th September, 17	Friday, 29th September, 17	Monday, 18th September, 17	Monday, 18th September, 17
B12	Submission of revised Award sheet by HOD to Exam Cell	Wednesday, 04th October, 17	Wednesday, 04th October, 17	Thursday, 21st September, 17	Thursday, 21st September, 17
B13	Dispatch of Mark-Sheets by mail, SMS and courier and display of marks on PCE Website	Thursday, 5th October, 17	Thursday, 5th October, 17	Friday, 22nd September, 17	Friday, 22nd September, 17
B14	Publication of RTU result analysis document with names of Top 5 students and other details by respective secrecy	Within 07 days after declaration of result			
B15	Date of submission of question papers by faculty members to	Monday, 02nd	Monday, 02nd	Monday, 25th	Monday, 25th

	secrecy for 2nd Mid-term	October, 17	October, 17	September, 17	September, 17
B16	Date of submission of question papers by secrecy to Director for 2nd Mid-term	Saturday, 28th October, 17	Saturday, 28th October, 17	Monday, 09th October, 17	Monday, 09th October, 17
B17	Date of submission of question papers by Director to secrecy for 2nd Mid-term	Friday, 17th November, 17	Friday, 17th November, 17	Friday, 3rd November, 17	Friday, 3rd November, 17
B18	Declaration of attendance defaulters indicating likelihood of debarring from 2nd Mid-term exam	Monday, 06th November, 17	Monday, 06th November, 17	Wednesday, 04th October, 17	Wednesday, 04th October, 17
B19	Declaration of attendance defaulters to be debarred from 2nd Mid-term and/or University Exams.	Saturday, 18th November, 17	Saturday, 18th November, 17	Saturday, 04th November, 17	Saturday, 04th November, 17
B20	Revision classes	To be declared later according to RTU Exam Schedule			
B21	Last Teaching Day	Saturday, 18th November, 17	Saturday, 18th November, 17	Friday, 03rd November, 17	Friday, 03rd November, 17
B22	2nd Mid-term theory & Practical Exams	Monday, 20th November, 17 to Saturday, 25th November, 17	Monday, 20th November, 17 to Saturday, 25th November, 17	Monday, 06th November, 17 to Saturday, 11th November, 17	Monday, 06th November, 17 to Saturday, 11th November, 17
B23	End-Term Practical Exams	Monday, 27th November, 17 to Thursday, 30th November, 17	Monday, 7th November, 17 to Thursday, 30th November, 17	Monday, 13th November, 17 to Thursday, 16th November, 17	Monday, 13th November, 17 to Thursday, 16th November, 17
B24	Last Date of submission of Evaluated Answer Books and Marks of 2nd Mid-term Theory & Practicals to Secrecy Cell.	Wednesday, 6th December, 2017		Thursday, 23rd November, 2017	
B25	Last date of submission of common pool and DECA marks to Director after publishing of the same for students.	Wednesday, 6th December, 2017		Thursday, 23rd November, 2017	
B26	Preparation leave for students	8 days before Start of University Theory Exams			
(C) Events and Activities					
C1	Celebration of Independence Day & Faculty Felicitation Program	Tuesday, 15th August, 2017			
C2	Celebration of Teachers' Day as per department's planning	Tuesday, 05th September, 2017			
C3	Celebration of Engineers' Day, Blood Donation Camp & activities under WISE	Friday, 15th September, 2017			
C4	Manthan- Inter-college Debate Competition	Friday, 15th September, 2017			
C5	Industrial Visit	Minimum 2 local Industries	N.A.	N.A.	N.A.

		to be Visited			
C6	Department Day (PCE)	Monday, 25th September, 2017 (CSE & IT), Tuesday, 26th September, 2017 (ME & Civil), Wednesday, 27th September, 2017 (EE), Thursday, 28th September, 2017 (ECE)			
C7	Annual Day KALANIDHI' 2017 & Prize distribution ceremony	Monday, 02nd October, 2017			
C8	Annual Non- syllabus project competition and Non- syllabus seminar competition at PCE level followed by final presentation under Innovation Excellence Mission (IEM)	Monday, 02nd October, 2017 to Tuesday, 3rd October, 2017			
C9	Social Activities by each Department	Any time during the semester with proper planning			
C10	Industrial Tour (Planning and arrangements by PMTPO and execution by departments)	N.A.	N.A.	January, 2018	N.A.
C11	Annual Alumni meet	December, 2017			
(D) Holidays					
D1	Eid-ul-Fitar	Monday, 26th June, 2017			
D2	Raksha Bandhan	Monday, 07th August, 2017			
D3	Eid-ul-Juha	Saturday, 02nd September, 2017			
D4	Vijay Dashmi	Saturday, 30 September, 2017			
D5	Diwali Break	Monday, 16th October, 2017, to Saturday, 21st October, 2017			
D6	Guru Nanak Jayanti	Saturday, 04th November, 2017			
D7	Winter Break	Monday, 25th December 2017 to Monday, 1st January, 2018			
"स्वच्छभारत.. सम्पन्नभारत.."					

**Tentative Schedule for Mock Drive for II and III year Students (Subject to change as per need)**

<b>MOCK DRIVE SCHEDULE for Third Year-Total 11 drives (6 in Odd &amp; 5 in Even Semester)</b>						
S. No.	Sector	Company Type	Branch	No. of drives	No. of students participating in the drive	Day & Date/Tentative Month
1	IT	Infosys	All Branches	1	700 for On line test/275 for GD/100 for PI	Friday 22 & 23 September, 2017 (On line Test)
				1	700 for On line test/275 for GD/100 for PI	Week 1 Jan 2018
		Amdocs/Inouye/Capgemini/Maintec Technologies	CS/IT/EC/EE	1	250 for On line test/100 for GD/75 for PI	Saturday August 12, 2017
		Calsoft/Juspay/Josh/Bigstep Technologies	CS/IT	1	100 for online/25 for Coding test/10 TI	Wednesday Jan 10, 2018
2	BIM	Pinnacle/Teslacadd/AG BIM Design Services Pvt.Ltd.	Civ/ME/EE	1	500 for Online test/200 for GD/100 for PI	Wednesday August 2, 2017
3	CORE	JMC Projects (India) Limited/SECON Private Limited	Civil	1	175 for Online test/90 for GD/40 for PI	Tuesday October 10, 2017



		Polycab Wires Pvt. Ltd., Varun Electrodes Pvt. Ltd.,RIVIGO	ME/EE	1	100 for online/30 for GD/ 10 TI & PI	Friday Sept 15,2017
4	ENERGY	SunFront Energy	EE	1	200 for Online Test/75 for GD / 25 for PI	Wednesday October 04,2017
5	Net Work & Telecom	Ericsson,Computronics System,PRS Associates	EE/EC	1	300 for On line Test/125 for GD/ 60 for PI	Friday Sept 15,2017
6	Finance/Sales/Di gital Marketing	Shriram Transport Finance Company Limited,Capital Aim,Capital First	All Branches	1	500 for Online test/200 for GD/ 100 for PI	Day 1 Dec 19,2017 & Day 2 Dec 20,2017
				1	500 for Online test/200 for GD/ 100 for PI	Feb Week 2
TOTAL				11	3200	

**MOCK DRIVE SCHEDULE for Second Year-Total 4 drives (2 in Odd & 2 in Even Semester)**

S. No.	Sector	Company Type	Branch	No. of Drives	No. of students participating in the drive	Day & Date/Tentative Month
1	<b>IT</b>	Infosys	All Branches	1	500 for Online/200 for GD & 75 for PI	Wednesday August 16, 2017
2	<b>BIM</b>	Pinnacle/Teslacadd/AG BIM Design Services Pvt. Ltd.	Civ/ME/EE	1	500 for Online test/200 for GD/ 100 for PI	Thursday Sept 07, 2017
3	<b>Energy, Net Work &amp; Telecom</b>	SunFront Energy, Ericsson, Computronics System, PRS Associates	EE/EC	1	300 for On line Test/125 for GD/ 60 for PI	Week 2 Feb
4	<b>Finance/Sales/Digital Marketing</b>	Shriram Transport Finance Company Limited, Capital Aim, Capital First	All Branches	1	500 for Online test/200 for GD/ 100 for PI	Jan Week 2
<b>TOTAL</b>				<b>4</b>	<b>1800</b>	

**NON TECHNICAL JOB PREPARATION**

Action Point	HOW	Time Line
CHANGING	Sessions to be taken by CTPO covering all Final Year Sections sharing with them the changing Placement Scenario, IIT placement trends etc.	Starting from July week 4 to be completed by August Week 2
ATTRACTING	Sessions of probable recruiters to brief students – about the Sector and Industry/the career progression in the industry/ their job role in the company	Session 1-Tuesday August 22, 2017 Session 2- Tuesday August 29, 2017 Session 3-Tuesday Sept 12, 2017
PREPARING	5 hrs work-shop to train 200 students (4 batches of 50 student each) on job specific desired skill sets	Batch 1-Monday Sept 18, 2017 Batch 2- Tuesday Sept 19, 2017 Batch 3- Wednesday Sept 20, 2017 Batch 4- Thursday Sept 21, 2017

# **DEPARTMENTAL BUDGET SHEET (MAJOR HEADS) FOR SESSION 2017-18**

**Rs. in lacs**

S.N.	ITEM HEAD	CSE	ECE	EE	IT	ME	CIVIL	1 <sup>ST</sup> YEAR
1	Laboratory equipment	9.75	7.00	10.25	5.00	7.25	8.75	7.00
2	Software	9.75	4.75	7.00	1.50	4.25	7.75	0.00
3	Laboratory consumables	0.75	0.50	4.25	0.50	3.00	0.50	0.50
4	Maintenance and spares	14.00	1.50	2.00	0.50	2.00	5.50	2.50
5	R&D	2.25	2.25	3.00	1.00	2.50	3.50	0.50
6	Training and Travel	3.50	3.50	5.50	1.50	3.00	3.00	2.50
7	Library	1.00	0.50	1.50	0.50	2.00	1.50	1.50
8	Miscellaneous	6.00	4.00	8.50	1.50	3.75	3.75	3.50
	<b>TOTAL</b>	<b>47.00</b>	<b>24.00</b>	<b>42.00</b>	<b>12.00</b>	<b>27.75</b>	<b>34.25</b>	<b>18.00</b>

9

# **CHAPTER – 2**

## INTAKE & BRANCHES OFFERED @ PCE

Campus	Course	Branch	Seats
<b>Poornima College of Engineering</b> (Est. in Year 2000)	B.Tech.	Computer Engineering	180
		Information Technology	60
		Electronics and Communication Engg.	180
		Electrical Engineering	180
		Mechanical Engineering	120
		Civil Engineering	60

## ACADEMIC & ACTIVITY AWARDS FOR STUDENTS OF POORNIMA COLLEGE OF ENGINEERING

Following awards based on academic and overall performance of students are given on annual day of respective PCE institutions.

### Basis for Academic Awards:

1. No student will be given more than one academic award even if he/she is eligible for more than one award.
2. In case of a student being eligible for more than one award, the higher award would be given to that student and other award will be given to next performer. However, his/her name will be mentioned in award ceremony as the best performer of that category for which, award is being given to second performer.

### 1. Gold Medal with 5100/- Cash & Certificate (Yearly):

- One boy and one girl topper of B.Tech First year (A) at PCE. (2 Nos.)
- One boy and one girl topper of B.Tech First year (B) at PCE. (2 Nos.)

### 2. Silver Medal with 2100/- Cash & Certificate (Yearly):

- Toppers of each section of B.Tech First Year (A) at PCE. (7 Nos.)
- Toppers of each section of B.Tech First Year (B) at PCE. (6 Nos.)
- Toppers of each section of B.Tech II, III & Final Year at PCE. (11+15+15 Nos.)

### 3. Late Shri Arun Chandra Singhi Memorial Award:

- Cash Award of Rs. 11000/- To the Best Boy of the final year from Each College (3 Nos.)
- Cash Award of Rs. 11000/- To the Best Girl of the final year from Each College (3 Nos.)

### 4. Outstanding Contribution Award of 2100/- Cash & Certificate:

- Three boys & three girls of B.Tech Final Year at PCE. (6 Nos.)
- Two boys & two girls of B.Tech Third Year at PCE. (4 Nos.)
- One boy & one girl of B.Tech Second Year at PCE. (2 Nos.)

### 5. Final Year Projects with a Cash Award of 5100/- & Certificate:

- Best project of CS & IT at PCE. (1 No.)
- Best project of ECE & EE at PCE. (1 No.)
- Best project of ME & CE at PCE. (1 No.)

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

- Best three non-syllabus Projects of B.Tech. First year (A) of PCE. (3 Nos.)
- Best three non-syllabus Projects of B.Tech. First year (B) of PCE. (3 Nos.)
- Best three non-syllabus Projects of B.Tech. Second year of PCE. (3 Nos.)
- Best three non-syllabus Projects of B.Tech. Third year of PCE. (3 Nos.)

### 7. Hostel Awards:

- Cash Award of 2100/- each & Certificate to one student from every Hostel. (3 Nos.)
- Cash Award of 1100/- each & Certificate to 1 outstanding student from every hostel. (3 Nos.)

## SPECIAL AWARDS NOT TO BE INCLUDED IN ACADEMIC AWARD CATEGORY

### 1. Basant Kanwar Seth Memorial Award (sponsored by Dr. S. M. Seth, Chairman, PF):

- Cash Award of 3500/- to one girl overall topper of B.Tech First year at PCE. (1 No.)

## 2. Anushree Gopalia Memorial Award:

- Cash Award of 5100/- to the best girl of B.Tech Final year at PCE (1 No.)

Following awards based on academic and overall performance of students are given on Department day of each department of PF institutions.

## 3. Best Students in The Department:

- Cash prize of 2100/- from every deptt. at PCE (8 Nos.)
- Certificate to 1 student from every section in the resp. deptt. of PCE (54 Nos.)

## 4. Best Non Syllabus Projects:

- Certificates to best non-syllabus Project of B.Tech. First year (A) of PCE. (1 No.)
- Certificates to best non-syllabus Project of B.Tech. First year (B) of PCE. (1 No.)
- Certificates to best non-syllabus project of every deptt. at PCE (6 Nos.)

## 5. Best Non Syllabus Seminars:

- Certificates to the Best 3 non-syllabus Seminars of B.Tech. I yr (A) of PCE. (3 Nos.)
- Certificates to the Best 3 non-syllabus Seminars of B.Tech. I yr (B) of PCE. (3 Nos.)
- Certificates to the Best non-syllabus Seminar of every deptt. at PCE (6 Nos.)

## 6. Best Cultural Award:

- One student from every deptt. of PCE. (8 Nos.)

## SCHOLARSHIPS @ POORNIMA COLLEGE OF ENGINEERING

### Shanti Devi Memorial Scholarship:

#### Laptop Based on Results of 1<sup>st</sup> Semester Rajasthan Technical University Examination

- Any student of 2017-18 batch studying in B. Tech 1st year in any of the PCE secures 75% & above marks in all the theory papers of Rajasthan Technical University examinations in I Semester, which does not include marks of mid-term tests, practical & sessional examinations (Internal & External both) and has no back paper, will be awarded scholarship in the form of Laptop.

#### Note:

- The list of successful students under Category –A will be declared after admission process of Batch 2017-18 is completed.
- Laptop under Category –A will be awarded during the 2nd Semester for B.Tech. 1st year students (Batch 2017-18).
- The list of successful students securing 75% & above marks as stipulated under Category –B, 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.
- One student will be eligible for one LAPTOP only under both the schemes collectively.
- Up till 4 years of studies, the student will use it in college and it will continue to be on lease to student until student passes out and shall be subject to regular monitoring / inspection. Thereafter it will be transferred permanently on record to concerned student.



## DISCIPLINE POLICY & CODE OF CONDUCT FOR STUDENTS

### Obligations of students: Students are expected to:

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

### Students must not:

- Create litter.
- Enter the college if he/she has been drinking or carrying alcohol, illegal drugs or weapons.
- Use offensive language or wear clothing with offensive slogans.
- Have a mobile phone switched on during lectures/labs/tutorials.

### Misconduct

The following are examples of misconduct that may result in disciplinary action being taken:

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

### The following actions will be taken if a student's conduct is not found proper:

- **Official warning-** cases of petty misconduct may be treated informally by staff, but where the misconduct is repeated or is considered to warrant more formal treatment, staff may give an official warning to the student concerned
- **Disciplinary interview with Chief Proctor-** where the complaint is of a more serious nature or where similar conduct has been repeated after one or more official warnings. Any formal written warning will be issued within five days of the interview.
- **Disciplinary interview with board-** in cases where it is alleged that gross misconduct has occurred or where further misconduct is reported after a formal written warning has been given to a student, the student will be asked to appear for a disciplinary interview with an 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.

## POLICY FOR CHARGING HOSTEL FEES FROM HOSTELLERS OF FINAL YEAR (ALL COURSES) SELECTED BY POORNIMA COLLEGE OF ENGINEERING FOR SEMESTER LONG INTERNSHIP

### Objective:

In light of growing market requirement of field internship, Poornima College of Engineering has decided to permit its final year (All Courses) students of PCE to take up semester long internship during Even Semester. The students are duly selected through laid down process of PMTPO and are permitted by Institutional Authorities of respective Institution under its stipulated norms.

Students permitted for such internships, residing in PCE Hostels will be given appropriate relaxation by rebate from the variable hostel fees on account of not utilizing few of its services during full/partial period of Even Semester. The total hostel fee is calculated on the basis of following two variables:

- a) **Fixed cost** covering the cost of infrastructure, salaries of administration & mess staff, and common institution facilities among others and constitute 50% of total annual hostel fees. This cost is debited to the student's account on registration as a hosteller for the year. This has to be borne by all inmates including those who are going for semester long internship.
- b) **Variable cost** covering the cost of consumables or utilities, used due to presence of a student in the hostel. This cost is not levied when a student is not present and not using these facilities in the hostel due to internship assignment. It amounts to 50% of the total annual hostel fees and covers mess, electricity and water charges. This is further divided in two equal parts, one for ODD Semester and another for Even Semester. Both semesters generally are considered from the first day of academic activities to the last day of End-term semester examination. Both semesters generally span around 180 days (for purpose of calculation).
- c) The PCE management has decided to allow rebate in the charges against variable cost of students proceeding on semester long internship through laid down process of Poornima College Engineering as follows:
  1. The students will pay 50% of the annual variable cost against use of facilities **under variable cost for stay during ODD Semester**.
  2. Such students will pay on pro-rata basis for using facilities under variable cost during Even Semester. For e.g..a student stays in the hostel during Even Semester for appearing in Mid-tem/End-term exams for 45 days only out of complete Even Semester of 180 days (with prior written permission of the Chief Warden), he will have to pay 25% of the variable cost, calculated against Even Semester.

For example, if the annual hostel fee is Rs. 80,000/-, the student referred in above Para will be paying following hostel fees for the year:

- a) Rs. 40,000/- against the fixed cost irrespective of the no. of days he/she stays in the hostel.
- b) Rs. 20,000/- against the variable cost for ODD Semester.
- c) Rs. 5,000/- against the variable cost for using facilities under variable cost for 45 days (calculated on pro-rata basis under formula of Rs. 20,000/- divided by 180 days and multiplied by 45 days).
- d) The total hostel charges for this student amounts to Rs. 65,000/- thus there is a rebate of Rs. 15,000/- in total annual hostel fee for this example.

#### **Mode of Payment:**

- All students will make payment of complete annual hostel fee in two installments as per prevailing norms. First installment will be paid at the time of registration and second installment will be paid on dates scheduled for depositing the same.
- For students whose internship assignment has already been finalized and authorization letter already issued by Institutional Authority before the date of payment of second installment can pay the amount calculated after the rebate.
- The amount against using facilities under variable cost during Even Semester will be deposited by the student before issue of Exam Admit Card of End-term exams of Even Semester.

#### **Important:**

1. Each student has to obtain an authorization letter for internship from the Institutional Head before applying to Chief Warden for vacating the hostel.
2. The student also must obtain an order of approval from the Chief Warden before vacating the hostel.
3. The student under the arrangement will not be guaranteed the same room/room partner during his/her stay for period of attending Even Semester exams.
4. The student who opts to return to hostel without satisfactorily completing the internship will be allowed hostel facilities only on payment of remaining part of complete annual hostel fee with no rebate of any kind.
5. This facility is available only against semester long internship and no other reason for leaving hostel in between the session will be entertained.
6. Administrative note of this effect will be prepared by Training & Placement Office and will be approved by respective HoD, Registrar and Dean/ Institutional Head before issue of Authorization Letter.
7. The Chief Warden will issue appropriate approval for vacating the hostel only after administrative approval of Warden-in-Chief.

For any query or interpretation of above terms the decision of Warden-in-Chief, Poornima College of Engineering will be final and binding.

# **CHAPTER – 3**



## PROCEDURE FOR APPOINTMENT & JOINING AT PCE

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

### For Applying at Poornima College of Engineering

Send the Latest Resume. set of photocopy of all relevant documents with a cover letter, clearly indicating the position you have applied for in CAPITAL LETTERS.

To,  
Office of Director  
Poornima College of Engineering  
ISI-2, RIICO Institutional Area  
Sitapura, Jaipur- 302022

- The application will be screened & shortlisted as per current vacancies & requirements.
- Shortlisted Candidates shall be informed by Email & Telephone and called for Interview / Discussion by HR Department.
- The discussion/ Interview will consist of Technical round, Demo Lecture or Analytical Round & Finally the HR Round.
- One must bring all relevant documents in original as well as in Photocopy during your interaction with us.

For any further clarification one may contact us at +91-88756-66627 from 10AM to 4PM from Monday - Saturday. Alternatively one can also write to us at [jobs@poornima.org](mailto:jobs@poornima.org)

## HOURS OF WORK AND LEAVE RULES

**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

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.

- 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.
- All faculty members/technical staff administrative staff of the PCE are required to work as per following table:

Faculty / Staff	Sunday	Holidays	Summer Vacation	Permitted Leave*	Telephonic leave	Working Days
Faculty**	52	21	21	10	5	255
Technical Officer	52	15	19	10	4	265
Technical Staff	52	15	19	10	4	265
Administrative Officers & Staff	52	15	19	10	4	265
Drivers (Bus)	52	15	19	5	NIL	275
Hostel and security officers/staff, Drivers and Security Guards (living in Campus) and other maintenance and essential staff				60	NIL	305

**\* 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.

**The following shall be competent leave sanctioning authorities:**

<b>Designation of Employee</b>	<b>Competent leave Sanctioning Authority(S)</b>
Director (Infrastructure), CFO (Admin. & Finance), Directors, Dean (Admissions) and CTPO	Chairman, PCE
HOD, Proctor-in-chief, Proctor and Registrar	Director
Warden in Chief, Chief Warden, Mess Manager, Transport Officer, Accounts Officer, and other facility Management Officers	CFO (Admin. & Finance)
Dy. HOD and Faculty Members/ Technical Officers	HOD(S) and/or Director
Technical staff	HOD(S)
Administrative Staff/ Admission cell Staff/ PMTPO staff	Registrar, Dean Admissions, CTPO and Chief Proctor
Hostel / Staff	Warden – in – Chief or Chief Warden

- 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 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.
- Willful absence from duty after the expiry of leave shall render the concerned employee liable to disciplinary action.
- In very special circumstances, when in the interest of 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 will commence from 1st July and will conclude on 30th June for all categories of PCE Employees.

## **GUIDELINES OF ATTENDANCE AND CALCULATION OF SALARY**

Detailed guidelines for attendance through Face Recognition Attendance System were last circulated by Office Order dated 15.12.2015. With passage of time of more than 15 months, the system has stabilized, but system of submission of E2 form for late coming or early going is being misused extensively with submission of E2 forms almost daily by a number of staff. It has led to issue modification in guidelines. There are thirteen categories of employees with nine time slots as detailed below:

<b>S.N.</b>	<b>Type</b>	<b>Code</b>	<b>Category</b>	<b>No. of WD</b>	<b>S/in</b>	<b>S/out</b>	<b>W/in</b>	<b>W/out</b>
1	A	10PJFDIR	Director (Infra.) and CFO (In time for attendance of this category of employees will be before 10:00 AM and out time will be after 6:00 PM)	As per institutional needs	Flexible with 10 hrs. of working		Flexible with 10 hrs. of working	
2	B	11CAMDIR	Director and Deans	As per institutional needs	08.00 AM	04.00 PM	08.30 AM	04.30 PM
3	C	12STUADM	All Administrative Officers and office assistants/ executives who are essentially required throughout duration of students stay in campus.	265	08.00 AM	03.30 PM	08.30 AM	04.00 PM

4	D	13STFADM	All Administrative Officers and office assistants/ executives who are not essentially required throughout duration of students stay in campus	265	09.00 AM	05.00 PM	09.00 AM	05.00 PM
5	E	14HSTADM	All Officers, hostel wardens, mess in-charges, executives and assistants involved in supervision and maintenance of various services/ facilities and are using free campus housing/ hostel facilities (In time for attendance of this category of employees will be before 10:00 AM and out time will be after 6:00 PM)	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
6	E	15INFADM	All staff members including infra. executives, plumbers, electricians, fabricators, attendants, who are using free residential and mess facilities (In time for attendance of this category of employees will be before 10:00 AM and out time will be after 6:00 PM)	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
7	F	15INFGUA	All guards (In time for attendance of this category of employees will be before 08:30 AM and out time will be after 7.30 PM)	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
8	G	15INFDRV	All drivers who are using free residential and mess facilities (In time for attendance of this category of employees will be before 10.00 AM and out time will be after 06:00 PM) In punch Time lag -4 hrs& out time punch -2 hrs	305	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
9	H	16DRVADM	Drivers not covered under above mentioned category (In time for attendance of this category of employees will be before 09:00 AM and out time will be after 02:30 PM)	275	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
10	C	17ATNADM	Attendants not covered under above mentioned category	275	08.00 AM	03.30 PM	08.30 AM	04.00 PM
11	C	18FACACD	Faculty members not covered under above mentioned category	255	08.00 AM	03.30 PM	08.30 AM	04.00 PM
12	C	19TOAACD	Technical Officers and Technical/ Lab assistants	265	08.00 AM	03.30 PM	08.30 AM	04.00 PM
13	I		Faculty on hourly visiting or lesser period a day/week will be within academic timing of (08.00AM-03.30 PM in summer & 08.30AM-	Visiting/ Less hours working	Flexible within Academic Timings		Flexible within Academic Timings	

		20VSTACA	04.00PM in winter) with flexible attendance at any point of time.			
--	--	----------	---	--	--	--

In addition to above mentioned regular slots of timings, following special categories have also been designed, which accommodates deviations in regular category:

S.N.	Type	Code	Category	No. of WD	S/in	S/out	W/in	W/out
14	J	31DEVIA 1	If permitted by competent authority, Deviation Category 1	All Types	09.00 AM	05.00 PM	09.30 AM	05.30 PM
15	K	32DEVIA 2	If permitted by competent authority, Deviation Category 2	All Types	10.00 AM	05.30 PM	10.00 AM	05.30 PM
16	L	33DEVIA 3	If permitted by competent authority, Deviation Category 3	All Types	10.00 AM	06.00 PM	10.00 AM	06.00 PM
17	M	34DEVIA 4	If permitted by competent authority, Deviation Category 4, especially for employees having outside duties.	Rare Category	09.00 AM	05.00 PM	09.00 AM	05.00 PM
18	N	35DEVIA 5	If permitted by competent authority, Deviation Category 5	Rare Category	08.30 AM	03.00 PM	09.00 AM	03.30 PM
19	O	36DEVIA 6	If permitted by competent authority, Deviation Category 6	Rare Category	11.00 AM	05.00 PM	11.00 AM	05.00 PM
20	P	37DEVIA 7	If permitted by competent authority, Deviation Category 7	Rare Category	10.00 AM	04.00 PM	10.00 AM	04.00 PM

Keeping in view extensive misuse by submitting E2 forms almost daily by a number of staff members, revised guidelines are as under:

1. Every staff member fall in a category out of above first thirteen categories, he/she should follow meticulously.
2. Those who require deviation in above mentioned timings as per categories no. 14 to 20 are required to get written approval of CFO (Admin. & Fin.), duly recommended by Director.
3. A relaxation of 5 min. will be given to all with respect to their in time. No relaxation will be given with respect to the out time.
4. Every staff member will get relaxation of 15 minutes for maximum six times in a calendar month to come late or leave early. This relaxation will be reduced to three times in due course of time.

**Submission of E2 form for late coming or early going has been discontinued.** It will be taken care of by the attendance system automatically.

1. Every default after six occasions will automatically convert half day leave while calculating total no. of working days for calculation of salary. If leave balance is not available, it will be converted into absent.
2. The FRAS does not recognize single punch and converts such entries into absent. All are advised to essentially mark in and out time.
3. Part-II existing E2 has been discontinued, Part-I will be used for applying Leave. Duly sanctioned leave will be updated at campus level. Leave to Drivers will be sanctioned by Transport Officer under intimation to related campus.
4. If any staff is deputed for **outside duties**, entry will be made in "Movement Register" to be maintained on format as below:

Date	STAFF ID	Name of Staff	Description of outside duties	Permitted by	Campus Out Time	Campus in Time	Sign of Staff	Sign of authority deputing such staff	Sign of Registrar	Approval by Campus Head	Remarks
A	B	C	D	E	F	G	H	I	J	K	L

1. If any staff is required to report for duties in campus on different time instead of scheduled reporting time due to requirement of performance of his/her duties on different time slots, such entry will be made in "Movement Register" on day to day basis along with in-out punching in FRAS system. An example of such eventualities is performing duties in auditorium for 'a programme from 4.00 PM in evening till night.'
2. Above register will be kept at Campus Gate in custody of Guard during day time, where entry will be made by staff leaving campus during duty time from column A to H. After college hours, the registrar in each campus and HR department in Central Office will take custody of the register to get remaining columns completed by concerned authorities under column I to L. Scanned copy of "Movement Register" will be sent to Central Office on mail id: [attendance@poornima.org](mailto:attendance@poornima.org) on weekly basis for updating FRAS.
3. Pre authenticated register is issued to each campus. No register will be put in use without pre-authentication by HR department at central office.
4. Above guidelines has come in force w.e.f. 01.05.2017.

## PASSPORT (POORNIMA'S ACADEMIC SKILL SENSITIZATION PROGRAM OF ORIENTATION AND TRAINING)

Poornima College of Engineering always takes initiatives to enhance the academic skills and intellectual's caliber in its institution. In the form of PASSPORT it conducts induction programme for newly joined faculties and staff to orient them towards their roles, responsibilities and activities that they need to perform for the development of students. Apart of this PASSPORT also includes technical training for existing Faculty members to enhance their technical knowledge and to update them with latest trends in the field of technology.

### Program of PASSPORT-2017

Sr. No.	Trainee Group	No. of Trainees	Training Module	Training Dates	Timing
1	Faculty members and TOs who Joined Poornima between 15.01.2017 and 15.06.2017	27	Induction	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 3:30 PM
2	Faculty members and TOs who Joined Poornima between 15.06.2017 and 03.07.2017	29	Induction	Saturday, July 01, to Monday, July 03, 2017 (Including Sunday)	8:00 AM to 3:30 PM
3	Technical Assistants who Joined Poornima after 15.01.2017	18	Induction	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 3:30 PM
4	Shortlisted Faculty members from all PCE institute who will become master trainers IBM Module on Cloud Computing	18	Induction training for Cloud Computing	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 5:00 PM

4 (a)	Shortlisted Faculty members from all PCE institute who will become master trainers IBM Module on Cloud Computing	18	Cloud Computing module of IBM	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 5:00 PM
5	Shortlisted Faculty members from all PCE institute who will become master trainers IBM Module on Business Intelligence	21	Induction training for Business Intelligence	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 5:00 PM
5 (a)	Shortlisted Faculty members from all PCE institute who will become master trainers IBM Module on Business Intelligence	21	Business Intelligence module of IBM	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 5:00 PM
6	All Faculty members Of Civil and Chemistry from PCE	37	Civil Engineering and Chemistry	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM
8	All Faculty members Of CSE/ IT from PCE	35	Computer Engineering and Information Technology	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM
9	All Faculty members Of ECE from PCE	29	Electronics and Communication Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM
10	All Faculty members Of EE from PCE	31	Electrical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM
11	All Faculty members Of ME from PCE	31	Mechanical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM
12	All Faculty members Of Maths from PCE	7	Mathematics	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM
13	Shortlisted Faculty members from PCE	24	English Communication and Lecture Delivery	Monday, June 19, 2017 to Friday, June 23, 2017	01:00 PM to 3:30 PM
14	Shortlisted Faculty members from PCE	40	English Communication and Lecture Delivery	Monday, June 19, 2017 to Friday, June 23, 2017	01:00 PM to 3:30 PM
15	Shortlisted Faculty members from PCE	17	English Communication and Lecture Delivery	Monday, June 19, 2017 to Friday, June 23, 2017	01:00 PM to 3:30 PM
16	All TAs Of Civil from PCE	11	Civil Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM
17	All TAs Of CSE/ IT from PCE	28	Computer Engineering and Information Technology	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM

18	All TAs Of EE from PCE	5	Electrical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM
19	All TAs Of ECE from PCE	19	Electronics and Communication Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM
20	All TAs Of ME from PCE	16	Mechanical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM
21	All TAs Of Physics from PCE	5	Physics	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM

## GROUP INSURANCE SCHEME FOR PCE EMPLOYEES

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.

## GUIDELINES FOR AVAILING TRANSPORT FACILITY BY FACULTY & STAFF

All employees of PCE are provided with free transport facility for all corners of Jaipur. 04 dedicated buses are providing comfortable and time bound travel to more than 225 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 staff login section of [www.poornima.org](http://www.poornima.org) & submit to transport department for availing the facility.

## TRAVEL RULES FOR FACULTY & STAFF

### Travel rules:

**All employees of PCE are broadly categorized in four categories for purpose of reimbursement against travel for official purposes.**

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

Category	Designation/ Posts
1	Director/Principal/CFO[Admin. & Finance]/Director [Infra.]/Professor/Associate Professor, Training & Placement Officer (Travel by AC 3-tier/low cost Air Lines)
2	Assistant Professor, Sr. Lecturer, Lecturer, Registrar and other Teaching and Non-teaching Staff falling under grade of lecturer & above (Travel by AC 3-tier / AC Bus).
3	Technical and Administrative Staff having Basic Salary between Rs.7440/- to Rs.20200/- (Travel by Deluxe Bus/ 2 <sup>nd</sup> Class Sleeper).
4	Attendants, Drivers and others having Basic Salary of less than Rs.7440/- (Express Bus / 2 <sup>nd</sup> Class Sleeper)

- The stations are divided into following four categories:

Category	Station
A	All Metro Cities
B	All State Head Quarters and Cities with population above 25 lacks.
C	All District Head Quarters
D	All other places not covered in above categories

- Daily Lodging Allowance with daily maximum ceiling stipulated below, inclusive of all taxes, subject to actual expenses will be reimbursed at the following scales:

Category	Station Category A	Station Category B	Station Category C	Station Category D
1	400/-	400/-	300/-	275/-
2	350/-	350/-	250/-	200/-
3	275/-	275/-	250/-	200/-
4	175/-	175/-	150/-	150/-

- 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	Station Category A	Station Category B	Station Category C	Station Category D
1	1500/-	1500/-	1000/-	750/-
2	1000/-	1000/-	750/-	500/-
3	750/-	750/-	400/-	350/-
4	400/-	400/-	300/-	250/-

- Out Station Conveyance Expenses with daily maximum ceiling stipulated below subject to actual expenses will be reimbursed at the following scales:

Category	Station Category A	Station Category B	Station Category C	Station Category D
1	250/-	250/-	200/-	150/-
2	250/-	250/-	200/-	150/-
3	150/-	150/-	100/-	100/-
4	150/-	150/-	100/-	100/-

- Local Conveyance Expenses between residence to bus / railway station and back will be reimbursed with maximum ceiling stipulated below subject to actual expenses will be reimbursed at the following scales:

Category of Employee	Max. Amount of Reimbursement
1	200/-
2	150/-
3	100/-
4	75/-

## INTERNET FACILITY (WI-FI) IN THE CAMPUS

We are proud to introduce Super Campus Wi-Fi in Poornima College of Engineering. Internet via LAN facility will also remain available to the faculty and staff members as per earlier provisions. Students are not permitted to use Wi-Fi during lecture, tutorial, lab classes and any other academic activity.

### New Wi-Fi services at PCE & PIET campus will offer:

- Internet access in Desktops, Laptops, Tablets and smart phones having Wi-Fi connectivity with a single login ID.
- Services in PCE campus with the same login ID.
- Internet services to Students, Faculty & staff members living in Gayatri & Gurushikhar.
- Services of distributing Login ID's, Passwords and recharges through students provision store.

## DRESS CODE FOR FACULTY & STAFF

### 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.

**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 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month and on Independence Day, Republic Day, Teachers' Day, Engineers' Day and Management Day.
- Uniform is supplied free of cost. However, if employee leaves the service during session, the cost is amortized by recovering following amount for unused period:

Per Trouser- shirt	Per Blazer & Tie	Per Sari	Per Salwar suit	Per Sweater
75/- Per month	75/- Per month	40/- Per Month	40/- Per Month	40/- Per Month

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

## **LOAD ALLOTMENT, TIME-TABLE & REPLACEMENT POLICY**

**Load allotment**

- Faculty teaching load will be 24 periods per week for the 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.

**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 PF norms
- Period will be allotted for p-proskep activities as per PF norms.
- All faculty members will be given administrative responsibilities along with teaching load.

**Replacement policy**

- It is mandatory for each faculty to make alternative arrangements while applying for the leave.
- Leave application will be recommended by HoD and sanctioned by 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.

## **TEACHING LOAD**

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

Post	No. of Sec.	Weekly Teaching Load	No. of Sec.	Weekly Teaching Load	No. of Sec.	Weekly Teaching Load

HOD	0-3	2 Theory + 1 Lab	4-6	2 Theory	7 and above	1 Theory
Dy. HOD	0-3	2 Theory + 2 Labs	4-6	2 Theory + 1 Lab	7 and above	2 Theory

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

#### **Special Lectures:**

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

#### **Laboratories**

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

Category of Lab	No. of students on each Experiment
Computer, Chemistry, PG/MD, Language Labs	One
Physics, Electronics, Electrical, Mechanical Labs and Workshops	Two
Specific Mechanical / Electrical / ECE Labs/ Workshops after written approval of Campus Director	Up to 5

#### **Quality of Teaching in class rooms:**

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

#### **Systems & Procedures**

- Emphasis must be given on student oriented activities.
- A faculty member can be allowed to work on Sunday / Holiday under approval of Director for urgent works.
- HOD must hold one to one reporting meeting with all faculty members and technical staff and verify all records of preparation and delivery. HOD will give remarks/advice and ensure implementation.
- The faculty must fill R1, R2, R3 & R6 register and College Diary regularly.
- To avoid confusion and to prepare effective replacement schedule the Faculty must inform the HOD & replacement in charge well in advance.

#### **Assignment / Tutorials**

- 5% assignments / tutorials to must be rechecked by HOD / Mentor to provide guidance to concerned faculty.
- Chapter wise tutorial / assignment sheets with multiple options must be prepared at PCE level for all theory subjects of all courses before start of teaching.
- Students of each class must be divided in separate work groups to take benefit of tutorials/assignment and avoid copying at mass level.
- Every student must undergo a mandatory online eligibility test (unit wide) before each mid-term.
- Special training for faculty will be provided on art of handling tutorials.
- Design of tutorial note books which are issued to students will be modified.

#### **Academic Targets**

- The minimum Academic targets are set by adding 3% to average of past three years results.

- HODs will arrange substitutes for meeting mandatory target dates like submission of attendance sheets, marks award list, question papers etc. to secrecy section as well as for completing the course, in case of extra ordinary conditions.
- Each deptt. will carry out a major deptt. project in each semester at the expense of college.
- It will be mandatory for each institution to carry out at least one National Conference annually.
- It will be mandatory for each deptt. to submit at least one project for funding by AICTE/DST.

### Mentoring / Training

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

## DEPARTMENT PORTFOLIOS

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

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

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

<b>Calculation Mode- The indicative mode of arrangement for engagement of Faculty in various teachin learning processes/ activities of the department is given below.</b>					
S. N.	Category	Faculty	Senior Faculty	Dy. HOD	HOD
1	Normal Teaching Load	22-24	18-22	16-20	8-14
2	Academic Preparation, Evaluation etc.	10-12	10-12	8-10	4-6
3	Department Portfolios	8	12	14	24
4	<b>TOTAL</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>

## 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.
- However, one can keep up to date record of available books in PCE libraries /material from internet by using PCE formats DA/F/L/01 & PF/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.

## CROSS-CAMPUS ISSUING FACILITY FOR LIBRARY BOOKS

The word 'library' is rich in tradition, meaning, and usage. Throughout the world the Library of an institution is considered as an integral part of the academic set-up. The proper usage of library resources ensures achieving the educational objectives as well as helps the students in adopting the means of library method of self-education and lifelong learning. Poornima College of Engineering, in line of its Vision (to create knowledge based society) and Mission (to evolve and develop skill based systems) is initiating further necessary steps to provide its students a broad spectrum of knowledge in various fields of study through libraries at PCE having approx 35000 volumes and a seating capacity of more than 300 collectively, and to ensure their effective & efficient utilization. It is also a matter of great pleasure for us to inform that students of Poornima College of Engineering, PCE can now onwards avail facilities of all libraries of PCE via their Smart-ID Cards. Library users can now issue/ return books from library other than their home campus as per the rules and procedures mentioned below:

Category	No of Issue from Home Campus	No of Issue from Away Campus	Duration of Issuance
1 <sup>st</sup> Year (UG)	5	1	15 Days
Higher Classes (UG)	4	1	15 Days
Diploma Students (UG)	5	1	15 Days
PG / Ph.D. Courses	4	1	15 Days
Mentors**	Additional 5	Additional 1	15 Days
Toppers**	Additional 1	Additional 1	15 Days
Teaching Faculty	5	1	30 Days
All other Staff	2	1	30 Days

\*Home Campus refers to the campus where a student is pursuing studies

\*Away Campus refers to the campuses other than the Home Campus

\*\* Valid for one semester only

Library timings shall be as followed:

Library	Home Campus Issuance				Away Campus Issuance			
	Summer Time		Winter Time		Summer Time		Winter Time	
	IN	OUT	IN	OUT	IN	OUT	IN	OUT
PU	08:00 AM	03:30 PM	08:30 AM	04:00 PM	03:30 PM	06:30 PM	04:00 PM	06:00 PM
PCE	08:00 AM	03:30 PM	08:30 AM	04:00 PM	Not Applicable currently			
PIET	08:00 AM	03:30 PM	08:30 AM	04:00 PM				
PGI	08:00 AM	03:30 PM	08:30 AM	04:00 PM				

All library users are expected to adhere to specified duration of issuance and return the books on/before due date. Late returns will have to pay library fines which will be calculated @ Re. 1 per day and shall be debited directly in user's fee account. The user is required to clear his/her dues by depositing the fines from the Home Campus only.

## GUIDELINES FOR FACULTY MEMBERS REGARDING ATTENDANCE OF STUDENTS

- No faculty member is authorized to exempt any class from attendance even if the attendance is zero.
- Situation will be considered as mass bunk if attendance is less than 15%. HOD will take decision for award of negative attendance (Maximum 03) against each lecture/ period apart from the regular attendance marked by faculty member.
- Attendance will be taken in the beginning of each class.
- No students will be allowed late except of that of first Period.
- Late comers of first period will be marked absent.
- Weight age of attendance for various activities will be as follows:
  - Lecture of one period - one attendance
  - Tutorial of one period - one attendance
  - Lab of one /two/three/four period - one attendance
  - All other activities- one attendance each for duration of 60 min.
- Attendance of P-PROSKEP, On Line Exam, Internet Classes and special classes will be maintained and submitted by tutors as attendance of other activities.
- Regular attendance will be marked in cumulative mode only (form 1, 2, 3.....at the beginning of semester to 41, 42, 43.....at the end of the semester). 1, 2, 3 will not be repeated in every fortnight attendance sheet.
- The detailed attendance sheet (half sheet) will be submitted to the secrecy section and another half sheet which is having only attendance number will be retained by the faculty members.
- Action against non- compliance of procedures of attendance, late entry/early leaving of the class, non- compliance of replacement schedule and late submission of attendance is issuance of warning by CD or delay in payment of next salary (one/two weeks).

## EFFICIENCY UTILIZATION FACTOR

Calculation of EUF has been an effective tool for improvement of overall academic performance of PCE faculty members. It helps a Faculty Member to identify average student strength in his/her classes. It also reflects regularity of Faculty member in taking classes and his/her leave habits.

The efficiency utilization factor (EUF) for a faculty is calculated through following formula-

$$\text{EUF} = \frac{\text{Total number of actual attendance in classes conducted for the subject}}{(\text{number of students in the class} * \text{number of planned lectures as per deployment of subject})}$$

For e.g.

If a faculty has taken 8 lectures out of 8 planned lectures and students present are 41, 22, 48, 56, 41, 32, 24 & 36 respectively out of total 72 students of the class, then,

$$\text{EUF} = \frac{(41+22+48+56+41+32+24+36)}{(8*72)} = \frac{300}{576} = 0.52$$

## IMPORTANT GUIDELINES REGARDING TEACHING

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

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

one session of each faculty member is recorded and discussed upon for guidance and improvement on weekly basis.

6. **Taking lecture notes to the classes:** As discussed and decided with deptt. leaderships the faculty members are advised not to use lecture notes/books during the lecture. In turn they should carry one page note containing lecture highlights and numerical derivations. No matter will be permitted for reproduction through dictation.
7. **Code of Conduct:** Faculty members are informed that punishment by deducting attendance and Mid-term marks in name of maintenance of discipline is not permitted. They are advised not to threaten students with penalty of marks and attendance in any case. An action for violation of code of conduct may be initiated against defaulting faculty members.
8. **Recording of Lectures/Tutorials/Lab Sessions:** Every Faculty Member will have to submit at least two video recorded lectures, one video recorded tutorial and one video recorded lab session for each of their subjects to the HoD in every semester. The HoD will submit the soft copy of these sessions to the Head of the Institution for performance evaluation of faculty members. The submission of recorded sessions will be mandatory for all faculty members and non-compliance of the same will put them in no change category during next salary revision.

## **GUIDELINES FOR CONDUCTING SPECIAL LECTURE**

In academic council meeting held on 2/3/2010, it has been decided that the competent faculty from outside PCE will be allowed to act as an expert to take external special lectures with following guidelines:

- Audience level will be max. 150 for external lecture.
- Remuneration for all Experts for special lecturers in B. Tech. classes will be as follows
  - a) Experts from NIT- 1000/- for a special lecture of one hour + 500/- against Travel Charges
  - b) Experts from other institutes at the rank of Professor- 750/- for a special lecture of one hour + 300/- against Travel Charges
  - c) Experts from other institutes below Professor Rank- 500/- for a special lecture of one hour + 300/- against Travel Charges
- Experts will have to devote required time and effectively deliver the special lecture in an efficient manner.
- A list of experts with their broad area of expertise will be made available to the Director/ HODs after completing the process for finalizing the experts through proper process.
- The experts are required to prepare and submit the following before taking special lectures
  - a) Detail plan for class of 60 min
  - b) Short lecture notes to circulate in the class
  - c) Power point presentation [soft copy]
- The feedback of the lecture must be Excellent.
- The list of experts can be modified during the semester.
- The HODs are required to submit a report on special lecture with feedback from students for sanction of remuneration for the expert faculty member.
- Internal Faculty teaching that subject must be present in that special lecture.
- Remuneration against Internal Special Lectures has been discontinued.

## **DISCIPLINE POLICY & CODE OF CONDUCT FOR FACULTY, STAFF AND STUDENT**

Following decisions have been taken by management of Poornima College of Engineering after thorough discussion with PCE faculty members with respect to code of conduct for PCE employees and students. These decisions were effective from session 2012-13. The implementation of the same may be ensured at the level of faculty, HOD, Dean and Director.

### **Attendance of Students**

- Attendance will be taken at the beginning of each class. The faculty will mark "A" or 1, 2, 3, 4...in attendance sheet. Putting dot for absent students is not permitted. The attendance sheet will be completed in class itself.
- List of late comers 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

- Director/HOD will issue separate notice for award of negative attendance (Max – 3) to mark students' absent 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, labs is permitted only when it is done with priorly planned activity approved by respective HOD for students, staff, faculty and officers.
- Mobiles of defaulters may be retained by the Proctor (for students) and Director (for PCE employees) for one week.

#### **Code of Conduct for PCE Employees**

Following situations/activities will be covered under code of conduct for PCE employees and the same will be kept under observation:-

- Entering late / leaving early in/from the class.
- Non Compliance of replacement schedule.
- Movement out of campus without permission.
- Non compliance of procedures of attendance.
- Late submission of attendance & marks.
- Non submission of internal exam papers and other reports.
- Non compliance of one to one reporting meetings.
- Non compliance of procedures for academic preparation.
- Negligence of any type in evaluation work.
- Mistakes in Midterm question papers.
- Taking books/Lecture notes in class room

#### **Action: Verbal / written warning by Director or Delay in salary by one month**

- Non / late reporting for exam duty – (Fine – Deduction of half working days salary)
- Grammatical / technical error in Question papers – (Fine – Rs. 100/- per mistake)
- Errors in compilation of internal marks for a test – (Fine – Rs. 100/- per mistake)
- Favor / Vindictive Behavior in award of internal marks – (Fine – deduction of 3 working days salary).
- Non compliance of dress code. (Fine Rs. 100 for each default)

### **IMPORTANT ISSUES FOR MONITORING OF ACADEMIC AND ADMINISTRATIVE ACTIVITIES BY DIRECTOR**

All campus directors must review the status/quality/effectiveness of following activities through sample checks (at least 5% cases) at their office and/or in field.

<b>ON DAILY BASIS</b>	<b>ON WEEKLY BASIS</b>	<b>ON FORTNIGHTLY BASIS</b>
Replacement periods	Tutorials & assignments	Social activities
Internal special lectures	Adherence to lecture plans & R1, R2 & R3 registers	Participation in conferences
Students attendance sheets	External special lectures	One to one meeting with weak/non performing faculty
1:1 reporting meetings at the level of HoD	Syllabus projects	Use of library & e-journals by faculty members & students
Non syllabus seminars	Self- help group	Campus connect program
Performance of students in online eligibility test	PEEM activities	Visits of alumni & visits to industries
Students attendance in first periods	Quality of lab assignment & viva voice	
Attendance registers of faculty & staff members	R&D lab	Performance of hostlers
	Placement related activities	Open book test/ quiz

#### **Note:**

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

## INFORMATION TO BE COMPILED BY FACULTY FOR REPORTING MEETING WITH HOD/ DY. HOD

Name of HOD:						Location:					Deptt.:			Session:							
Section	Subject Code	Subject Name	Name of Faculty	Lectures/ Lab ( Prepared/ Proposed)	Tutes ( Six multiplication sheets) (Prepared/ Proposed)	Quality of lecture/ Lab *	Quality of Tutorial/Assignment*	Date of completion of Unit 1	Date of completion of Unit 2	Date of completion of Unit 3	Date of completion of Unit 4	Date of completion of Unit 5	Dates of Internal SPL	Dates of External SPL	Date of PPT	Date of OBT	I Midterm Result	Previous result % if available	Webinar Date	Research/Conference papers	Remarks

## PERFORMANCE INCENTIVE SCHEME FOR FACULTY & TECHNICAL STAFF

### Objective:

To appreciate and recognize efforts made by departments and individuals for betterment of academic performance and standards, and encourage faculty/staff members to contribute in a positive and competitive environment.

### For Faculty Members Involved In Teaching (Theory Subjects)

#### Star Category:

- (\*) One Star** will be awarded to faculty member whose result is 3% more than the Average Factor (Average factor + 3%).
- (\*) One Star** will be awarded to faculty member whose result is 10% more than the Average Factor (Average factor + 10%) subject to maximum of 100%. A subject wise average factor list will be prepared on the basis of average of past three years results of each subject. In case, results of previous years are not available due to any reason, average factor criteria decided by the management will be final.
- (\*) One Star** will be awarded, if 25% of the total number of students of a class/ section secures more than 70% marks in RTU theory component.  
Average factor is prepared on the basis of average of past three years' results of each subject. In case, results of previous years for a particular subject is not available due to any reason, the average of current result of all theory subjects for that particular branch in that particular semester -3% will be considered as the average factor for that subject.

#### Eligibility:

- Those faculty members who are in service on 31st December or 30th June of next semester or have completed 255 working days shall only be eligible for awards under performance incentive scheme for previous semester / session as applicable.
- Every section / class / branch shall be treated as one individual entity for deciding awardees under this scheme.
- If a subject is taught jointly by two faculty members (generally due to leaving of a faculty member) then both will be treated as joint awardees and cash award would be shared between them in the proportion as mentioned in their subject syllabus handing over taking over format duly approved by HOD.
- The faculty members not teaching any subject or lab are not eligible for the performance incentive under this scheme.

#### Incentives:

- For classes/sections having student strength **more than or equal to 30:**
  - One star (\*) performer will get Rs. 3000, two star (\*\*) performer will get Rs. 4000 and three Star (\*\*\*) performer will get Rs.5000.
- For classes/sections having student strength **less than 30:**
  - One star (\*) performer will get Rs. 2000, two star (\*\*) performer will get Rs. 2500 and three Star (\*\*\*) performer will get Rs.3500.
- Maximum of Rs. 10000/- for a semester (best two subjects) and Rs. 20000/- for a session shall be granted as incentive.
- For getting 100% result in a theory subject, the concerned faculty members will get Rs. 500 as special incentive. This is over and above conditions under sr. no. 1(a), 2(a) and 3. For this category, the criteria to earn one, two or three stars will also remain the same.



5. In addition to above cash incentive, a certificate of appreciation would also be presented to two star and three star performers.
6. The whole department will be awarded with half (50%) of the amount earned by star performer faculties, irrespective of whether in service or not as per eligibility clause (1). The total amount cumulated for a department will be distributed as per three components as follows:
  - a) **20%** will be awarded to HoD of respective semester.
  - b) **10%** each to both Dy. HoD. (Academic) & Dy. HoD (Admin) of respective semester.
  - c) **60%** will be distributed among all technical staff members equally (having two Dy. HoDs) and **70%** in the case of department having one Dy. HoD, fulfilling service period criteria as mentioned in eligibility conditions for faculty. They shall be eligible for incentive with a minimum limit of Rs. 1440/- and maximum limit of Rs.2400 per semester.
  - d) In case, the charge of HoD or Dy. HoD is been 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 period of Headship and Dy. Headship will be awarded on the basis of the recommendations of the Director.

#### **Incentives for Other Categories**

1. All faculty members with no theory RTU subject will be graded on the basis of recommendation and feedback reported by HoD & Campus Director (for 26th January) and on the basis of self-appraisal grading (for 15th August). The faculty members will then be graded A/B/C by the management. The faculty members who are graded "A" will be eligible for incentive with a maximum limit of Rs.3600 per semester and Rs.7200 per session.
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.

**NOTE:** *In case of any disagreement regarding implementation of this scheme, the decision of Director, PCE will be final and binding to all concerned.*

### **STAR PERFORMERS**

S.No.	Name of Performer's	Total	S.No.	Name of Performer's	Total
1	Dr. Rekha Nair	58725	24	Ajay Kr. Bansal	20824
2	Amish Dugar	52237	25	Harbeer Singh	20800
3	Dr. Chandni Kriplani	46037	26	Virendra Sangtani	20400
4	Amol Saxena	40502	27	Dr. Bina Rani	20350
5	Dr. Om Prakash Sharma	38952	28	Dr. Vibhakar Pathak	20000
6	Shazia Haque	34175	29	Shilpa Gupta	19875
7	Pooja Sharma	32852	30	Himanshu Rathore	18575
8	Deepak Kumar	28994	31	Neha Singh	18500
9	Kulsum Bano	28587	32	Geetika Patni	18000
10	Amit Srivastava	28062	33	Karishma Sharma	18000
11	Swati Jain	26594	34	Priti Kaushik	18000
12	Devendra Gupta	26510	35	Parvati Bhurani	17850
13	Amit Gupta	25787	36	Bhoopesh Kumawat	17500
14	Dr. Sumit Srivastava	25755	37	Abhayjeet Singh	16800
15	Dr. Giriraj Methi	24775	38	Monika Surana	16500
16	Dr. Mohd.Rizwanullah	24485	39	Kshamta Mathur	16000
17	D.S.Kumani	24350	40	Dr. Neeraj Jain	15563
18	Rakesh Kumar Goyal	24309	41	Nidhi Tak	15000
19	Priyanka Gupta	24187	42	Dr. Padamshree	15000
20	Manish Singhal	23912	43	Sunil Gupta	15000
21	Brijraj Singh Solanki	23550	44	Gaurav Soni	14625
22	Madhuri Sahal	22662	45	Meetu Nag	14500
23	Monika Katta	21085	46	Kamal K Kumawat	14357

## TECHNICAL PUBLICATION INCENTIVE SCHEME (Refer form E20)

The Management of Poornima College of Engineering is pleased to revise "Technical Publications Incentive Scheme" for faculty members and others.

### 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 255 WD in PCE** and **continue to work with PCE** as on date of award of incentive.
- The publications **must be related with broad academic disciplines relevant to subjects being dealt by the faculty member & must include the name of Poornima College of Engineering** with the author's name.
- **Maximum amount** to be awarded in each academic year for papers published between 1<sup>st</sup> July – 30<sup>th</sup> June as incentive per faculty shall be **maximum of Rs. 15000**
- Applications from eligible faculty members for publications will be entertained in attached format only. **(Each application would be examined separately, hence application format should be unique for each claim)**

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	
1. Full Book					
a) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press				10000	
b) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.				7000	
c) Published in Regional / Local Publishers				3000	
2. Chapters in Book					
a) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press				5000	
b) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.				3000	
c) Published in Regional / Local Publishers				1000	
3. Publications	Amount	Authored Publications		Guided Publications	
		1 <sup>st</sup> Auth-or	Following Authors	PG / PhD Scholar	Guide
a) SCI publication	10000	60%	40 % (if number of authors are more than two then amount will be equally divided)	70%	30 %
b) Publication with impact factor >1	9000				
c) Publication with impact factor b/w 0.75 to 1	8000				
d) Publication with impact factor b/w 0.5 to 0.75	7000				
e) Paper publication in an Int'l conference with publication available online	6000				
f) Refereed International Journal[of Abroad]	5000				
g) Refereed International Journal or int'l Conference (of India)	4000				
h) Refereed National Journal or National Conference	3000				
i) Other National Journals	2000				
j) Professional Article in Int'l Magazine / Newspaper	1000				
k) Professional Article in Nat'l Magazine / Newspaper	750				

**In order to claim the Incentives, the following documents should be submitted to the Office of Director, PCE 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 **Office of Director, PCE** in 1<sup>st</sup> week of July for previous academic session each year. On receiving applications, Director, PCE 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. Director, PCE will compile these reports recommendations and place before Chairman, PCE for approval. Director, PCE will then send the finalized list to CFO [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 Foundation would be final.**

## **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 constituent institutions of Poornima College of Engineering. The guidelines are aimed to provide opportunity to all Faculty & Staff members to interact at international and national level.

### **Criteria for participation –**

- **Each Faculty & Staff member will normally be allowed to attend one activity from either of the categories in a session** excluding those internally hosted by Poornima 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:

<b>Category A – Skill &amp; Knowledge Enhancement</b>					
<b>Category &amp; Designation</b>	<b>Suggestive List of Programs</b> (PS: the list is a brief suggestive list, other programs related to job role may be considered)	<b>Grades</b>	<b>Maximum Exposure</b>	<b>Maximum Grant</b> (in Rs.)	<b>Max. OD Leaves</b>
<b>A.1</b> Protocol Holders	<ul style="list-style-type: none"> <li>• Enhancing Performance of Staff</li> <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> <li>• Induction Training Programmers for Newly Recruited Teachers</li> <li>• Faculty Development Program for effective teaching</li> <li>• Performance Appraisal of Teachers</li> <li>• Institutional Accreditation (NBA Guidelines) and Quality Management</li> <li>• Strengthening Institutions to produce high quality engineers for better employability</li> <li>• Training on Management Capacity Enhancement</li> </ul>	NA	International	50000	15

<b>A.2</b> 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>	P1	International	30000	10
		P2	International	25000	10
		A1	International	25000	10
		A2	National	10000	5
		B1	National	10000	5
		B2	Regional	8000	3
<b>A.3</b> Assistant Professor /Research Associate/ Lecturer	<ul style="list-style-type: none"> <li>•Tools for Engineering Research.</li> <li>•Effective Curriculum Implementation.</li> <li>•Mentoring Coaching and Counseling</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>	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	National	7000	5
		B1	Regional	7000	3
		B2	Regional	6000	3
<b>A.4</b> Technical Officers /Technical Assistants	<ul style="list-style-type: none"> <li>•Laboratory Practices.</li> </ul>	P1	National	8000	5
		P2	National	6000	5
		A1	Regional	6000	3
		A2	Regional	5000	3
		B1	Regional	4000	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 Centered Activities.</li> <li>•Mentoring Coaching and Counseling.</li> <li>•Preparing Students for Job Interview</li> <li>•Personality Development</li> </ul>	P1	International	30000	10
		A1	National	20000	8
<b>A.6</b> Dy. HOD /Tutor /Dy. Tutor /Warden	<ul style="list-style-type: none"> <li>•Placement Preparatory Program.</li> <li>•Preparing Students for Job Interview</li> <li>•Career Guidance and Counseling</li> <li>•Academic support for weak Students</li> </ul>	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	Regional	7000	3
		B1	Regional	7000	3
		B2	Regional	6000	3
<b>A.7</b> 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>	P1	National	10000	5
		A1	National	8000	5
		B1	Regional	4000	3

<b>A.8</b> Library Staff	•Digital Library Management	P1	National	8000	5
	•Cloud Computing and Libraries	A1	National	6000	3
	•Digital Library with KOHA and GSDL	B1	Regional	4000	3
<b>A.9</b> Attendants / Drivers /Security Guards	•Report Preparation	P1	Regional	2000	3
	•Effective Listening Skills	A1	Regional	1000	3
	•Telephone Handling Skills	B1	Regional	500	3
	•Defensive Driving Safety Training				
	•Driver Training and Development Program				
	•Security Guards Training Program				
<b>Category B – Technical (for all teaching staff)</b>					
<b>B.1</b>	Participation, Full paper published& presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
<b>B.2</b>	Participation & Full paper published& presented in an International activity with publication in reputed journal with impact factor >.75	All	National	7000	5
<b>B.3</b>	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 of Poornima College of Engineering, the decision of Management of Poornima College of Engineering would be final.**

## **GUIDELINES FOR ORGANIZING A CONFERENCE / SEMINAR / WORKSHOP**

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

### **Managing Abstracts**

#### **Important Dates**

**Open Call for Papers: At-least 8 months before**

**Close Call for Papers: At-least 3 months before**

**Notify authors of decision: At-least 2 months before**

**Send to publisher: At-least 1 month before**

#### **Tasks:**

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

## **Registration**

### **Important Dates**

**Open Conference for registration: At-least 3 months before**

**Early bird deadline: At-least 2 months before**

**Final Deadline: At-least 1 month before**

### **Tasks**

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

## **Printed Materials**

### **Important Dates**

**Send registration package to printers: At-least 1 month before**

### **Tasks**

1. Identify signage and other printed materials requirements
2. Determine whether printed materials can be designed in-house or must be outsourced
3. Create brochures
4. Create marketing and conference identification materials
5. Create registration packages
6. Send out an RFP to several printing companies
7. Sign contract with printing company

## **Speakers and Presenters**

### **Important Dates**

**Sign up speakers: At-least 1 year before**

**Send information package: At-least 6 months before**

### **Tasks**

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

## **Marketing and Public Relations**

### **Important Dates**

**Launch conference website: At-least 1 year before**

**Send Invitations: At-least 8 months before**

**Send press releases: 5 days before**

### **Tasks**

1. Develop a promotional website

2. Create and send out press releases and mass mailers
3. Gather location promotional material (from chamber of commerce or tourism agency)
4. Approach transportation and accommodation facilities to negotiate special conference rates
5. Convey the message that the conference organizers will go out of their way to provide a positive experience to all participants
6. Provide an opportunity for the media to participate in getting the message out e.g. offering interviews with keynote speakers, negotiating for the production of a radio or television show

#### **Audio-Visual Requirements**

##### **Important Dates**

**Order audio-visual equipment: At-least 10 days before**

**Test room setups: At-least 1 day before**

##### **Tasks**

1. Identify signage and other printed materials requirements
2. Determine whether printed materials can be designed in-house or must be outsourced
3. Create brochures
4. Create marketing and conference identification materials
5. Create registration packages
6. Send out an RFP to several printing companies
7. Sign contract with printing company

#### **Accommodation**

##### **Important Dates**

**Contracts with hotels: At-least 3 months before**

**Accommodation booking deadlines: At-least 15 days before**

##### **Tasks**

1. Establish what accommodation is available around the conference site
2. Negotiate room rates for participants with hotels and/or other accommodation providers
3. Sign a contract with hotels for provision of accommodation
4. Establish booking/registration procedures
5. Establish accommodation booking deadline
6. Convey accommodation information and booking deadlines to participants
7. Confirm room bookings with hotels

#### **Food and Beverages**

##### **Important Dates**

**Contract with caterer: At-least 2 months before**

**Send final food and beverage requirements to caterer: At-least 10 days before**

##### **Tasks**

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

#### **Financial Approvals**

##### **Tasks**

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

### **GUIDELINES FOR DEPARTMENT NEWSLETTER**

- Each department brings out a newsletter half yearly.
- It recognizes achievements of students as well as faculty/staff and provides information about new happenings in the department.
- The newsletter also throws light on achievements, examination results, placements and other activities for past and present semester.
- It also updates information about alumni.

- The newsletter is made available on PCE website and the bound copy of compiled newsletter of all the colleges is distributed up to HOD level. The electronic copy of the same is forwarded to all alumni members.
- The newsletter is comprises of 8 pages in total, including a few relevant portions in Hindi.

#### **Structuring of contents of newsletter:**

<b>Feature</b>	...Page 1
Message from the Chairman (Short message common for all)	
Message from the Director	
Message from the HOD	
<b>Events</b>	...Page 2
Various events held in the dept. or at college level	
<b>Faculty/Staff/ student News/ awards</b>	...Page 3, 4
Welcome/ Farewell to faculty/ staff with photo, various faculty/ staff/ students achievement, events in which they participated, awards won, results, publications, placements etc.	
<b>Students Corner</b>	...Page 5, 6
Short Articles from students about latest developments and happenings in the world etc.	
Projects, Seminars/ Happenings	
<b>Faculty Corner</b>	...Page 7
Short Articles from faculty about latest happening in the world, developments, innovations etc.	
<b>Alumni News &amp; Any Other Useful/Important/Relevant Information</b>	...Page 8
News, achievements or information related to alumni of dept.	

### **GUIDELINES FOR APPROVAL AND DISTRIBUTION OF NEWSLETTER**

#### **1. Approval of news letter:**

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

#### **2. Printing of newsletter:**

- a. All the approved soft copies of newsletters shall be emailed by all the Directors to Chairman, PCE
- b. 30-40 (as per requirement) sets of bounded News letter shall be then printed at group level such that each set consist all the newsletter of each department.

#### **3. Distribution of hardcopy of newsletter:**

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

#### **4. Distribution of newsletter to faculty, staff & students:**

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

### **GUIDELINES FOR ANNUAL COLLEGE MAGAZINE**

Annual magazine, for college 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 POORNIMA institution. Keeping in view these objectives, the broad framework suggested for the annual magazine is as follows.

#### **Title & Number of Pages of Magazine**

Title – **Winners**, Pages – 140 (Including Cover page), Poornima College of Engineering



<b>Titles/Information</b>	<b>Issuing Authority</b>	<b>Approving Authority</b>	<b>Number of Page(s)</b>
Cover page	Institutional Head	Poornima Informatics Centre	1
Inside cover page Back cover page Inside back coverpage	Editorial Board	Institutional Head	1
Messages	Poornima Informatics Centre	Chairman Office	4
Institution Introduction	Editorial Board	Institutional Head	8-12
About the faculty & Staff(Central)	Poornima Informatics Centre	Chairman Office	1-2
About the faculty & Staff(Institutional)	Editorial Board	Institutional Head	2-4
Initiatives & Innovations @ Poornima	Editorial Board	Institutional Head	6-8
Message by Advisor Poornima Alumni Association	Poornima Informatics Centre	Chairman Office	1-2
Poornima Alumni Association(Institutional)	Editorial Board	Institutional Head	4-8
Institution Introduction	Editorial Board/ Department	Institutional Head	12-15Each
Hostels(Central)	Office of Warden-in-Chief, PF	Poornima Informatics Centre	1-2
Hostels(Campus-wise)	Respective Chief Wardens/ Editorial Board	Institutional Head	4-6
Testimonials & News	Editorial Board	Institutional Head	4-6

### **Detailed Guidelines:**

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

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

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

**4) Inside Back Cover Page** – Poornima Gaan & Knowledge wheel

### **5) Messages:**

Chief Minister, Rajasthan	...1 Page
Chairman, Advisory Board, PJ Education Foundation	...1 Page
Chairman (Emeritus), Poornima Foundation	...1 Page
Chairman, Poornima Foundation	...1 Page
Intro to Shanti Education Society & PF by Director, PF	...1 Page
Message by Head of Institution	...1 Page

### **6) Institution Introduction: Pages**

**...8-12**

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

### **7) About the Faculty & Staff by Poornima Informatics Centre**

**...2 Pages**

**8) About the Faculty & Staff by Respective Institution** ...2-4 Pages

Detailed institution level information about the total strength, academic qualification analysis, achievements or recognition earned within or outside Poornima, star performers, retirements (if any) and new appointees at senior posts (if any).

**9) Initiatives & Innovations @ Poornima** ...6-8 Pages

Detailed write up about various initiatives & innovations happening at institution level

**10) Message by Advisor, Poornima Alumni Association** ...1 Page

**11) Poornima Alumni Association (Institutional)** ...4-8 Pages

Respective institutional alumni association may contribute for a detailed introduction of alumni association, their respective alumnus, Achievements by alumnus, memories of annual meet with photographs, articles by alumnus, and experience sharing.

**12) Department Contribution (Sequenced in Alphabetical Order)** ...10-12 Pages

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

**13) Message by Warden-in-Chief** ...1 Page

**14) About Respective Hostels** ...4-6 Pages

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

**15) Testimonials, News and Articles by other Administrative Staff** ...4-6 Pages

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

**Please note:**

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

## GUIDELINES FOR 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. Rs. 50000.00

**Project Proposals:** The proposals should be submitted in prescribed format through Head of the Deptt. to Campus Director for transmission to Director, PF for approval.

**Submit proposal in:** soft copy in CD & hard copy

### Format of department project program

- 1) Title of the Project
- 2) Deptt.
- 3) College
- 4) Discipline/Subject Area
- 5) Name & Class/Year of the Students
- 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 ( Rs. 1000/- max)
  - d) Contingency & other costs (Rs. 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 Deptt.
- 16) Remarks of Campus Director
- 17) Signature of Campus Director

## PROPOSED GUIDELINES FOR DEPARTMENT DAY CELEBRATION

### OBJECTIVE:

Poornima College of Engineering is operating through various institutions and its deptts. It is observed that the students do not get sufficient opportunity to perform when activities are conducted at central platform. In order to provide more number of opportunities to participate & perform in various activities for overall development of the students, it is decided to celebrate the "**Department Day**". This will also give the deptts, an opportunity to showcase its achievements and bring feeling of togetherness and team working. For the sake of convenience, the departments have been restructured as follows for session 2017-18:

1. Department of ECE, PCE
2. Department of CSE& IT, PCE
3. Department of EE, PCE
4. Department of Civil& ME, PCE

### Broad Frame Work of Department Day:

- The Deptt. Day will generally be celebrated at "Arbuda Convention Centre" but, the venue may be shifted in case of non-availability of Arbuda Convention Centre for unavoidable reasons.
- The Chief Guest of the function will be invited by the deptt. after approval of the Head of the Institution and should preferably from industry. The Chief Guest is also expected to deliver the key note address.
- The Department Day will be celebrated annually by each designated department as per the dates mentioned in Academic Calendar.
- The deptt. will ensure the quality of programs/activities. Some preliminary competitions may also be organized before the Deptt. Day to select good performers for final events of Deptt. Day Celebration.
- The deptt. day will be celebrated strictly under following itinerary once in a year at "Arbuda Convention Centre". The total duration will be 06 hours.
- Formal Inaugural Function (Lighting of Lamp, Welcome of Guests, Presentation of Bouquet & Mementoes, Welcome Address, Key note address by Chief Guest, Award distribution) – 01 Hour.
- Presentation of semester long activity Report by student representative - 15 Minutes (The Semester Report must include all information regarding University results, entry level details of newly admitted students of first year, details of projects & seminars, performance in mid-term examination, participation of faculty/ Student outside, academic achievements of faculty, Conferences, trainings, seminars & workshops conducted by deptts, participation of deptt. in organizing college level activities, Activities under Technical Societies, details regarding summer training of III Year students, Innovations in outcome based Education, Use of IT and multimedia in teaching learning, R & D, Publications or any other to achieve Vision 2017-2018 and performance in placement activities).
- Skill Enhancing Activities- 1.5 Hours (Best Projects/ Best Seminar Presentations, Best Industrial Training Presentations, Best Posters, Best Documentaries, Best Placements etc.)
- Extra Curricular( Group Activity- Minimum 3 students in each activity)- 2.5 Hours (Group Song, Group Dance, SKIT, Instrumental, MIME)
- Poornima Gaan
- Head of the Institution will take all necessary measures to ensure compliance of policy and norms of PCE in celebrations of Department Days.
- Q-sheet will be finalized by Director as per guidelines

### Report:

A complete report of the Department Day Celebration will be submitted to Director within 03 days by the Head of the Department. The report will include the complete contents of proceedings of the day including semester report, details of presentations supported with important photographs. One copy of the report will be retained with Department in the Department library. A summary along with a photograph be sent to PIC also on completion of Department day.

## GUIDELINES FOR ANNUAL ALUMNI MEET

Since inception in 2000 & passing out of first batch in year 2004, the alumni of Poornima have been excelling in all fields of engineering & technology. Be it Govt. Sector, PSUs or Industries, Poornima'ies have been holding very respectful positions not only in India but also across the globe. There is a tremendous growth in fifteen years, from one college building to a foundation of 4 campuses, from a batch 180 students to a group of more than 10000 students and from group of 180 alumni to a family of 10000+ alumni.

### The broad objectives of Poornima Alumni Association are:

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

In order to connect better with alumnus of Poornima, the management has decided to create Institutional Associations under the aegis of the Central Poornima Alumni Association with effect from 1<sup>st</sup> January 2015. Various associations and their respective administrative coordinators shall be as follows:

Alumni Association	Coordinator
Poornima Alumni Association (PAA), Central	Director, PCE

### Key roles & responsibilities of Central Association:

- To advise the institutional associations on activities related to Alumni.
- To liaison with alumnus in line with group policies and objectives of PAA
- To provide support in managing & updating the alumni portal –[www.alumni.poornima.org](http://www.alumni.poornima.org)

### Key roles & responsibilities of Institutional Associations:

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

### Please Note:

- The portal–[www.alumni.poornima.org](http://www.alumni.poornima.org) shall be managed by PIC at the central level with student coordinators (preferably tech-savvy students) of respective institutions. These student coordinators shall also be responsible for managing & updating the alumni database of respective institution.
- Institutional associations are advised to designate a permanent office /location in their respective campuses.
- Institutional associations are also advised to motivate current students for appropriate participation & involvement in planning & coordinating activities of alumni association under their guidance.
- Central Association shall organize 1 Alumni meet every year during winter months in coordination with institutional associations.
- Only spouses of alumnus may be invited for the annual meet. List of confirmed participants shall be prepared well in advance to accordingly arrange for food & logistics.
- Proposed activities during Alumni meet- Invitation to Special Guests, Invitation to Alumnus, Decoration & Logistical Arrangement, Coffee, Registration & database updating, Formal inauguration and cultural performance, Planned institutional activities, Recreational activities, Interaction with faculty, Networking Lunch and Closure

## SCALE OF CHARGES TO CONDUCT EXAMINATIONS

### A] UNIVERSITY & B] NON-UNIVERSITY.

#### A. Univeristy Exams:

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:

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.

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. Non-Univeristy Exams:

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	Per Day of 2 Session of 4	Per Day of 3 Session of 4

			hrs. each	hrs. each	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
		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.**

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

## END OF TERM EXAMINATION POLICY

**Background:** Even if RTU has allowed affiliated institutions to carry out end of term practical 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
  - Examiner from MNIT – 15/- per student + 500/- against Travel charges.
  - Examiner from any other institution except that of PJF – 15/- per student + 300/- against Travel charges.
  - Examiner from JIET Group of Institution – 15/- per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
- 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.

- 7) No external examiner will be invited from outside Jaipur except that from JIET Group of institutions, Jodhpur.
- 8) All End of Term Practical Examinations (Back) will be carried out along with main examination for subjects which remain same.
- 9) In case of changed subjects / changed syllabus the exam will be conducted as per time table prepared by Exam Cell.
- 10) All Internal Examiners must ensure that no unauthorized staff / faculty member is allowed in the Lab / Examination Room during the End of Term Practical Exam. In case of violation of this rule the internal examiner may directly inform the Principal / Head of the Institution for immediate necessary action.

## **INTERNAL / IMPROVEMENT MID TERM EXAMINATION & EVALUATION OF ANSWER BOOKS**

### **Internal / improvement midterm examination**

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

### **Evaluation of answer books**

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



## PROCESS OF SHOWING 1<sup>st</sup> MID-TERM ANSWER BOOKS TO STUDENTS AND REVALUATION SYSTEM

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

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

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

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

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

### FORMATS FOR REPORTING 1<sup>st</sup> MIDTERM ANALYSIS

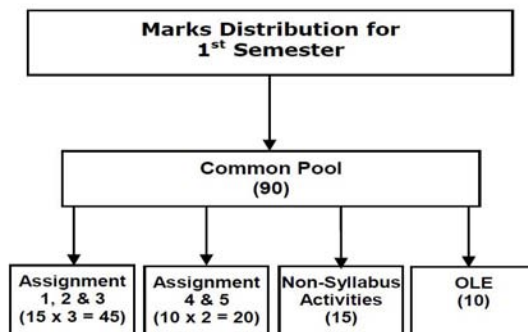
Name of Campus																
First/Second Mid Term Result analysis, Semester: , Session:																
Section	Sub. Code	Sub. Name	Total Students	Debarred Students	Eligible to Appear	Absent Students	Actual Appeared	Students Passed	Pass % (Without Deb)	Number of Students						Remarks for improvement
										Above 70% arks (29-40)	70%- 50% Marks (20-28)	50%- 40% Marks (16-19)	40%- 30% Marks (12-15)	Below 30% Marks (0-11)	Ab + Deb	

#### Common Pool Marks:

**Important considerations to be taken/guidelines to be followed while awarding marks to students as per the attached sheet**

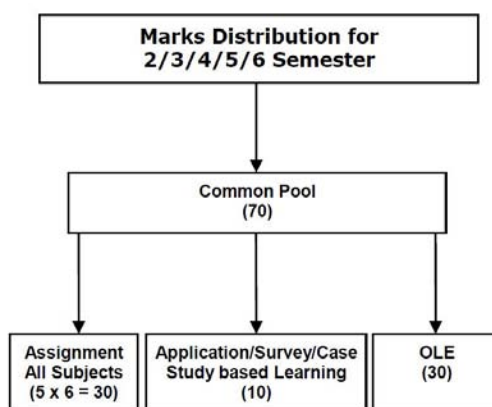
#### 1. For 1<sup>st</sup> Semester students:

- Marks (15 for each subject) for Assignment 1, 2 and 3 means assignments (given throughout the semester) in those subjects which are graded as 3 toughest subjects by HODs and approved by Director. Marks will be allotted by respective faculty members and approved by HoD and Director.
- Marks (10 for each subject) for Assignment 4 & 5 means assignments (given throughout the semester) in the remaining two subjects as First Semester has 05 subjects only. Marks will be allotted by respective faculty members and approved by HoD and Director.
- Marks in Online Exam (10) must be given against performance of a student in identified number of exams and to be awarded by HoD with approval of Director. 10 exams of 1 mark each will be conducted. If a student participates in more than 10 exams, marks of best 10 will be considered.
- Marks against Non-Syllabus Activities (15) will be awarded on the basis of performance of students in these activities. These activities (C Language classes, Language Lab, Projects, etc.) need to be prepared by the respective departments and marking scheme is to be finalized with the approval of Director.



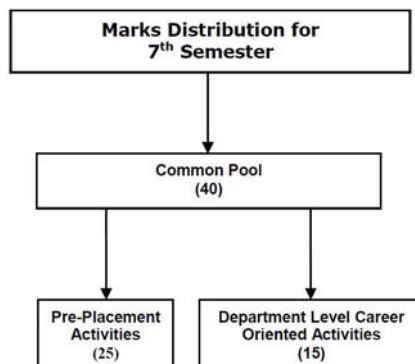
## 2. For 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Semester students:

- Marks (05 for each subject; 30) for Assignments given in all 06 theory subjects (given throughout the semester). These marks will be allotted by respective faculty members and approved by HoDs and Director.
- Marks in Online Exam (30) must be given against performance of a student in identified number of exams and to be awarded by HoD with approval of Director. 10 exams of 3 marks each will be conducted. If a student participates in more than 10 exams, marks of best 10 will be considered.
- Marks against Application/Survey/Case Study based Learning (10) will be awarded on the basis of performance of students in these activities. These activities will be conducted twice (02 in number) in a semester in respective Self Help Group of students which will be formed by respective departments. However, the marks will be awarded individually. A list of these activities covering various areas of relevance will be published and notified to students at the starting of each semester by respective HODs with the approval of Director. Marking scheme for these activities will be finalized with the approval of Director.



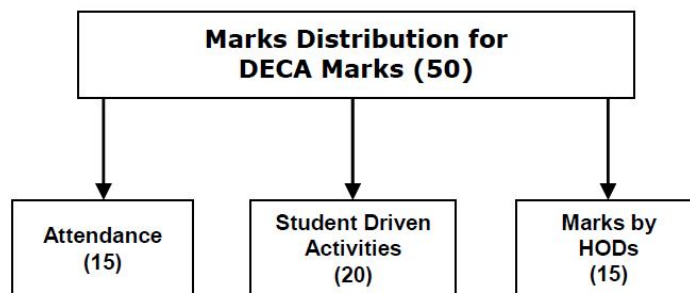
## 3. For 7<sup>th</sup> Semester students:

- Marks (25) for Pre-Placement Activities will be awarded on the basis of performance of student in various activities conducted by their respective Campus (Technical P-PROSKEP, PEEM, CRT, etc.). Marks will be allotted by respective HODs after approval of Director.
- Marks (15) for Department level Career Oriented Activities will be awarded against performance of students in various career enhancement oriented activities conducted by their respective departments. These marks will be allotted by respective HODs after approval of Director.



## DECA Marks:

In every semester 50 marks are provided against Discipline and Extra Curricular Activities and are divided in the following are the considerations to be taken/guidelines to be followed while awarding marks of DECA (50) to students as per the attached sheet



- Marks (15) for Attendance will be awarded as per the below given categories:

Range of Attendance %	Marks to be awarded
Above 80%	15
75% to 79%	13
70% to 74%	11
60% to 69%	9
50% to 59%	7
Below 50%	0

- Marks (20) for Student Driven Activities will be awarded against various activities in which a student participates in or outside the campus. For making opportunities available to students, these activities will also be organized by respective tutors. A list of these activities along with related marks is to be published at the starting of semester by tutors after consultation and approval of respective HODs and Director. Marks will be allotted by respective tutor after approval of respective HODs and Director.
- Marks by HODs (15) are to be awarded on the basis of conduct and behaviour of a student. The marking scheme of this category must also encompass the discipline maintained by student, active participation of student in various activities, initiatives taken by students and all other relevant criteria. This scheme is to be prepared by respective HODs and finalized by Director.

**NOTE 1:** The Chief Proctor of the Institution will have the authority to deduct 10 marks (out of 50) on the basis of his/her feedback of a student of his/her respective Institution.

**NOTE 2:** In case of students residing in PCE Hostels, 10 marks will be awarded by respective Chief Warden of that hostel based upon the conduct of student. These marks will be added after normalizing the marks (out of 50) earned by student to 40.

### LIST OF EXAMINATION FORMATS USED AT PCE (Can be procured from respective examination & secrecy offices)

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

## LIST OF VARIOUS FORMS AND FORMATS FOR STUDENTS AND EMPLOYEES

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

POORNIMA FOUNDATION	
• Form S1 – Student No Dues Form – COLLEGE	• Form E2 – Leave Application & Attendance Regulatory Form
• Form S2 – Student No Dues Form – HOSTEL/TRANSPORT	• Form E3 – Requisition/Demand of Vehicles to be hires from outside
• Form S3 – Application Form For Registration To II/III/IV Year	• Form E4 – Application for Employee Identification Card
• Form S4 – Student I-Card Format	• Form E5 – Campus Accommodation For Employees
• Form S5 – Application Form For Refund of Access Fees	• Form E6 – Self Appraisal Format For Officers & Administrative Employees
• Form S6 – Authorization Letter For Internship	• Form E7 – Cash Advance & Travel Expenses Requisition Slip
• Form S7 – Application Form For College Transportation	• Form E8 – Application Form For Transport Facility For Employees
• Form S8 – Undertaking For Industrial Visit	• Form E9 – Joining Report
• Form S9 – T & P Cell – Rules & Regulations Pertaining to Placement Process & Campus Drives	• Form E10 – Query-Form
• Form S10 – Hostellers Leave Application Form	• Form E11 – Application for ESIC Card
• Form S11 – Hostellers Out Pass	• Form E12 – Certificate of Employee's Address
• Form S12 – Application For Mentorship	• Form E13 – All Purpose Bio-Data Form
• Form S13 – Self Help Group Filled by Students	• Form E14 – Fortnightly Attendance Analysis of Hostellers
• Form S14 – Undertaking Anti-Ragging	• Form E15 – Utilization of Department Budget
• Form S15 – Application Form For Loan Matter	• Form E16 – Recommendation for completing higher degree
• Form S18 – Format & Guidelines For Students Participation in Activities Outside Poornima Foundation	• Form E18 – Application for participation in Conference/Seminar/Workshop/Trainings/Symposia etc.
• Form S19 – Format For Requisition of Transfer/Character Certificate	• Form E19 – Booking Arbuda Convention Centre
• Form G1 – Wi-Fi Internet Connection	• Form E20 – Application form for Technical Publication Incentive Scheme
• Form E1 – No Dues	• Form E21 – Requisition Form for Photographer

## GUIDELINES FOR COMPLETING FACULTY/STAFF SELF APPRAISAL FORM

### Introduction:

The faculty and staff self appraisal process contains following steps:

- Performance Evaluation of Video and Audio lectures for Faculty members and Administrative Officers.
- Written Evaluation Test.
- Faculty/ staff complete a self-appraisal form.
- Reporting officer completes a self appraisal form after discussion with faculty/staff
- Reviewing officer conducts a self appraisal discussion with the reporting officer

### Purpose of the self appraisal process:

- To examine, discuss, and evaluate the previous semester's performance. This includes the opportunity to discuss performance strengths and areas that need improvement. Completing the form also provides an opportunity for the reviewing/ reporting officer and faculty/staff to identify professional development needs and, if necessary, an "action plan" for improving performance.

### Frequency of self appraisals:

- All full-time or part-time faculty/staff receive semester appraisal based on the previous semester's performance (based upon July 1 – Dec 31 and Jan 1 to June 30).

**Reporting officers preparation:**

- Ask the faculty/staff to complete a self-appraisal form as per academic calendar instructions.
- Make sure you have the faculty/staff job description handy as a reference for required duties and responsibilities.
- Gather relevant information (e-mails, observation, previous discussion notes, faculty diary etc.) You have collected throughout the semester regarding performance of the faculty/staff from his diary.

**Guidelines for reviewing officer:**

- Incorporate, if appropriate, information included in the self-appraisal form provided by the faculty/staff into the self appraisal content.
- Seek performance information from other sources (students, colleagues etc.) If you feel you need clarification or additional information.
- Include any final notes or comments regarding the faculty/staff appraisal.

**Completion steps:**

- Sign and date the faculty/staff self appraisal form and have the employee sign and date the form
- Submit signed faculty/staff self appraisal to Chairman, PCE
- Schedule a meeting to discuss self expectations with faculty/ staff for upcoming semester.

## **SAMPLE PAPERS FOR Written Evaluation Test (WET)**

**SAMPLE PAPER FOR WRITTEN EVALUATION TEST OF FACULTY MEMBERS/TECHNICAL OFFICERS**

**Max. Time: 1 Hour 30 minutes**

**Max. Marks: 75**

**PART 1: Handling opportunities and using them for growth of self, department and institution (Attempt all Four Questions. Each Question Carries 3 marks)**

- Q.1.1. What value addition could you bring to yourself during current academic session? (3 points)
- Q.1.2. Write, quoting specific example, your contribution towards growth of your department/ institution (3 points).
- Q.1.3. How many marks out of 10 marks would you give yourself for quality of evaluation of students by yourself during current session? Highlight reasons for the same. (3 points)
- Q.1.4. (a) Estimate, for how many hours in one academic session, a teacher is available in campus?  
(b) Estimate, for how many periods in an academic session, a faculty member teaches? (Contact hours with students)

**PART 2: Understanding of Poornima processes (Attempt questions Q. 2.1, Q.2.2, Q.2.3 which are compulsory and any two out of remaining four questions. Each Question Carries 3 Marks)**

- Q.2.1. What do following terms which are in use in Poornima stand for:  
(a) PMTPO (b) PIC (c) PMEPI (d) PAA (e) PASS- PORT (f) PEO&PO
- Q.2.2. Write names of modules of Faculty training program
- Q.2.3. Describe step wise calculation of EUF citing your current subject as an example.
- Q.2.4. Write dates/Months in which the following events were/are normally held?  
(a) PU Convocation (b) Lakshya (c) Faculty Training Programme  
(d) Kalanidhi (e) Aarohan (f) Manthan
- Q.2.5. Write 6 important features of need analysis document or semester plan of your department.  
How does this analysis help the department to perform?
- Q.2.6. Name 6 companies that visited PF for recruitment.
- Q.2.7. Name 6 companies where students of PF are going for internship.

**PART 3: Effectiveness in handling basic academics (Attempt questions Q. 3.1, Q.3.2, Q.3.3 which are compulsory and any six questions out of remaining nine questions. Each Question Carries 4 Marks)**

- Q.3.1. Write 10 points in which contents of zero lecture is divided and mention time devoted to each part (in Minutes).
- Q.3.2. Write 4 parameters each in NBA accreditation process for:
- Faculty
  - Library
- Q.3.3. Giving live example, explain points of student's learning in the application based activity you have carried out. (4 points)
- Q.3.4. What is the composition of students in SHG? Explain, by giving live example, how have you used SHG activities for improving student's performance? (4 sentences)
- Q.3.5. What did you achieve by giving variants in tutorials?( 4 Points)
- Q.3.6. Write, quoting examples, how did you add value to students about:
- General Awareness
  - Career planning
  - PMEPI
- Q.3.7. Name 5 projects (syllabus/ Non- syllabus) developed by students, whom you are teaching during past one year.
- Q.3.8. Name 5 seminar topics (syllabus/ Non- syllabus) presented by students, whom you are teaching during past one year.
- Q.3.9. Write 5 important steps which you take for framing mid- term question paper.
- Q.3.10. Explain how you motivated the students to attend the classes regularly/ improve their attendance, through real examples. ( 4 points)
- Q.3.11. The debarring of students due to poor performance in OLE has been discontinued, why?( 4 points)
- Q.3.12. Write, quoting real example how do you rate(out of 5), your performance in:
- Activities involving Use of IT resources
  - Student driven activities

**Part 4: Effective implementation of teaching learning processes (Attempt all four questions. Each Question Carries 3 marks)**

- Q.4.1. Explain by giving real example, how 'Mission 10 X' approaches improved your teaching. (6 sentences)
- Q.4.2. Narrate any one innovation you have executed during current session for resolving difficult issues/ problem areas. (6 Sentences)
- Q.4.3. Write an actual case study (in 6 sentences) highlighting details of following four questions. Please give real time data, quote real time issues and narrate details of group of students involved in the activity:
- a. How do you observe things around you?
  - b. How do you convert an observation into an activity/ problem statement?
  - c. How do you use such opportunity for making a good learning experience for students?
  - d. How do you analyze outcome of the same for self assessment and map the success with initial expectations?
- Q.4.4. Explain through a real example, that how formal/ informal feedback from students contributed to improvement in your teaching methodology. (6 sentences)

**SAMPLE PAPER FOR WRITTEN EVALUATION TEST OF TECHNICAL ASSISTANTS**

**Max. Time: 1 Hour 30 minutes**

**Max. Marks: 60**

**NOTE: TECHNICAL STAFF MEMBERS ARE ALLOWED TO USE HINDI WORDS WHEREVER IT IS REQUIRED TO COMPLETE THEIR ANSWER.**

**PART 1: Handling opportunities and using them for growth of self, department and institution (Attempt all Four Questions. Each Question Carries 3 marks)**

- Q.1.1. Write, quoting live example, your contribution towards the growth of your department. (3 points)
- Q.1.2. What value addition could you bring to you during current academic session? (3 points)
- Q.1.3. What are the new technologies of Experiment execution in your laboratory you have learnt during current session? (3 points)
- Q.1.4. Write, with real example, your contribution to branding of the institution. (3 points)

**PART 2: Understanding of Poornima processes (Attempt questions Q. 2.1, Q.2.2, Q.2.3 which are compulsory and any three out of remaining five questions. Each Question Carries 3 Marks)**

- Q.2.1. Explain through real example how you used SHG for better execution of experiments. (3 points)
- Q.2.2. Write name of modules of Training program for Technical Assistants.
- Q.2.3. What do following terms stand for:  
(a) PMTPO (b) OLE (c) PIC (d)OBT (e) PMEPI (f) CO.
- Q.2.4. Write 6 salient features of lab manuals of your laboratory.
- Q.2.5. Write, with real example, how you helped in student projects. Write names of 3 students along with branch and section, who made projects with your help.
- Q.2.6. Write 3 important considerations for making rotor plan.
- Q.2.7. Explain through example, how you ensure proper maintenance of the equipments of your laboratory. (3 Points)
- Q.2.8. Write names of 6 books and their authors that are being used in your department

**PART 3: Effectiveness in handling basic academics (Attempt questions Q. 3.1, Q.3.2, Q.3.3 which are compulsory and any three questions out of remaining five questions. Each Question Carries 4 Marks)**

- Q.3.1. What are the entries to be made in a stock register and why these entries are required? (4 points)
- Q.3.2. Write, giving real example, how to prepare a laboratory for NBA inspection? (4 Points)
- Q.3.3. Explain how you utilize 120 minutes of a lab session and the stepwise process of effective execution of a lab experiment giving an example.
- Q.3.4. Write, quoting live example, how your laboratory is related to real life applications of engineering. (4 points)
- Q.3.5. Name 5 projects (syllabus/ Non- syllabus) developed by students, whom you are teaching during past one year.
- Q.3.6. Write, quoting real example, how you used IT resources to know about an equipment of your lab? (4 sentences)
- Q.3.7. Name the costliest machine of your lab? What is its approximate cost? Write the name of the manufacturer?
- Q.3.8. Write, quoting real example, 3 actions to make students fill the evaluation sheet entries on time.

**PART 4: Effective implementation of teaching learning processes (Attempt all two questions. Each Question Carries 3 marks)**

- Q.4.1. Narrate one innovation you have introduced during current session for better performance of students in lab experiment execution. (6 sentences)
- Q.4.2. Narrate how any emergency situation that happened in your lab was well handled by you. (6 sentences)

**SAMPLE PAPER FOR WRITTEN EVALUATION TEST OF ADMINISTRATIVE OFFICERS**

Max. Time: 1 Hour 30 minutes

Max. Marks: 50

**PART 1: Handling opportunities and using them for growth of self and Institution (Attempt all Three Questions. Each Question Carries 3 marks)**

- Q.1.1. Write 3 ethical practices which you have to adopt while discharging your duties.
- Q.1.2. Write 3 policies of PF that helped you improve your performance.
- Q.1.3. What value addition could you bring to yourself during current academic session? (3 points)

**PART 2: Understanding of Poornima processes (Attempt questions Q. 2.1, Q.2.2, Q. 2.3 which are compulsory and any two out of remaining four questions. Each Question Carries 3 Marks)**

- Q.2.1. How the mission PMEPI did help you to improve your communication skills? (3 points)
- Q.2.2. Write, quoting one example, How have you used internet, media resources and SHARP to improve efficiency of the administrative processes? (3 points)
- Q.2.3. Write 6 outcomes of the administrative processes that you have handled in the current session.
- Q.2.4. Write, quoting real example, when a new initiative taken by you resulted in time saving in your work. ( 3 Sentences)
- Q.2.5. Write, quoting live example, how did you convert outcome of an analysis to a policy in administrative processes/ practices. (3 sentences)

- Q.2.6. If you are transferred to some other duty then name any three duties that you will be able to handle in order of preference. (3 Points)
- Q.2.7. Quote real example in which you have trained/guided in new skills your subordinates that improved efficiency of his/ her performance.

**PART 3: Effectiveness in handling duties & responsibilities of administration (Attempt questions Q. 3.1, Q.3.2, Q.3.3 which are compulsory and any two questions out of remaining four questions. Each Question carries 4 marks)**

- Q.3.1. Describe how did you contribute as a team leader in your work team? (4 points)
- Q.3.2. What were the new items added to your planning to improve quality of your work during current session? (4 points)
- Q.3.3. Explain, by giving real example, how have you improved efficiency of your subordinate staff?
- Q.3.4. Write two objectives of conducting OLE in your campus. Give 2 suggestions for making it more effective.
- Q.3.5. What was the process that you have adopted to set your targets for the session 2017-18? (4 sentences)
- Q.3.6. Write, with real examples where you used library/ internet for knowing about organizational management issues
- Q.3.7. Explain a case where you interacted with HoD / Faculty for learning new technology (4 sentences)

**Part 4: Effective implementation of Administrative processes (Attempt any two questions, Each Question Carries 3 marks)**

- Q.4.1. Explain, with real example, how you improved dedication among your subordinates towards their work. (3 sentences)
- Q.4.2. Narrate a case when you have performed additional duties that are outside scope of your regular duties. (3 sentences)
- Q.4.3. Explain through a real example where the self evaluation motivated you to change your working methodology. (3 sentences)

**SAMPLE PAPER FOR WRITTEN EVALUATION TEST OF OFFICE EXECUTIVES**

Max. Time: 1 Hour 30 minutes

Max. Marks: 50

**NOTE: TECHNICAL STAFF MEMBERS ARE ALLOWED TO USE HINDI WORDS WHEREVER IT IS REQUIRED TO COMPLETE THEIR ANSWER.**

**PART 1: Handling opportunities and using them for growth of self and Working System (Attempt all Four Questions. Each Question Carries 3 marks)**

- Q.1.1. Write 3 policies of PCE that helped you to improve your performance.
- Q.1.2. What are the new technologies that you have learned during current session?( 3 points)
- Q.1.3. Mention three achievements of your institute.

**PART 2: Understanding of Poornima processes (Attempt questions Q. 2.1, Q.2.2, Q.2.3 which are compulsory and any two out of remaining four questions. Each Question Carries 3 Marks)**

- Q.2.1. Write, with real examples, efforts made by you to improve your English communication.
- Q.2.2. How have you used internet, media resources and SHARP to improve efficiency of your work? (3 points)
- Q.2.3. What were the modules of Office executive training held in current semester?
- Q.2.4. Have you been trained in session 2016-07 with any new technology/new initiative that improved efficiency of your performance.(3 points)
- Q.2.5. What are the skills do you think are required for your current job? ( 3 points)
- Q.2.6. What are your specific duties that you perform in your current duties? (3 points)
- Q.2.7. Write names of the HoDs of departments in your institution. (Any 3)

**PART 3: Effectiveness in handling office duties (Attempt questions Q. 3.1, Q.3.2, Q.3.3 which are compulsory and any two questions out of remaining four questions. Each Question Carries 4 Marks)**

- Q.3.1. Write, quoting real example, how record maintained by you helped in any type of analysis done for reporting and/or improvement in working system.



- Q.3.2. Explain, by giving real example, how have you helped your reporting officer to improve the efficiency of work?
- Q.3.3. If you are transferred to some other posting then name any three duties that you will be able to handle in order of preference. (4 points)
- Q.3.4. What kinds of files/records you maintain at your office? (4 points)
- Q.3.5. Write, with real example, when you coordinated with any other department to accomplish your work.
- Q.3.6. Write the name of a 'computer software' in which you are proficient and for what applications do you use it? (4 points)
- Q.3.7. Explain with example, how you used self evaluation to improve your performance. (4 points)

**Part 4: Effective implementation of Executive processes (Attempt all two questions. Each Question Carries 3 marks)**

- Q.4.1. Suggest any three initiatives or tasks related to your Job profile which will improve the efficiency of your department.
- Q.4.2. Describe step by step process of one of your task which comes under your job profile. (3 sentences)

**PROCESS OF RESIGNATION, HANDING OVER & 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.
  - a. Steps to be followed for relieving:
  - b. Submit resignation to respective HOD in composite format available with campus director.
  - c. 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) College Diary, (ix) Charge handed over to, (x) New faculty joining – required / not required, (xi) Other remarks
- 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 and charge handing over report to HOD.
- After clearing all dues at college, have to report to Secretariat of Chairman, PF for finalization of relieving process.

# **CHAPTER – 4**

## LIST OF MANDATORY REPORTS

The following reports are to be submitted to concerned functionaries at time mentioned in brackets.

- Department semester plan by HOD to Director will be submitted at the beginning of the semester. This plan will be oriented towards parameters of monthly performance report.
- Institutional semester plan by Director will be submitted to Chairman at the beginning of semester. This plan will be oriented towards parameters of monthly performance report.
- Departments Semester completion report by HOD to Director will be submitted at the end of semester. This must contain detailed data and information on all parameters of monthly performance report.
- Institution's semester completion report by Director to Chairman will be submitted at the end of semester. This must contain detailed data and information on all parameters of monthly performance report.
- Semester report by Chief Training & Placement Officer to Chairman will be submitted at the end of semester giving details of achievement of targets fixed at the beginning of semester.
- Report on admissions by admission officer to Chairman will be submitted after completion of activity.
- Report of each activity by activity coordinator to Reporting Officer/Director will be submitted within 03 days of completion of activity.

### SEMESTER COMPLETION REPORT FORMAT – PCE

To be submitted by HODs to Director by June 30 for Even and by December 30 for Odd Sem

To be submitted by Director to Chairman by July 15 for Even and by January 15 for Odd Sem

#### [A] General Information:

<b>CAMPUS</b>	PCE
<b>Director</b>	

#### Departments in the Campus:

--	--	--	--

Name of Deptt.: .....

Name of HOD:.....

#### [B] Students related Information:

##### Admission Intake (In first year of B. Tech. Program)

Sanctioned Intake Strength in the Institute(N)	
Number of students,admitted on merit(N1)	
Number of students, admitted on management	
Number of total admitted students in the Institute(N1+N2)	

#### Student teacher Ratio for CAL only

STR is desired to be 15:1or superior

STR=Student Teacher Ratio =(x +y+z)/N1

x=Approved AICTE intake of 2ndyear

y= Approved AICTE intake of 3rdyearoftheprogram

z=Approved AICTE intake of yearoftheprogram

N1=Total Number Faculty Members in the program(by consideringfractionalload)

	x	y	z	x+y+z	N1		N2	N=N2-N1
CAY								

N= Deficiency{N2-N1},

N1= Total Number of existing Faculty Members in the Program(considering the fractional load),

N2=Number of Faculty positions needed for Student Teacher Ratio(STR)of15: 1 as per AICTE norms.

#### Class wise load allocation to faculty

Class & Section	Subject code	Subject name	L	T	P	Faculty Name	No. of times teach	No. of times incentive awarded

**Attendance**

YearofEntry	Average Attendance				Overall
	1styear	2ndyear	3rdyear	4thyear	
CAY					

**Class wise attendance**

Class	Lecture		Total Practical		Total Tutorial	
	Total	Average Attendance	Total	Average Attendance	Total	Average Attendance

**Subject wise attendance**

Faculty	Subject code	Subject name	Lecture	
			Total	Average Attendance

**RTU Results [Before revaluation]**

YearofEntry	Average Result				Overall
	1styear	2ndyear	3rdyear	4thyear	
CAY					

**Batch wise RTU result of each subject**

Subject	Theory		Action taken
	% result	Average marks	

**I Midterm result and action taken**

Year	Theory		Practical		Action taken
	% result	Average marks	% result	Average marks	
I year					
II year					
III year					
IV year					

**Syllabus Projects**

Student name	Guide name	Title	Grade

**Non-Syllabus Projects**

Student name	Guide name	Title	Grade

**Publications**

[Provide details with name of the student, class, name of journal/conference/workshop, page no's/dates etc.]

Authors with class and year	Title of paper	name of journal/conference/workshop	Dates	Venue	Page number

**Student's participation (Outside)**

Student name	Activity	Activity details	Winner/participation

**Student's participation (Within PGC- Winners only)**

Student name	Activity	Activity details	Winner

**[C] Faculty related Information****Faculty with doctorate degree:**

S.N.	Name	Teaching experience	Subject/Branch	Year of award	Title of Thesis	Phone no.	Email

**Faculty with Post graduate degree [Engg./Science/Humanities]:**

S.N.	Name	Teaching experience	Subject/Branch	Year of award	Title of Thesis	Phone no.	Email

**Faculty with B. Tech. or equivalent degree:**

S.N.	Name	Teaching experience	Subject/Branch	Year of award	Title of Thesis	Phone no.	Email

**Research Publications**

Include a list of all such publications and IPRs along with details of DOI, publisher, month/year, etc. along with names of authors [Single/multiple authors] with names of either of PGC institutions].

Authors	Title of paper	Name of journal/conference/workshop	Dates	Venue	Page number

**Funded R&D Projects and Consultancy Work**

Provide details of faculty members having funded projects and doing consultancy work.

Sponsoring authority	Detail	Level (Student project/ R& D project/ consultancy etc.)	Duration	Amount	Remark

**Faculty Interactions with foreign university/ Outside World**

Supplement with relevant information, if any.

Detail of agency	Reason of interaction	Level (project/ consultancy/ conference/ special lecture)	Duration	Remark

**Workshops/ Conferences****(a) Status report of workshops/ conferences attended with paper presentation**

S.N	Name of faculty	Conference/Workshop name	Dates: From -to	Title of paper

**(b) Status report of workshops/ conferences organized**

S.N	Conference/Workshop name & Type	Dates: From -to	No. of presented papers

**Mentoring by senior faculty**

S.N.	Name of mentor	Names of mentees	Branch/ Subject	Average Interactions/week

**Continuing education [meant for refreshing/up gradation of faculty knowledge]**

Faculty members developing course/lab modules, conducting short-term courses/workshop etc., for continuing education during current year and last 3 years

Module Description	Any other contributory Inst./Industry	Developed/ organized by	Duration	Resource Persons	Target Audience	Usage and citation etc.

**[D]Academic Support****Student mentoring** [Mentoring system to help at individual levels]

- Type of Mentoring: Professional guidance /Career advancement/ Course work specific/ Lab specific/Total development
- Number of faculty Mentors :
- Number of students per Mentor:
- Frequency of Meeting:
- Details of benefits students got through mentoring:

**Self learning methods**

- Generation of self-learning facilities. Provide details category wise [Books/Internet/email/website]

Books	Internet sites	email	presentations	Notes

**Learning beyond syllabus related to Theory/Practice**

- Availability of materials for learning beyond syllabus ,
- Details of arranged lectures, workshops etc.

**Career guidance, career opportunity Enhancement activities**

- Details of Career guidance services including counseling for higher studies
- Training and placement facility with name of training and placement officer(TPO),
- Industry interaction for training/internship/placements
- Entrepreneurship cell and incubation facility

**Placements & Higher study details**

Total Final year students	Eligible students	Placed students	No. of companies

Item	LYG
Number of Admitted students corresponding to LYG including lateral entry(N)	
Number of students who obtained jobs as per the record of placement office(x1)	
Number of students who found employment otherwise	
$x = x1 + x2$	
Number of students who opted for higher studies with valid	
Assessment Points $((x+y)/N)$	

**Analysis report of student's performance in placement activities****(Specify the level student reach or finally selected)**

Student name	10 <sup>th</sup>	12 <sup>th</sup>	B. Tech.	Company 1	Company 2	Company 3	Company 4	Company 5	Company 6

**Special Lectures details [Internal (PGC/PF) and external]**

[Provide numbers (Proposed/Delivered) only]

Class	Internal SPL		External SPL		Quality assessment
	Proposed	Delivered	Proposed	Delivered	
I year					
II year					
III year					
IV year					

(Rank quality assessment from 1- best to 5- below average)

Class	Subject & topic	Faculty name and affiliation	Mode of lecture	Internal faculty attended	Quality assessment

**Sponsored Projects**

Sponsoring authority	Title of Project	Sanctioned Amount	Faculties associated	Students doing project	Starting & Completion Dates	Status

**AICTE/Other Funding**

Sponsoring authority	Title of Project	Sanctioned Amount	Faculties associated	Starting & Completion Dates	Status

**Teaching evaluation process: Feedback system**

Feedback analysis and reward/corrective measures taken, if any collected for all courses: YES/NO

Specify the feedback collection process:

Percentage of students participating:

Specify the feedback analysis process:

How are the comments used?

Basis of reward/corrective measures, if any

Number of awards in the last three years:

Number of corrective actions in the last three years:

**[E].Common facilities**

**Laboratories:** Basic Science/Engineering laboratories

**Computer related labs**

Lab Description	Space, Number of Students	Software used	Type of experiments	Quality of instruments	Lab Manuals

**Central computing laboratory**

Computing Lab	Space	Number of Computers	Variety of SWs	Usage/ Timings	Lab Assistance

**Laboratories in the Departments**

Lab Description in the Curriculum	Exclusive use /Shared	Space, Number of students	Number of Experiments	Qualify of Instruments	Lab Manuals

**Classrooms & others rooms etc.**

Description of Classrooms, faculty rooms, seminar and conference halls

Room Description	Usage	Shared/ Exclusive	Capacity	Rooms Equipped with PC, Internet, Book rack, meeting space...
Class Room Number				
Tutorial Rooms				
Seminar Room Number				
Meeting Room Number				
Faculty Rooms(n)				

**Library [Provide numbers]**

Books	Titles	Journals	E journals	Magazines	CD's/DVD's	Reference Books	Teaching aids etc.

**Budget utilization**

Head	Amount sanctioned	Amount utilized	% utilization	Reason for deficiency

**(G) Summary****Issues relating to semester (name, quantity and quality to be written)**

Issue	Stren gths	Weakn esses	Threats/ Opportunities	Lessons learnt	Remedial Plan For		Remarks , if any
					Next year	Next 05 years	
Admission							
Student teacher ratio							
Attendance							
RTU result							
Midterm result							
Success rate							
Students publications							
Faculty retention							
R & D							
Faculty publications							
Workshops							
Conferences							
Placement							
SPL							
Projects							
Feedback							
Labs							
Classrooms							
Library							

**Issues raised during RTU/AICTE/NBA accreditation inspections /industrial or parental interaction**

	RTU	AICTE	NBA	PGC audit	Any other
Issue I					
Issue II					
Issue III					
Issue IV					
Issue V					

**(H) Any other relevant information**

Date:

Signature

Name of HOD

Dept. and Campus:



### SUMMARY OF MINUTES OF DEPARTMENT/INSTITUTIONAL MEETING

Deptt.:

Day & Date:

Venue:

S.No.	Issue	Important Decisions taken in the Meeting
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

## ONE TO ONE REPORTING MEETING: Faculty to HOD

**Name of Faculty:**

**Dept:**

**Day & Date:**

Subject Code & Name (Theory Subjects)	Lectures planned till date	Lectures executed till date	Average Attendance (Last week)	Current Efficiency Utilization Factor (EUF)	Remarks by HOD on preparation & Library review

Subject Code & Name	Tutorial / Test feedback	Assignment feedback	Evaluation feedback	Current Efficiency Utilization Factor (EUF)	Remarks by HOD

Lab Code & Name	Status of equipment	Status of performance & lab records	Evaluation Feedback	Current Efficiency Utilization Factor (EUF)	Remarks by HOD

Decisions taken for improvement

Signature of Faculty

Signature of HOD