Academic Manual
(For reference purpose only)

Volume XX
Published on: Friday, October 2, 2020

CONTENTS

‒‒‒

EMERGENCY SITUATIONS

Poornima Group runs four institutions in four campuses in Jaipur having more than 800+ Faculty & Staff and 8000+ students. To take effective steps in emergency situations following officers may be contacted immediately with proper details. Their mobile numbers remain active for 24 hours/ 365 days. Any unfortunate 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. Rahul Singhi	Director, Poornima Group	+91-98290-00071
Mr. Ashwini Lata	Director (Student Welfare), Poornima Group	+91-98292-55103
Mr. Pushpendra Mudgal	Director (Administration), Poornima Group	+91-9001893263
Mr. Amit Gupta	Chief Proctor, PCE	+91-90018-93265
Dr. Gautam Singh	Registrar &Chief Proctor, PIET	+91-90018-93262
Mr. Devendra Kr. Somwanshi	Registrar, PCE	+91-98292-55102
Mr. Anmol Chaturvedi	Proctor, PCE& PGI	+91-97998-75123
Mrs. Sudha Jain	Chief Warden- Girls Hostels	+91-99280-17669
Mr. Raviraj Singh Hada	Chief Warden- Boys Hostels	+91-99280-17668
Mr. B.P. Yadav	Transport Officer	+91-98298-55509

ANTI RAGGING POLICY

BAN ON RAGGING
In view of the directions of the Honorable Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government, UGC & AICTE to prohibit, prevent and eliminate the scourge of ragging, including any conduct by any student or students, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness a fresher, Poornima Group, Jaipur ensures strict compliance on the prevention of Ragging of any form.

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

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

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

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

OATH BY A TEACHER

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

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

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

I pledge to prepare lessons and to articulate with parents, students and administrators the purpose of my lessons every day. I also understand that I have special obligations to fellow humans and have the responsibility to teach future 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.

CHAPTER – 1

About Poornima Group

VISION, MISSION, QUALITY POLICY & PHILOSOPHY

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

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

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

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

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

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

VISION 2020-2021

Shanti Education Society, the sponsoring body of Poornima Group will complete 21 Years in August 2021. Hence, session 2020-21 is significant as it will begin with Poornima College of Engineering turning 20. It calls for grand celebration throughout the year! Celebrations will get bigger due to following key achievements:

Poornima University will be approved by University Grants Commission under 12(b)
Poornima University will be accredited by NAAC
Mechanical & IT department of PCE will be accredited by NBA
More than 100 international students will join Poornima University in session 2020-21

Session 2020 – 2021 is going to be a session of transformation for Poornima in terms of its processes and methodologies which will be adopted and followed religiously for achievement of above mentioned aspirations. We strongly believe that next decade will be of smart work topped with dedication & commitment. We expect all faculty & staff members of Poornima to align their focus as per the following:

In Academics:
Improve quality of academics at Concept Level & adhering outcome based education as teaching pedagogy
Case study & application based teaching learning processes
Use of E-Learning & modern day IT tools to reinforce classroom teaching
Engaging industry professionals for taking classes on special/ niche areas
Ensuring 100% commitment & preparedness towards placement drives
Ensuring guaranteed placement opportunities to all passing out students

In Research & Development:
Listing yourself as Google Scholar & publishing papers in reputed journals of India & Abroad. At least 1 per year in SCI / Scopus indexed journal
File patents
Strengthen consultancy & sponsored research by maximizing use of "CRISP"
Enrolment in PhD programs
Attend at least one seminar/ conference/ workshop outside Poornima
Undertake at least one Swayam/ NPTEL certification course per year.

In Administrative processes:
Taking ownership & resolving student grievances with utmost dedication & sincerity.
Achieve paperless administration by end of 2020
Adapting to IT enabled processes in all Departments, Offices, Canteens and Stores.

Infrastructure Development:
Modernizing classrooms by replacing blackboards with white boards
Modernizing laboratories by replacing redundant equipment with latest equipment
100% ICT facility with all e-learning resources, Modernizing Arbuda Convention Centre
Installing permanent multimedia systems in classrooms

In hostels
Strengthening sense of belonging amongst students & staff residing on campus
Providing academic, co-curricular & extra-curricular environment for the holistic growth of a person residing on campus.

With students at core:
Handing over laboratory keys to students & ensuring that academic infra is open till 10 PM
Encouraging students for taking initiatives in academics, co-curricular & extra-curricular activities.
Allocating students' council budget of INR 100000 for marketing of various activities organized by them

ABOUT POORNIMA GROUP

Poornima Group started its journey about 2 decades ago with the setting up of Poornima College of Engineering in year 2000. PGC came into existence with the aim of promoting quality professional & technical education and today it is the most reputed group engaged in higher and technical education in Jaipur, Rajasthan.

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

Replete with modern education infrastructure, the institutions of Poornima Group are spread over 1 million square meter of constructed area. Currently about 6000 students are enrolled here and over 2000 students reside on the campuses.

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

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

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

Shanti Education Society today has more than 50 Acres of land at RIICO area of Sitapura in form of four world-class campuses. Poornima has at its disposal a built-up area of 15 lacs sq. ft., which include instructional, administrative, recreation and residential areas. Poornima also has a state of art auditorium and in campus faculty housing. Our hostels can accommodate 2000 students in 18 hostels. With above mentioned infrastructure and a strong team of more than 500 faculty &staff members Poornima is marching ahead in realizing its vision and mission. Constituent institutes of under the aegis of Poornima Group are:

Poornima College of Engineering (PCE), established in year 2000.
Poornima Institute of Engineering & Technology (PIET), established in year 2007.
Poornima Group of Institutions (PGI) established in year 2009.
Poornima University (PU) established in year 2012.

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

Poornima College of Engineering   Poornima Institute of Engineering & Technology   Poornima Group of Institutions

Poornima University

ABOUT POORNIMA COLLEGE OF ENGINEERING

Poornima College of Engineering, the pioneer institute of Poornima Group was established in 2000 with the aim of imparting pragmatic technical education. In its magnificent journey of 20years, PCE has set benchmark and reached at new pinnacles in engineering education with dedication, perseverance and devotion. With student strength of approx. 2,500 studying six specializations of engineering (CSE, ECE, EE, ME, Civil &IT), 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.

PCE is spearheading its outstanding voyage with motto 'Success is not a destination, it's a journey'. NBA Accreditation in CE, EE & ECE department established PCE as leading institution of National repute. **Poornima College of Engineering, Jaipur has been ranked 2nd out of approx. 96(144) Engineering Colleges in QIV Ranking of Rajasthan Technical University, Kota.** The QIV Ranking is based primarily upon Academics, University results, Placements & Alumni.

Few Highlights of PCE:

• NBA Accredited Institution • AICTE funded MODROB, STTP and Conferences worth 30 lakh Rupees during last two years. • RTU TEQIP III funded activities worth 25 lakh Rupees. • DST and SERB sponsored student projects and faculty Research projects. • Collaboration with Bennett University under Newton Bhabha UK Project in AI and Deep Learning Applications for healthcare and agriculture. • Organizing IEEE, ACM, Elsevier and Springer International Conferences every year and International Workshops and Seminars. • Highest placement numbers and the package amongst RTU affiliated colleges • Poornima Incubation and Innovation Centre (PIIC) to promote the spirit of start-ups • Strong bonding with industries and corporate sector through collaboration and tie-ups. • Awarded as Advance Partner Institute by Infosys for successfully running campus connect programme & outstation performance of students in Infosys placement drives • Industry collaborated certification programs under IBM Career Education Programme in Cloud, Business Intelligence, IoT and Red hat Academy. • Running MHRD missions on Quality Enhancement in Engineering Education, On Education through ICT in collaboration with IIT Bombay, IIT Madras and IIT Kharagpur.	• Pre-defined focus areas in the departments in line with Industry requirements. • Beyond curriculum content delivery in terms of Non-syllabus projects, seminars, trainings on future and industry needed technologies, English and Aptitude enhancement etc. • Mandatory project every semester right from First year. • Number of Student Clubs such as Automobile, Udaan, Zircon etc. organizing large number of activities to develop hard and soft skills. • Professional Society Chapters such as IEEE, ACM, IETE, ISLE, ISTE, IEI, IETE, CSI, ISHRAE, IGBC, ASHRAE, SAE, etc. for promoting student driven activities. • Quality paper publications, books & Patents by faculties and students. • PCE IETE Students Forum is recognized as Most Active ISF by IETE Rajasthan Centre, Jaipur. • Networking with AIESEC and Global Reach to study, do International Internships and work abroad. • Students training at top notch organizations such as BARC, ISRO, ONGC, Nagarro, Jaipur Metro, Bosch, Siemens, HCL, L&T, B L Kashyap & Sons Ltd etc. • Encouraging women empowerment through WISE, PWWA, ACM-W. • Regular participation and winning prizes, in various events & tech fests hosted by IITs, NITs & other top notch institutions of India • Regular coaching for Basketball, Volleyball and encouragement to participate in sports activities in various parts of country.

ABOUT POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY

Poornima Institute of Engineering & Technology established in 2007 is putting its full potential in all dimensions to generate excellence in academics and in overall development of its students. It is the learning home to a total of 2000 students and is committed to impart best technical skills in students through its five specialization of engineering at UG level (CSE,AI&DS, Civil).

In its magnificent journey of less than two decades, PIET has set benchmarks and reached at new pinnacles in engineering education with dedication, perseverance and devotion. **Poornima Institute of Engineering & Technology, Jaipur has been ranked 3rdout of approx. 96 (144) Engineering Colleges in QIV Ranking of Rajasthan Technical University, Kota. PIET is only Institution to have NBA in Civil Engineering & All Eligible Programs Accredited by NBA and Institution Accredited by NAAC** PIET is spearheading its outstanding voyage with the motto 'Success is not a destination, it's a journey'.

Few Highlights of PIET:

- State of Art of Infrastructure for innovative Teaching Pedagogy and ICT based learning
- Offering three streams of Engineering (Computer Engineering, Civil Engineering and Artificial Intelligence & Data Science) at UG level.
- Ranked 3rd by Rajasthan Technical University under Quality Index Value Framework
- Accredited with NBA for B.Tech CSE & B.Tech Civil Engineering,
- NAAC Accredited institute from 2019
- Received Research Grant for more than 50 Lakh in since 2019 only from agencies like TEQIP III, AICTE, ATAL, NITTTR etc.
- 21 MoU's with more than 10 Industry partners for nurturing Latest Technologies, beyond syllabus to budding Engineers,
- More than 20 SCI/Scopus & around 80 UGC Publications in past 3 years
- Industry oriented labs for quality education Microsoft, IBM, Oracle, FACE, Redhat, CESA etc.
- 06 Faculty members received recognition from various Government & Non Government Agencies
- Arbuda Convention Center: A Multimedia Auditorium with 500+ seating capacity.
- PBIC: The Entrepreneurship & Innovation Cell, nurturing young Entrepreneurs.
- Six Industries started by PIET students under entrepreneurship named as MADTY Trips, Ration Bag, DIFF THINK Initiatives & SHOPIENO.
- Student Chapters of Professional Societies like IEEE, ISTE and IE (I)
- Organized workshops on various Technical and Non-Technical topics.
- Completely Wi-Fi enabled campus.
- Collaboration with Microsoft for up skilling youth on latest technologies & Research in the field of AI, IoT &DS
- Collaboration with IBM for research on Business Intelligence and Cloud Computing.Hands on Learning with Project Oriented Lab & Non Syllabus Projects
- Focus on outcome based education with proper mapping through, CO's PO's, & PSO's
- Regular and quality placements in all Major MNC are like Infosys, Capgemini. IBM, Adani, etc.
- Activities in association with NEN, AICTE, DST, RTU
- Regular conduct of National & International Conference/ Workshop/Seminar etc
- Students oriented activities through Clubs & Students' council
- Placement oriented initiatives for skill development and Outcome of quality placements
- Rigorous and transparent Continuous Internal Examination System
- Within in the ambit of University Syllabus, offering quality academic flexibility
- Tutor Mentor system for support & Stress management
- Faculty Felicitation & Reward system and similar systems for students
- Concerned for Human Values, Professional ethics, Gender Issues, Environment & sustainability, Waste Management, Rain Water Harvesting,
- Value Added courses & Certification courses offered across all disciplines
- Well laid down Teaching Learning Process, with extreme focus of quality delivery
- Established ERP system for academic & Feedback mechanism
- Catering to diverse category of students from all regions of nation
- Catering to society under CSR activities
- Facilities for Sports, Gymnasium, Cultural Activities, Auditorium
- Rich library with IEEE, Scopus, J-Gate, DELNET etc. subscription

Quality hostel & accommodation facility

ABOUT POORNIMA GROUP OF INSTITUTIONS

With the glory of PCE and PIET ringing aloud, Poornima Group of Institutions has also established itself as an excellent destination for technical education and preferred center for hands on learning. PGI is providing an environment that stimulates and develops the ability of every student to his highest potential. It follows the track record of PCE and PIET, in making the incumbents multifaceted. Established as Center of Excellence in Core Engineering with latest equipment & infrastructure.

PGI is providing an environment that stimulates and develops the ability of every student to his highest potential. It follows the track record of PCE and PIET, in making the incumbents multifaceted.

Few Highlights of PGI:

• 02 students of PGI has secured place in RTU merit. • 03 GATE selections. • 16 projects sponsored by DST, Govt. of Rajasthan. • Pioneer to have Civil Engineering in Poornima Group • Poornima Group of Institutions stood 3rd overall & 1st in Mechanical Engineering category. Details available at following link: http://www.initiatives.aicteindia.org/vishwakarma/downloads/Vishwa_ECI_2017.pdf	• All India Council for Technical Education (AICTE) and Engineering Council of India (ECI), organised "1st AICTEECI Chhatra Vishwakarma Awards" for the students of AICTE approved Degree & Diploma level Technical Institutions/Universities at AICTE Headquarters, New Delhi. These Awards were given in following categories separately for Degree and Diploma Students for providing an innovative solution "To convert existing institutes into smart institute using innovative approaches" Dr Satya Pal Singh, Hon'ble Minister of State, Ministry of Human Resource Development, Government of India felicitated the award winners in AICTE HQs premises.

All India Council for Technical Education (AICTE) and Engineering Council of India (ECI), organized "1st AICTE-ECI Chhatra Vishwakarma Awards" for the students of AICTE approved Degree & Diploma level Technical Institutions/Universities on 19th September 2017 at AICTE Headquarters, New Delhi.

These Awards were given in following categories separately for Degree and Diploma Students for providing an innovative solution "To convert existing institutes into smart institute using innovative approaches"

Category-I: Outstanding Student Engineers (3 Awards each in Civil, Electrical, Mechanical, Electronics Engineering, Computer Science and Biotechnology streams or their allied branches)
Category-II: Outstanding Teachers Awards (3 Awards each in Civil, Electrical, Mechanical, Electronics Engineering, Computer Science and Biotechnology streams or their allied branches)
Category-III: Outstanding Institutions Awards (3 Awards) based on the maximum number of awards won from the above two categories and other criteria.

Dr. Satya Pal Singh, Hon'ble Minister of State, Ministry of Human Resource Development, and Government of India felicitated the award winners in the Award Ceremony on 19th September, 2017 in AICTE HQs premises.

Poornima Group of Institutions stood 3rd overall & 1st in Mechanical Engineering category. Details can be found at the following link: http://www.initiatives.aicte-india.org/vishwakarma/downloads/Vishwa_ECI_2017.pdf

ABOUT POORNIMA UNIVERSITY

Another winning streak of Poornima Group is the **Poornima University** established in 2012. Poornima University (PU) is a UGC approved Leading Private University in Rajasthan. The university is situated in Sitapura, the educational hub of Jaipur in 32 Acres sprawling, lush green campus. State – of – the – art building area of university with independent academic & administration block, hostels, laboratories, sports ground, observatory etc. provide scholarly ambience for learning & liberty. It creates a warm and protective environment with a professional atmosphere to bring out best in the student to face the cut-throat global competition. Poornima University brings together a community of wide-ranging interests, competencies & aspirations from Engineering, Architecture, Management, Commerce, Design, Science, Public Health, Computer applications and Hotel Management. Poornima University has been awarded as the best upcoming University of the India by ASSOCHAM, New Delhi. Poornima University has been awarded as the Top Private University of Rajasthan -2018. It comprises of eight schools:

- School of Engineering &Technology
- School of Computer Science and Engineering
- School of Planning & Architecture
- School of Design & Arts
- School of Management & Commerce
- School of Science & Humanities
- School of Public Health
- Poornima Institute of Hotel Management
- Advanced Science & Research Centre

In the magnificent journey of two decades the group has emerged as one of the preferred education university by established scholars, academicians, industry experts, prospective students, etc.

Few Highlights of PU:

- It is associated with Asian Institute of Technology, Thailand, Hangyang University, Korea, i-Nurture Education Solutions Pvt. Ltd., Career Launcher, Indian Society of Lighting Engineers and NCC.
- Poornima University has been awarded as the best upcoming University of the India by ASSOCHAM, New Delhi.
- Poornima University has been awarded as the Top Private University of Rajasthan -2018.
- Regular programs in association with IEEE, ISLE, IEE, ISTE, ISHRAE, CII, NEN, NASSCOM, TCS, RED HAT etc.
- Cross culture global internship and volunteer exchange experiences across the globe through collaboration with AIESEC.
- Experience sharing sessions under PU-INSPIRE. Virtual Classes for E-learning with E-Shiksha Program.
- WRS – A regular weekly program for improvement of Communication skills.
- Activity mode training for confidence building by Super clubs.
- Providing state-of-the-art infrastructure including a Wi-Fi enabled campus with 24/7 broadband access.
- In house training on PLC, PHP, and micro controller embedded systems, Robotics, JAVA, IBM DB2, .NET, Oracle, CAD/CAM, etc.
- Complying with all applicable requirements and continually improving the effectiveness of the Quality Management system. Poornima University (PU) got DST grants of over Rs. 2 Lacs for 16 projects (2nd highest by any private & institutions)
- Poornima University's Professor Dr. Arun Dev Dhar Dwivedi got grant of Rs. 50 Lacs for his project "Numerical simulation & compact modeling of organic thin film transistor for future flexible electronics "
- Poornima JIET Education Foundation established high end IBM software labs for emerging technologies in all of its campuses in Jaipur & Jodhpur
- Poornima University successfully organized its 4th Convocation in which NITI aayog member Padmabhushan Sh. VK Saraswat was invited as chief guest
- Faculty members are visiting training programs abroad; recently Dr. Manoj Gupta visited Germany & visited many solar parks.
- Mr. Ashwani Kapoor visited in Indian School of Business, Hyderabad for a leadership summit organized by Young Indians, CII
- Poornima University installed a 100 KW rooftop solar plant to save energy.
- Poornima a very active member of IEEE.

- Focus on students driven initiatives like students council, great debate in association with British high commission, model united nations
- Poornima University hosted the 59th Annual NASA Convention in which more than 4000 architecture students from all over the country participated. It was the first convention of this stature to be hosted in Rajasthan in 60 years of history of NASA India.
- PU–SPA got affiliated by Indian Institute of Architects (IIA)
- PU–SPA bagged the north zone award of merit in INTACH heritage awards for excellence in documentation of unprotected heritage
- Annual Fashion Show: Poornima Trends
- PU – SOD got affiliated by Institute of Indian Interior Designers (IIID)
- SOM & SOC students recently won the regional round of RBI policy challenge 2018. They got Rs. 10000 as cash award.
- New Course at PU – Cloud Computing, Mobile Application, Animation VFX, Bachelor of Science
- New Course of Hospital Management in PU in association with Fortis Hospital Jaipur
- Poornima University has associated with AIESEC for exchange programs & recently students met Ms. Indra Nooyi, CEO PepsiCo, up till now more than 20 students have visited countries like Vietnam, Egypt, Malaysia, Russia, Sri Lanka, Portugal etc.
- Poornima University runs a school named Poornima Paathshala for underprivileged children of nearby villages
- Coaching for American football, kabaddi, basketball, volleyball, and soccer is being given to students for their all-round development
- Poornima University launched its official Merchandise store – Poornima Panthers Merchandise Store, Poornima Panthers is the sports team of Poornima University
- Students volunteer for many renowned programs like Jaipur by Nite, Jaipur Marathon, Talk Journalism, Resurgent Rajasthan, programs hosted by CII, Nadi Abhiyan by Sadhguru, Jaipur Architecture Fest, Arcasia
- Poornima University has recently collaborated with AU-Rajasthan Football Club to train students professionally in Soccer.

INTAKE & BRANCHES OFFERED

Campus	Course	Branch	Seats
Poornima College of Engineering (Est. in Year 2000)	B.Tech.	Computer Engineering	180
		Information Technology	60
		Electronics and Communication Engg.	120
		Electrical Engineering	120
		Mechanical Engineering	120
		Civil Engineering	60
	M.Tech.	VLSI	9
		Computers	9
Poornima Institute of Engineering & Technology (Est. in Year 2007)	B.Tech.	Computer Engineering	180
		Civil Engineering	90
		Artificial Intelligence & Data Science	60
Poornima Group of Institutions (Est. in Year 2009)	B.Tech.	Computer Engineering	120
		Computer Engineering (Artificial Intelligence)	60
		Artificial Intelligence & Data Science	60
Total Seats			**1248**

PROTOCOL HIERARCHY

S. No.	Name	Designation
1	Dr. S.M. Seth	Chairman (Emeritus), Poornima Group
2	Sh. Shashikant Singhi	Chairman, Poornima Group
3	Dr. Suresh Chandra Padhy	President, Poornima University
4	Er. Hari Singh Shekhawat	Director (Infrastructure), Poornima Group
5	Mr. M.K.M. Shah	Director General, Poornima Group
6	Ms. Renu Singhi	Advisor, Poornima Alumni Association
7	Dr. Mahesh M.Bundele	Principal & Director, PCE
8	Dr. Manoj Gupta	Pro-President (I/C), Poornima University
9	Dr. Dinesh Goyal	Principal & Director, PIET
10	Mr. Pankaj Dhemla	Vice Principal, PCE
11	Ar. Rahul Singhi	Director, Poornima Group
12	Dr. Rekha Nair	Dean (1st Year), PCE
13	Dr. Neeraj Jain	Director (Admissions), Poornima Group
14	Dr. Chandni Kirpalani	Registrar, Poornima University
15	Mr. Ashwini Lata	Director (Student Welfare), Poornima Group
16	Ms. Dipti Lodha	Director (Corporate Relations), Poornima Group
17	Dr. Babita Kumari Jain	Controller of Examination, Poornima University
18	Dr. Priti Kaushik	Dean (SSH), Poornima University
19	Mr. Pushpendra Mudgal	Director (Administration), Poornima Group
20	Mr. Sunil Bhargava	Director, Poornima Institute of Hotel Management
21	Ar. Saurabh Sharma	Dean (In-Charge), School of Planning & Architecture Dean (In-Charge), School of Design & Arts

SCOPE OF WORK FOR OFFICE BEARERS

A. Administrative Officers

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

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

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

Director, Poornima Group
- General Administration related with:
    1. Strategic & Policy Planning
    2. Institutional Development
    3. Outreach Programs
    4. Tie-ups & MOU

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

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

15

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

Director (Admissions), Poornima Group

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

Director (Student Welfare), Poornima Group

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

- Interacting with students & motivating them, handling their grievances and ensure their participation in building a brand image of their hostel.

Director (Corporate Relations), Poornima Group

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

Director (Administration), Poornima Group

- To plan, execute & improve working/ coordination at institutional & group level in the areas of general administration, policy making, institutional development, taking approvals/ accreditations from various government bodies, automation, transportation, laboratories, library, day-to-day maintenance, mess & hostels, housing, security and finalization of annual incentives, requirements & resource planning, publication of Poornima Group level materials etc.

Chief Proctor& Proctor

- To manage proctor office, and perform all duties assigned from time to time.
- To frame and ensure implementation of group academic calendar.
- To organize meetings and give directions as per group policies.
- To deal with matters of indiscipline ragging etc. in campuses, hostels, transport & other places.
- To redress students grievance as per Poornima norms.
- To coordinate with all HoDs/ Proctors/ Dy. HoDs for maintenance of proper attendance and discipline for smooth campus working.
- To maintain proactive vigilance in the best interest of 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 function.
- To keep record of potentate trouble shooters and adopt corrective measures.
- To keep records of various activities and take appropriate decisions for effective execution.
- To keep record of various valuations and dept. effective methods for exertion.
- To control all entry and exit points including deployment of staff and maintenance of registers.
- The proctors will design proper display arrangements for all type of information for students and faculty members in consultation with Campus Director and will communicate the same to Director (Infrastructure) for execution.

Registrar

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

Department Training and Placement Coordinator

- Responsible for executing all Poornima Group activities assigned by Dean (T&P) to this cadre.
- Keep close contact with Dean (T&P) and department for execution of Training & Placement activities/drives.
- Maintain data of students and supply the same to Dean (T&P) as per requirement.
- Carryout/execute drives for placement and training for respective institutions or jointly for Poornima Group.
- Motivate students through interactions at various levels

Head- Examinations& Secrecy

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

Chief Warden

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

Hostel Warden

- To improve academics of hostellers by checking their study timings, checking class notes & helping students in studies.
- To identity 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.

Estate In charge

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

Media Coordinator/ Public Relation Officer
- To collect Information for Poornima Group 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 recourses and fuel.

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

B. Academic Officers

Academic Deans/ Associate Deans/ Assistant Deans/ Dy. Deans/ Head of Department (HoD)
- Plan academic, extra and co-curricular activities and assign responsibilities for effective execution;
- Ensure that theory classes / practical / tutorials/ studios are conducted as per time table and maintain attendance discipline and punctuality in the department.
- Improve quality of academics at Concept Level & adhering outcome based education as teaching pedagogy, Case study & application based teaching learning processes;
- Encourage use of E-Learning & modern day IT tools to reinforce classroom teaching;
- Recommend leave of faculty members after alternate arrangement have been made;
- Achieve paperless administration by end of 2020;
- Conduct regular faculty interaction / department meeting as per procedure;
- Ensure syllabus coverage as per deployment plans and allocate extra classes to needy faculty members;
- Ensure proper functioning of labs & studios as per manuals/ standards and lab/ studio plans;
- Maintain department files and records;
- Make efforts for brand making of students and survivals efforts for marginal students;
- Closely monitor thesis/ dissertation/ projects, NSP, special lectures, external lecture, Viva, juries, open book tests, library related activities, online assessments, training & placement activities, Alumni memberships, industrial/ educational tours, department day etc.;

- Ensure proper participation in documentation of Annual Magazine & release of newsletters as per Poornima policies;
- Promote Research and Publication among the department;
- List dept. faculty as Google Scholar & publishing papers in reputed journals of India & Abroad;
- Publish at least 1 paper per year in SCI / Scopus indexed journal;
- File patents & also encourage faculty members of department to file patents;
- Encourage department faculty & staff to undertake at least one Swayam/ NPTEL certification course per year;
- Interact with tutors for cluster formation of students as per their performing skills like dramatists, Poets, singers, instrumentals, artists etc. and maintain their sets;
- Keep record of attendance defaulters & arrange their counseling at HOD/ Principal level for improvement. Monitor & report their improvement;
- Keep record of potential indiscipline/ trouble maker & be proactive for smooth running of department free from their ill influence;
- Participate in the administration, planning and development activities at the Institute level;
- Bring in projects and consulting assignments to the institute.
- Collaborate with industry and other academic institutions.
- Setup laboratories/ center of excellence in partnership with various industries, develop new curriculum or upgrade the existing one.
- Guide department faculty for the improvement of their teaching and research ability.
- Provide structured mentoring of faculty members as well as meritorious and weak students.
- Arrange expert industry lectures specifically on current topics which are not covered in syllabus.
- Organize programs for masses and classes i.e. awareness & basic knowledge programs for the whole class and specific programs of in depth knowledge and skills for brilliant students.
- Work closely with the students & facilitate proper functioning of different clubs in dept. / institution.
- Continuously work towards getting relevant higher academic qualification(s).
- Participate in academic conferences, seminars & workshops outside Poornima.
- Attend educational programs outside Poornima.
- Get involved in the activities of professional organizations.
- Taking ownership & resolving student grievances with utmost dedication & sincerity.
- Play role of a friend, philosopher, and guide for students of department.
- Follow the norms laid down by the management of Poornima from time to time (also available in academic manual)

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

Deputy Head of Department (Dy. HoD), Administration
- To carry out current administrative responsibilities of HOD in his absence.
- To work for raising motivational level of students keeping in mind (a) their intelligence (b) background i.e. rural / urban / hosteller /day scholar etc.
- To keep records of various activities and take appropriate decisions for effective execution.
- Prepare students classification matrix for each student's name in vertical column & following classification in horizontal row: **1.**State **2.**Language (Hindi or English or Others) **3.**Hosteller or Day scholar **4.**Own Transport or Public transport or College Transport **5.**Family background (Service or Business or Agriculture or Others).

- Interact with tutors for cluster formation of students as per their performing skills like dramatists, Poets, singers, instrumentals, artists etc. and maintain their sets.
- Keep record to attendance defaulters & arrange their counseling at HOD/ Principal level for improvement. Monitor & report their improvement.
- Keep record of potential indiscipline/ trouble maker & be proactive for smooth running of department free from their ill influence.
- Ensure that all students become members of Alumni association.
- Plan & conduct these activities as per academics calendar. i) Kalanidhi / Galaxy Participation. ii) Dept. days, iii) Industrial visits, iv) Magazine – Articles from students / faculty, v) Dept. Newsletter.

Academic Staff: Duties & Responsibilities

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

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

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

Assistant Professor

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

(i) Academic Roles and Responsibilities of:
Classroom

- 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

- 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/ Studio/ Practical

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

Project/ Dissertation/ Thesis

- To help select a project/ dissertation/ thesis and to serve as an instructor, guiding the identification, design, and completion of appropriate research work.
- To guide the students to get access to the required 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

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

(ii) Non Academic Roles and Responsibilities:

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

Placement Office

- 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 ensure that the selected students receive the appointment letters.

- To provide in house training(s) to the students for placement preparedness, and strive hard to achieve the maximum possible placements for the students.
- To notify regarding various competitive examinations.
- To participate in industrial consultancy.

Club and Cultural Activities
- To organize, participate and encourage participation of students in the following activities:
    - Seminars and conferences
    - Annual fests and functions
    - Sports and games
    - Academic extracurricular activities
- To work closely with the students &facilitate proper functioning of different clubs as faculty coordinator.
- To continuously work towards getting relevant higher academic qualification(s).
- To continuously get engaged in personal research, publication of research papers and books.
- To participate in academic conferences, seminars & workshops.
- To attend educational program.
- To get involved in the activities of professional organizations.

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

FACULTY AND STAFF

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

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

Today the total number of faculty at Poornima is over 550, spread across management, technology, architecture, commerce and science. Over the years our faculty members have contributed to research and published and presented papers in both national and international conferences.

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

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

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

HOSTELS

Poornima Group hostels namely Gayatri Girls Hostel (PCE), Aravali Boys Hostel (PGI), Gurushikhar Boys Hostel (PIET) and Himalaya Boys Hostel (PU) are homes to students with residential capacity of 3000 students including 800 girls and 2200 boys separately. We have a hostel built up area of more than a million square feet where students feels at home and safe during any time of the day with utmost safety and security 24/7. All the hostels are constructed keeping in mind the student's comfort and requirements having all basic facilities to give them good living condition that is important for their growth.

Basic Facilities

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

Dining Facilities

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

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

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

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

Recreational facilities & Sports complex

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

Health Care

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

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

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

Water, Electricity & general code of conduct

- The quantity of water for each hosteller is calculated @ 200 liters per student.
- The regular water supply hours will be from 5:30 AM to 8:30 AM and from 2:30/3:30 PM to 10:00 PM on all days except that on Sundays and college holidays.
- On Sundays and college holidays the regular water supply will be made from 5:30 AM till the consumption of designated quantity water.
- In any case 24 hours water supply will be made available through one point at each floor of each hostel.
- The repairing of leaking taps will be made on priority basis and the complaint made in designated complaint register will be attended within six hours.
- All hostellers are requested to close the taps properly and make extra efforts to stop wastage of water. However, students having toilets attached to their rooms will be penalized for each incident of wastage of water.
- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine INR 500 for each incident of wastage of water jointly to all inmates of respective 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 INR 500 apart from the seizer of the equipment.

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

S.N.	NAME OF HOSTELS	NO. OF ROOMS AVAILABLE IN HOSTELS				
		2 Seated AC	2 Seated Non AC	3 Seated AC	3 Seated NC	TOTAL ROOMS
1	Gurushikhar-I (PIET Campus)	32	32	NIL	NIL	**64**
2	Gurushikhar-II (PIET Campus)	31	16	NIL	NIL	**47**
3	Gurushikhar-III (PIET Campus)	36	39	NIL	NIL	**75**
4	Gurushikhar-IV (PIET Campus)	45	30	NIL	NIL	**75**
5	Gurushikhar-V (PIET Campus)	45	30	NIL	NIL	**75**
6	Gurushikhar-VI (PIET Campus)	45	30	NIL	NIL	**75**
7	Gurushikhar-VII (PIET Campus)	45	30	NIL	NIL	**75**
8	Aravali-I (PGI Campus)	15	40	NIL	NIL	**55**
9	Aravali-II (PGI Campus)	30	30	NIL	NIL	**60**
10	Aravali-III (PGI Campus)	30	45	NIL	NIL	**75**
11	Gayatri-I (PCE Campus)	11	NIL	45	NIL	**56**
12	Gayatri-II (PCE Campus)	4	NIL	45	NIL	**49**
13	Gayatri-III (PCE Campus)	NIL	NIL	70	NIL	**70**
14	Gayatri-IV (PCE Campus)	52	3	NIL	NIL	**55**
15	Gayatri-V (PCE Campus)	60	5	NIL	NIL	**65**
16	Gayatri-VI (PCE Campus)	60	6	NIL	NIL	**66**
	TOTAL	**541**	**336**	**160**	**0**	**1037**

POORNIMA GROUP - PLACEMENT TARGETS FOR SESSION 2020-21

Program Name	PCE	PIET	PGI	PU	Total
B.Tech in Civil	62	52	26	25	165
B.Tech in Computers (All specialization)	181	114	47	124	466
B.Tech in EC	65	18	-	9	92
B.Tech in EE	97	12	-	10	119
B.Tech in IT	37	-	-	-	37
B.Tech in ME	98	-	34	45	177
M.Tech	-	-	-	5	5
Engineering	**540**	**196**	**107**	**218**	**1061**
BCA	-	-	-	128	128
B.Arch	-	-	-	51	51
M. Plan	-	-	-	16	16
B.Des in Fashion & Textile	-	-	-	12	12
B.Des in Interior Design	-	-	-	21	21
B.Voc in Apparel Design	-	-	-	15	15
B.Voc in Interior Design	-	-	-	15	15
B.Sc in Animation & VFX	-	-	-	15	15
B.Sc in PCM	-	-	-	14	14
BBA	-	-	-	97	97
MBA	-	-	-	83	83
B.Com	-	-	-	41	41
MHA + MPH	-	-	-	4	4
Diploma in Food Production	-	-	-	12	12
Non Engg	**0**	**0**	**0**	**524**	**524**
Total	**540**	**196**	**107**	**742**	**1585**

INITIATIVES & INNOVATIONS

WISE: stands for Women in Science and Engineering that formally aims to strengthen the technological scenario in which women are going to play a key role. As women are the foundation of every society they need strength & a strong identity to build a strong society for which WISE was established. Various social programs like visits to hospitals, slum houses, and 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 Poornima 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 Poornima, restores the true meaning of the word education for both teachers and students.

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

SELF HELP GROUPS: It focuses entirely on learning teaching strategies through education, practice, feedback, and coaching including analysis, modeling, demonstration and discussion etc. Self-Help Groups give members an opportunity to discuss their experiences share their thoughts & ideas to give support, hope, and educate others. Its main objective is to involve higher performance students for improving question answering skills of weaker students and make the group a high achievers group. 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 Dean/HOD to the groups.

RESEARCH & DEVELOPMENT LAB: It's a part of academics where all facilities are provided with updated technologies and equipment. The significance of R&D can be highlighted as:
- To promote research and development activities in the institution.
- To equip the student and the faculty members with 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.

MOU WITH IBM: Starting in academic year 2017 Poornima Group and IBM have agreed to launch Bachelor of Technology with specialization using IBM Software.IBM and Poornima Group 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 Group &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 & 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 Group and IBM that will continuously recommend on course curriculum, content, delivery etc. The Committee will monitor and review the activities under these Programs and recommend decisions with respect to any aspect regarding programs.

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

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

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 competition and project exhibition of Poornima Group where the best projects are showcased by students of 1st Year within their campuses and the outstanding projects are rewarded with prizes by the senior dignitaries of Poornima Group. The technical festival "Aadhar" is formally inaugurated and it continues for one whole day for other students to view and learn from the projects.

AAROHAN: It's a techno-cultural-sports fest which is conducted every year as a platform for every Poornima'ite to showcase their exuberance and talent. Last year theme of AAROHAN POORNIMA 2018 was an inter college event. It is divided into four categories namely club, sports, technical and cultural and a number of events are organized under these four categories:

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

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

KALANIDHI: It's the Annual prize distribution ceremony celebrated on 2nd October ever year to felicitate & give prizes to various class toppers, branch topers 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.

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.

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

- General Facilities
- Special Activities
- Events in college
- Interaction with Seniors
- Information of Online Exam
- HOD interaction
- Talk on Career Making
- Administrative System
- Importance of Lecture, Tutorial and Practical
- Career guidance of Specific Branch
- Importance of Tutor System
- Culture Ethics and Discipline
- Information about PAA
- Branch Specific lecture was delivered by HOD of respective branches
- Human Values
- Motivational sessions
- Creative arts
- Visit to Jaipur city
- Ethics

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

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

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

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

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

It is the central point of contact for all kinds of information, manages all e-communication, sharing/publicizing info within the organization and writing/editing reports for internal & external communication. All the appropriate and concise information with contact details is send to PIC@poornima.org / PIC@poornima.edu.in where it is administered as per Poornima 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. And once again, Poornima has responded by listening to the industries that hire the talent Poornima develops, and delivers the change they need. We strongly believe in our core philosophy of fulfilling your dreams. Alumnus can help most by talking about Poornima, mentoring students, accepting opportunities to attend class, recruiting Poornima's students, participating in alumni events and sharing your views and expertise.

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

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

FACULTY FELICITATION PROGRAM: It's been a tradition of Poornima Group to appreciate the utmost efforts of its hard working faculty members and technical staff members for giving the supreme results. A faculty facilitation program, therefore, is conducted on both 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 department and individuals for the betterment of academic performance standard and to encourage them to contribute in a positive and competitive environment. The reputed faculty members of Poornima Group, Jaipur leaves profound influence by their expertise at the major national & international conferences, seminars and refresher courses and help shaping the future trends in technical education. The mission of the Faculty at Poornima Group is to create highly competent engineers and to provide quality professionals and community services. The faculty has a deep sense of belonging to the institution and is devoted to maximizing the opportunities available to students across the campus and beyond the campus.

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

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

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

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

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

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

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

STUDENTS' COUNCIL: Poornima Group has always tried to instil the values of self-motivation, self-confidence and sensibility within all its students. With similar intention, Poornima Group feels proud to introduce the concept of Students' Council from session 2017-18 onward. Poornima Group envisages achieving the goal of student empowerment, development of leadership skills and community feeling through the Students' Council. The Students' council will consist of Chair, Co-Chair, Captains & vice Captains representing all departments of the institution as well as the hostels. The Chair, Co-Chair, Captains & vice Captains will be selected by the committee comprising of the Chief Proctor, Chief Warden and Faculty Advisor. The council members will work together as a team to become equal partners in the decision-making process, help managing various activities, events and maintain discipline. Through their work as Chair, Co-Chair, Captains & vice Captains they will learn the valuable lesson that with authority comes responsibilities and its associated challenges.
The Students' Council is one of the unique initiatives of Poornima Group towards the goal of creating conscientious and responsible global citizens.

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

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

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

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

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

STARTUP @ POORNIMA ENTREPRENEURSHIP: Poornima Entrepreneurship aims to develop a unique service and bring it to market. The startups by young entrepreneurs of Poornima Group are on track like Writer's Voice Society, GoodMinds Club, RashanBag, Origin Club, NamasteSir.com, Rover Prints, E Ride, Tinkers Town, Clothee, Homework, LanguageBot etc.

INDUSTRY INSTITUTE INTERACTION FROM SESSION 2020-21

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

Hence, from session 2020-21 onwards, the management of Poornima has decided to keep the academic engagement of students restricted to 5 days/ week & keep the **6th day exclusive for industry institute interaction (i3 day).** The objective is to engage all students (from 1st to 4th year) in a manner that the all round development is ensured and they are able to complete not just nationally but also globally.

Hence, the distribution of time will be as follows:

Semester	Total hours & days available per week	Hours & days per week allocated for academic activities	Hours & day allocated for i3 activities
1	39 (6 days)	33 (5 days)	6 (1 day)
2	39 (6 days)	33 (5 days)	6 (1 day)
3	39 (6 days)	33 (5 days)	6 (1 day)
4	39 (6 days)	33 (5 days)	6 (1 day)
5	39 (6 days)	33 (5 days)	6 (1 day)
6	39 (6 days)	33 (5 days)	6 (1 day)
7	26 (4 days)	20 (3 days)	6 (1 day)
8	26 (4 days)	20 (3 days)	6 (1 day)

COVID-19

Updates

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

Poornima Operations

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

We are working but our building is closed to public until further notice. Keeping the employee safety as its guiding principle, Poornima Group has resumed its operation in the #newnormal. From sanitization to social distancing to thermal scanners, here are some of the measures taken across the campus.

Poornima Updates

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

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

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

Quarantine Center

As we all are fully aware that the entire world is fighting against the pandemic disease Corona Covid 19 which has taken the lives of more than 2.5 lakh people. The Corona suspected people in the world are more than 36 lakhs and the entire world is still not in a position to discover the vaccination to fight.

In India too, the situation is getting worse day by day with over more than 46,000 cases and major states like Maharashtra, Uttar Pradesh, Madhya Pradesh, Gujarat, Rajasthan and Delhi, the major red zones of the country. The governments are trying and giving their level best to fight against the pandemic disease. Major precautions like social distancing, using sanitizers and wearing face masks are being taken by the people.

The government in order to prevent the disease from spreading has prepared the quarantine centres in the states. Talking about Rajasthan, the government ordered various academic institutions to provide the hostels as the quarantine centres for corona Covid 19. Due to rapid increase in the corona suspects in Jaipur and as per the government orders, Poornima Group too came forward and provided the hostels of Poornima University and Poornima Group of Institutions as quarantine centres for the same.

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

It's a high time for all of us to support each and every one and follow the orders, rules and regulations as prescribed by the State and Central government. We hope that we all will come out of this weird situation very soon and the world will soon be free from Corona Covid 19.

COVID-19 AND Poornima Admissions Information
The Poornima Admission team has been working round the clock; responding to all admission enquires through call, whatsapp and emails. For updates regarding admission click here – https://poornima.org/online-counselling/

GLASS BOARD TECHNOLOGY

In these unprecedented times when corona cases are increasing tremendously and educational processes have come to a halt throughout Rajasthan, faculty and staff members at Poornima Group have adopted innovative teaching methods.

As everywhere else, Poornima Group is also running online classes for its students so that they can remain focused on studies. But they are also using a studio equipped with Glass Board Technology. The Glass Board Studio is a new technology for recording lectures that helps instructors to write lecture notes while maintaining face-to-face contact with students. This studio consists of a transparent glass board that offers faculty the ability to create high quality, compelling recordings of them delivering content by writing in glowing letters with neon markers while facing the audience. It's useful for presentations, for recording video lectures and for micro-lectures.
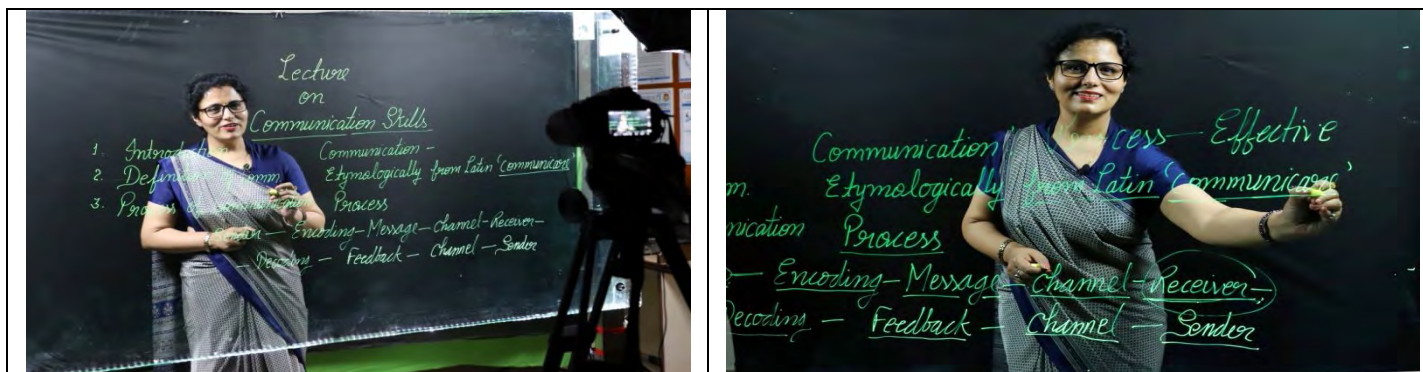
Unlike traditional classrooms where the instructor's back is in front of the students while writing on a whiteboard, the Glass Board Studio helps in creating a more engaged, natural, relaxed, and interactive viewing experience.

The video recording of the lecture is done with the instructor facing towards the camera which allows for natural eye contact with the camera/students, gesturing and demonstrating what has been written on the glass.

The instructor writes normally, left to right, and then the recorded image is flipped so students can view the notes correctly through a monitor. In recent times, faculty members using online teaching methods encounter various problems such as network issues, audio/visual connection problems etc. Here Glass Board Studio adds a whole new channel of communication between teacher and learner and increases understanding.

POORNIMA GROUP - ACADEMIC CALENDAR
https://bit.ly/3cJoFEb

POORNIMA UNIVERSITY - ACADEMIC CALENDAR
https://bit.ly/36j0ZFb

CHAPTER – 2

Academic & Administrative Policies Relevant 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 Poornima Group institutions-'Kalanidhi" based on academic and overall performance of students of PCE& PIET.

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 INR 7500 To the Best Boy of the final year from PCE + PGI
• Cash Award of INR 7500 To the Best Girl of the final year from PIET + PGI
2. Gold Medal with 5100 Cash & Certificate:
• One boy and one girl topper of B.Tech. First year PCE.
• One boy and one girl topper of B.Tech. First year PIET + PGI.
• One topper of B.Tech. II, III & Final year each of PCE + PGI.
• One topper of B.Tech. II, III& Final year each of PIET + PGI.
3. Silver Medal with 2100 Cash & Certificate:
• Toppers of each section of B.Tech. First Year at PCE.
• Toppers of each section of B.Tech. II, III & Final Year at PCE + PGI.
• Toppers of each section of B.Tech. First Year at PIET+ PGI.
• Toppers of each section of B.Tech. II, III & Final Year at PIET + PGI.
4. Outstanding Contribution Award of 2100 Cash & Certificate:
• One boy & one girl of B.Tech. Final Year at PCE + PGI.
• One boy & one girl of B.Tech. Third Year at PCE + PGI.
• One boy & one girl of B.Tech. Second Year at PCE + PGI.
• One boy & one girl of B.Tech. Final Year at PIET + PGI.
• One boy & one girl of B.Tech. Third Year at PIET + PGI.
• One boy & one girl of B.Tech. Second Year at PIET + PGI.
5. Final Year Projects with a Cash Award of 5100 & Certificate:
• One Best project of CS/ IT at PCE.
• One Best project of ECE/ EE at PCE.
• One Best project of ME/ CE at PCE + ME at PGI.
• One Best project of CS/ ECE at PIET + CS at PGI.
• One Best project of Civil/ EE at PIET + Civil at PGI.
6. Non-Final Year Projects with a Cash Award of 2100 & Certificate:
• Best two non-syllabus Projects of B.Tech. First year of PCE.
• Best two non-syllabus Projects of B.Tech. Second year of PCE + PGI.
• Best two non-syllabus Projects of B.Tech. Third year of PCE + PGI.
• Best one non-syllabus Projects of B.Tech. First year of PIET+PGI.
• Best one non-syllabus Projects of B.Tech. Second year of PIET + PGI.
• Best one non-syllabus Projects of B.Tech. Third year of PIET + PGI.
7. Best Coding Award of 2100 & Certificate
• Two best coder (Individual/ Team) of PCE.
• Two best coder (Individual/ Team) of PIET.
• One best coder (Individual/ Team) of PGI.
8. Best IBM performance Award of 2100 & Certificate:
• One best performer in IBM (Business Intelligence)
• One best performer in IBM (Cloud)
• One best performer in IBM (Internet of Things)

9. Best Sports person Award of 2100 & Certificate:
• Two boys &two girls of PCE + PGI.
• Two boys & two girls of PIET + PGI.

10. Best Cultural Award of 2100 &Certificate
• Two boys & two girls of PCE + PGI.
• Two boys & two girls of PIET + PGI.

11. Best Attendance Award of 1100 & Certificate
• Highest attendance holder from each teaching department of PCE + PGI.
• Highest attendance holder from each teaching department of PIET + PGI.

12. Hostel Awards:
• Cash Award of 3100 each & Certificate to outstanding hosteller (1 boy & 1 girl) from PCE + PGI
• Cash Award of 3100 each & Certificate to outstanding hosteller (1 boy & 1 girl) from PIET + PGI

13. Alumni Felicitation:
• Best performing Alumni of PCE who passed out in year 2004 to 2018
• Best performing Alumni of PIET who passed out in year 2011 to 18
• Best performing Alumni of PGI who passed out in year 2013 to 18

A.2. Special awards (Not to be included in academic award category)

1. **Basant Kanwar Seth Memorial Award (sponsored by Dr. S. M. Seth, Chairman (Emeritus), Poornima Group):**
   · Cash Award of 3500 to one girl overall topper of B.Tech. First year at PCE.
   · Cash Award of 3500 to one girl overall topper of B.Tech. First year PIET + PGI.
2. **Anushree Gopalia Memorial Award:**
   · Cash Award of 5100 to the best girl of B.Tech. Final year at PCE + PGI

B. Awards to be distributed on department day
Following awards, based on academic and overall performance of students of PCE, PIET and PGI are to be distributed on Department day.

1. Award for Best Student of the Department:
• Cash prize of 2100 from every department at PCE + PGI
• Cash prize of 2100 from every department at PIET + PGI
• Certificate to 1 student from every section (unit of 60) in the respective department of PCE+PGI
• Certificate to 1 student from every section (unit of 60) in the respective department of PIET+PGI

2. Best Final Year Projects Award:
• Certificate to Best Final year project of CS/ IT/ ECE/ EE/ ME/ Civil at PCE + ME at PGI.
• Certificate to Best project of CS/ ECE/ Civil/ EE at PIET + CS/Civil at PGI.

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 + PGI
• Certificate to one best non-syllabus Project from each department of B.Tech. First year, PIET+PGI.
• Certificate to one best non-syllabus Project of every department at PIET + PGI

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 + PGI.
• Certificate to one best non-syllabus Seminar from each department of B.Tech. First year, PIET+ PGI.
• Certificate to one best non-syllabus Seminar of every department at PIET + PGI.

5. Best Coding Award:
• Certificate to one Best coder (Individual/ Team) of every department of PCE + PGI.
• Certificate to one Best coder (Individual/ Team) of every department of PIET + PGI.

6. Best IBM performance Award:
• One best performer in IBM (Business Intelligence)
• One best performer in IBM (Cloud)
• One best performer in IBM (Internet of Things)

7. Best Cultural Award:
• Certificate to One boy and one girl from every department of PCE + PGI.
• Certificate to One boy and one girl from every department of PIET + PGI.

8. **Best Sports Award:**
• Certificate to One boy and one girl from every department of PCE + PGI.
• Certificate to One boy and one girl from every department of PIET + PGI.
9. **Best Attendance Award:**
• Certificate to one highest attendance holder from each section of II, III and IV year of PCE + PGI.
• Certificate to one highest attendance holder from each section of II, III and IV year of PIET + PGI.
10. **Special honor of students winning 1st/ 2nd positions at IITs/ NITs/ IIITs/ BITS/ Industry/ Any State or National or International level competitions will be made by presenting the prize received from respective field on occasion of Department day.**
11. **Alumni Awards:**
• Best performing Alumni of every department of PCE who passed out in year 2014, 2015, 2016& 2017.
• Best performing Alumni of every department of PIET who passed out in year 2014, 2015, 2016 & 2017.
• Best performing Alumni of every department of PGI who passed out in year 2014, 2015, 2016 & 2017.

NOTE:
1. PCE+PGI means Mechanical Engineering branch of PGI is counted with Mechanical Engineering branch at PCE
2. PIET+PGI means Computer Engineering and Civil Engineering branch of PGI is counted with Computer Engineering and Civil Engineering branch at PIET respectively
3. In context of First Year, PIET + PGI means First year of PGI is counted with First year at PIET
4. Section everywhere above means a unit of 60 students.

SCHOLARSHIPS

Shanti Devi Memorial Scholarship:

E-Learning gadget Based on Results of 1st Semester Rajasthan Technical University Examination
- Any student of 2020-21 batch studying in B.Tech. 1st year in any of the group colleges (PCE & PIET+PGI) secures A+ or above grade in each theory subject in I Semester will be awarded scholarship in the form of **E-Learning gadget**.

NOTE:
- The list of successful students securing 80% or A+ Grade & above marks will be announced after declaration of university results of 1st Semester. Any change thereafter in the result by the university will have no effect on the list of successful candidates.
- One student will be eligible for one **E-Learning gadget** only.
- Up till 4 years of studies, the student will use it in college and it will continue to be on lease to student until student passes out and shall be subject to regular monitoring/ inspection. Thereafter it will be transferred permanently on record to concerned student.

GUIDELINES FOR DEPARTMENT PROJECT

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

Duration of the Student Project: Up to One Semester

Extent of Financial Assistance: Max. INR 50000.00

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

Submit proposal in: soft copy in CD & hard copy

FORMAT OF DEPARTMENT PROJECT PROGRAM

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

DISCIPLINE POLICY & CODE OF CONDUCT FOR STUDENTS

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

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

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

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

- **Official warning-** cases of petty misconduct may be treated informally by staff, but where the misconduct is repeated or is considered to warrant more formal treatment, staff may give an official warning to the student concerned

- **Disciplinary interview with Chief Proctor-** where the complaint is of a more serious nature or where similar conduct has been repeated after one or more official warnings. Any formal written warning will be issued within five days of the interview.

- **Disciplinary interview with board-** in cases where it is alleged that gross misconduct has occurred or where further misconduct is reported after a formal written warning has been given to a student, the student will be asked to appear for a disciplinary interview with an disciplinary board.

- **Suspension-** student may be suspended from college immediately by a chief proctor pending a disciplinary hearing where that member of staff has reason to believe that the student has committed an act of gross misconduct. Any such suspension will be confirmed in writing within 2 days of its occurrence and that student will be invited to a disciplinary interview with a board such interview should take place, where possible, within 10 days of the suspension.
- **Permanent expulsion -** student may be permanently expelled from college if student is involved in repeated misconduct and after all measures the student does not improve.

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

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

POLICY FOR CHARGING HOSTEL FEES UNDER HOSTEL FEE RELAXATION SCHEME

Eligibility: students of Pre-Final/ Final Year residing in PU Hostels and undergoing Semester Long Internships/ Placement assignments.

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

The students will be permitted for 'Hostel Fees Relaxation Scheme' subject to fulfillment of following conditions:
1. Student must be a regular student of any the following: B.Des (IV Year)/ B.Arch (IV Year)/ MBA - HM (II Year)/ BFA (III Year)/ BCA (III Year)/ B.Tech (IV Year)/ B.COM (III Year)/ BBA (III Year)/ MBA (II Year) residing in Poornima hostels and are authorized by PMTPO, University & Hostel authorities for semester long internships/ placement assignments.
2. In order to be eligible for hostel fees relaxation under this scheme these students will have to complete the internship/placement assignment successfully. Those who leave the internship and placement assignments in between or are removed/discontinued by the industry for any reason will be not allowed the hostel fees relaxation

irrespective of their non-stay in hostel during some part of Odd/ Even Semester. However, they will be allowed to continue their stay in hostel in such situation.

3. **Category I**: For the student of BFA (III Year)/ BCA (III Year)/ B.Tech (IV Year)/ B.COM (III Year)/ BBA (III Year)/ MBA (II Year) who will undergo internship for 6 months & are required to return for taking midterm examination and end semester examinations, will be allowed hostel fees relaxation to the tune of 25% of annual hostel fees as per the category of accommodation. Under this scheme the student will be permitted to stay in the hostel during Midterm Examination (15 days), End Term Practical & Theory Examinations (25 days). No additional hostel fee will be taken for these 40 days. However, if a student stays in hostel for longer duration than these 40 days, he/she will not be eligible for hostel fees relaxation.

4. **Category II** : For the students of B. Des (IV Year)/ B. Arch (IV Year)/ MBA, HM (II Year) who will undergo internship for complete 6 month duration will be allowed hostel fees relaxation to the tune of 35% of annual hostel fees as per the category of accommodation. Under this, as per the academic scheme, there is no Midterm Examination and End Term Practical / Theory Examinations, hence, these students will not be permitted to stay in the hostel during that particular semester. However, if a student stays in hostel then he/she will not be eligible for hostel fees relaxation.

5. The student will be required to pay the complete annual fees as per the dates fixed by PU administration.

6. All students approved under the category of fees relaxation will be issued a letter of credit indicating amount of relaxation permissible in his/her case.

7. The amount of relaxation mentioned in this letter will be transferred to the account of the student along with refund of hostel security money subject to fulfillment of successful internship/placement assignment.

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

1. Each student has to obtain authorization letter for internship from the office of Pro-President (In-charge), PU or President, PU before applying to the Chief Warden for vacating the hostel.

2. The student also must obtain an order of approval from the Chief Warden before vacating the hostel.

3. On request of student, the luggage will be accommodated in a separate cloak room provided by the hostel management for the complete period of internship.

4. The student under this arrangement will not be guaranteed the same room/room partner during his/her stay for period of attending semester exams.

5. This facility is available only against semester long internship and no other reason for leaving hostel in between the session will be entertained.

6. Administrative note of this effect will be prepared by Training & Placement Office and will be approved by respective HoD, Registrar, Pro-President (In-charge), PU and President, PU before issue of Authorization Letter.

7. The Chief Warden will issue appropriate approval for vacating the hostel only after administrative approval of Registrar, PU.

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

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

RULES & REGULATIONS FOR HOSTELLERS

1. The student who wishes to reside in the hostel is not allowed to leave the hostel during the mid-session or at any point of time during the session, except in the case if he/she has been expelled from the hostel on account of disciplinary action/misconducts/short attendance etc.

2. Hostel fee is nonrefundable except caution money. In case the student has been expelled from the hostel on account of disciplinary action/ misconducts/short attendance etc. His/her hostel fee and hostel caution money will automatically be forfeited. No claim for any kind of refund will be entertained.

3. No hosteller will be permitted to continue to occupy hostel room, unless he/she pay hostel dues within stipulated time. Any delay in payment of dues will attract fine as per rules.

4. Use of intoxicants (alcohols and drugs) and smoking is strictly prohibited by law.

5. Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/indirectly in disciplinary activities like theft case/ragging/ fighting/quarrelling/use of abusive language/misbehave with fellow students, juniors/seniors within campus or with outsiders at public places and also with staff members, the disciplinary action shall be initiated against him/her as deemed necessary or may be handed over to police for legal proceedings according to nature of offence for which entire responsibility lies on the concerned hosteller.

6. The hostellers will be provided pure vegetarian food only. No hosteller is allowed to bring and consume non-vegetarian food within the hostel and college premises.

7. To carry food or utensils from the mess in the hostel room is strictly prohibited. However, in case of infectious disease or severe sickness or orthopedic reasons, special permission may be obtained from mess manager through dean (hostels) /chief warden/warden in writing.

8. The hosteller is required to follow the mess timings & mess regulations meticulously.

9. No hosteller is allowed to use stove, heater, iron, coolers immersion rod etc. Unless specifically permitted by the competent authority.

10. The hosteller will ensure optimal utilization of electricity and water. Switch off the lights & fans when not in use. Wastage of water is strictly prohibited.

11. The hosteller will provide an authorization letter from his/her parent to nominate a local guardian containing his/her name, relationship, address and phone numbers.

12. Borrowing money from co-hostellers is strictly prohibited.

13. Any loss or damage to fixtures and fittings as well as to furniture will attract penalty as per norms.

14. Organizing private party/celebration in college/hostel premises is strictly prohibited.

15. Keeping valuable things in hostel room is strictly prohibited. However, under unavoidable circumstances, the hosteller himself/herself will ensure safe guarding of valuable things and other personal belongings from theft/lost/damage.

16. The hosteller is not allowed to keep and use two wheelers without prior permission in writing along with valid documentary proof from the competent authority.

17. The residential apartment of chief warden/warden and the faculty members is out of bound for all hostellers at all times. In case of any emergency, the student may contact concerned chief warden/warden telephonically.

18. the hosteller are free to meet their concerned chief warden/warden in his/her office on any day between 5:00 pm to 6:00 pm regarding betterment of educational environment in the hostel and studies, hostel facilities or redress grievances, if any.

19. Every hosteller is required to attend college regularly on time without fail. No hosteller will stay back in hostel during college hours, unless specifically permitted by the competent authority. In case the attendance of the hosteller in the college is less than 75%, he/she will not be further continued to stay in hostel.

20. Every hosteller is expected to take part in academics, non-academics and co-curricular activities conducted during academic year in the college and hostel.

21. The hosteller is required strictly adherence to official timings for regular classes, mentor/extra-classes, official functions, silence hours, outing, games, sports & gymnasium, net lab, canteen, TV room etc.

22. The hosteller is expected to avail facilities provided for personality development and enhancement of professional skills & knowledge by the college management.

23. No hosteller will leave college or hostel campus, unless he/she obtains out pass issued by concerned hostel chief warden/warden and duly recorded in movement register available at main/hostel gate.

24. The leave may be sanctioned to hosteller with prior recommendation from the concerned mentor/tutor/chief proctor. The hosteller will ensure signature of his/her parents/guardian on leave pass while reporting back to hostel on completion of leave.

25. Entry of male student/out siders in girls' hostel and female student/outsiders in boys' hostel is strictly prohibited. However, parents/local guardian may be permitted with prior permission from respective chief warden during visiting hours only.

26. No visitors/guests/parents are allowed in hostel rooms. However, the hosteller may be permitted to meet them with prior permission from concerned hostel chief warden/warden at hostel reception room between 3:30 pm to 7:30 pm only.

27. Lodging and boarding facility may be made available for parents on advance booking on payment of INR1000 per room per day by concerned hosteller for a day only. This facility is available for parents only.

28. The hosteller will mark his/her attendance in register kept in warden's office on daily basis between 8:00 pm to 9:00 pm.

29. The hosteller will maintain a proper discipline and congenial environment during all the activities which would be conducted during the session in the college as well as in hostel premises.

30. In case of any emergency, contact to dean (hostels) on mobile no. 9829255103.

TRANSPORT RULES & REGULATIONS

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

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

Form S1 – Student No Dues Form – COLLEGE
Form S2 – Student No Dues Form – HOSTEL/TRANSPORT
Form S3 – Application Form for Registration to II/III/IV Year & Undertaking Anti-Ragging
Form S4 – Student I-Card Format
Form S5 – Application Form for Refund of Access Fees
Form S6 – Authorization Letter for Internship
Form S7A – Application Form for College Transportation
Form S7B – Rules for availing Coaching Shuttle for Hostlers
Form S8 – Undertaking For Industrial Visit
Form S9 – T & P Cell – Rules & Regulations Pertaining to Placement Process & Campus Drives
Form S10 – Hostellers Leave Application Form
Form S11 – Hostellers Out Pass
Form S12 – Application for Mentorship
Form S13 – Self Help Group Filled by Students
Form S15 – Application Form for Loan Matter
Form S16 – Poornima Student Work Abroad Programme
Form S17 – Application Form for Processing the DST Sponsored Student Project
Form S18 – Format & Guidelines for Students Participation in Activities Outside Poornima Group
Form S19 – Format for Requisition of Transfer/Character Certificate
Form S20 – Format for Updation in marks
Form S21 – Information Collection Format for Completion of MOOCS

CHAPTER – 3

Academic & Administrative Policies Relevant for Faculty & Staff

PROCEDURE FOR APPOINTMENT & JOINING

Poornima is known for excellence in teaching & learning processes. Poornima not only 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 Group is an established and reputed organization in Rajasthan having excellent management culture with 100% job satisfaction and scope for career advancement.

For Applying at Poornima Group
- The applicant must apply through online process only at https://www.poornima.edu.in/career-form/
- The application will be screened & shortlisted as per current vacancies & requirements.
- Shortlisted Candidates shall be informed by Email & Telephone and called for Interview / Discussion by HR Department.
- The discussion/ Interview will consist of Technical round, Demo Lecture or Analytical Round & Finally the HR Round.
- One must bring all relevant documents in original as well as in Photocopy during your interaction with us.

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

HOURS OF WORK RULES

For all Poornima Faculty & Staff hours of work and leave rules are defined as follows:

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

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

Teaching staff	: 8:00 hours
Technical staff	: 8:00 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 Faculty & Staff, subject to statutory provisions.

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

SN	Category	Working Days	Description of Leaves				
			Sundays	Permitted Leaves	Summer Leaves	College Holidays	Total Leaves
1	Faculty Members & Technical Staff	260	52	12	24 – 26	15-17	105
2	Officers, Administrative and Sub-ordinate Staff Members	275	52	12	9 – 11	15-17	90
3	Staff Members residing in campus free of cost and engaged in running campus facilities	305	60				60

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

LEAVE RULES

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

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

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

HOURS OF WORK AND LEAVE RULES FOR VISITING FACULTY

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

Guidelines for appointing visiting faculty members:

- Visiting faculty members may be appointed by various departments in consultation with Director/ Principal of the institution
- The remuneration, working hours, load & time table of such faculty members needs to be approved by the office of Director (Admin & Finance) at-least one month before the beginning of new semester.
- The remuneration includes an hourly allowance against teaching & daily allowance against conveyance (if applicable) subject to TDS deduction.
- All the academic work i.e. preparation for lectures/ studio, teaching & guiding, assessment and evaluation is an overall responsibility of a visiting faculty and it should not be accounted for additional number of hours other than the teaching hours.
- Upon prior approval from Director or Principal, if any additional responsibility is given to a visiting faculty by HoD for the development of department, it will be accounted for additional number of hours.
- Visiting faculty members must adhere to the time slot allotted to them by the department head. Any deviation needs prior approval of HOD and information to Registrar by respective HOD via email before the end of calendar month.
- It will be compulsory for all visiting faculty members to get themselves registered under Face Recognition Attendance System (FRAS), failing which the monthly remuneration will not be credited by Finance Department.
- The calculation of hourly remuneration will be strictly done on the basis of finalized time-table. Visiting faculty members will get a relaxation of 15 minutes for maximum one out of three instances in a calendar month to come late or leave early. For every second & third default out of three instances, deduction in salary (to be calculated in multiple of 30 minutes) will be done by Finance Department. In case of repetitive default, Poornima management will deal the issue on case to case basis.
- 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.
- The monthly statement of remuneration will be sent to all visiting faculty members by Registrar via email.

Format for Attendance of Visiting Faculty Members, Month of _____ 2020/ 21

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

HOLIDAYS FOR SESSION 2020-21

The summary of college holidays is as under:

S.N.	Description	No. of Holiday
1	Eid-ul-Adha (Odd Sem)	1
2	Raksha Bandhan	1
3	Vijaya Dashmi	1
4	Eid-ul-Juha	1
5	Diwali	6
6	Christmas	1
7	Makar Sakranti	1
8	Holi	2
9	Eid-ul-Fitar (Even Sem)	1
10	Independence Day	Flag Hoisting & Celebration
11	Republic Day	Flag Hoisting & Celebration

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 Faculty & Staff with nine time slots as detailed below:

S.N	Type	Code	Category	No. of WD	S/in	S/out	W/in	W/out
1	A	10PGDIR	Director (Infra.) and Director (Admin. & Fin.) (In time for attendance of this category of Faculty & Staff 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	Principal, Director and Deans	As per institutional needs	08.00 AM	04.00 PM	08.00 AM	04.00 PM
3	C	12STUADM	All Administrative Officers and office assistants/ executives who are essentially required throughout duration of students stay in campus.	275	08.00 AM	04.00 PM	08.00 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	275	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 Faculty & Staff 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 Faculty & Staff 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 Faculty & Staff will be before 08:00 AM and out time will be after 08.00 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 Faculty & Staff 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 Faculty & Staff will be before 09:00 AM and out time will be after 02:30 PM)	275	Flexible with 12 hrs. of duty		Flexible with 12 hrs. of duty	
10	C	17ATNADM	Attendants not covered under above mentioned category	275	08.00 AM	04.00 PM	08.00 AM	04.00 PM
11	C	18FACACD	Faculty members not covered under above mentioned category	260	08.00 AM	04.00 PM	08.00 AM	04.00 PM
12	C	19TOAACD	Technical Officers and Technical/ Lab assistants	260	08.00 AM	04.00 PM	08.00 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 Faculty & Staff 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 us under:

Detailed guidelines for attendance through FRAS were last circulated by Office Order dated April 28, 2017. Referring the same, Poornima Group Management wishes to highlight following guidelines, which will come in force w.e.f. 01.07.2018, for further strengthening of the system:

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 Director (Admin. &Fin.), duly recommended by Principal/ Director.
3. Relaxation of 05 minutes to all respect to their in-time is continued. However, there is no relaxation with respect to out-time.
4. As mentioned in the referred order, the relaxation of 15 minutes to come late or leave early was of six times in a calendar month and was proposed to be reduced to three times in due course of time. However, a comprehensive study revealed that nearly all faculty & staff members are utilizing this relaxation at least up to four times. In light of the same, this relaxation has been reduced to four times in a calendar month instead of earlier mentioned reduction.
5. E2 form is to be used for leave availing purposes only.
6. Each faculty and staff member (except the protocol list of Poornima Group) needs to make entries in to the Movement Register (department wise), placed at the main gate of the campus and in effect from June 01, 2018, while going outside/coming inside the campus during the duty timings.
7. Faculty & staff members are advised to enter details in neat handwriting, failing which the entry might be nullified by HR Department.
8. Faculty & staff members are advised to write self-explanatory description of duties outside the campus. Mentioning reasons like "Official" or "Personal" will be considered ambiguous and may get nullified by HR Department.
9. Faculty & staff, while moving outside need to take permission from a person of the rank HOD & above. Once in a week, the primary movement register will be rotated amongst all permitting officers / staff to verify & approve the movement by respective faculty & staff.
10. Only after the approval of respective permitting officers / staff, the in charge of register will give his approval.
11. If any staff is deputed for outside duties, entry will be made in "Movement Register".
12. 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.'
13. 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 will take custody of the register to get remaining columns completed by concerned authorities under column I to L. Scanned copy of "Movement Register" will be sent to Central Office on mail id: attendance@poornima.org on weekly basis for updating FRAS.
14. Pre authenticated register is issued to each campus. No register will be put in use without pre-authentication by Assistant Director, Poornima Group.
15. Above guidelines has come in force w.e.f. 01.07.2018.

SUBSIDIZED ACCOMMODATION FOR FACULTY AND STAFF MEMBERS

To encourage faculty & staff members to stay in Poornima hostels, the management is offering affordable accommodation for session 2020-21. The subsidized rates are as follows:

S. N.	Gross Salary(Basic + DA + VP + PLVP)	Accommodation Charges
1	<= INR 20000	INR 3999 / Month
2	>= INR 20001	INR 4999 / Month

Please Note:
- Campus accommodation is not a matter of right but is a facility provided to faculty/staff at subsidized cost;
- Due to the limited availability of accommodation, It will be provided on first come first serve basis only;
- The accommodation will be available for bachelor / single person only;
- The accommodation will be provided on a twin sharing basis;
- All meals will be provided in mess during mess timings;
- The laundry facility will be a chargeable basis upon the usage;
- Completely filled format E-5 (Available on Poornima website) need to be sent to the undersigned for further processing.

GUIDELINES FOR GUEST HOUSE ACCOMODATION

Revised Rates of Guest House Accommodation				
Category	Single Occupancy in INR/Night	Double Occupancy in INR/Night	Single Occupancy in $/Night	Double Occupancy in $/Night
AC Guest House Room	1000	1500	$20	$25
Air Cooled Hostel Room	600	800	$10	$12
Non- Air-Cooled Hostel Room	400	500	$8	$10

NOTE: These rates are Inclusive of Accommodation & Meals

Check In Time : 10.00 AM

Check Out Time : 8.00 AM

POLICY FOR AWARD TO EMPLOYEE GETTING MARRIED

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

CANTEEN TIMINGS

Poornima Canteen will be open till late with effect from August 8, 2018. The revised timings are as follows:

Days	Working days	Holidays
Morning	9 AM to 4 PM	10 AM to 12:30 PM
Evening	8 PM to 10 PM	8 PM to 10 PM

GROUP INSURANCE SCHEME FOR FACULTY & STAFF

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

GUIDELINES FOR AVAILING TRANSPORT FACILITY BY FACULTY & STAFF

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

TRAVEL RULES

Travel rules:

All Faculty & Staff of Poornima Group 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 Faculty & Staff are divided into following four categories for traveling rules:

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

The Cities are divided into following three categories:

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

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

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

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

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

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

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

Please Note:

1. If the faculty/staff is permitted to use personal vehicle, he is permitted to charge expenses @ INR 3.00 per km for two-wheeler and @ INR 7.00 per km for four-wheeler.
2. Head of Institutions on recommendation of Registrars are authorized to permit two-wheelers & four-wheelers for local use on case to case basis ensuring that multiple tasks are carried out.
3. If any faculty/ staff are permitted to go outstation on duty, he/she has to undertake his/ her journey as per TA rules. If he/ she use his/ her own vehicle without prior permission of head of institution, he/ she will be reimbursed such expenses subject to his/ her entitlement only.
4. If staff member wishes to avail services of Ola/ Uber Moto/ Go under permission as above, he/ she may claim amount by submitting bill of such ride, subject to limits mentioned above.

DRESS CODE FOR FACULTY & STAFF

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

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

Female staff under faculty, Technical & Administration stream: One sari plus two salwar suits or two saris plus one salwar suit or three saris will be issued to every staff under the category under this option. The stitching of issued cloth will be as per standard pattern where salwar suit/ kurta should be of knee length, with high neck and sleeves. Similarly, 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 1st & 3rd Monday of each month and on Independence Day, Republic Day, Teachers' Day and Engineers' 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
100 Per month	100 Per month	50 Per Month	50 Per Month	50 Per Month

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

LOAD ALLOTMENT, TIME-TABLE & REPLACEMENT POLICY

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

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

Replacement policy
- It is mandatory for each faculty to make alternative arrangements while applying for the leave.
- Leave application will be recommended by HoD and sanctioned by Principal/ Director.
- Attendance registers will be administered by HoD and replacement 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 Principal/ Director for information.

TEACHING LOAD

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

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

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

Special Lectures:
- Existing practice of conducting one internal + one external SPL for each subject is discontinued. Now, total no. of six special lectures will be executed for each section during each semester out of which minimum two will be by external faculty members. SPLs can be from topics within RTU syllabus or beyond syllabus as per the need. HOD will ensure planning, quality execution and proper reporting of the same including presence of concerned faculty member in SPL.
- A list of Poornima faculty members, eligible for taking special lectures will be published by Director, Poornima Group. 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, EIC, Electrical, Mechanical Labs and Workshops	Two
Specific Mechanical / Electrical / ECE Labs/ Workshops after written approval of Principal/ Director	3 to 5

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

Systems & Procedures
- Emphasis must be given on student oriented activities.
- A faculty member can be allowed to work on Sunday / Holiday under approval of Principal/ 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 keep a record of R1, R2, R3 & R6 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 must be rechecked by HOD / Mentor to provide guidance to concerned faculty.
- Chapter wise tutorial / assignment sheets with multiple options must be prepared at Poornima Group level for all theory subjects of all courses before start of teaching.
- Students of each class must be divided in separate work groups to take benefit of tutorials/assignment and avoid copying at mass level.
- Special training for faculty will be provided on art of handling tutorials.
- Design of tutorial note books which are issued to students will be modified.

Academic Targets

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

Mentoring / Training

- Names of mentors will be decided by Principal/ Director in consultation with HODs.
- New faculty members will be attached with a mentor at first meeting with Principal/ 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 Principal/ Director and declare best mentor group under each Mentor for every semester and award incentives.
- Minimum one PPT / Special Lecture/ Video Lecture will be prepared by each faculty member every semester & its documentation are ensured in library.
- Designated mentors of boys and girls hostels may interact with subject faculty for necessary guidance.

DEPARTMENT PORTFOLIOS

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

Note-1: Two students must be engaged for relevant activities with faculty members handling above portfolios
Note- 2: One faculty member could be allotted more than one portfolios based on his/her teaching load.

DEPARTMENT LIBRARY

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

GUIDELINES FOR FACULTY MEMBERS REGARDING ATTENDANCE OF STUDENTS

- No faculty member is authorized to exempt any class from attendance even if the attendance is zero.
- Situation will be considered as 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 hour - one attendance
  - Tutorial of one hour - one attendance
  - Lab of one /two/three/four hours - one attendance per hour.
- All other activities- one attendance each for duration of 60 min.
- Attendance of On Line Assessment, Internet/ Library Classes and special classes will be maintained and submitted by tutors as attendance of other activities on event attendance module of ERP.
- Action against non- compliance of procedures of attendance, late entry/early leaving of the class, non- compliance of replacement schedule and late submission of attendance is issuance of warning by CD or delay in payment of next salary (one/two weeks).

IMPORTANT GUIDELINES REGARDING TEACHING

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

1. **Lab Sessions:** Please ensure that all assigned faculty and staff members are available in lab sessions for complete duration. They are advised not to move out of lab unless permitted by Principal/ Director. They must get involved in academic interaction with students. Doing personal work quoting reasons like completion of course etc. are not acceptable.
2. **Optimum use of time:** It is observed that students complete the assignment/lab work in 15 minutes and are made to sit for rest of the time without any productive output. Faculty members are advised to go prepared to carry out relevant additional academic activities to engage students. This could include viva voce questions, technical interview questions regarding equipment processes etc.
3. **Effectiveness of knowledge transfer:** The performance of a faculty member cannot be judged only based on engaging the classes on regular basis. Every faculty member must ensure that students understand/learn during their sessions.
4. **Dictation of notes:** It is observed that many faculty members are consuming maximum time of their sessions in dictating concepts/notes whereas they are expected to spend major time in explaining the concepts/derivations.
5. **Introspection on quality of delivery:** As discussed and decided with department Leaderships the video and audio recording devices are being issued. The HODs/mentors must ensure that at least one session of each faculty member is recorded and discussed upon for guidance and improvement on weekly basis.
6. **Taking lecture notes to the classes:** As discussed and decided with department Leaderships the faculty members are advised not to use lecture notes/books during the lecture. In turn they should carry one page note containing lecture highlights and numerical derivations. No matter will be permitted for reproduction through dictation.
7. **Code of Conduct:** Faculty members are informed that punishment by deducting attendance and   Mid-term marks in name of maintenance of discipline is not permitted. They are advised not to threaten students with penalty of marks and attendance in any case. An action for violation of code of conduct may be initiated against defaulting faculty members.
8. **Recording of Lectures/Tutorials/Lab Sessions:**   Every Faculty Member will have to submit at least two video recorded lectures, one video recorded tutorial and one video recorded lab session for each of their subjects to the HoD in every semester. The HoD will submit the soft copy of these sessions to the Head of the Institution for performance evaluation of faculty members. The submission of recorded sessions will be mandatory for all faculty members and non-compliance of the same will put them in no change category during next salary revision.

CROSS CAMPUS SPECIAL LECTURE POLICY

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

- Remuneration for such experts will be INR 300 for a lecture of one hour. The remuneration will be flat irrespective of the Rank/ designation, provided that the lecture is taken beyond the academic load of respective faculty / staff.
- Eligibility criterion for becoming expert for special lecture:
a. Minimum teaching/industry experience: 5 years
b. Track record of one semester regular teaching for that subject with more than 75% end semester result.
c. Maximum number of lectures by one faculty is limited to 6 per semester.
d. Expert is required to submit the following before taking the classes
e. Detail plan for class of 60 min
f. Short lecture notes to circulate in the class
g. Power point presentation
h. The HOD is required to issue a certificate of quality of special lecture with feedback from students for payment of remuneration.
i. Faculty teaching that subject must be present in that special lecture.

GUIDELINES FOR CONDUCTING SPECIAL LECTURE

The competent faculty from outside Poornima will be allowed to act as an expert to take external special lectures with following guidelines:

- Audience level will be max. 150 for external lecture.
- Remuneration for all Experts for special lecturers in B. Tech. classes will be as follows
    a) Experts from IIT/ NIT or equivalent at the rank of Professor or equivalent: For Offline teaching – INR 1000 per hour + 500 per day against Travel Charges, For Online Teaching – INR 700 per clock hour.
    b) Experts from IIT/ NIT or equivalent at the rank of Associate Professor or equivalent: For Offline teaching – INR 750 per hour + 400 per day against Travel Charges, For Online Teaching – INR 500 per clock hour.
    c) Experts from IIT/ NIT or equivalent at the rank of Assistant Professor or equivalent: For Offline teaching – INR 500 per hour + 300 per day against Travel Charges, For Online Teaching – INR 300 per clock hour.
- Experts will have to devote required time and effectively deliver the special lecture in an efficient manner.
- A list of experts with their broad area of expertise will be made available to the Principal/ Director/ HODs after completing the process for finalizing the experts through proper process.
- The experts are require to prepare and submit the following before taking special lectures
    a) Detail plan for class of 60 min
    b) Short lecture notes to circulate in the class
    c) Power point presentation [soft copy]
- The feedback of the lecture must be Excellent.
- The list of experts can be modified during the semester.
- The HODs are required to submit a report on special lecture with feedback from students for sanction of remuneration for the expert faculty member.
- Internal Faculty teaching that subject must be present in that special lecture.
- Remuneration against Internal Special Lectures has been discontinued.

DISCIPLINE POLICY & CODE OF CONDUCT FOR FACULTY & STAFF

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

Attendance of Students
- Attendance will be taken at the beginning of each class. The faculty will mark "A" or 1, 2, 3, 4…in 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.

Code of Conduct for Poornima Group Faculty & Staff

Following situations/activities will be covered under code of conduct for Poornima Faculty & Staff and the same will be kept under observation:-

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

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

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

IMPORTANT ISSUES FOR ACADEMIC ADMINISTRATION

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

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

Note:

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

PERFORMANCE INCENTIVE SCHEME

To appreciate &recognize efforts made by departments & individuals for betterment of academic performance & standards, and encourage faculty & staff members to contribute in a positive & a competitive environment, the management of Poornima Group is pleased to revise the Performance Incentive Scheme as per recent changes in RTU Examination Patter. These incentives will be awarded on the basis of university results declared for session 2018-19 & onward (for PCE, PIET & PGI only).

Incentive 1

1. All theory subjects will be categorized as per following table:

On the basis of difficulty	On the basis of Credits
A – Extremely Difficult	1 Credit subject
B – Moderately Difficult	2 Credits subject
C – Least Difficult	3 Credits subject
	4 Credits subject

2. Each subject will be coded as A1, A2, A3, A4, B1, and B2 and so on by the respective heads of institutions in consultation with the HODs & Office of Chairman.
3. The list of subjects with coding must be released before the beginning of each semester by respective department heads.
4. An incentive of amount INR 3000 will be given per subject as per the following achievement of results in End Semester RTU Examinations.

Code	Desired Pass %age of class	Code	Desired Pass %age of class	Code	Desired Pass %age of class
A1	75 % or above	B1	80% or above	C1	85% or above
A2	70% or above	B2	75 % or above	C2	80% or above
A3	65% or above	B3	70 % or above	C3	75% or above
A4	60% or above	B4	65 % or above	C4	70% or above

5. Challenging "Incentive 1" will be applicable w.e.f. session 2019-20.
6. Faculty can challenge to achieve the above results in any/ all of the subjects they are teaching.
7. Faculty Members need to apply under this scheme before start of I Mid Term examination of respective subject.
8. On achieving the targeted result, the amount of incentive will be doubled.
9. In case a faculty member is not able to achieve the targeted result for which he/ she applied, deduction of half of the incentive amount of "Incentive 1" will be done.
10. The amount of deduction will be adjusted in the incentive amount earned for the same semester or else it will not be deducted.

Incentive 2

An incentive of INR 2000 per subject will be awarded if 25% of the total number of students of a class / section secures **A Grade** in respective theory subject (Internal + External Component).

Eligibility:

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

Incentives:

1. Maximum of INR 16000 for a semester (best two incentives earned will be considered) and INR 32000 for a session may be granted as incentive to each individual.
2. For getting 100% result in a theory subject, the concerned faculty members will get INR 500 as bonus incentive.
3. In addition to above cash incentive, a certificate of appreciation would also be presented to those faculty members who achieve incentive in both categories (i.e. 1 & 2).
4. The whole department will be awarded with half (50%) of the amount earned by its faculty members, irrespective of whether in service or not as per eligibility clause (1). The total amount cumulated for a department will be distributed as per three components as follows:
   - 20% will be awarded to HoD of respective semester.
   - 10% each to both Dy. HoD. (Academic) & Dy. HoD (Admin) of respective semester.
   - Remaining amount will be distributed among all technical staff members equally fulfilling service period criteria as mentioned in eligibility conditions for faculty. They shall be eligible for incentive with a minimum limit of INR 2000 and maximum limit of INR 3000 per semester.
5. In case, the charge of HoD or Dy. HoD is 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 Principal/ Director.
6. All faculty members with no theory RTU subject will be graded on the basis of recommendation and feedback reported by HoD & Principal/ Director against respective semester. All such Faculty Members will be eligible for incentive with a maximum limit of INR 4000 per semester and INR 8000 per session (On pro rata basis for partial service).

Note:

1. A Faculty Member can submit his/ her application for challenging the incentive category 1 through application form E22 to their respective HOD.
2. In case of any disagreement in implementation of provisions and outcomes of this scheme, the decision of management of Poornima Group will be final.

TECHNICAL PUBLICATION INCENTIVE SCHEME (Refer form E20)

The Management of Poornima is pleased to declare the "Technical Publications Incentive Scheme" for faculty members and others for the session 2020-21 and onward. Under this scheme the publications must be related to broad academic disciplines relevant to subjects being dealt by the faculty member & **must include the name of Poornima with the author's name**. The details are given below:

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

2. **Publication Category**

Publication Category	Incentive	T & C
2.1 Full Book		
a) Published with SCI/ Scopus Series/ Journal Publication	20000	100% for 1st Edition & 30% for further Edition [Equally divided amongst all authors]
b) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press, and all other non SCI/ Scopus International Publishers	15000	
c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	10000	
Note: There has to be significant contribution in revised edition and proof of such modification need to be submitted.		

2.2 Chapters in Book [ISSN No. / ISBN No.]		
a) Published with SCI/ Scopus Series/ Journal Publication	15000	60% for being 1st / Corresponding Author 40% for being co-author
b) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press	10000	
c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.	8000	

2.3 Publications	Amount Rs.	Authored Publications		Guided Publications	
		1st Author	Following Authors	PG/ PhD Scholar/ Single Author	Guide
High Quality Publication (Maximum Limit = INR 40000 per annum)					
a) SCI, SCI-E, SSCI-E SSCI, ABDC, & other Equivalent indexed Journal	20000	60%	40% (if number of co-authors are two or more than two then amount will be equally divided)	70%	30% (if number of guides are more than one then amount will be equally divided)
b) IEEE Transaction not covered in category a	18000				
c) E-SCI, E-SSCI, Scopus indexed journals not covered in a & b	15000				
d) IEEE, ACM, ELSEVIER, SPRINGER, EMERALD, EBSCO JOURNALS not covered in category a, b & c	12000				
e) SCI/ SCOPUS indexed Conference Proceedings (IEEE, ACM, Elsevier, Springer & Others)	10000				
Average Quality Publication (Maximum Limit= Rs. 10000 per annum)					
f) International Conference organized outside India and not covered in category e	5000	60%	40% (if number of co-authors are more than two then amount will be equally divided)	70%	30% (if number of guides are more one than then amount will be equally divided)
g) UGC Approved Journals not covered in category a, b, c, d & e (as per latest valid List)	4000				
h) International Journals Published Abroad / International Conference in India	2000				
i) International Journals Published in India	1500				
j) National Journals	1000				
k) National Conference	750				
l) Professional Article in Int'l/ Nat'l Magazine/ Newspaper	500				
For Single Authored publication of any kind above, 100% incentive shall be given					

1. **Criteria for Award of Technical Incentive –**
   1.1. Incentive will be given to eligible faculty members (including non-teaching staff), who have completed minimum 1 Year or 260 WD till July 31 of the corresponding year at Poornima and continue to work with Poornima **as on date of award of incentive**.
   1.2. Employees (full time/ part time/ guest/ research fellow/ research assistant etc.) other than a regular faculty are not eligible for incentive under this scheme.
   1.3. Calculation of the incentive: The incentive to be given to an applicant will be calculated by dividing the total incentive among all the authors as per above table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in Poornima only.
   1.4. Paper published by more than four authors will not be considered under this scheme.
   1.5. Paper guided by more than 2 supervisors or guide will not be considered under this scheme.
   1.6. Maximum 2 papers will be considered from a single conference and journal of the same month.
   1.7. Applications under this scheme will be entertained through format E-20 only. (Each application would be examined separately; hence E 20 format should be unique for each claim).
   1.8. Applications with all relevant information shall be entertained in July every year for publications during previous session / year.
   1.9. Incomplete or not properly filled E-20 formats will not be considered for incentives.

2. **In order to claim the Incentives, the following documents must be submitted to the Office of Registrar along with completely filled format E20:**
2.1. Copy of proof of the publication category i.e. 2.3 (a), 2.3 (b), 2.3 (c) etc.
2.2. Copy of notification of conference / seminar
2.3. Copy of e-mail communication submitting the draft copy of the paper
2.4. Copy of the acceptance mail communication
2.5. Copy of the reviewer's remarks (in case of reviewed journals)
   2.5.1. 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)
2.6. Copy of Paper published in the proceedings of the journals/ conference / seminar
2.7. Copy of Index page of journals/ conference / seminar proceedings.
2.8. Copy of certificate of presentation in conference wherever applicable.

Each year, the application needs to be submitted to the **Office of Registrar** in 1st week of August for previous academic session. On receiving applications, the Head of Institute will constitute an expert committee within a fortnight for consideration of all applications for incentive for publications. The committee will submit report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above. The Registrar will compile these reports recommendations and place before the Head of Institution for approval. The Registrar will then send the finalized list to Finance Department for release of incentive amounts to be presented to concerned faculty members in faculty incentive program on 15th August every year. **In all matters related with this "Technical Publication Incentive Scheme", the decision of Management of Poornima would be final.**

CONSULTANCY & RESEARCH INCENTIVE SCHEME OF POORNIMA (CRISP)
Applicable with effect from July 1, 2018

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

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

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

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

3. Incentive Amount

Category	Incentive to the consultant / Principal investigator (i.e. the principal faculty)	Incentive to the supporting team members (faculty & staff)	Date of grant of incentive
A	8% of the total grant amount, but limited to a maximum of half of annual gross salary of consultant (to be given from resources of institution)	2% of the total grant amount (On sole discretion of the consultant / principal faculty & to be given from resources of institution)	After the completion of project & obtaining NOC from grant disbursing agency & auditing firm(s)
B	40% of the total project grant received (this also includes all types of taxes which are applied on complete project)	On sole discretion of the consultant / principal faculty	As & when grant is received
C	80% of the total project grant received (this also includes all types of taxes which are applied on complete project)	On sole discretion of the consultant / principal faculty	As & when grant is received

4. Important Points
4.1. **Individuals or Departments shall take up projects after obtaining NOC from Director, Poornima Group via Head of Institution.**
4.2. All funds in connection with above mentioned consultancy/ projects should be received in the name of the Institute only. The account will be maintained & controlled by office of Director (Admin & Finance).
4.3. The time spent by a faculty/ consultant on such projects should not exceed one day per working week plus one day during week end, thus a total of 52 man days during the calendar year.
4.4. Report(s) and data collected/ originated out of project will be the joint intellectual property of the sponsor, consultant & Poornima Group which can be used by the sponsor, consultant & institution for its own use only and cannot be disclosed to any other party without obtaining the NOC of sponsor, consultant & institution
4.5. The report of the project / consultancy will be kept by consultant for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
4.6. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director (Admin & Finance), on the recommendation of Head of Institution may prohibit the concerned faculty / staff member to take part in any new project as consultant till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned faculty/ staff member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.
4.7. All purchases under projects shall be made through the Purchase Manager, Poornima Group. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
4.8. The faculty may engage student(s) of Poornima as student assistants for the project work
4.9. The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. Admissible DA or actual boarding & lodging expenses and expenses on local travel by taxi will be reimbursed against receipt.

5. Documents to maintain
Consultant faculty member through his team members will maintain:
5.1. Attendance Records of the Consultant(s), supporting staff etc. with man-hours spent during execution of project.
5.2. Inspection / Site Visit Register to record any site visit by the Consultant(s) are maintained. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).

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

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

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

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

5.7. Correspondence File to maintain record of correspondence.

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

5.9. Work Progress Report of monthly progress report.

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

At the time of completion of a consultancy project, the PI shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Registrar.

PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS

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

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

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

- Incentive will be given to the applicant/ patentee who has served Poornima for minimum 1 year. In case of more than 1 applicant/ patentee, the amount will be equally divided.
- The incentive will be given to the principal applicant/ patentee only.
- The incentive will not be awarded for provisional copyrights / patent.
- In order to claim the Incentive the copy of proof of award/ grant of Copyright / patent must be submitted to the Office of Registrar.
- On receiving relevant documents, the Registrar will constitute an expert committee including a representative from the office of Chairman, Poornima Group within a fortnight for consideration of all applications for such incentives
- The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above.
- The Registrar will then send the finalized list to the Office of Chairman, Poornima Group for final approval & disbursement of incentive.
- In all matters related with this "PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS", the decision of Management of Poornima would be final.

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

Management is delighted to announce the scheme for pursuing PhD for professional progression at Poornima. This scheme is introduced in light of a recent circular released by UGC stating that Ph.D. Degree shall be a mandatory qualification for the post of Assistant Professor with effect from 01.07.2021.

Objectives:
- To enhance the number of PhD faculty members working in Poornima Group by 01.07.2022.
- Give thrust to R&D, create an innovative ecosystem and enhance Poornima's competitiveness amongst competitors

Eligibility:
- All faculty & staff who have joined/ who will join Poornima Group on or before 01.07.2022.

Terms & Conditions:
- The scheme has come into effect from session 2019-20
- The scheme is applicable only if faculty/ staff member take admission in Doctoral program of Poornima University (PU).
- The continuation of scheme for an individual is subject to performance review after every 6 months by office of Dean (Research & Development), PU
- After completion of PhD, re-fixation of salary will be done by management on the basis of prevailing remuneration provided in other private self-financed institutions (it will be fixed with effect from the date of provisional certificate or degree whichever is dated earlier)
- In case any faculty/ staff member leaves the organization (in any circumstances) during the tenure of PhD, the scholarship given under this scheme will be discontinued from the date of reliving.
- After completion of PhD, faculty / staff member has to stay at Poornima for ongoing academic semester (if PhD is completed during the running of semester) or has to stay at Poornima for upcoming semester (if PhD is completed during the semester breaks). The semester break will be counted as the duration between beginning of new semester & last teaching day of current semester.

Salient Features:
- Flat 50% Scholarship in annual fee (Tuition fee + Development fee)
- Flexibility to pay fees in monthly installments by deduction of certain amount from monthly salary
- Relaxation in working hours/ teaching load as per following:

Post	No of Sections	Reduced Load per week (in hours)	No of Sections	Reduced Load per week (in hours)	No of Sections	Reduced Load per week (in hours)
HOD or equivalent	0-3	8-10	4-6	4-6	=> 7	0-2
Dy. HOD or equivalent	0-3	12-14	4-6	10-12	=> 7	8-10
Faculty						16-18(against existing 22)
TA						24-26(against existing 30)
Non-Teaching Staff (For Officers, Executives etc.)						Relaxation of 1 hour per day

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

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

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

Criteria for participation –

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

Category A – Skill & Knowledge Enhancement					
Category & Designation	Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered)	Grades	Maximum Exposure	Maximum Grant (in INR)	Max. OD Leaves
A.1 Protocol Holders	• Enhancing Performance of Staff • Managerial Skills for Principals • Effective Curriculum Implementation	AA/ A+	International	50000	10
	• Developing Healthy Work Culture in Technical Institutions • Developing Values, Attitudes and Managerial Skills in Teachers	A	International	40000	7
	• Induction Training Programmers for Newly Recruited Teachers • Faculty Development Program for effective teaching • Performance Appraisal of Teachers	B	International	30000	5
	• Institutional Accreditation (NBA Guidelines) and Quality Management • Strengthening Institutions to produce high quality engineers for better employability • Training on Management Capacity Enhancement	C	International	20000	5
A.2 Professors/ Dean / HODs /Associate Professor	• Effective Curriculum Implementation • Tools for Engineering Research • Personality Development • Enhancing Performance of Staff • Developing Values, Attitudes and Managerial Skills in Teachers • Intellectual Property Rights and Patenting • Project Planning, Execution & Evaluation • Academic support for weak Students	AA/ A+	International	30000	10
	• Strengthening Institutions to produce high quality engineers for better employability	A	International	25000	10
	• Training on Management Capacity Enhancement	B	National	10000	5

	• Enhancement of R&D and institutional consultancy activity	New	National	5000	3
A.3 Assistant Professor /Research Associate/ Lecturer	• Tools for Engineering Research. • Effective Curriculum Implementation. • Mentoring Coaching and Counseling • Preparing Students for Job Interview	AA/ A+	National	10000	6
	• Academic support for weak Students • Training of faculty for effective	A	National	10000	6
		B	Regional	7000	3
	• Teaching Enhancement of R&D and institutional consultancy activity	New	National	4000	3
A.4 Technical Officers /Technical Assistants	Laboratory Practices.	AA/ A+	National	8000	5
		A	Regional	6000	3
		B	Regional	4000	3
		New	Regional	2000	3
A.5 Registrar /Proctor /Officers	• Training Program to enhance the administrative skills • Effective Office Administration & Management. • Developing Healthy Work Culture in Technical Institutions. • Organizing Student Centered Activities. • Mentoring Coaching and Counseling.	AA/ A+	International	30000	10
	• Preparing Students for Job Interview	A	National	20000	8
	• Personality Development	New	National	5000	4
A.6 Dy. HOD /Tutor /Dy. Tutor /Warden	• Placement Preparatory Program.	AA/ A+	National	10000	6
	• Preparing Students for Job Interview	A	National	10000	6
	• Career Guidance and Counseling	B	Regional	7000	3
	• Academic support for weak Students	New	Regional	5000	3
A.7 Executives /Office Executives	• Office Executives Training Program • Effective Listening Skills • Effective Communication Skills (oral and written) • Telephone Handling Skills (making and receiving calls, leaving message on voice mail) • Database Management	AA/ A+	National	10000	5
	• Report Preparation	A	National	8000	5
	• Standard Office Procedure	B	Regional	4000	3
	• Customer service interpersonal relations	New	Regional	2000	1
A.8 Library Staff	• Digital Library Management	AA/ A+	National	8000	5
	• Cloud Computing and Libraries	A	National	6000	3
		B	Regional	4000	3
	• Digital Library with KOHA and GSDL	New	Regional	2000	1
A.9 Attendants / Drivers /Security Guards	• Report Preparation • Effective Listening Skills • Telephone Handling Skills	AA/ A+	Regional	2000	3
	• Defensive Driving Safety Training	A	Regional	1000	3
	• Driver Training and Development Program	B	Regional	500	3
	• Security Guards Training Program	New	Regional	500	1
Category B – Technical (for all teaching staff)					
B.1	Participation, Full paper published& presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
B.2	Participation & Full paper published& presented in an International activity with publication in reputed journal with impact factor >.75	All	National	7000	5
B.3	Participation & Full paper published in an activity with publication available online	All	National	5000	5

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

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

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

GUIDELINES FOR ORGANIZING A CONFERENCE / SEMINAR / WORKSHOP
(Minimum Planning Time: National conference- 3 months, International conference- 9 months)

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

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

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

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

11. Send confirmation of registration to delegates upon receipt of payment
12. Create conference packages
13. Meet your staff or volunteers onsite and get ready to greet attendees

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

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

Speakers and Presenters
Important Dates
Sign up speakers: At-least 1 year before
Send information package: At-least 6 months before
Tasks

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

Marketing and Public Relations
Important Dates
Launch conference website: At-least 1 year before
Send Invitations: At-least 8 months before
Send press releases: 5 days before
Tasks

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

Audio-Visual Requirements
Important Dates
Order audio-visual equipment: At-least 10 days before
Test room setups: At-least 1 day before
Tasks

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

Accommodation
Important Dates
Contracts with hotels: At-least 3 months before
Accommodation booking deadlines: At-least 15 days before
Tasks
1. Establish what accommodation is available around the conference site
2. Negotiate room rates for participants with hotels and/or other accommodation providers
3. Sign a contract with hotels for provision of accommodation
4. Establish booking/registration procedures
5. Establish accommodation booking deadline
6. Convey accommodation information and booking deadlines to participants
7. Confirm room bookings with hotels

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

Financial Approvals
Tasks
1. Get head wise approval of 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 colorful compilation and reflection of success story of POORNIMA institution. Keeping in view these objectives, the broad framework suggested for the annual magazine is as follows.

Title & Number of Pages of Magazine
> Title – **Winners**, Pages – 140 (Including Cover page), Poornima College of Engineering
> Title – **Panorama**, Pages – 100 (Including Cover page), Poornima Inst. of Engg. & Tech.
> Title – **Pioneer**, Pages – 80 (Including Cover page), Poornima Group of Institutions
> Title – **Spectrum**, Pages – 140 (Including Cover page), Poornima University

Titles/Information	Issuing Authority	Approving Authority	Number of Page(s)
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 Dean (Hostels), Poornima Group	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 Group

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

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

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

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

7) About the faculty 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 Dean (Hostels), Poornima Group   **...1 Page**

14) About respective Hostels (Campus-wise)   **...4-6 Pages**

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

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

GUIDELINES FOR DEPARTMENT DAY CELEBRATION

OBJECTIVE:

Poornima Group is operating through various institutions and its departments. 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 departments, an opportunity to showcase its achievements and bring feeling of togetherness and team working. For the sake of convenience, the departments have been grouped as follows for session 2020-21:

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

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 - **30 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, Poornima Group, academic achievements of faculty, Conferences, trainings, seminars & workshops conducted by depts., participation of department in organizing college & Poornima Group 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 Hours** (Group Song, Group Dance, Instrumental, MIME) and **30 minutes** Skit (in English).
- Head of the Institution will take all necessary measures to ensure compliance of policy and norms of Poornima Group in celebrations of Department Days.
- Q-sheet will be finalized by Principal/ Campus Director as per Poornima guidelines

Report:

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

GUIDELINES FOR ANNUAL ALUMNI MEET

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

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

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

Alumni Association	Coordinator
Poornima Alumni Association (PAA), Central	Director, Poornima Group
Poornima Alumni Association, PCE	Principal/ Director
Poornima Alumni Association, PIET & PGI	Principal/ Director

Key roles & responsibilities of Central Association:
- To advise the institutional associations on activities related to Alumni.
- To liaison with alumnus in line with group policies and objectives of PAA
- To provide support in managing & updating the alumni portal –www.alumni.poornima.org

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

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

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

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

After participation:
1. Students will need to return back the issued kits in same condition as they were issued within 7 days of arrival of the team in Poornima. Penalty @ Re 10 per day will be imposed if student do not return the kits on time. In case the kit is returned in dirty condition, penalty of Rs. 200 per kit will be imposed by the office of warden.
2. Upon arrival in Jaipur, Each participating team captain will have to submit the following to the Office of Chief Warden in soft format via email and CC to respective Tutor, HOD, Chief Proctor, Chief Warden, Registrar, COE/ Exam Head & PIC.
   A. List of Team Members & their expertise (for ex. in soccer – goalkeeper, forward, mid fielder, coach and captain)
   B. Detailed score of each game & subsequent result (of each game & overall)
   C. High resolution pictures which can be used in newspapers for media promotion.
3. After submission of all of the above documents, Office of Registrar will reimburse each player as per the following slab:

| | AIU Nationals | | | | | | | | AIU Zonals or RTU Tournaments or similar | | | | | | | |
| | Podium Finish (only I & II position) | | | | Participation | | | | Podium Finish (only I & II position) | | | | Participation | | | |
	Cat A	Cat B	Cat C	Cat D	Cat A	Cat B	Cat C	Cat D	Cat A	Cat B	Cat C	Cat D	Cat A	Cat B	Cat C	Cat D
Against TA/ DA	INR 2000	INR 1000	INR 500	INR 200	INR 1000	INR 500	INR 200	INR 100	INR 1500	INR 750	INR 400	INR 100	INR 750	INR 400	INR 150	INR 0
Against Registration	To be completely reimbursed by Poornima				To be completely borne by students				To be completely reimbursed by Poornima				To be completely borne by students			

- Category D: If venue is within 100 Kms from Poornima Group
- Category C: If venue is between 101 – 400 Kms from Poornima Group
- Category B: If venue is between 401 – 800 Kms from Poornima Group
- Category A: If venue is beyond 801 Kms from Poornima Group

Please Note:
- All distances will be calculated as per shortest road route on Google map
- No relaxation in examinations will be given for practice sessions or practice matches.
- No relaxation will be given during End Semester Examination, what so ever may be the case.

- All such cases should be compiled by the Office of Chief Warden with student details (name, Reg. no., year, sem., course, branch etc.) and recommended to Controller of Examination or the Exam & Secrecy Head, indicating the event duration (including travel time), at least seven working days prior to the start of concerned examination, as per the academic calendar. The examination for the subjects falling under the stated period only will be considered and not the full duration of exam.
- If due to any reason the team / individual quits or unable to qualify further during the game play, a shorter revised duration (including travel time) must be recommended by the Office of Chief Warden within a day. In this case the student must also be asked to continue with regular exam / classes from that point onward, by the Office of Chief Warden.
- In case of misleading, forged or wrong information the exam of the concerned student may also stand canceled.
- Office of Chief Warden will be responsible to coordinate with the respective department at all stages for attendance & academics of students.
- This policy comes into effect from April 1, 2019
- In case of any ambiguity, Final decision will be made by a committee consisting of Head of Institution, Chief Warden, Exam Head or COE & Chair of Students' Council within 3 working days of the last exam held.

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

A. University Exams:

Scale of charges to conduct University Examination is governed by scales stipulated in 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 @ INR5.00 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.	INR200.00	INR300.00	INR400.00
		A.C.S.	INR150.00	INR225.00	INR300.00
		D.C.S.	INR120.00	INR200.00	INR250.00
		R.S.	INR100.00	INR140.00	INR210.00
		R.O.	INR100.00	INR140.00	INR210.00
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	INR50.00	INR100.00	INR150.00
		Daftri	INR40.00	INR80.00	INR120.00
		Peon	INR40.00	INR80.00	INR120.00
		Electrician, Plumber Chowkidar	INR30.00	INR60.00	INR90.00
		Sweeper	INR20.00	INR40.00	INR60.00
A.4.	Additional Payment (The charges will be claimed from the university & paid to Staff.)	CS,ACS,DCS,RS and/or will be entitled to claim one day before commencement of examination and one day after completion of examination in addition to the actual days of examination.		

A.5   Though there is no provision of additional OD, the management is pleased to grant OD of ½ Day for one session & full day for two or more sessions, if any University Examination is held on Sunday or Holiday.

A.6   If any examination session is not more than two hours, the duty staff will be entitled @ 50% rate. Similarly, if examination session is more than four hours, payment shall be for two sessions.

A.7   If examination is to be conducted without charging to Examination Conducting Authority, the duty staff will not be entitled for any payment.

A.8   University Examination is part of essential duty of each faculty and staff.

B. Non-University Exams:

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

S.No.	Type of Charges	Scale		
1	Centre Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc. and Power Back-up with UPS and Generate Set.	The Examination Conducting Organization will pay Charges at scale of INR 50.00 per student for minimum 500 students or as agreed with counterpart. The amount to be booked to a) Payment to staff as per scales mentioned hereinafter, b) Taxes as per actual, c) Generator charges @ 50 liters per hour d) 35% towards Logistic Charges and e) remaining to Staff Welfare Fund.		
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.	INR500.00	INR1000.00	INR1500.00
		A.C.S.	INR400.00	INR 800.00	INR1200.00
		D.C.S.	INR300.00	INR 600.00	INR 900.00
		R.S.	INR250.00	INR 500.00	INR 750.00
		R.O.	INR200.00	INR 400.00	INR 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	INR75.00	INR150.00	INR225.00
		Daftri	INR60.00	INR120.00	INR180.00
		Peon	INR40.00	INR 80.00	INR120.00
		Electrician, Plumber Chowkidar	INR40.00	INR 80.00	INR120.00
		Sweeper	INR30.00	INR 60.00	INR90.00
4.	Additional Payment	INR100 per day as conveyance charges are payable in addition honorarium to all mentioned under Sr. no. 2 above. Similarly, INR 70 per day as conveyance charges are payable in addition payment to all mentioned under Sr. no. 3 above. This will be payable in lieu of transport facility, if not made available by the college.		

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

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

END OF TERM EXAMINATION POLICY

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

1) Remuneration for all External Examiners for B. Tech. I, II, III & IV Year (Even Sem.) End of Term Practical Examinations will be as under
   a) Examiner from MNIT/ IIT or equivalent – INR 25 per student + INR 500 against Travel charges.
   b) Examiner from NAAC A & above / NBA accredited / Institutions ranked above Poornima in QIV – INR 20 per student + INR 400 against Travel charges.
   c) Examiner from JIET Group of Institution – INR 20 per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
   d) Examiner from Poornima Group – No remuneration but OD to be considered.
2) Payment of remuneration as per above norms is irrespective of whether the University reimburses the same to our institution or not.
3) The payment to the Examiners will be made in cash / cheque at the end of the exam.
4) All External examiners will have to devote required time and effectively conduct the exam in an efficient manner.
5) A one page report will be submitted by the External Examiner in prescribed format for internal use with comments and suggestions/recommendations for any improvements as per the format given below. The Secrecy Cell will ensure submission of such report at the time of making payment. Separate report will be submitted for each individual practical / Sessional exam. The report will be confidential and will be prepared in the chamber of Principal / Head of Institution strictly without any involvement of internal examiner.
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 Poornima Group 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.

INTERNAL/ IMPROVEMENT MID TERM EXAMINATION & EVALUATION OF ANSWER BOOKS

Internal / improvement midterm examination
1. Syllabus for all Even &Odd Semester First & Second midterm examinations will be decided at Poornima Group level before commencement of semester.
2. Improvement paper will be decided by 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 RTU only). Those who do not intend to appear shall also have to submit form with **NIL.**
7. Improvement form for those who wish to appear in one or more papers must be enclosed with copy of the university mark-sheet of the semester in which he wants to appear for improvement.
8. After last date of submission of improvement form, no application will be entertained in this regard.
9. During regular classes of his/her current session, if a student is appearing in any University (Back) Examination, he will be permitted for two days leave in lieu of each paper and this will be appropriately accommodated in attendance by reduction of total attendance, while calculating percentage of attendance.

Evaluation of answer books

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

PROCESS OF SHOWING 1st MID-TERM ANSWER BOOKS TO STUDENTS AND REVALUATION SYSTEM

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

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

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

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

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

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

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

LIST OF VARIOUS FORMS AND FORMATS FOR FACULTY & STAFF

(Can be downloaded from www.poornima.org)

- Form G1 – Wi-Fi Internet Connection
- Form G2 – Domain Request Form
- Form G3 – Vendor Registration Form
- Form E1 – Joining Report
- Form E2 – Leave Application form
- Form E3 – Requisition/Demand of Vehicles to be hires from outside Form
- Form E4 – Employee smart ID card format
- Form E5 – Campus Accommodation for Faculty & Staff
- Form E6 – Performance Appraisal Format for Faculty and Staff members
- Form E7 – Cash Advance & Travel Exp. Requisition Slip
- Form E8 – Application Form for Transport Facility for Employees
- Form E9 – No dues
- Form E10 – Query-Form
- Form E11 – Application for ESIC Card
- Form E12 – Certificate of Employee's Address
- Form E13 – All Purpose Bio-Data Form
- Form E14 – Fortnightly Attendance Analysis of Hostellers
- Form E15 – Format for General and Financial approvals
- Form E16 – Recommendation for completing higher degree
- Form E18 – Application for participation in Conference/ Seminar/ Workshop/Trainings/ Symposia etc.
- Form E19 – Booking Arbuda Convention Centre
- Form E20 – Application form for Technical Publication Incentive Scheme
- Form E21 – Requisition Form for Photographer
- Form E21 (B) – Requisition Form for on campus meal
- Form E22 – Requisition Form for "Challenge the first star" incentive scheme

PROCESS OF RESIGNATION, HANDING OVER & RELIEVING

- Each employee will have to serve, one month notice for relieving, if resignation is served between May 01 to June 15 and November 01 to December 15, 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 Principal/ Director.
    b. Status report by HOD/reporting officer in given format clearly indicating his views on (i) Subject teaching, (ii) Course status, (iii) Other duties, (iv) Attendance/marks submission, (v) Pending work, (vi) Lab status – Records checking, (vii) Subject files handing over – Blown-up/Zero Lecture/Tutorial Sheet/ Syllabus Deployment/ Previous Attendance sheet, (viii) College Diary, (ix) Charge handed over to, (x) New faculty joining – required / not required, (xi) Other remarks
- After preparing the report HOD will forward resignation to Director with status report for acceptance and approval and for exit interview. If approved the faculty must complete the no dues in the specified format. Submit the no dues to the Registrar of the Campus and charge handing over report to HOD.
- After clearing all dues at college, have to report to Secretariat of Chairman, Poornima Group for finalization of relieving process.

LIST OF MANDATORY REPORTS

The following reports are to be submitted to concerned functionaries.

- Department semester plan by HOD to Principal/ Director will be submitted at the beginning of the semester. This plan will be oriented towards parameters of monthly performance report.
- Institutional semester plan by Principal/ Director will be submitted to Chairman at the beginning of semester. This plan will be oriented towards parameters of monthly performance report.
- Departments Session completion report by HOD to Principal/ Director will be submitted at the end of semester. This must contain detailed data and information on all parameters of monthly performance report.
- Institution's session completion report by Principal/ Director to Chairman will be submitted at the end of session. This must contain detailed data and information on all parameters of monthly performance report.
- Report of each activity by activity coordinator to Reporting Officer/ Head of the Institution will be submitted within 03 days of completion of activity with a copy marked to Poornima Informatics Centre (PIC).
- Session Plan &Session Completion Report by Dean (Admissions) to Chairman will be presented & submitted.
- Session Plan &Session Completion Report by Dean (Hostels) to Chairman will be presented & submitted.
- Session Plan &Session Completion Report by Dean (Alumni & Corporate Relations) to Chairman will be presented & submitted.
- Session Plan & Session Completion Report by Assistant Director to Chairman will be presented & submitted.

ANNUAL REPORT SHOULD BROADLY COVER THE FOLLOWING

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

_____