



# POORNIMA

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## COLLEGE OF ENGINEERING

### Rule Book

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)

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# Chapter-1: PREAMBLE

## Extent of Application

**Short Title & Commencement:** These rules may be called “The Poornima College of Engineering Service Rules”. They came into force w.e.f. 1<sup>st</sup> April 2011.

**Extent of Application:** These rules shall apply:

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

**Concurrence of the Finance Division:** No powers may be exercised or delegated under these rules except after consultation with the finance division.

**Power to Alter or Amend:** Poornima College of Engineering may relax the provisions of these rules in such manner as may appear to it to be just and equitable.

Poornima College of Engineering reserves the right of changing the rules regarding pay and acting allowance and leaves from time to time at their discretion. An employee's claim to pay and allowances is regulated by the rules in force at the time in respect of which the pay and allowance are earned, to leave by the rules in force at the time the leave is applied for and granted and parting away from the employment by the rules in force at the time when the employee resigned or is discharged from the service of the college.

**Power to Review:** The college reserves to themselves the power to review any action taken of any order passed under these rules. Ordinary the review shall be done within 30 days from the date of facts coming to the notice of the college. The review shall be done on some new / important fact which was not in the notice of the college at the time of taking such action or passing such order.

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

**Interpretation:** The power of interpreting of these rules is reserved to the Governing Council.

## Definitions

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

**Age:** Secondary school examination passing certificate will be the base of deciding the date of birth of the employee. The employee should be at least of 18 years old at the time of getting employment under the college and will be retired from the service after attaining age of 60 years on the last day of month in which he is born but if the date of birth is first of the month he will be retired on the last day of preceding month. The governing council may extend retirement age up to 75 years in deserving cases.

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

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

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

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

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

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

**Probationer:** A person appointed provisionally against a substantive vacancy in the cadre of a service or on a substantively vacant post.

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

**Head of Department:** Means any authority which the college may by order declared to the head of the department for the purpose of these rules.

**Holiday:** Means a holiday approved by the college by its order to close the working of constituents without reserve or qualification.

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

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

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

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

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

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

**Permanent Post:** Means a post carrying a definite rate of pay sanctioned without limit of time.

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

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

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

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

**Teaching Staff:** Means staff who is under cadre director (Academic), lecturer and professor.

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

## **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	Chief Proctor	+91-98298-55518
Mr. Ashwini Lata	Chief Warden	+91-98292-55103
Mr. Punit Shukla	Registrar	+91-98292-55102
Mrs. Sudha Jain	Warden- Gayatri Hostels	+91-99280-17669
Mr. B. P. Yadav	Transport Officer	+91-98298-55509
Mr. Vishnu Yadav	Transport Executive	+91-98298-55516
Mr. Sanjay Kr. Gupta	Proctor 1st Year	+91-98290-11904
Mr. Nagendra Agarwal	Dy. Proctor - 1st Year (A)	+91-97853-27864
Mr. Shirish Nagar	HoD I Year	+91-8003514249

### **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-2: GOVERNANCE

### Shanti Education Society

Poornima College of Engineering is promoted by Shanti Education Society which came into existence by registering with registrar of societies, Govt. of Rajasthan in year 1999. The Founder Chairman of SES is Shri ManoharLal Singhi & Founder Vice Chairman is Late Shri Arun Chandra Singhi. The main objective of Shanti Education Society is to promote Technical & Professional Education in state of Rajasthan with state of art infrastructure and strong academic philosophy.

Shanti Education Society is presently headed by its President, Shri Satish Chandra Agarwal, who has been a noted academician and technocrat of repute. Other members of the society are well known professionals. Shanti Education Society today has 2, 00,000sqm. of land at RIICO institutional area of Sitapura/ Ramchandrapura in form of four campuses which house PCE, PIET, PSOM, PGI & Poornima University. At present PF has at its disposal a built-up area of 15 lacs sqft, which include instructional, administrative, recreation and residential areas. PF has a state of art auditorium and in campus faculty housing. PF hostels can accommodate 3000 students in 18 hostels. With above mentioned infrastructure and a strong team of 500 faculty & 500 staff members PF is marching ahead in realizing its vision and mission. At Poornima, emphasis is given to transparent working systems, responsibility sharing at all levels and distribution & execution of work through smaller groups. The faculty diary contains all relevant information for smooth working of individuals, departments, workgroups and PF institutions. The information given in this diary includes updated information and decisions of PCE management. The guidelines given in the diary may be used as basic directives for various duties and activities.

### 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	ISI-6, 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: 9829054590
9	Representative from Shanti Education Society	Shanti Education Society	Smt. Renu Singhi	ISI–6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829054590
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: 9829054590
12	Faculty representative	Chairman, Governing Council	Prof. D. S. Kumani	ISI–6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829054590
13	Special Invitee	Chairman, Governing Council	Sh. Rahul Singhi	ISI–6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829054590
14	Special Invitee	Chairman, Governing Council	Sh. Pankaj Dhemia	Poornima Group of Institution, BT –1, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829261155
15	Special Invitee	Chairman, Governing Council	Dr. Manoj Gupta	Professor, Plot No. IS-2027-31, Ramchandrapura, Sitapura Ext., Jaipur, (Raj.) Mob: 9928015793
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: 9829054590
18	Member Secretary (Director, PCE)	Shanti Education Society	Dr. Om Prakash Sharma	ISI–6, RIICO Institutional Area, Sitapura, Jaipur, (Raj.)-302022 Mob: 9829054590

## **PJ Foundation**

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

Shanti Education Society, the promoters of all Poornima institutions have been working for academic excellence at all levels. The following institutions are part of Poornima Foundation, Jaipur

1. Poornima College of Engineering (PCE), established in year 2000;

2. Poornima Institute of Engineering & Technology (PIET), established in year 2007;
3. Poornima School of Management (PSOM), established in year 2007;
4. Poornima Group of Institutions (PGI) established in year 2009;
5. Poornima University (PU) established in year 2012.

Arun Shanti Education Trust is the promoting body of JIET group of institutions at Jodhpur. It promotes professional education through following institutions at Jodhpur.

1. Jodhpur Institute of Engineering & Technology, established in year 2003;
2. JIET School of Management, established in the year 2006;
3. JIET School of Engineering and Technology for Girls established in the year 2007.

### 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 Poornima 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 Poornima College of Engineering 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 College is also committed to provide quality research in technology and management and their specialized areas.

## ADVISORY BOARD



Chairman

**Padma Bhushan Shri D.R. Mehta**

Former Dy. Governor, Reserve Bank of India  
Former Chairman, SEBI



Member

**Dr. Vijay Pal Singh**

Professor, Texas A & M University USA



Member

**Prof. Kanta Ahuja**

Ex-VC, MDS University, Ajmer



Member

**Sh. Inderjeet Khanna**

Former Chief Secretary Government of Rajasthan



Member

**Dr. S.S. Acharya**

Former Director Institute of Development Studies



Member

**Sh. Vinod K. Ladia**

Chairman& MD SRSL





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



Member Secretary  
**Mr Shashikant Singhi**  
 Chairman

## **Introduction of Poornima College of Engineering**

**Poornima College of Engineering**, the pioneer institute of PCE 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. It is the first technical institution in Rajasthan accredited by TCS & NBA. TCS accreditation aims at facilitating industry-academia interface by providing training to faculty and students in the latest technology and working systems. It is also collaborated with Asian Institute of Technology, Thailand & Hangyang University, Korea. Having highest number of student strength of approx. 3,500 with six specializations of engineering at UG level (CE, ECE, EE, ME, Civil & IT) and two at PG level (CSE & VLSI) has made it the most preferred institute with maximum admissions through RPET/JEE. With more than 3.5 lacs 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:**

- Selected among Top Five Institutions of Rajasthan under TEQIP
- An institute designated as Center of Excellence by IBM
- Entrepreneurship Development Cell (EDC) to promote the spirit of entrepreneurship
- Highly recognized and renowned among the industrial and corporate sector in India
- 8 patents successfully applied
- Several projects sponsored by AICTE & DST, Govt. of Rajasthan
- Successfully executing two MHRD missions. Quality Enhancement in Engineering Education (Direct to Students) & a National Mission on Education through ICT (Direct to Faculty) as an authorized remote centre (1107). Remote Study Centre of IIT Madras & IIT Bombay.
- The only institution permitted by RTU to admit FN\PIO\GULF students.
- Professional Development & Talent Enrichment Programs with flexible & dynamic learning approach.
- Regular programs in association with IEEE, ISLE, IE(I), ISTE, ISHRAE, CII, IETE, IGBC, ASHRAE, CSI, NEN, NASSCOM, TCS, RED HAT, MAHINDRA, SATYAM, SUNSOLARIS, and NASSCOM etc.
- The two UG Branches (Computer Engineering & Electronics & Communication Engineering) are NBA Accredited.



### **Vision, Mission & Quality Policy**

**VISION:** To create knowledge based society with scientific temper, team spirit and dignity of labor to face the Global Competitive Challenges.

**MISSION:** To evolve and develop skill based systems for effective delivery of knowledge so as to equip young professionals with dedication & Commitment to Excellence in all spheres of life.

**QUALITY POLICY:** To provide Quality Education through Faculty Development, updating of facilities and continual improvement meeting university norms and keeping stakeholders satisfied.

## **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.

### **Constitution of IQAC**

The prime objective of establishing IQAC is to ensure realistic and attainable quality benchmarks for each of the academic and administrative activities. Maintaining this momentum of quality consciousness is of crucial importance. The composition of IQAC depends on the size and complexity of the institute. The prime motto of IQAC is to generate good practices, ideas, planning, implementing and measuring outcomes of academic and institutional performance of the institution. It will help the institution in planning and monitoring of the teaching learning process and to ensure the consistent up-gradation of academic and administrative issues.

The crucial issues related to IQAC establishment like objective and functions of IQAC, organizational arrangements, strategies, activities, resources, responses & impact were discussed at length in the workshop. Multiple methodologies are needed to be applied simultaneously and these should be intended to overcome the barriers and setbacks that may probably come in the way of quality assurance and quality sustenance. One of the foremost objective of IQAC will be keeping the institution abreast of and abuzz with quality sustenance activities on a wide gamut of pertinent issues through Workshops/ Seminars/ Demonstrations/ Case Studies/ Group Discussions/ Panel Discussions/ Role Play/ Symposia/ Multidisciplinary and Multi institutional activities to ensure the market oriented exposure of the students admitted and teachers teaching. Its success will depend upon the sense of belongingness and participation it can inculcate in all the constituents of the institution.

## **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.

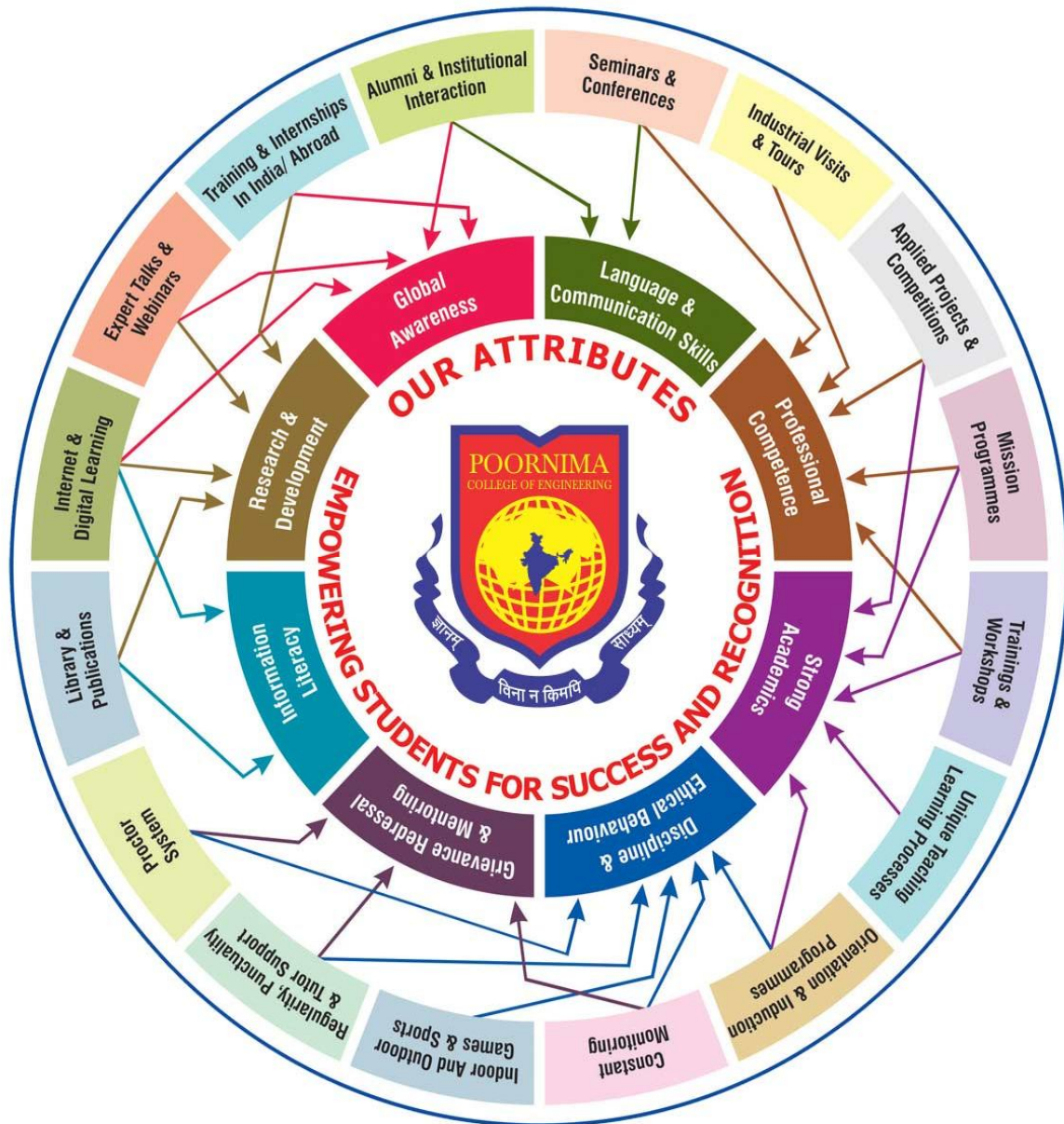
## **Monitoring Mechanism**

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

## Poornima Knowledge Wheel





## Poornima at a Glance

### Year 2010-2010

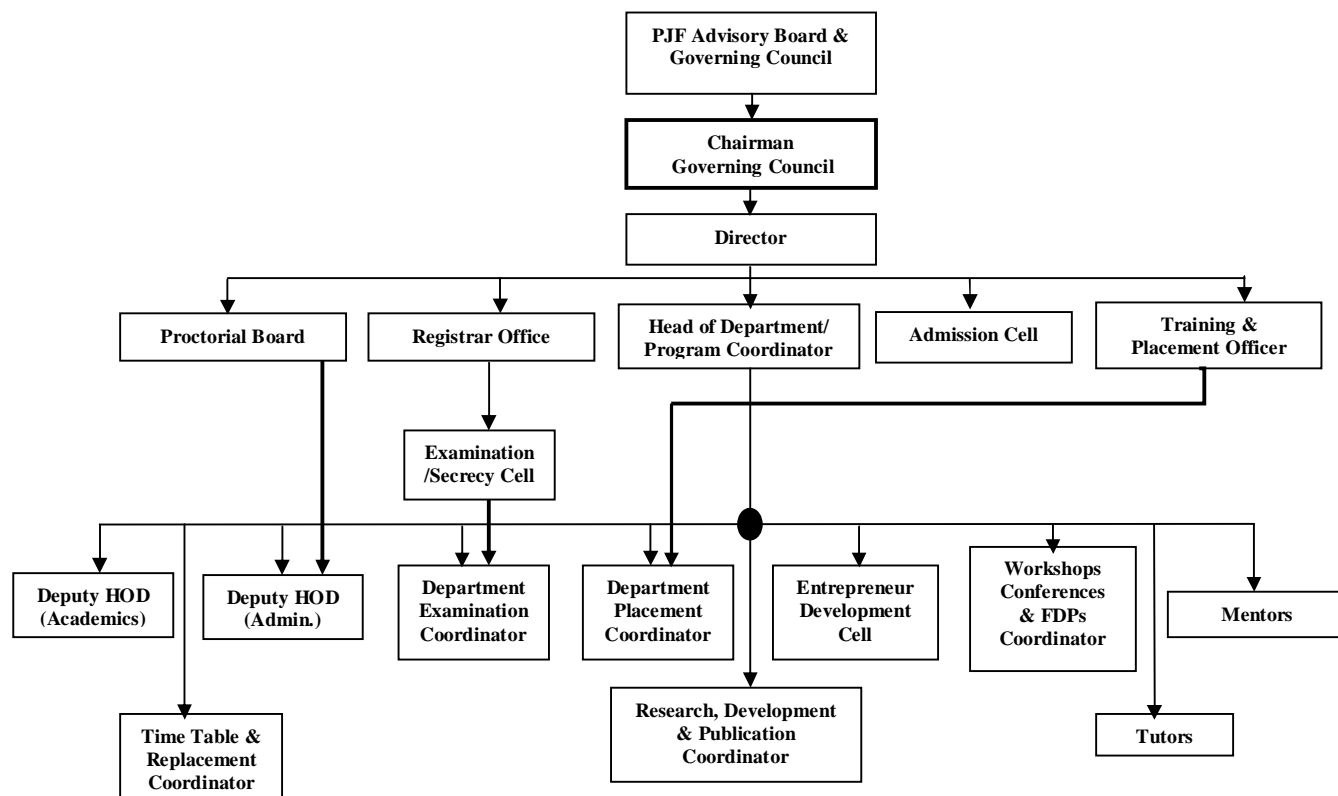
Course	Intake 2000-01	Intake 2001-02	Intake 2002-03	Intake 2003-04	Intake 2004-05	Intake 2005-06	Intake 2006-07	Intake 2007-08	Intake 2008-09	Intake 2009-10
UG-CS	60	60	90	90	120	120	120	120	120	120
UG-EE	60	60	60	60	60	60	30	30	30	30
UG-EIC	60	60	60	60	60	60	30	30	30	30
UG-IT	-	60	60	60	60	60	60	60	60	60
UG-EC	-	-	-	60	60	60	120	120	120	120
UG-ME	-	-	-	-	60	60	60	60	60	60
UG-CE	-	-	-	-	-	-	-	-	-	-
<b>Total-UG</b>	<b>180</b>	<b>240</b>	<b>270</b>	<b>330</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>	<b>420</b>
<b>PG-MBA</b>	-	-	-	-	-	-	60	60	60	60
<b>Total-MBA</b>	-	-	-	-	-	-	60	60	60	60
PG-CS	-	-	-	-	-	-	-	-	18	18
PG-DC	-	-	-	-	-	-	-	-	18	18
PG-PS	-	-	-	-	-	-	-	-	-	18
PG-PE	-	-	-	-	-	-	-	-	-	18
PG-SE	-	-	-	-	-	-	-	-	-	-
PG-VLSI	-	-	-	-	-	-	-	-	-	-
<b>Total-PG</b>	-	-	-	-	-	-	-	-	<b>36</b>	<b>72</b>
<b>GRAND TOTAL</b>	<b>180</b>	<b>240</b>	<b>270</b>	<b>330</b>	<b>420</b>	<b>420</b>	<b>480</b>	<b>480</b>	<b>516</b>	<b>552</b>

### Year 2011-2017

Course	Intake 2010-11	Intake 2011-12	Intake 2012-13	Intake 2013-14	Intake 2014-15	Intake 2015-16	Intake 2016-17	Intake 2017-18
UG-CS	120	120	120	120	120	120	120	180
UG-EE	120	180	180	180	180	180	180	180
UG-EIC	60	60	60	60	0	0	0	0
UG-IT	60	60	60	60	60	60	60	60
UG-EC	120	120	120	120	120	120	120	180
UG-ME	60	120	120	120	120	120	120	120
UG-CE	-	60	60	60	60	60	60	60
<b>Total-UG</b>	<b>540</b>	<b>720</b>	<b>720</b>	<b>720</b>	<b>660</b>	<b>660</b>	<b>660</b>	<b>780</b>
<b>PG-MBA</b>	60	60	0	0	0	0	0	0
<b>Total-MBA</b>	<b>60</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
PG-CS	18	18	18	18	18	18	18	18
PG-DC	18	18	18	0	18	18	0	0
PG-PS	18	18	18	0	0	0	0	0
PG-PE	18	18	18	0	0	0	0	0
PG-SE	18	18	18	0	0	0	0	0
PG-VLSI	18	18	18	18	18	18	18	18
<b>Total-PG</b>	<b>108</b>	<b>108</b>	<b>108</b>	<b>36</b>	<b>54</b>	<b>54</b>	<b>36</b>	<b>36</b>
<b>GRAND TOTAL</b>	<b>708</b>	<b>888</b>	<b>828</b>	<b>756</b>	<b>716</b>	<b>716</b>	<b>696</b>	<b>816</b>

## Chapter-3: ORGANIZATIONAL STRUCTURE

### Organizational Structure



### Empowered Committees and Meeting Schedule

**1) ENTREPRENEURSHIP DEVELOPMENT CELL (PCE):** 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 favourable 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).

**2) WISE:** It 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 core/heart 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.

### **3) HOD Faculty- Tuesday Meeting:**

It is designed for ensuring quality in day-to-day academics and to achieve defined objectives & goals, meetings between HOD of each department and its respective faculty have been scheduled on every Tuesday.

### **4) Director HOD- Thursday Meeting:**

It is designed for ensuring quality in day-to-day academics and to achieve defined objectives and goals, meetings between Campus Director of the institute and HOD of each department have been scheduled on every Thursday.

### **5) One-to-one Meeting:**

It is designed for ensuring the effectiveness at the remotest level by touching each and every faculty personally through the administrative linkages made at department level. The objective of one to one meeting is to ensure the completion of course in respect of students' understanding.

### **6) Department Advisory Board (DAB):**

This is the highest body which determines the administrative effectiveness and smooth academics in the department. It is responsible for everything being held in the department in an academic year. Its meetings are held once in a year.

### **7) Program Assessment Committee (PAC):**

Program Assessment Committee functions under the guidance and supervision of DAB. It is the implemental aspect of the advices and suggestions sought in the annual meetings of DAB held in the department for regular improvement of academics and the other pit falls, if any.

## **Decentralization and Delegation of Financial Powers**

### **ACADEMIC, ADMINISTRATIVE & FINANCIAL POWERS** **(AS APPROVED IN 1<sup>ST</sup> GOVERNING COUNCIL MEETING HELD ON** **SEPTEMBER 13, 2003 AND MODIFIED UP-TO-DATE)**

S. No.	Committee	Role of Committee	Members	Level of Authority for Financial Approval per Reference	Name of Authority for Financial Approval
1	Board of Governance	Policy Making	Governing Council	Unlimited Authority	Chairman – Governing Council
2	Finance Committee	Budgeting, Accounts and Finance	CFO, Director, All HODs	Rs. 25,00,000/-	CFO
3	Office of Campus Director	Campus Level Activities	Campus Director and HODs	Rs. 2,00,000/-	Director
4	Departmental Administration	Departmental Level Activities	HOD & Faculty Members	Rs. 10,000/-	HOD
5	Office of Registrar	Administrative Activities	Registrar and HODs	Rs. 10,000/-	Registrar



## **Classification, Qualification and Salary Grade of Employees**

### **QUALIFICATION CRITERIA**

S. No.	Existing Scale	Criteria
1	Director/Principal	BE/B. Tech.; ME/M. Tech.; Ph. D(Engineering) + 10 year Experience as Professor
2	Registrar/CFO	PG + 10 yrs. Experience
3	Professor	ME/M. Tech/MS & Ph. D + 10 years in Teaching Other than Engineering:- Ph.D., total experience 14 years in teaching Publication: A minimum 2 articles in referred Journals or 5 in seminar/conference or State Level where proceeding are published.
4	Associate Professor	ME/M. Tech./ Ph. D (Pur.) + 5 years in Teaching Other Than Engineering: Ph. D., total experience 7 years in teaching Publication: A minimum 2 articles in referred Journals or 5 in seminar/conference or State Level where proceeding are published.
5	Assistant Professor	ME/M. Tech. + 3 year in Teaching Other then Engineering: Ph. D, Total experience 05 years in Teaching
6	Technical Staff	Diploma in relevant field or 5 years Industrial experience in given Trait
7	Officer	Graduate + 5 yrs. Experience in relevant field
8	Chief Warden	Graduate + 5 yrs. Experience in relevant field
9	Warden	Graduate + 1 yr. Experience in relevant field
10	Chief Librarian	M. Lib. + 5 year Experience
11	Assistant Librarian	B. Lib. + 5 year Experience
12	Transport Officer	Graduate + 5 yrs. Experience in relevant field
13	Security Officer	Graduate + 5 yrs. Experience in relevant field

### **SALARY STRUCTURE**

Based on their designation, the grade of pay of the employees is as follows: (VI Pay Scale)

S. No.	Designation	Pay Band*
<b>1</b>	<b>Director/Principal</b>	90000
<b>2</b>	<b>Professor/Associate Professor</b>	37400-67000
<b>3</b>	<b>Assistant Professor</b>	15600-39100
<b>4</b>	<b>Administration</b>	
4.1	Registrar	15600-39100
4.2	Dy. Registrar (Secrecy)	5200-20200
4.3	Office Executive.	5200-20200
4.4	Attendant	4440-7440
<b>5</b>	<b>Technical</b>	
5.1	Network Administrator	9300-34800
5.2	Technical Assistant	5200-20200
<b>6</b>	<b>Library</b>	
6.1	Chief Librarian	9300-34800
6.2	Librarian	5200-20200

<b>7</b>	<b>Hostel</b>	
7.1	Chief Warden	15600-39100
7.2	Mess Manager	15600-39100
7.3	Warden	9300-34800
7.4	Assistant Warden	5200-20200
<b>8</b>	<b>Transport/Sports</b>	
8.1	Transport Officer, Sport Officer	9300-34800
8.2	Driver. Astt. MTO	4440-7440
<b>9</b>	<b>Security, Construction &amp; Maintenance</b>	
9.1	Estate Officer	9300-34800
9.2	Electrician, Plumber, Gardner, Security Guard	4440-7440

## **Duties and Responsibilities for Various Posts**

### **Director**

- 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.

### **Registrar**

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

### **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.

### **Training & Placement Officers**

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

### **Training Officers**

- Register the students for PEEM and finalize the executive structure of PEEM in consent with Institution Heads and Office of Chairman, PCE
- Coordinate with Outside Agency and Institution Heads for effective conduction of PEEM classes and online tests.

- Publish and analyze the result of online tests conducted under PEEM and devise mechanism for improvement.

### **Head – Examination**

- To plan and execute all internal/external/practical/other examination activities considering effective use of human and infrastructure resources;
- To exchange information to other departments/coordinators for proper implementation;
- To prepare records and details for submission of bills to universities and make arrangements to receive payment and distribute the same as per norms;
- To prepare annual/semester report for all examination activities conducted for submission to the principal;
- 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.
- To plan activities related to attendance of students and faculty/staff and marks of the students as per norms of PF;
- To send documented information to parents of the students. Proctor in Chief, heads of deptt. Hostel wardens, deptt. coordinators and other agencies including university at all important stages of semester;
- To analysis marks Scored by students subject wise, faculty wise, class wise, minimum, maximum, average and discuss with Principal and other authorities for improvement;
- To send marks to university, as per procedure: i) Term assessment marks ii.) Practical iii.) Sessional work iv.) Project v.) Seminar vi.) Training vii.) Discipline etc.;
- To carry out all works related to secrecy like sending list external examiners, for project, viva voce, internal examiners as per university requirement.

### **Chief Proctor**

- To manage proctor office, and perform all duties assigned from time to time;
- To frame and ensure implementation of 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 PF 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;
- To control all entry and exit points.

### **Proctor**

- 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.

### **Chief Warden**

- To provide overall congenial, comfortable and studious environment to the hostellers;
- To plan, execute and administer working of Gurushikhar and 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.

### **Warden**

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

### **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 as per manuals and lab plans;
- To maintain department, files and records;
- To make efforts for brand making of students and survivals 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)**

- 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 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) 6.Academic Back Ground (Hindi Medium or English Medium School) 7.Marks Classification >75% category [A], 60- 75% category [B], 45- 60% category [C];**
- 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;
- Prepare employability improvement plan of students of A, B and C, categories under guidance of HOD;
- Ensure that all students become members of Alumni association;
- Plan & conduct these activities as per academic calendar. i) Kalanidhi / Galaxy Participation. ii) Department days, iii) Industrial visits, iv) Magazine – Articles from students / faculty, v) Deptt. news- letter, vi) Research publication.

### **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:

#### **Professor / Associate Professor**

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

- To participate in the administration, planning and development activities at the department level as well as at the Institute level.
- To inculcate the culture of research 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.

The Professors / Assistant Professors are entitled to some degree of flexibility, subject to the overall need of the institute, in the choice of other duties.

#### **Assistant Professor**

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

## **Academic Roles and Responsibilities**

### **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**

- 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 college.

- 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 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 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.

### **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.

#### **Final Year Tutors – PEEM, PCE & Final Year Tutor**

- Help the students in registration for PEEM
- Ensure students attend classes of PEEM and get attendance for it.
- Any difficulty in PEEM classes, discuss the matter with Training Officer.
- Get online exams conducted in their colleges.
- Get classes earmarked for PEEM

#### **Security Supervisors**

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

#### **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, window panels, 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 update route map periodically – Arrival Departure time of intermediate locations.
- To monitor running cost of each bus – diesel consumption, repair and maintenance;
- To check general upkeep of buses and other vehicles;
- To check complaints and grievances of transport users and take steps for correction;
- To monitor transport fee status;
- To conduct training of drivers and other related staff for optimum output;



- To maintain documents related to efficiency of human resources and fuel.

### **Sports Officer**

- 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/ campuses;
- To extend mess/ canteen facilities for all academic / non-academic activities in all campuses of PCE as per requirement and to handle purchases and workers related to mess and canteen;
- To innovate and carry out satisfaction survey and make arrangements for improvement in quality of eatables.

## Chapter-4: TEACHING LEARNING PROCESSES

### Load Allotment, Time-table and Replacement Policy

#### **Load allotment**

- Faculty teaching load will be calculated at average 22 periods per week for each 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 PCE norms
- Period will be allotted for P-PROSKEP activities as per PCE 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 campus director.
- Attendance registers will be administered by HoD and replacement schedule would be prepared jointly for all departments in each working group.
- Time-table coordinators will give best possible replacement maintaining equal distribution and opportunities to each faculty.
- First period will be directly monitored by HoD and suitable replacement shall be put in effect on verbal instruction by HoD / group coordinator.
- The replacement schedule will be sign by each of the replacing faculty and a copy of the same will be sent to chief proctor for display and campus director for information.

### TEACHING LOAD

The average teaching load of the department 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 department 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	No. of Sec.	Weekly Teaching Load
HOD	0-3	2 Theory + 1 Lab	4-6	2 Theory	7-9	1 Theory	> 9	NIL
Dy. HOD	0-3	2 Theory + 2 Labs	4-6	2 Theory + 1 Lab	7-9	2 Theory	> 9	1 Theory

However, Director can relax these norms in specific cases after discussion with Chairman. Chairman 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. They may separately be requested through their HODs for conducting SPL on relevant subjects/topics.
- All Department 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 Chairman, PCE	Three or More

### **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**

- From Odd Semester of session 2017-18 (revision of Rule Book) class average of internal practical marks across all classes / branches may be between 70% to 78%.
- The proctors will design proper display arrangements for all type of information for students and faculty members in consultation with chief proctor of PCE. The same will be executed by Director (Infrastructure)
- 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 department will carry out a major department project in each semester at the expense of college.
- It will be mandatory for each institution to carry out at least one National Conference annually.
- It will be mandatory for each department to submit at least one project for funding by AICTE/DST.

### **Mentoring / Training**

- Names of mentors will be decided by Director 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 will be prepared by each faculty member every semester & its documentation be insured in library.
- Designated mentors of boys and girls hostels may interact with subject faculty for necessary guidance.

## **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-

EUF= Total number of actual attendance in classes conducted for the subject ÷ (number of students in the class \* 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,

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

## **Important Guidelines Regarding Teaching**

Following decisions have been taken by management of Poornima College 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 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 after 1<sup>st</sup> Mid-term exam of Odd Semester 2017-18.
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 Audio recorded lectures, one Audio recorded tutorial and one Audio recorded lab session for each of their subjects to the HoD before commencement of 1<sup>st</sup> Mid-term test. The HoD will submit the soft copy of these sessions to the Head of the Institution for performance evaluation of faculty members. The same would be repeated after 1<sup>st</sup> Mid-term test but before 2<sup>nd</sup> Mid-term exam. 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.

## **Special Lectures and it's Policy**

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

- Audience level will be max. 150 for external lecture and max. 70 for special lecture.

- Remuneration for all Experts for special lecturers in B. Tech. classes will be as follows
  - a. Experts from MNIT- 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 faculty member.
- Faculty teaching that subject must be present in that special lecture.

### **Important Issues for Academic Administration**

The Director 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	P-PROSKEP	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 hostellers
	Placement related activities	Open book test/ quiz

**Note:**

- The information regarding details/data/list of activities/persons/programs must be available with campus directors 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 Director 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.

## Chapter-5: WORKING AT DEPARTMENTS

### Format for Faculty Mentoring

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 %	Webinar Date	Research/Conference papers	Remarks

### Department Portfolios

S. No.	Portfolios	Category	HRS/WEEK- 3 Sections Dept	HRS/WEEK- 6 Sections Dept	HRS/WEEK- 9 / 12 Sections Dept
<b>Administrative</b>					
A.1	Head of Department	A	10	15	20
A.2	Deputy HOD (Academics)	A	6	10	14
A.3	Deputy HOD (Admin)	A	6	8	10
A.4	Placement Coordinators*	A	4	5	6
A.5	Exam Cell Coordinator	A	4	6	8
A.6	Faculty Replacement Coordinator	A	4	5	6
A.7	Time-Table Coordinator	A	3	4	6
A.8	Faculty Training and Up-gradation*	A	3	4	6
A.9	Faculty Mentoring	A	3	4	6
A.10	Tutors	A	3	3	3
A.11	Discipline Coordinator	B	2	4	6
A.12	Documentation Coordinator	B	2	2	4
A.13	Information Coordinator	B	2	2	2
A.14	Notice Board Coordinator	B	2	2	2
A.15	Student Attendance Coordinator	B	2	2	4
A.16	R1/R2/R3 Registers Coordinator	B	2	2	2
A.17	Budget Coordinator	B	2	2	2



A.18	Department Files Coordinator	B	2	2	2
<b>Academic</b>					
AC.1	Project Coordinator	A	4	6	8
AC.2	P-PROSKEP/TPP Coordinator*	A	3	3	3
AC.3	Seminar Coordinator	A	3	3	3
AC.4	Publication Coordinator*	A	3	3	3
AC.5	Research Coordinator*	A	3	3	3
AC.6	Lab Coordinator	A	2	2	2
AC.7	Mission 10X Teaching-Learning Coordinator*	A	3	4	5
AC.8	Conference Coordinator	B	2	2	4
AC.9	Training & Workshops Coordinator	B	2	2	4
AC.10	Special Lecture Coordinator*	B	2	2	2
AC.11	Non-Syllabus Projects Coordinator*	B	2	2	4
AC.12	Library Coordinator*	B	2	2	2
<b>Co and Extra Curricular</b>					
C.1	Activity Coordinator	A	2	2	4
C.2	PEEM Coordinator*	A	2	4	6
C.3	Alumni Coordinator*	A	2	2	2
C.4	Online Exam Coordinator	A	2	2	2
C.5	NEN / Entrepreneur Club Coordinator*	B	2	2	2
C.6	Meeting Coordinator	B	2	2	2
C.7	Club Coordinators*	B	2	2	2
C.8	Any Other	B	0	0	0
<b>Calculation Mode</b>					
S. N.	Category	Variant 1	Variant 2	Variant 3	Variant 4
1	Normal Teaching Load	22	18	16	12
2	Academic Preparation, Evaluation etc.	12	12	12	6
3	Department Portfolios	8	12	14	24
4	<b>TOTAL</b>	<b>42</b>	<b>42</b>	<b>42</b>	<b>42</b>
<b>NOTE-1:</b> 1. All above mentioned portfolios required lateral interaction among departments however * marked activities require more 2. One faculty member could be allotted more than one portfolios based on his/her teaching load. 3. Faculty XYZ taking teaching load of 22 hrs. (Variant 1) could handle portfolios no. A.10, AC.3 and C.2					

### **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:**

##### **Feature**

**Page 1**

Message from the Chairman (Short message common for all)

Message from the Director

Message from the HOD

##### **Events**

**...Page 2**

Various events held in the dept. or at college level

##### **Faculty/Staff/ student News/ awards**

**...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.

##### **Students Corner**

**...Page 5, 6**

Short Articles from students about latest developments and happenings in the world etc. Projects, Seminars/ Happenings

##### **Faculty Corner**

**...Page 7**

Short Articles from faculty about latest happening in the world, developments, innovations etc.

##### **Alumni News & Any Other Useful/Important/Relevant Information**

**...Page 8**

News, achievements or information related to alumni of dept.

### **Guidelines for Approval and Distribution of Newsletter**

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

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:**

- All the approved soft copies of newsletters shall be emailed by all the Director, to Chairman PCE.
- 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:**

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

### **Guidelines for Department Projects**

**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 Department to Director for transmission to Assistant Director for approval.

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

### **Format of Department Project Program**

- 1) Title of the Project
- 2) Department
- 3) College
- 4) Discipline/Subject Area
- 5) Name & Class/Year of the Students
- 6) Address of the Students
  - a) Institutional & Correspondence Address with E-mail ID & Fax, Mobile No.
- 7) Name & Designation of the Supervisor/ Guide
  - a) Institutional & Correspondence Address of Guide with Telephone No. E-mail ID & Fax, Mobile No.
- 8) Project Summary (Max. 150 words)
- 9) Technical details of the Projects
  - a) Origin of the Proposal
  - b) Definition of the problem
  - c) Objectives
  - d) Work Plan
- e) Methodology
- f) Organization of work element
- g) Time schedule
- h) Proposed outcome/ findings
- 10) Details of facilities available with the Institution
- 11) Budget Estimates (with details)
  - a) Minor Equipment
  - b) Consumable
  - c) Report writing ( Rs. 1000/- max)
  - d) Contingency & other costs (Rs. 2000/- max)
- 12) Utilization of the outcome of project
- 13) Name & Signature of the Students
- 14) Signature of Guide of the Project
- 15) Signature of Head of Department
- 16) Remarks of Director
- 17) Signature of Director

## **Chapter-6: IMPORTANT POLICIES**

### **Anti-Ragging Committee**

**Directives of the Supreme Court of India, dated May 16, 2007 in SLP No. (s) 24295 of 2006. University of Kerala Vs Council, Principals', Colleges, Kerala &Ors with SLP(C) No. 24296-99/2004 & W.P. (Crl) No. 173/2006 and SLP (C) No. 14356/2005) and Civil Appeal no. 887 of 887 of 2009 dated May 8, 2009.**

The Honourable Supreme Court of India admitted and heard the above referred SLPs in relation to the menace of ragging in Technical Institutions/Universities/Colleges in the Country. In this connection, a committee headed by Dr. R. K. Raghavan, former Director of CBI, for giving specific recommendations on effective prevention of ragging in educational institutions was constituted by the apex court. Accordingly, the Committee had carried out a very detailed study on the various factors contributing for ragging and collected the public opinion. Further, the Committee had submitted a detailed report with suitable recommendations and measures required to effectively curb the menace. The recommendations of the Committee were duly accepted. The following directives have been issued to all the educational institutes for necessary implementation by the Honourable Court and this institute proposes to follow them.

#### **I. Factors enlisted by committee:**

1. Primary responsibility for curbing ragging rests with academic institutions themselves.
2. Ragging adversely impacts the standards of higher education.
3. Incentives should be available to institution for curbing the menace and there should be disincentives for failure to do so.
4. Enrolment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.
5. Ragging needs to be perceived as failure to inculcate human values from the schooling stage.
6. Behavioural patterns among students, particularly potential 'raggers' need to be identified.
7. Measures against ragging must deter its recurrence.
8. Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central Governments to make any curb effective.
9. Media and the Civil Society should be involved in this exercise.

#### **II. Recommendations approved by the Supreme Court**

1. The punishment to be meted out has to be exemplary and justifiable harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging where the victim or his parent/guardian or the Head of Institution is not satisfied with the institutional arrangement for action, a First Information Report must be filled without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of

- ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
3. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.
  4. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken, for example, denial of any grant-in-aid or assistance from the State Governments.
  5. Anti-ragging committees and Squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.
  6. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

### **III. Institute Level Anti-ragging Squads (Proctorial Committee): -**

#### **(A) ANTI RAGGING COMMITTEE- MECHANICAL BLOCK**

<b><u>BLOCK INCHARGE: -</u></b>	Mr. Shirish Nagar (HoD 1 <sup>st</sup> Year)	-	8003514249
	Mr. Sanjay Gupta (Dy. HoD 1 <sup>st</sup> Year)	-	9829011904
	Mr. Amitesh Kumar (Dy. HoD 1 <sup>st</sup> Year)	-	9529262120

#### **FLOORWISE: -**

01. Basement	Mr. Rajesh Kumar Mr. Gajendra Rathore
02. Ground Floor	Ms. Kulsum Bano Ms. Amit Sheron
03. First Floor	Ms. Meena Tekriwal Mr. Prashant Hemrajani
04. Second Floor	Dr. Bina Rani Mr. Amber Batwara
05. Third Floor	Mr. Nagendra Agarwal Mr. Ankur Dalmiya

#### **(B) ANTI RAGGING COMMITTEE: ACADEMIC BLOCK & NEW ACADEMIC BLOCK**

<b><u>BLOCK INCHARGE: -</u></b>	Mr. Rajeev David, Chief Proctor	-	9829855518
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#### **FLOORWISE:**

01. Ground Floor	Mr. Amol Saxena (HoD-IT) Ms. Shazia Haque Mr. Saurabh Anand	-	9982776883
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02.	First Floor	Dr. Ajay Khunteta(HoD-CS)	-	9828596101
		Mr. Sunil Gupta (Dy. HoD)		
		Mr. Atul Kumar Verma (Dy. HoD)	-	7891437501
		Mr. Shivraj Singh Rajawat		
03.	Second Floor	Dr. Garima Mathur(HoD-EC)		
		Mr. Durgesh Kumar	-	9460878065
		Mr. Tarun Mishra	-	9982013388
04.	Third Floor	Dr. Virendra Sangtani HOD-EE	-	9799884938
		Mr. Brijraj Singh-Dy. HoD-EE	-	9829533943
		Mr. Asif Iqbal -Dy. HoD-EE	-	9602022384
		Mr. Harbeer Singh	-	9414337558
05.	Basement	Mr. Kalpit Jain	-	9571255627
		Mr. Sanjay Kumawat		

**Central Block**

06.	(Basement & Ground)	Mr. Shailendra Kasera	-	9983144773
		Mr. Md. Tarique	-	7725929473
		Ms. Bharti Joshi		

**(C) ANTI RAGGING COMMITTEE – PATROLLING:**

Mr. Rajeev David, Proctor-in-Chief	-	9829855518
Mr. Ashwani Lata, Warden-in-Chief	-	9829255103
Mr. Puneet Shukla, Registrar	-	9829255102

**(D) ANTI RAGGING COMMITTEE - GURUSHIKHAR BOYS HOSTELS:**

Mr. Ashwani Lata, Warden-in- Chief	-	9829255103
Mr. C. L. Sharma	-	9001893261
Mr. Mahesh Sharma	-	8890095376

**(E) ANTI RAGGING COMMITTEE - GAYATRI GIRLS HOSTELS:**

Ms. Sudha Jain, Chief Warden	-	9928017669
Ms. Mamta Kaushik, Warden	-	9001893270

**Anti-Women Harassment Cell for Students and Faculty**

Regarding constitution of “Poornima Women Welfare Association (PWWA)” committee for women grievance in PCE, Jaipur, details of the committee composition as mentioned below:

S. No.	Name	Designation	Committee status
1.	Dr. Shuchi Dave	Associate Professor, Mathematics	Chairperson
2.	Ms. Shazia Haque	Associate Professor, IT	Member
3.	Mrs. Sudha Jain	Chief Warden, Gayatri Girls Hostel, PGC	Member
4.	Mr. Rajeev David	Chief Proctor, PGC	Member

5.	Dr. Bina Rani	Professor, I Year (Chemistry)	Member
6.	Ms. Ankita Bhatia	Assistant Professor, EE	Member
7.	Ms. Anila Dhingra	Assistant Professor, EC	Member
8.	Ms. Shalini Puri	Assistant Professor, CS	Member
9.	Ms. Nitesh	Assistant Professor, Civil	Member
10.	Dr. Dipti Mathur	Assistant Professor, Chemistry	External Member from Non Govt. organization

### **Grievance Redressal Cell**

A committee is constituted for grievance of students. The details of the committee composition as mentioned below:

S. No.	Name	Designation	Position	Contact No.	E-Mail Id
1	Dr. Om Prakash Sharma	Director	Chairman	9829364944	opsharma@poornima.org
2	Rajeev David	Chief Proctor	Secretary	9829855518	david@poornima.org
3	Dr. Shuchi Dave	Associate Professor	Member	8058402483	shuchi.dave@poornima.org
4	Ashwini Lata	Chief Warden (Boys Hostel)	Member	9829255103	ashwini@poornima.org
5	BrijRaj Singh Solanki	Asst. Professor	Member	9829533943	brijraj@poornima.org
6	Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Sanjay Kumar Gupta	Proctor-1st year	Member	9829011904	skgupta@poornima.org
8	Sudha Jain	Chief Warden (Girls Hostel)	Member	9928017669	sudhajain@poornima.org

### **Guidelines for Organizing 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
7. Arrange for speaker accommodation and transportation and confirm arrival times
8. 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 Annual College Magazine**

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

<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 cover page	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, PCE	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 College of Engineering

**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 College of Engineering	...1 Page
Chairman, Poornima College of Engineering	...1 Page
Intro to Shanti Education Society & PCE by Director, PCE	...1 Page
Message by Head of Institution	...1 Page

### 6) Institution Introduction ...8-12 Pages

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

### 7) About the faculty and 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, PCE**

**...1 Page**

**14) About respective Hostels**

**...4-6 Pages**

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

**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.

## **Invigilation Charges for University and Non-University Exams**

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

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.6 University Examination is part of essential duty of each faculty and staff.**

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

S. No.	Type of Charges	Scale
1	Centre Charges including	The Examination Conducting Organization will pay Charges

	arrangement of Cold Water during summer, fans/drawing sheets/graphs etc. and Power Back-up with UPS and Generate Set.	at scale of Rs. 50.00 per student for minimum 500 students or as agreed with counterpart. The amount to be booked to a) Payment to staff as per scales mentioned hereinafter, b) Taxes as per actual, c) Generator charges @ 50 litres per hour d) 35% towards Logistic Charges and e) remaining to Staff Welfare Fund.			
2.	Honorarium to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
		C.S.	Rs.500.00	Rs.1000.00	Rs.1500.00
		A.C.S.	Rs.400.00	Rs. 800.00	Rs.1200.00
		D.C.S.	Rs.300.00	Rs. 600.00	Rs. 900.00
		R.S.	Rs.250.00	Rs. 500.00	Rs. 750.00
		R.O.	Rs.200.00	Rs. 400.00	Rs. 600.00
3.	Payment to Other Staff to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
		Ministerial Staff	Rs.75.00	Rs.150.00	Rs.225.00
		Daftri	Rs.60.00	Rs.120.00	Rs.180.00
		Peon	Rs.40.00	Rs. 80.00	Rs.120.00
		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-term Exam Policy**

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

- 1) Remuneration for all External Examiners for B. Tech. I, II, III & IV Year (Even Sem.) End of Term Practical Examinations will be as under
  - a) Examiner from MNIT – 15/- per student + 500/- against Travel charges.
  - b) Examiner from any other institution except that of PCE – 15/- per student + 300/- against Travel charges.
  - c) Examiner from JIET Group of Institution – 15/- per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
  - d) Examiner from PCE – No remuneration.
- 2) Payment of remuneration as per above norms is irrespective of whether the University reimburses the same to our institution or not.
- 3) The payment to the Examiners will be made in cash / cheque at the end of the exam.
- 4) All External examiners will have to devote required time and effectively conduct the exam in an efficient manner.
- 5) A one page report will be submitted by the External Examiner in prescribed format for internal use with comments and suggestions/recommendations for any improvements as per the format given below. The Secrecy Cell will ensure submission of such report at the time of making payment. Separate report will be submitted for each individual practical / Session 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.
- 6) 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. The External Examiner for this exam will be preferably drawn from member institutions of PCE only and in any case they will not be from the same institution.
- 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.

## **Mid-term Answer Books and it's Revaluation**

### **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**

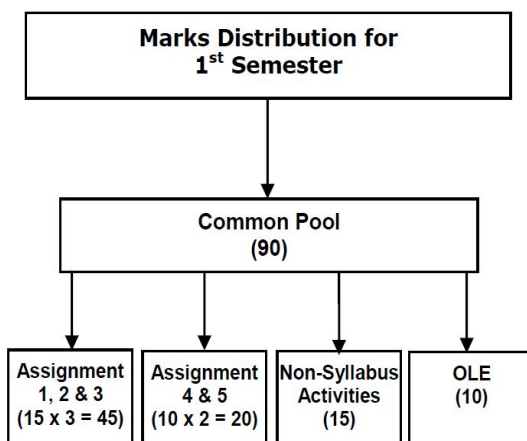
1. The process of answer books evaluation of internal examination will be handled at specifically notified centralized place in the campus.
2. No faculty members will be issued any of the answer books outside that room.
3. Separate notice in this regard will be issued by the Principal indicating process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

### **Common Pool Marks**

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

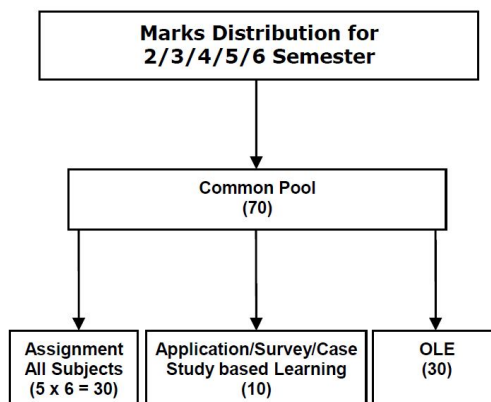
1. For 1<sup>st</sup> Semester students:

- 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 Directors. Marks will be allotted by respective faculty members and approved by HoD and Directors.
- 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 Directors.
- 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.



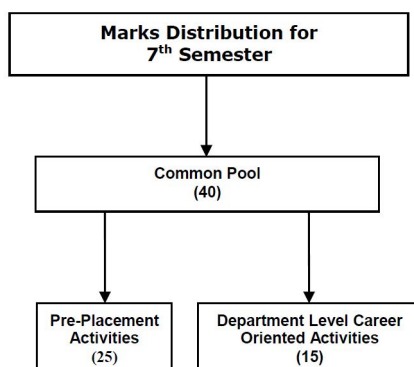
## 2. For 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> Semester students:

- 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 Directors.
- 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.

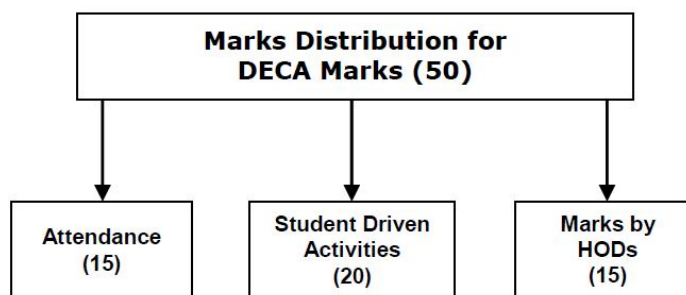


## DECA Marks

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:
- 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.



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

**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.

### **Important Issues for Monitoring of Academic & Administrative Activities by Director**

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

On Daily Basis	On Weekly Basis	On Fortnightly Basis
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 campus directors as a ready reference & verification/checking schedule must also be readily available on daily basis with campus directors.

- 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 campus directors (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 campus directors for ensuring strict compliance of PCE norms.

## Chapter-7: FORMATS OF MANDATORY REPORTS

### Monthly Performance Report

**Submitted by HOD to Head of Institution & then by Head of Institution to Chairman.**

Period of Report: ..... To: .....							Report no.: .....	
S. N.	Parameter/ Activity	Priority	Unit	Semester Targets (as submitted)	Monthly targets (as submitted)	Monthly Performance	Description/ Process of activities	If below Target, why and corrective measures
<b>A. Placement &amp; Placement related activities</b>								
1	No of students	A	Nos.					
2	No of companies	A	Nos.					
3	PEEM (6 <sup>th</sup> Sem.)	A	Hours					
4	P-Proskep (2 <sup>nd</sup> / 4 <sup>th</sup> Sem.)	A	Hours					
5	Technical P-PROSKEP (6 <sup>th</sup> Sem.)	A	Hours					
6	GD and PI (6 <sup>th</sup> / 8 <sup>th</sup> Sem)	A	Hours					
7	Mock Drives (6 <sup>th</sup> / 8 <sup>th</sup> Sem.)	A	Nos.					
8	Activities for II Yr.	B	Hours					
9	Activities for I Yr.	B	Hours					
10	Activities by Director	B	Hours					
11	Activities by Dean/ Asst. Dean	B	Hours					
12	Activities by HOD	A	Hours					
13	Activities by Tutor	A	Hours					
14	Involvement of Students coordinators	A	Q					
15	Placement related library facilities and their use	B	Q					
16	Support facilities	C	Q					
<b>B. Academics</b>								
1	RTU Result (Odd Sem. 2014-15)	A	%					
2	RTU Result (Even Sem. 2014-15)	A	%					

3	Faculty preparation (HOD feedback)	A	Q					
4	Faculty delivery (Student feedback)	A	Q					
5	Faculty delivery (Audio Recording)	B	Nos.					
6	Experiment performance in Labs	B	Q					
7	Viva sessions in Lab	B	Q					
8	Home assignment	A	Q					
9	Use of costly equipments	B	Nos.					
10	Virtual Labs	A	Nos.					
11	Mission 10X approach lectures	A	Nos.					
12	MTLC training and projects	B	Nos.					
13	Internal Special Lectures	B	Nos.					
14	External Special Lectures	A	Nos.					
15	Webinar/ Video Lectures	B	Nos.					
16	Syllabus Projects	B	Nos.					
17	Non-syllabus activities	B	Nos.					
18	Replacement lectures	B	%					
19	EUf	A	%					
20	Attendance	A	%					
21	Faculty Mentorship	A	Q					
22	Discipline	B	Q					
23	Online Exam	B	Q					
24	Performance of Tech. Staff	B	Q					
25	Evaluation of Tute./ Lect./Lab Record	A	Q					
<b>C. Activities &amp; Clubs</b>								
1	Conference organization	A	Nos.					
2	Seminar organization	B	Nos.					
3	Workshop organization	B	Nos.					
4	Conference Participation	B	Nos.					
5	Seminar Participation	B	Nos.					
6	Workshop Participation	B	Nos.					
7	Faculty publications	A	Nos.					
8	Students publications	B	Nos.					
9	Funding	B	Rs					

10	Gate Exam training and score card	A	Nos.					
11	Outside college participation	C	Nos.					
12	Clubs	C	Q					
<b>D. Others</b>								
D	Library as mission	B	Q					
E	Hostel as mission	A	Q					
F	Language and communication as mission	A	Q					
G	Reporting meetings	B	Nos.					
H	Administration	B	Q					
I	Use of expertise of Sr. Faculty	B	Nos.					
J	Social Activities	C	Q					
K	Alumni Activities	C	Q					
L	Self Help Group	C	Q					
M	Practical aspects, skills and recent development related lectures	C	Nos.					
N	NBA Accreditation	A	Q					
O	New faculty member performance (join after Dec 1, 2014)	B	Nos.					
P	Brand Making	A	Q					
Q rank- 1: Excellent, 2: Good, 3: Above average, 4: Average, 5: Below average								

## **Semester Completion Report**

**To be submitted by HODs to Director/Principal by June 30 for Even and by December 30 for Odd Sem.  
To be submitted by Director/Principal to Chairman by July 15 for Even and by January 15 for Odd Sem.**

### **[A] General Information:**

**Name of Director/Principal:** .....

### **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 quota/other	
Number of total admitted students in the Institute(N1+N2)	

### Student teacher Ratio for CAL only

STR is desired to be 15:1 or superior

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

x=Approved AICTE intake of 2<sup>nd</sup> year

y= Approved AICTE intake of 3<sup>rd</sup> year of the program

z=Approved AICTE intake of year of the program

N1=Total Number Faculty Members in the program (by considering fractional load)

	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) of 15:1 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

Year of Entry	Average Attendance				Overall
	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	
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]

Year of Entry	Average Result				Overall
	1st year	2nd year	3rd year	4th year	

CAY					
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#### 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 PCE- 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 PCE 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.	Conference/Workshop name & Type	Dates: From -	No. of presented papers
----	---------------------------------	---------------	-------------------------

N.		to	

### **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/workshops 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 at the end of the final year(x2)	
$x=x1+x2$	
Number of students who opted for higher studies with valid qualifying scores/ranks(y)	
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 (PCE) 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, Bookshelves, meeting
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	Amount utilized	% utilization	Reason for deficiency
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	sanctioned			

**(G) Summary**

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

Issue	Strengths	Weaknesses	Threats/ Opportunities	Lessons learnt	Remedial Plan For		Remarks, if any
Admission					Next year	Next 05 years	
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	PCE 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:

## **Department Meeting Report**

**Deptt.:**

**Day & Date:**

**Venue:**

<b>S. No.</b>	<b>Issue</b>	<b>Important Decisions taken in the Meeting</b>
1.	Mentoring, Development and Preparedness of Faculty Members	
2.	Delivery by Faculty Members	
3.	Additional Academic inputs by senior Faculty Members	
4.	EUFG	
5.	Quality of External learning initiatives(Outside PCE)	
6.	Organizing Conferences and Workshops	
7.	Use of Library	
8.	Participation of Faculty and Students in external Forums for Conferences, Projects and Seminars	
9.	Effectiveness of resolving Administrative issues at all levels	
10.	Attendance	
11.	Performance of Students in P-PROSKEP	
12.	Performance of PEEM activities	
13.	Performance of students in Online Eligibility Test	
14.	Performance of Reporting Meetings	
15.	Placement	
16.	GATE Cut-off clearing students	
17.	RTU / University Results	
18.	Publication	
19.	Funding	



## Faculty and HoD Meeting Report

### ONE TO ONE REPORTING MEETING: Faculty to HOD

Name of Faculty:

Deptt.:

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

## I Mid-term Marks Analysis

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

Poornima College of Engineering, Jaipur															
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
										Above 70% Marks (29-40)	70%- 50% Marks (20-28)	50%- 40% Marks (16-19)	40%- 30% Marks (12-15)	Below 30% Marks (0-11)	

### Exam Procedures

1. The examination will commence as per schedule of Examination notified by the university. The doors will be opened half an hour before the scheduled commencement time of examination. All eligible candidates should report to the centre at the time of reporting time. **In no case, candidates will be admitted after the start of the examination.**
2. Bringing cell phone/programmable calculator (i.e. having memory capacity of more than six numbers)/communication devices, Bluetooth or any kind of electronic gadgets is strictly prohibited in the examination hall. However, use of scientific calculator is permitted. Exam conducting authority shall not be responsible for the custody of such articles.
3. Make all the due entries on the cover page of answer book very carefully & only at the space provided for the purpose. Candidate should ensure that the barcode containing your roll number is ticked at proper place. Please enter your roll number, subject codes carefully on the answer-book.
4. Candidates are warned against writing their Roll Nos., Names, Enrolment Nos., Mobile number, address or to make any other sign or mark inside their answer books, which discloses their identity. Any breach of this instruction is liable to be penalized and candidate shall be booked in an unfair means case.
5. **Candidate will not be allowed to leave examination hall for any purpose within first hour of the commencement of examination. Under normal circumstances, candidates may be allowed to finally leave the examination centre only after two hours.**
6. No supplementary answer-books will be issued. Candidates are required to write on each ruled line of answer books. Leave two line spaces after completion of answer of each question or part thereof.
7. During the course of examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating the Examinations.
8. Where candidate changes ink while he is answering a paper, he should bring this fact to the notice of the Room Superintendent on duty who will record this fact at the appropriate place and shall affix the facsimile stamp of Controller of Examination.

9. Candidates must write the words “The End” at the end of the last answer in their answer books.
10. Candidates should not leave the Examination Hall without handing over their answer books to the Room Superintendent.
11. A candidate found guilty of using unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or personal approaches to the examiner concerned shall be liable to attract severe action under the provisions, contained in the university ordinance. The candidate will be supplied with a copy of the charge sheet immediately in the paper after the examination is over and shall be asked to submit his written reply on the charge sheet and to sign the material recovered from him before leaving the examination centre.
12. Smoking and other intoxicants are strictly prohibited in the Examination Hall.
13. Complaints against question-paper if any, should be submitted to the Controller of Examinations of the University through Centre Superintendent concerned within **03 days from** the date of examination for the paper concerned, after that no complaint will be admitted.

**Forms and Formats for Students and Employees**  
(Can be downloaded from [www.pce.poornima.org](http://www.pce.poornima.org))

<b>POORNIMA COLLEGE</b>	
• Form S1 – Student No Dues Form – COLLEGE	• Form E1 – No Dues
• Form S2 – Student No Dues Form – HOSTEL/ TRANSPORT	• Form E2 – Face Recognition Attendance Regulatory Form
• Form S3 – Application Form For Registration To II/III/IV Year	• Form E3 – Employee Leave Application Form
• Form S4 – Student I-Card Format	• Form E4 – Application for Employee Identification Card
• Form S5 – Application Form For Refund of Access Fees	• Form E5 – Campus Accommodation For Employees
• Form S6 – Railway Concession Requisition Form	• Form E6 – Self Appraisal Format For Officers & Administrative Employees
• Form S7 – Application Form For College Transportation	• Form E7 – Cash Advance Requisition Slip
• Form S8 – Undertaking For Industrial Visit	• Form E8 – Application Form For Transport Facility For Employees
• Form S9 – T & P Cell – Rules & Regulations Pertaining to Placement Process & Campus Drives	• Form E9 – Joining Report
• Form S10 – Hostellers Leave Application Form	• Form E10 – Query-Form
• Form S11 – Hostellers Out Pass	• Form E11 – Application for ESI Card
• Form S12 – Application For Mentorship	• Form E12 – Certificate of Employee’s Address

<ul style="list-style-type: none"> <li>• Form S13 – Self Help Group Filled by Students</li> </ul>	<ul style="list-style-type: none"> <li>• Form E13 – All Purpose Bio-Data Form</li> </ul>
<ul style="list-style-type: none"> <li>• Form S14 – Undertaking Anti-Ragging</li> </ul>	<ul style="list-style-type: none"> <li>• Form E14 – Fortnightly Attendance Analysis of Hostellers</li> </ul>
<ul style="list-style-type: none"> <li>• Form S15 – Application Form For Loan Matter</li> </ul>	<ul style="list-style-type: none"> <li>• Form E15 – Utilization of Department Budget</li> </ul>
	<ul style="list-style-type: none"> <li>• Form E16 – Recommendation for completing higher degree</li> </ul>
	<ul style="list-style-type: none"> <li>• Form E19 – Booking Arbuda Convention Centre</li> </ul>
	<ul style="list-style-type: none"> <li>• Form E20 – Application form for Technical Publication Incentive Scheme</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>• Form E21 – Requisition form for Photographer</li> </ul>

## Chapter-8: GENERAL RULES OF SERVICES

### Working Hours

**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 3.40/4.10 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.

## **Leave Policy**

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

<b>Designation of Employee</b>	<b>Competent leave sanctioning authority(S)</b>
Director/Principal, Chief Finance Officer. Chief Training & Placement Officer	Chairman
HOD, Proctor-in-chief, Proctor and Registrar	Director/Principal
Warden in Chief, Chief Warden, Mess Manager, Transport Officer, Accounts Officer, and other facility Management Officers	Chief Finance Officer
Dy. HOD and Faculty Members/ Technical Officers	HOD(S) and/or Campus Director
Technical staff	HOD(S)
Administrative Staff/ Admission cell Staff/ PMTPO staff	Registrar, Dean Admissions, CTPO and Chief Proctor
Hostel / Campus 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 & if 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.</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>
-----------	-------------	-------------	-----------------	------------------	-------------	--------------	-------------	--------------

N.								
1	A	10PJFDIR	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	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	275	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	

			employees will be before 09:00 AM and out time will be after 02:30 PM)					
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	20VSTACA	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-04.00PM in winter) with flexible attendance at any point of time.	Visiting/ Less hours working	Flexible within Academic Timings		Flexible within Academic Timings	

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	31DEVIA1	If permitted by competent authority, Deviation Category 1	All Types	09.00 AM	05.00 PM	09.30 AM	05.30 PM
15	K	32DEVIA2	If permitted by competent authority, Deviation Category 2	All Types	10.00 AM	05.30 PM	10.00 AM	05.30 PM
16	L	33DEVIA3	If permitted by competent authority, Deviation Category 3	All Types	10.00 AM	06.00 PM	10.00 AM	06.00 PM
17	M	34DEVIA4	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	35DEVIA5	If permitted by competent authority, Deviation Category 5	Rare Category	08.30 AM	03.00 PM	09.00 AM	03.30 PM
19	O	36DEVIA6	If permitted by competent authority, Deviation Category 6	Rare Category	11.00 AM	05.00 PM	11.00 AM	05.00 PM
20	P	37DEVIA7	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, 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.



- 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.

- 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.
- The FRAS does not recognize single punch and converts such entries into absent. All are advised to essentially mark in and out time.
- 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.
- 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

- 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.’
- 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@pce.poornima.org](mailto:attendance@pce.poornima.org) on weekly basis for updating FRAS.
- Pre authenticated register is issued to each campus. No register will be put in use without pre-authentication by HR department at central office.
- Above guidelines has come in force w.e.f. 01.05.2017.

### **Age of Appointment & Retirement**

Secondary school examination passing certificate will be the base of deciding is of the date of birth of the employee. The employee should at least of 18 years old at the time of getting employment under

the college and will be retired from the service after attaining age of 60 years on the last day of month in which he is born but if the date of birth is first of the month he will be retired on the last day of preceding month. The governing council may extend retirement age up to 65 years in deserving cases.

## **Code of Conduct**

Following decisions have been taken by management of Poornima College 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, Director/Principal.

### **Attendance of Students:**

- No student will be allowed late in the classroom except in the 1st period.
- 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.
- Mobiles are not permitted in switched on mode in lecture, tutorial, labs 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)
- Favour / Vindictive Behaviour in award of internal marks – (Fine – deduction of 3 working days salary).
- Non-compliance of dress code. (Fine Rs. 100 for each default)

## **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 officer's 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 Director General, PF
- 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 PF 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)

## **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 travelling rules:

Category	Designation/ Posts
1	Director/Principal/Chief Finance Officer, Professor, Associate Professor, Training & Placement Officer (Travel by AC 3-tier/low cost Air Lines)
2	Assistant Professor, Registrar and other Teaching and Non-teaching Staff (Travel by AC 3-tier / AC Bus).



3	Technical and Administrative Staff (Travel by Deluxe Bus/ 2 <sup>nd</sup> Class Sleeper).
4	Attendants, Drivers and others (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/-

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

Calendar for ODD Semester - Session 2017-18 (Subject to change in extra-ordinary situations)		
(A) Administrative processes		
S. No.	Activity/ Process	Date
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 PCE	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 Institutions 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 campuses	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			
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 management 3. Submission of semester completion report by Director to Chairman, PCE	Saturday, 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			
A36	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 debarring 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 secrecy for 2nd Mid-term	Monday, 02nd October, 17	Monday, 02nd October, 17	Monday, 25th September, 17	Monday, 25th September, 17
B16	Date of submission of question papers by secrecy to Dean Academics 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 Dean Academics 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 & Practical's 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 at PU Auditorium	Friday, 15th September, 2017			
C5	Industrial Visit	Minimum 2 local Industries to be Visited	N.A.	N.A.	N.A.
C6	Department Day (PCE) at Arbuda Convention centre	Monday, 25th September, 2017 (CSE & IT), Tuesday, 26th September, 2017 (ME & Civil), Wednesday, 27th September, 2017 (EE), Thursday, 28th September, 2017 (ECE)			
C9	Annual Day KALANIDHI' 2017 &Prize distribution ceremony	Monday, 02nd October, 2017			
C10	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			
C11	Social Activities by each Department	Any time during the semester with proper planning			
C12	Industrial Tour (Planning and arrangements by PMTPO and execution by departments)	N.A.	N.A.	January, 2018	N.A.
C13	Poornima Paathshala Samagam	Tuesday, 14th November, 2017			
C14	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
<b>"स्वच्छभारत.. सम्पन्नभारत.."</b>		

**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>						
<b>S. No.</b>	<b>Sector</b>	<b>Company Type</b>	<b>Branch</b>	<b>No. of drives</b>	<b>No. of students participating in the drive</b>	<b>Day &amp; Date/Tentative Month</b>
1	<b>IT</b>	Infosys	All Branches	1	700 for On line test/275 for GD/100 for PI	Tuesday July 18,2017 (On line Test)& Wednesday July19,2017
				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	<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	Wednesday August 2,2017
3	<b>CORE</b>	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	<b>ENERGY</b>	SunFront Energy	EE	1	200 for Online Test/75 for GD / 25 for PI	Wednesday October 04,2017
5	<b>Net Work &amp; Telecom</b>	Ericsson, Computronics System, PRS Associates	EE/EC	1	300 for On line Test/125 for GD/ 60 for PI	Friday Sept 15,2017
6	<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	Day 1 Dec 19,2017 & Day 2 Dec 20,2017
				1	500 for Online test/200 for GD/ 100 for PI	Feb Week 2

<b>TOTAL</b>				<b>11</b>	<b>3200</b>	
<b>MOCK DRIVE SCHEDULE for Second Year-Total 4 drives (2 in Odd &amp; 2 in Even Semester)</b>						
<b>S. No.</b>	<b>Sector</b>	<b>Company Type</b>	<b>Branch</b>	<b>No. of Drives</b>	<b>No. of students participating in the drive</b>	<b>Day &amp; Date/Tentative Month</b>
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**

<b>Action Point</b>	<b>HOW</b>	<b>Time Line</b>
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 Sept12,2017
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 Batch2- Tuesday Sept 19,2017 Batch 3- Wednesday Sept 20,2017 Batch 4- Thursday Sept 21,2017

### **Recruitment Policy of Faculty and Staff**

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 College 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**

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

The 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.

## **PASSPORT (Poornima's Academic Skill Sensitization Program of Orientation & Training)**

Poornima College of Engineering always takes initiatives to enhance the academic skills and intellectual's caliber in its institutions. 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**

<b>Sr. No.</b>	<b>Trainee Group</b>	<b>Training Module</b>	<b>Training Dates</b>	<b>Timing</b>	<b>Location</b>
1	Faculty members and TOs who Joined Poornima between 15.01.2017 and 15.06.2017	Induction	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 3:30 PM	Central Office
2	Faculty members and TOs who Joined Poornima between 15.06.2017 and 03.07.2017	Induction	Saturday, July 01, to Monday, July 03, 2017 (Including Sunday)	8:00 AM to 3:30 PM	Central Office



3	Technical Assistants who Joined Poornima after 15.01.2017	Induction	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 3:30 PM	Central Office
4	Shortlisted Faculty members from all PCE who will become master trainers IBM Module on Cloud Computing	Induction training for Cloud Computing	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 5:00 PM	IBM Lab, PCE
4 (a)	Shortlisted Faculty members from all PCE who will become master trainers IBM Module on Cloud Computing	Cloud Computing module of IBM	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 5:00 PM	IBM Lab, PCE
5	Shortlisted Faculty members from all PCE who will become master trainers IBM Module on Business Intelligence	Induction training for Business Intelligence	Thursday, June 15 to Saturday, June 17, 2017	8:00 AM to 5:00 PM	IBM Lab, PCE
5 (a)	Shortlisted Faculty members from all PCE who will become master trainers IBM Module on Business Intelligence	Business Intelligence module of IBM	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 5:00 PM	IBM Lab, JIET, Jodhpur
6	All Faculty members of Civil and Chemistry from PCE	Civil Engineering and Chemistry	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM	PCE
8	All Faculty members of CSE/IT from PCE	Computer Engineering and Information Technology	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM	PCE
9	All Faculty members of ECE from PCE	Electronics and Communication Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM	PCE
10	All Faculty members of EE from PCE	Electrical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM	PCE
11	All Faculty members of ME from PCE	Mechanical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM	PCE
12	All Faculty members of Maths from PCE	Mathematics	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 12:30 PM	PCE
13	Shortlisted Faculty members from PCE	English Communication and Lecture Delivery	Monday, June 19, 2017 to Friday, June 23, 2017	01:00 PM to 3:30 PM	PCE

14	All TAs Of Civil from PCE	Civil Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM	PCE
15	All TAs Of CSE/ IT from PCE	Computer Engineering and Information Technology	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM	PCE
16	All TAs Of EE from PCE	Electrical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM	PCE
17	All TAs Of ECE from PCE	Electronics and Communication Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM	PCE
18	All TAs Of ME from PCE	Mechanical Engineering	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM	PCE
19	All TAs Of Physics from PCE	Physics	Monday, June 19, 2017 to Friday, June 23, 2017	8:00 AM to 3:30 PM	PCE

### **Process of Resignation, Handing Over and Relieving**

- Each employee will have to serve, one month notice for relieving, if resignation is served in month of Nov/Dec or May/June, when semester classes are not running.
- Each employee will have to pay one month salary for relieving, if resignation is served, when semester classes are running.
- Steps to be followed for relieving:
  - a. Submit resignation to respective HOD in composite format available with campus director.
  - b. Status report by HOD/reporting officer in given format clearly indicating his views on (i) Subject teaching, (ii) Course status, (iii) Other duties, (iv) Attendance/marks submission, (v) Pending work, (vi) Lab status – Records checking, (vii) Subject files handing over – Blown-up/Zero Lecture/Tutorial Sheet/ Syllabus Deployment/ Previous Attendance sheet, (viii) Charge handed over to, (ix) New faculty joining – required / not required, (x) 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 of the Campus and charge handing over report to HOD
- After clearing all dues at college, have to report to Secretariat of Chairman, PCE for finalization of relieving process.

## Promotional Policy

Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in ACRs. Only performance “good” and above entitles an employee to recognize and suitable reward by way of promotion. While “average” is not an adverse remark, it cannot be regarded as complimentary. The promotion committee should assess the suitability of the employee for promotion on the basis of their service records and Annual Confidential Reports for five preceding years. If employee is put in service for lesser number of years, Annual Confidential Reports for all completed preceding years of service will become basis for promotion. An employee must be rated **good** for at least 3/5 of ACRs under consideration.

**Experience and Qualification Criteria for Teaching Staff:** Teaching Staff must fulfil following criteria for promotion subject to availability of post:-

S. No.	Existing Scale	Next Scale	Criteria
1	Assistant Professor	Associate Professor	For Engg. Discipline- M.E. + 9 yr. teaching experience. For other Discipline- PhD. + 9 yrs. teaching experience with a min. of 7 yrs. experience <b>after confirmation</b> in constituent institute of PJF
2	Associate Professor	Professor	For Engg Discipline- B.E. + M.E. + 18 yr. experience with a min. of 14 yr. experience <b>after confirmation.</b> For other Discipline- PhD. + 18 yrs. experience with a min. of 14 yrs. Experience.

## Chapter-9: EMPLOYEE WELFARE SCHEME

### Transport Facility

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 120 employees. Every user has to register for this facility by applying on prescribed format to transport officer of PCE along with prescribed annual fees of 100/-. Faculty & staff members can download form E8 from the download section of [www.pce.poornima.org](http://www.pce.poornima.org) & submit to transport department for availing the facility.

### Canteen Facility

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

### Dress Code

#### **Dress code for faculty & staff**

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

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

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

#### **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.

### **Accidental Group Insurance**

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

### **Performance Incentive**

**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:**

1. (\*) **One Star** will be awarded to faculty member whose result is above (Average factor + 3%). A subject wise average factor list will be prepared on the basis of average of past five 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.
2. (\*) **One Star** will be awarded to faculty member whose result is above (Average factor + 10%) subject to maximum of 100%. A subject wise average factor list will be prepared on the basis of average of past five 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.
3. (\*) **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:**

1. 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.
2. Every section / class / branch shall be treated as one individual entity for deciding awardees under this scheme.
3. If a subject is taught jointly by two faculty members (generally due to leaving of a faculty member) then both will be treated as joint awardees and cash award would be shared between them in the proportion as mentioned in their subject syllabus handing over taking over format duly approved by HOD.
4. The faculty members not teaching any subject or lab are not eligible for the performance incentive under this scheme.

**Incentives:**

1. For classes/sections having student strength **more than or equal to 30:**
  - a) One star (\*) performer will get Rs. 3000, two star (\*\*) performer will get Rs. 4000 and three Star (\*\*\*) performer will get Rs.5000.
2. For classes/sections having student strength **less than 30:**
  - a) One star (\*) performer will get Rs. 2000, two star (\*\*) performer will get Rs. 2500 and three Star (\*\*\*) performer will get Rs.3500.
3. Maximum of Rs. 10000/- for a semester (best two subjects) and Rs. 20000/- for a session shall be granted as incentive.
4. 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 & Director (on every 26<sup>th</sup> January) and on the basis of self-appraisal grading (on every 15<sup>th</sup> 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.

## 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	
1. Publications	Amount	Authored Publications		Guided Publications	
		1 <sup>st</sup> Author	Following Authors	PG / PhD Scholar	Guide
a) SCI publication	10000	60%	40 % (if number of authors are more than two	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	6000				

available online					
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 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 College of Engineering would be final.**

### **Provident Fund and ESI**

Provident Fund is a government promoted scheme for public & private sector employees to ensure life – long security. Poornima College of Engineering, by being abided to government norms adopts provident policies. It is applicable for all such employees whose gross salary is upto fifteen thousand; however Poornima College has availed the same as optional for all whatever salary is drawn by the employee. In the same manner, ESI is applicable for all such employees whose gross monthly salary is 15,000/ or less.

### **Advance to Employees**

- 1) Advance will be paid only to those employees who have served in college for at least one year.
- 2) Advance amount should not exceed one month gross salary.
- 3) An employee is eligible for advance once in a year.
- 4) A post-dated cheque is required to be submitted by the employee whose loan has been sanctioned before the loan is furnished.



- 5) The sanctioned loan should be paid before the completion of the academic year and EMI should be planed accordingly.
- 6) It is the sole discretion of management to approve or reject any application.

### **Limited Campus Housing**

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

**A.** The procedure of allotment privileges & liabilities of allottees are broadly as follows –

**Procedure for allotment of the residential facility:**

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

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

**B. Responsibilities of flat / room occupiers:**

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

**C. Broad terms for occupying accommodation:**

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

**D. Facilities:**

1. The residential facility available in the campus is to create harmony and bring a sense of family belongingness among the campus residents and to improve the working efficiency of the officers / faculty members.

2. The management extends transport facility to school going children of the campus residents as an additional facility for experienced/senior staff. This facility is in form of reimbursing the actual transport charge levied by the school. In case of nonexistence of school transport facility, the college will provide assistance to drop / collect the child at nearest point. However this facility will be reviewed every year at the beginning of the session and may be modified / terminated by the management if situation so demands

**E. Security of property:**

2. All occupants of campus residences will be responsible for up keep of the area under their control / common use. However, normal annual maintenance will be carried out by the Estate department at no cost to occupants.
3. In case of intentional damage to property, the occupants will have to bear, either individually or jointly, the expenses incurred to rectify the damage.

**F. Mess Facilities:**

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

**G. Accounts and housekeeping:**

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

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

## **Qualification Improvement Scheme**

Format for Recommending TA/Faculty Members Completing Higher Degree  
(To be sent to HR Department of Poornima College of Engineering)

Name \_\_\_\_\_ Designation \_\_\_\_\_  
Department \_\_\_\_\_ Date of joining \_\_\_\_\_

Detail of Qualifications improved:

Name of degree acquired	Name of degree awarding Institution / University	Date of degree	% age / Grade awarded

Note : Please attach attested copies of documents in support of the improved qualification put up by faculty/staff member along with his/her request on plain paper for consideration of management.

**All entries are to be filled by Director/Dean after obtaining feedback from different sources.**

**Detail of Feedback:**

S. No.	Area	Area specific recommendation as per feedback	Grade (5 -Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor)
1	Department feedback		
2	HOD feedback		
3	Student feedback		
4	Regularity & punctuality		
5	Behaviour pattern		
6	Effectiveness for branding		

Overall recommendation of Director/Dean

Mention overall Grade in box below on the basis of above feedback

**5 -Very Good, 4-Good, 3-Average, 2-Below Average, 1-Poor**

Date \_\_\_\_\_

Signature & Name of Director

### **Tuition Fees Rebate**

**Tuition Fee Waiver Scheme (TFWS):**

The Tuition Fee Waiver Scheme shall be applicable to all the sanctioned seats of the engineering approved by AICTE, New The supernumerary seats not exceeding five percent of sanctioned intake of the institution and filled on the basis of merit of the candidate, the annual income of whose parents is less than Rs. 4.5 Lacs from all sources of income; The Tuition Fee Waiver Scheme shall be for the complete duration of the course.

### **Participation in Conference/Seminar/Workshop**

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 institution. 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 in case of categories A1 to A9 & from department budget (available with head of the department) in case of categories B1, B2 & B3 and paid by finance department shall be as under:

Category A – Skill & Knowledge Enhancement					
Category & Designation	Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered)	Grades	Maximum Exposure	Maximum Grant (in Rs.)	Max. OD Leaves
<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/ 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	<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> </ul>	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	National	7000	5

	• Training of faculty for effective • Teaching Enhancement of R&D and institutional consultancy activity	B1	Regional	7000	3
		B2	Regional	6000	3
<b>A.4</b> Technical Officers /Technical Assistants	• Laboratory Practices.	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	• Training Program to enhance the administrative skills • Effective Office Administration and Management. • Developing Healthy Work Culture in Technical Institutions. • Organizing Student Centered Activities. • Mentoring Coaching and Counseling. • Preparing Students for Job Interview • Personality Development	P1	International	30000	10
		A1	National	20000	8
<b>A.6</b> Dy. HOD /Tutor /Dy. Tutor /Warden	• Placement Preparatory Program. • Preparing Students for Job Interview • Career Guidance and Counseling • Academic support for weak Students	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	• Office Executives Training Program • Effective Listening Skills • Effective Communication Skills (oral and written) • Telephone Handling Skills (making and receiving calls, leaving message on voice mail) • Database Management • Report Preparation • Standard Office Procedure • Customer service interpersonal relations	P1	National	10000	5
		A1	National	8000	5
		B1	Regional	4000	3
<b>A.8</b> Library Staff	• Digital Library Management • Cloud Computing and Libraries • Digital Library with KOHA and GSDL	P1	National	8000	5
		A1	National	6000	3
		B1	Regional	4000	3
<b>A.9</b> Attendants / Drivers /Security Guards	• Report Preparation • Effective Listening Skills • Telephone Handling Skills • Defensive Driving Safety Training • Driver Training and Development Program • Security Guards Training Program	P1	Regional	2000	3
		A1	Regional	1000	3
		B1	Regional	500	3
Category B – Technical (for all teaching staff)					
<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 institution of Poornima College of Engineering”, the decision of Management of Poornima College of Engineering would be final.**

## Chapter-10: STUDENT MANAGEMENT RULES & POLICIES

### Innovative Initiatives

**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 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 campuses and each of the m 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 Institutions/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 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.

**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, modelling, 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 in still 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) The Training Officers PEEM
- (C) Tutors

- PEEM classes are mandatory for all students of 5th and 6th Semester CS, IT & EC 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 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 Colleges 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 campuses of Poornima Colleges of Engineering & 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 centres 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	Behaviour patterns 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 behaviour 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 1st and 2nd Mid Term Examination for all the students for self-assessment about academic preparation at any stage, till them 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 PGC where the best projects are showcased by students within their campuses 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 wherein students of other institutions 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 other 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 2014 was 5T's of India in 21<sup>st</sup> century, which comprised of Talent, Trade, Tourism, Technology and Tradition. 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 favourable 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 2K17**" 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 "PehlaKadam" 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:

**COMPUTER LITERACY PROGRAM:** A club named Techno freaks has been established which provides IT classes to equip young children with fundamental IT skills for their studies & research work. In the IT age, every field of study calls for various extend of computer knowledge such as writing presentation, design, calculation, simulation, analysis and so on. Children from slum areas like Ramchandrapura and the children who work in college mess come to attend these classes every Tuesday, Thursday and Saturday for an hour after college timings. It's great to see those kids getting so indulged in the learning and enjoying.

**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.

**FACULTY FELICITATION PROGRAM:** It's been a tradition of Poornima Foundation 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. & 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.

**APPLICATION BASED QUESTIONS:** In the changing scenario the importance of open book test and Application Based Problem Solving Skills is growing rapidly. Poornima College of Engineering, for its students of B. Tech. has designed a unique program of inclusion of one Application Based question in theory papers of Mid-term exams. The intention of initiating this exercise is to enhance students' general awareness and application oriented understanding of their respective branch of study. With this exercise students will get an opportunity of solving such problems.

**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.
- General Facilities
- Special Activities
- Events in college
- Interaction with Seniors
- Information of Online Exam
- HOD interaction
- Talk on Career Making
- Administrative System
- Importance of Lecture, Tutorial and Practical
- Career guidance of Specific Branch
- Importance of Tutor System
- Culture Ethics and Discipline
- Information about PAA

**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 PCE is updated on website and social media pages at regular intervals. The information relating to following attributes are regularly communicated and updated on PF website.

- Announcement of an Activity participated by delegates outside PF
- Conference/Seminar/Workshop etc
- Special Lecture & Activity of eminence
- Placement Activity/Drive
- Students Participation outside PCE in academics, co- curricular & 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 / PIC@poornima.edu.in where it is administered as per PCE norms and is updated if approved.

**POORNIMA ALUMNI 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 & 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.

**UNIFORM:** Uniformity of clothing is believed to lead to uniform behaviour & uniform behaviour 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 behaviour, 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.

### **Withdrawal of Admission and Refund of Fees**

In case of cancellation of admission, the fee refund will be done as per the AICTE notification and guidelines of Government of Rajasthan.

S.N.	Situation	PCE Norms	Standard Norms
1	Request received before date of start of session	Entire fee less Rs. 1500/-	Entire fee less Rs. 1000/-



2	Request received after starting of session but before last date of admission and seat could be filled by the Institute	Entire fee less Tuition Fee on pro rate basis	Entire fee less Tuition Fee on pro rate basis
3	Request received after starting of session but before last date of admission and seat could not be filled by the institute	Caution Money Only subjected to submission of annual fee	Caution Money Only
4	Request received after last date of admission as declared by State Admission Authority	Caution Money Only subjected to submission of annual fee	Caution Money Only

### **Hostel and Transport Facility**

**PCE** hostels namely Gayatri girls Hostel and Gurushikhar Boys hostel are homes to students where students feels at home and safe during any time of the day with utmost safety and security 24/7. Both 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 branches.**

The Management of Poornima College 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 complain 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.

ACCOMMODATION AVAILABLE IN HOSTEL 2017-18

NAME OF HOSTELS	ROOM CATEGORY			TOTAL ROOMS	TOTAL Acco.
	2 Seated AC	2 Seated Non-AC	3 Seated AC		
<b>GAYATRI-2</b>	4	0	45	49	143
<b>GAYATRI-3</b>	0	0	69	69	207
<b>GAYATRI-4</b>	51	3	0	54	110
<b>GAYATRI-5</b>	60	5	0	65	130
<b>GAYATRI-6</b>	59	6	0	65	132

### **Internet Facility (Wi-Fi) in the Campus**

We are proud to introduce Super Campus Wi-Fi in Poornima College of Engineering, Gayatri Girls Hostel and Gurushikhar Boys Hostel. The regular facility of internet using Wi-Fi is available in PCE campus. 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 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.
- Services of distributing Login ID's, Passwords and recharges through students provision store.

### **Attendance Policy**

- 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%.CD/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).

## **Uniform and ID Card**

Uniformity of clothing is believed to lead to uniform behaviour & uniform behaviour 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 behaviour, 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.

We have redesigned the ID Cards of all employees and students.

### **Features of new S-ID cards are:**

- Designed in Portrait format
- Better design & colour combination
- Bigger & cleaner picture of yourself in front
- Introduction of Barcode system for Issue of Library books.
- Visual Identification of Hostel / Transport User
- All in one replacement of College, Library, Transport & Hostel

The new S-ID cards be used in religious manner like we use our Poornima Email-ID.

Please note, if you have already lost your old ID card, a nominal fine of Rs. 100 will be levied, and new S-ID Card will be issued. But, in case of losing the new S-ID cards, levied fine will be Rs. 500/-.

## **Training, Placement and Internship Policy**

### **Industrial Training**

## **Introduction**

Industrial Training program provides pre-professional work experience with specific assignment and responsibilities. An Industrial Training should be relevant to a student's personal career interests and academic courses of study, serving as a bridge between institution and the world of work. Productive Industrial Trainings help students make informed decisions and improve their marketability after graduation.

### **1.1 Objectives of the Industrial Training**

The objectives of the practical training are as follows:

- 1.1.1** Prepare students physically, mentally and emotionally for the rigours of work as executives in real organizations upon graduation.
- 1.1.2** Develop student's individual maturity, self-awareness, and confidence.
- 1.1.3** Familiarize students with some structured practical experience of the organization, its operations, its customers, and its staff.
- 1.1.4** Enable students to exercise and acquire effective interpersonal and communication skills in organizations.
- 1.1.5** Enable students to put into practices their academic knowledge and skills acquired at UNITAR to benefit the organizations.
- 1.1.6** To provide pre-professional work experience with specific assignments and responsibilities.
- 1.1.7** To encourage/ stimulate personal career interests, serving as a bridge between institution and the world of work.
- 1.1.8** To help students make informed decisions and improve their marketability after graduation.
- 1.1.9** To train and prepare students with knowledge and skills requirements of current and future industry environments.

### **1.2 Registration**

The students need to follow the proper procedures for the industrial training. The students have to plan at least TWO (2) months prior to the one in which the training will take place. The procedures are attached in APPENDIX A.

### **1.3 Attachment Arrangement**

To fulfill the industrial training requirement, the students MUST undergo at least Four (4) weeks training at the organization approved by the faculty. To fulfill the faculty's requirement, should involve in subject related work during their training.

### **1.4 Attachment Confirmation**

Students need to confirm the place of their training not less than ONE (1) month before the training begins. The confirmation of the industrial training attachment is done once the student submits the registration form, and the offer letter from the relevant organization to the faculty. Every student is assigned a faculty supervisor at the Faculty or Regional centre.

### **1.5 Report Duty at the Training Placement**

Students are required to report at the relevant organization as directed in the attachment/ offer letter. Usually the training starts in the first week of a new semester. When reporting, students are required to bring along the following:

- a.** Attachment letter from College to undergo the training.
- b.** Student's ID Card
- c.** Log Book

## **1.6 Change of Training Placement**

Students are NOT ALLOWED to change their training placement once confirmation has been made with the Faculty. To ensure problems are solved amiably, students should discuss any arising matters with regards to their attachment with relevant organization.

Any students found to have changed their training placement without proper written authorization from Faculty will be considered as disobeying the regulation/ industrial training ethics and will be barred from undergoing the training and consequently be ordered to repeat the industrial training in the following semester. Faculty will only consider a change of the training placement with the presence of a medical certificate for medical reasons.

## **1.7 Ethical Conduct during the Training**

Students must adhere to the following rules and regulations during the training.

### **1.7.1 Discipline and Regulations**

- It is the duty of the student to show constant high self-discipline and conduct that truly represent the disposition of a student while undergoing training or when he/ she is outside the training placement.
- Every student must obey and respect his/ her training supervisor throughout the training. HE/SHE must abide by the rules and regulations set forth by the Employer and the Department to which he/she is assigned.
- Every student must perform his/ her training with full dedication and concentration.
- Every student must avoid causing damage or misappropriate use of any property belonging to the company.
- Every student must behave and wear proper attire during the industrial training period, in line with the requirement of the rules and regulations of the organization the students are attached to.
- PCE regulations are enforced upon students' throughout the duration of the training.
- If the Employer terminates the Industrial Training for "just cause", for example, absenteeism or failure to follow safety, security and other policies and procedures, the student will receive a failing grade of "F". If the termination is not for "just cause", for example, downsizing or liquidation, the student is required to find another Company and continue the Industrial training in the same semester or the student can continue the training as required in the following semester and will receive a grade of "IP" (In Progress).

### **1.7.2 Attendance/ Absence**

Every student must make him/her available throughout the working hours as specified by their training placement.

### **1.7.3 Weekly Log Report**

Students have to fill in their weekly log report to prove their work/ activities that have been completed for the day. Writing must be in English, neat, and legible. This log report is useful as a guide to write the industrial training report. Students must also bring along the log report to the training every day and obtain weekly employer/ supervisor signature. The weekly report should be sent to the faculty coordinator every week through E-mail.

## **1.8 Confidentiality of Company's Information (Training Placement)**

Every student is prohibited from revealing any classified information pertaining to the organization that he/ she is attached to. Students are also prohibited from copying, printing or taking pictures of any document or equipment deemed secret by the organization.

PCE will presume that students who disclose trade secrets of the organization as disobeying the ethical conduct/ rules of industrial training.

### **1.9 Assessment**

The organization/ company should give a feedback by using Form 1.

Every student must submit the industrial training report to the faculty supervisor ONE (1) week after the training completes. This report is considered as final draft until the quality of the content is approved by the faculty supervisor.

In order to pass the Industrial Training, a student has to obtain at least 40% of the total marks. A student who fails in the industrial training is required to report the training.

Failure to submit the deliverables (industrial training report, weekly log report, presentation, assessment forms) within the semester registered will cause the student to fail in the subject.

## **PLACEMENT**

### **Purpose:**

The purpose of the placement policy is to define the overall structure & processes of PMTPO, and to structure the roles & responsibilities of the teams working on this process of PMTPO. The policy will ensure that –

- 1) Maximum number of students get on-campus placement.
- 2) Deserving candidates can have the opportunity to start their career with their preferred company.
- 3) To ensure that the whole team work according to the defined processes to achieve the common objective.

### **Classification of Company:**

- 1) **We don't invite/approach any company for campus drive which involved any kind of financial conditions.**
- 2) The classification of a company will be based on the criteria of pay packages and work profile
- 3) A+ Category – CTC min. 5.0 Lac per annum
- 4) A Category – CTC min. 3.0 Lac per annum to 5.0 Lac per annum
- 5) B Category – CTC min. 2.0 Lac per annum to 3.0 Lac per annum
- 6) C Category – CTC less than 2.0 Lac per annum

### **Role & Responsibility of PMTPO Department:**

- 1) PMTPO invites Companies/Industries for recruiting students through Campus Drives.
- 2) PMTPO prepares the database of all final year students and shares the database to Companies/Industries as per their requirements & eligibility criteria along with a tentative, mutually convenient date for the campus interviews.
- 3) PMTPO finalizes the suitable date of campus drive by interaction with Company Personnel.
- 4) PMTPO organizes regular Classes/sessions for Soft Skills Development of students for better performance in Placements.
- 5) Regularly updating the database of students for company.
- 6) Make all the arrangements of Venue & Resources for organizing campus drive.
- 7) An active team comprising of Faculty and Students placement coordinators is formed for the effective execution.

### **Eligibility conditions:**

- 1) Final year students are eligible to participate in the placement activities if He/She meets the requirements/eligibility criteria specified by the Company as well as PMTPO.
- 2) Students who are interested in placements must participate in all technical and soft skill preparatory classes/sessions.
- 3) We don't allow the students to go for off- campus drives of the companies which are supposed to come Poornima College of Engineering.
- 4) We don't allow the students to pay any amount to any agency/mediator for placements.

### **Job Offers:**

We strictly follow the policy of “One students, One Job Offer” only. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.

All placed students will be allowed to apply for one Dream Company only and if selected in Dream Company his/her previous offer will be withdrawn.

Students from streams like Mechanical, Electrical, Civil & EC will be allowed to sit for campus drive of Core Companies even if they have offers from Software/IT Companies.

If a student is offered a second job, he/she must give a letter of regret to the company, which offered the first job and a letter of acceptance to the second.

After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the company concerned through the PMTPO immediately.

After having accepted a job offer, if a student does not wish to join the company due to genuine reasons such as pursuing higher studies, then the students is bound to inform the PMTPO and abide by the agreements/bonds they enter into with the company.

### **Student Code of Conduct:**

- 1) Students must be formally attired in College Dress Code whenever they participate in any Placement Activity in campus or off campus.
- 2) Students must bring their identity cards with them whenever they go through a placement process in campus or off campus.
- 3) Direct communication of students with the company officials is not allowed.
- 4) Attendance of shortlisted/eligible students in placement drive is mandatory.

### **Debarment/Blacklisting grounds for students:**

- 1) Students may be debarred /blacklisted from the placement if he/she is found involved in any in disciplinary activity or engaged in malpractices practices.
- 2) Any eligible student who has not participated in 2 consecutive recruitment drives without prior approval of PMTPO.
- 3) Students giving wrong data/information in PMTPO, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.
- 4) Students cannot drop out from selection process once he/she has been shortlisted for further rounds after Aptitude Test. A disciplinary action will be taken against defaulter student/s
- 5) Any kind of misbehaviour / complaints reported by the company officials /faculty /staff/ volunteers will be taken seriously & those evolve will be debarred/ blacklisted from future campus placements.

### **Conclusion:**

- 1) PMTPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.



- 2) These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the PMTPO shall abide by the guidelines prescribed herein above.
- 3) Any breach of rules specified above by any student, shall be taken up seriously by the PMTPO who in turn will view the matter and take action against the students.
- 4) PMTPO reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion are likely to benefit the students.
- 5) The students must observe and adhere to all codes of conduct rules specified by PMTPO. While answering questions in the interview, students should observe decorum.
- 6) Keeping the company's convenience in the view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. PMTPO shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel arrangements and bear the cost of attending such drives.

In case of any clarification in above matter department/faculty/student may e-mail the query to respective Institutional training and placement coordinator.

### **Approval Process for Student's Internship / Training / Apprenticeship**

In view of providing an opportunity to the final year students for working in industry and enhancing the job prospects, it has been decided to allow the selected students to undertake the Industrial Internship/ Training/ Apprenticeship during final year only in companies accredited by Poornima College of Engineering. The duration of this Industrial Internship / Training/ Apprenticeship will normally be from December to May in every session.

The TPO will inform about the details of Industrial training / Internship/ Apprenticeship slots available through proper notice from time to time. These companies shall be accredited by Poornima College of Engineering through a committee approved by the Director, PCE. The requirements indicated by the Company shall be clearly indicated in the notice.

A Committee approved by the Director, PCE and comprising of a minimum 3 members comprising of the Director as Chairman, Chief TPO/Institutional Coordinator and HoD of respective department will finalize/ identify the students who will be appearing for the company's selection round. The identification of eligible students\* will be based on various parameters like past record of student related to attendance, discipline, academic and other performance and the requirement of the concerned Company. In case the Company desires it can send additional members in the Committee. The recommendation of the committee shall be approved by the Director, PCE.

#### ***Eligible Students\*:***

- a) Academic performance-Department has to evaluate based on students past academic performance whether he / she will be able to balance his studies along with internship. Students with less than 50% marks in B. Tech. are not eligible.
- b) Who have no live backs till pre final year are eligible.
- c) Student having disciplinary issues (letter of warning issued by Proctor or any other PCE Officer) are not eligible.

- d) Students whose industrial training was declared fake are not eligible (applicable only if required as per teaching scheme).

The Committee constituted by The Director, PCE may consider relaxation of eligibility criteria in discussion with the Company where the student is going for internship/training.

The list of selected students will be notified by TPO and a NOC will be issued by Registrar office to each selected student with copy to Registrar, Chief TPO/Institutional Coordinator, Proctor and HoD of respective department.

**The permitted students will be bound to fulfil the following obligations**

1. The responsibility of going through the internship offer letter and taking actions therein such as submission of documents lies entirely with the student. In the same aspect, student who has an internship have to submit the monthly Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, he/she shall not be allowed to appear for mid-term and end-term examination. He /She needs to complete all assignments given by the department from time to time.
2. He /She shall remain in touch with his/her department and check the mail regularly. It will be the responsibility of the student to gather the information related to any PCE activity/ Exams (MAIN/BACK) and the student shall make his/ her arrangements for participation.
3. It will be the responsibility of the student to ensure that his/ her attendance at the industry during Industrial training / Internship and the attendance must be sent to the TPO with a copy to concerned HOD on fortnightly basis.
4. In case the student is absent from training / internship for more than three days continuously he/she must inform the TPO with a copy to concerned HOD immediately.
5. Failing in any of the guidelines may result in the termination of training / internship /semester drop/ debarring from exams as decided by the competent authority of the Poornima College of Engineering.

**The guidelines are subject to change as per future requirements of Poornima College of Engineering.**

**Declaration by the student**

I.....S/o, D/o. Sh.....  
School .....Course/Branch.....Year/Sem.....hereby declare that:

1. I have read all the rules of Poornima College of Engineering, governing my internship/training/apprenticeship in the company. I hereby confirm that I will fulfil all the norms of this Scheme.
2. I have filled the request form after thoroughly understanding the rules and the information filled by me in the request form is correct and true to best of my knowledge and belief.
3. I shall submit the Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, I shall not be allowed to appear for mid-term and end-term examination.
4. I shall submit the online assignments given by the concerned subject faculty as & when required.
5. I am joining the company at my own cost & risk and that management shall not be liable towards me in any case.

**Signature of Student**

**Consent by tutor on behalf of Parent**

Telephonic consent must be taken from the parent by Tutor before granting permission to participate in the Scheme. (Please indicate time/Date and Mobile No. for the above said consent)

I have received the telephonic consent of Mr./Ms.....  
F/M/O.....a student of B. Tech. final year.....branch for  
proceeding for Internship / Training/ Apprenticeship during the VIII semester. This consent was  
received from mobile No.....on ..... (date).

**Name & Signature of concerned Tutor**

**REQUEST FORM FOR NOC FOR INTERNSHIP/TRAINING/APPRENTICESHIP**

**Student's Details (to be filled by the Student):**

Name of Student: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
School: Course: Branch: \_\_\_\_\_ Year: \_\_\_\_\_ Email ID: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_ Name of Company for which NOC required \_\_\_\_\_  
\_\_\_\_\_ Date of joining: \_\_\_\_\_

**Signature of Student**

**Internship/Training/Apprenticeship Details (to be filled by PMTPO Office):**

Name of the Company/Industry / Firm: \_\_\_\_\_  
Registered Address: \_\_\_\_\_  
Location of Internship / Training/ Apprenticeship: \_\_\_\_\_  
Date of Start of Internship / Training/ Apprenticeship: \_\_\_\_\_  
Date of Completion of Internship / Training/ Apprenticeship: \_\_\_\_\_  
Name of Reporting Officer/contact person during Internship \_\_\_\_\_  
Email ID: Mobile No.: \_\_\_\_\_

**Signature of Institutional T&P Coordinator**

**Information from Department (to be filled by HOD)**

Period of 1<sup>st</sup> Mid-term Examination: From To \_\_\_\_\_  
Period of 2<sup>nd</sup> Mid-term and End-term Examination: From To \_\_\_\_\_  
Date of submission of Project: \_\_\_\_\_

**Signature of HoD**

Approved by Campus Director to Registrar office for issue of NOC .....

**Signature of Campus Director**

**Registrar office:**

NOC Reference No. and Date of Issue:

**Signature of Registrar**

**FORMAT OF NOC TO BE GIVEN TO STUDENT ON COLLEGE LETTER HEAD**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that we have no objection in permitting .....  
S/o/D/o.....student of..... Year ... Semester  
..... branch to join internship in your organization from..... He shall  
be on Internship/Training/ Apprenticeship up to .....

As per the Rules and regulation of Internship/Training/Apprenticeship, the student, on joining shall submit the joining report duly recommended by the Reporting officer and subsequently submit the Attendance Log sheet duly signed and sealed by company manager/ reporting officer, failing to do so, he shall not be allowed to appear for mid-term and end-term examination.

**Registrar**

**Monthly Attendance Log Sheet**

(To be submitted before 5<sup>th</sup> of every month by student to HoD)

Name of Student: \_\_\_\_\_ Registration No.: \_\_\_\_\_

School: Course: Branch: \_\_\_\_\_ Year: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Name and address of Firm \_\_\_\_\_

Log Sheet Compiled from.....to.....

Date	Day	Signature of the Student	Date	Day	Signature of the
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		
			31		

**Comments of the Reporting officer: Please tick one or more of the following whichever is most appropriate for the intern:**

- |                                |  |
|--------------------------------|--|
| 1. Performance of the Student: | Good/ satisfactory/not satisfactory    |
| 2. Punctuality:                | Punctual/not punctual                  |
| 3. Interest:                   | Showing interest/ Not showing interest |
| 4. Any other (Please specify)  |  |

\_\_\_\_\_

**Signature of the Reporting Officer with Designation**

**Verified and approved by HoD**

**Signature of HoD**

**For Hosteller's Only/Registrar office copy**

**For Registrar office only (to be filled before issue of Admit Card of End-term Exam)**

Name of Student: \_\_\_\_\_ Registration No.: \_\_\_\_\_

School: Course: Branch: \_\_\_\_\_ Year: \_\_\_\_\_

**Details of Hostel Stay during Even Semester:**

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
<b>Total Days:</b>			

**Calculation of Variable Fees against stay during Even Semester:** Variable Cost of Even Semester (25% of total annual hostel fees) divided by 180 and multiplied by No. Of Days of stay=Rs. \_\_\_\_\_  
(Rupees in words: \_\_\_\_\_)

**Signature of Registrar**

Forwarded to Accounts Dept.

Fee due done in SHARP.....Signature of Accounts dept.....

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**APPROVAL FOR VACATING HOSTEL****For Hosteller's only/Hostel office copy**

Name of Student: \_\_\_\_\_ Registration No.: \_\_\_\_\_

School: Course: Branch: \_\_\_\_\_ Year: \_\_\_\_\_

Email ID: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Name and address of Firm \_\_\_\_\_

Duration of Internship: \_\_\_\_\_

Tentative date of End Semester Examination: \_\_\_\_\_

**Signature of Registrar with seal****Details of Hostel Stay during internship:**

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
<b>Total Days:</b>			

**Signature of Warden**

**The above stay details must be communicated by hostel authorities to Registrar office before issue of Admit Card of End Semester Examination of the student.**

**Leaving Certificate**

**No. : PCE/TC/**

**Date.....**

**TRANSFER CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ Son/Daughter of Smt. \_\_\_\_\_ and Shri \_\_\_\_\_ College Registration No. \_\_\_\_\_ University Enrolment No. \_\_\_\_\_ Nationality \_\_\_\_\_ was a student of Poornima College of Engineering, Jaipur from \_\_\_\_\_ to \_\_\_\_\_. He/She was admitted in B. Tech. \_\_\_\_\_ in First/Second year of \_\_\_\_\_ (Branch) through \_\_\_\_\_. His / Her place and date of birth according to the college records are \_\_\_\_\_ and \_\_\_\_\_ respectively.

All College dues have been settled in full. He / She has left the college on account of \_\_\_\_\_. While leaving/passing out, he/she was a student of \_\_\_\_\_ year.

**Alumni Membership and 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, Poornimaiets have been holding very respectful positions not only in India but also across the globe. There is a tremendous growth in fifteen years.

For Alumni membership, we provide a life-time Membership Card to all the students while they pass out from the college.

**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.

**Key roles & responsibilities:**

- To advise the institutional associations on activities related to Alumni.
- To liaison with alumnus in line with college 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 PICC 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.

**Discipline Policy and 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 behaviour or the use of foul or abusive language;
- Disrupting any class or other college activity, whether or not involving staff or students.
- Deliberately or by gross negligence causing damage to any college buildings, equipment, books or furnishings or any property of others;
- Any unauthorized interference with software or data belonging to, or used by, college;
- Any theft of property or 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 behaviour which is racially or sexually offensive, or which is offensive to those with learning and/or physical disabilities or impediments;
- Any behaviour 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.

### **Grievance Redressal Mechanism of Students**

#### **1. POLICY STATEMENT**

PCE values its tradition of integrity, responsibility and fair dealing, and will continue to strive to maintain the highest standards in its dealings with the students. In order to maintain these standards PCE is dedicated to identifying, investigating and where possible resolving complaints and grievances. To this end PCE recognizes the importance of transparency in decision making and the need to provide a fair and objective procedure for the review of all decisions. This is of utmost importance in our endeavours to retain the trust, confidence and support of the students.

## **2. BACKGROUND**

This policy is to assist a student who is dissatisfied with his/her college environment & have interacted with the relevant staff members and have not been satisfied with the response given.

## **3. DEFINITIONS WITH RESPECT TO STUDENTS**

Grievance is defined as any discontent or dissatisfaction, whether exposed or not, whether valid or not, arising out of anything connected with the organization which an student thinks, believes or even feels to be unfair, unjust or inequitable

## **4. COMMITTEE**

PCE has established a committee to look in to matters of grievance which is as follows

1. Director/Principal
2. Proctor
3. Senior faculty member (Female)

## **5. NEED FOR GRIEVANCE POLICY**

1. Most grievances seriously disturb the students which eventually affect their zeal to learn
2. Any problem which is not solved by faculty members/seniors can be better dealt with grievance committee
3. Policy helps in getting the feedback of management actions from students.
4. It serves as outlet of students' frustration.

## **6. THE CAUSES OF GRIEVANCES**

1. Not comfortable with teaching methodology of a teacher
2. Harassment from other students
3. Complain regarding allocation of marks
4. Complaint against college administration
5. Complaint against disciplinary measures & procedures
6. Objection to certain management policies
7. Problems regarding Training & Placement
8. Problems regarding hostels
9. Problems regarding transportation
10. Personal problems
11. Classes not on time
12. Any other

## **7. KEY FEATURES OF GRIEVANCES HANDLING PROCEDURE**

1. Fairness
2. Facilities of representation
3. Promptness
4. Simplicity
5. Trained committee

## **8. STEPS IN GRIEVANCES HANDLING PROCEDURE**

1. Identify grievances: If student is not able to express his grievance, then also committee has to identify grievances
2. Define correctly: The committee has define the problem correctly after it has been identified
3. Collect data: complete information should be collected from all sources
4. Prompt redressal: grievances should be redressed by implementing solution

5. Implement & follow up:
6. Treat each case as important.
7. Talk to student directly.
8. Handle each case & maintain timeframe.

## **Awards and Scholarships for Students**

### **Academic & Activity Awards For Students**

#### **A. Awards to be distributed on annual day ‘Kalanidhi’**

Following awards are to be distributed on annual prize distribution ceremony of PCE- ‘Kalanidhi’ based on academic and overall performance of students.

##### **A.1. Academic Awards:**

Important Considerations:

1. No student will be given more than one academic award even if he/she is eligible for more than one award.
2. In case of a student being eligible for more than one award, the award of higher value and importance would be given to that student and 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.
3. Point no. 1 and 2 are applicable for individual category awards and not for group/ team awards.
4. The project (syllabus/ non- syllabus) awardees at Kalanidhi will not be given award at Department function under same category.

##### **1. Arun Chandra Singhi Memorial Award:**

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

##### **2. Gold Medal with 5100/- Cash & Certificate:**

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

##### **3. Silver Medal with 2100/- Cash & Certificate:**

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

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

- Three boys & three girls of B. Tech Final Year at PCE.
- Two boys & two girls of B. Tech Third Year at PCE.
- One boy & one girl of B. Tech Second Year at PCE.

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

- Best project of CS/ IT at PCE.
- Best project of ECE/ EE at PCE.
- Best project of ME/ CE at PCE.

##### **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.

- Best three non-syllabus Projects of B. Tech. First year (B) of PCE.
  - Best three non-syllabus Projects of B. Tech. Second year of PCE.
  - Best three non-syllabus Projects of B. Tech. Third year of PCE.
- 7. Best sports person Award of 2100/- & Certificate:**
- One boy & one girl of PCE.
- 8. Best Cultural Award of 2100/- & Certificate**
- One boy & one girl of PCE.
- 9. Hostel Awards:**
- Cash Award of 3100/- each & Certificate to one outstanding student from every Hostel.
  - Cash Award of 2100/- each & Certificate to one second outstanding student from every hostel.
- 10. Alumni Awards:**
- Best performing Alumni of PCE who passed out in year 2004, 2005 and 2006.
- A.2. Best performing Alumni of PCE who passed out in year 2007, 2008, 2009, 2010, 2011 and 2012.**
- Special awards (Not to be included in academic award category)**
- 1. Basant Kanwar Seth Memorial Award (sponsored by Dr. S. M. Seth, Chairman (Emeritus), PF):**
- Cash Award of 3500/- to one girl overall topper of B. Tech First year at PCE.
- 2. Anushree Gopalia Memorial Award:**
- Cash Award of 5100/- to the best girl of B. Tech Final year at PCE
- B. Awards to be distributed on department day**
- Following awards, based on academic and overall performance of students of PCE are to be distributed on Department day.
- 1. Award for Best Student of the Department:**
- Cash prize of 2100/- from every department at PCE
- 2. Final Year Projects with a Cash Award of 2100/- & Certificate:**
- Best Final year project of CS/ IT/ ECE/ EE/ ME/ Civil at PCE.
- 3. Best Non Syllabus Projects:**
- Certificate to one best non-syllabus Project from each department of B. Tech. First year, PCE.
  - Certificate to one best non-syllabus project of every department at PCE
- 4. Best Non Syllabus Seminars:**
- Certificate to one best non-syllabus Seminar from each department of B. Tech. First year, PCE.
  - Certificate to one best non-syllabus Seminar of every department at PCE
- 5. Best Cultural Award:**
- Certificate to One boy and one girl from every department of PCE.
- 6. Best Sports Award:**
- Certificate to One boy and one girl from every department of PCE.
- 7. Alumni Awards:**
- Best performing Alumni of every department of PCE who passed out in year 2004, 2005 and 2006.
  - Best performing Alumni of every department of PCE who passed out in year 2007, 2008, 2009, 2010, 2011 and 2012.

## **Department Day Celebration**

### **OBJECTIVE:**

Poornima College of Engineering is operating through various institutions and its department. 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 department, an opportunity to showcase its achievements and bring feeling of togetherness and team working. For the sake of convenience, the department 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 department 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 department 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 department will ensure the quality of programs/activities. Some preliminary competitions may also be organized before the department Day to select good performers for final events of department Day Celebration.
- The department 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 department, participation of department 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 PCE guidelines

**Report:**

A complete report of the Department Day Celebration will be submitted to Directors 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.