



Employee Rule Book -2019-20

Chapter- A: PREAMBLE

Extent of Application:-

Short Title & Commencement: These rules may be called “The Poornima Institute of Engineering & Technology Service Rules”. They came into force w.e.f. 1st April 2019.

Extent of Application: These rules shall apply:

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

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

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

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

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

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

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



Definitions

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

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

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

Constitution: Means the constitution of India.

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

Financial Year: Means a year commencing from 1st April and ending on 31st March.

Calendar Year: Means a year commencing from 1st January and ending on 31st December.

Academic Year: Means a year commencing from 1st July and ending on 30th June.

Teaching Staff: Means staff who is under cadre director, lecturer and professor.

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

Chapter-B: GOVERNANCE

1. Shanti Education Society

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

Shanti Education Society is presently headed by its President, Shri Satish Chandra Agarwal, who has been a noted academician and technocrat of repute. Other members of the society are well known professionals. Shanti Education Society today has 2, 00,000 sqm. of land at RIICO institutional area of Sitapura/ Ramchandrapura in form of four campuses which house PIET, PCE, PGI & Poornima University. At present PIET has at its disposal a built-up area of 15 lacs sqft, which include instructional, administrative, recreation and residential areas. PIET has a state of art auditorium and in campus faculty housing. PIET hostels can accommodate 3000 students in 18 hostels. With above mentioned infrastructure and a strong



team of 500 faculty & 500 staff members PIET is marching ahead in realizing its vision and mission. At Poornima, emphasis is given to transparent working systems, responsibility sharing at all levels and distribution & execution of work through smaller groups. The faculty diary contains all relevant information for smooth working of individuals, departments, workgroups and PIET institutions. The information given in this diary includes updated information and decisions of PIET management. The guidelines given in the diary may be used as basic directives for various duties and activities.

2. Governing Council

Poornima Institute of Engineering & Technology has its Governing Council under the leadership of renowned educationalist and researcher Prof. (Dr.) S. M. Seth. The Governing council is normally meeting once in a year and suggest areas of improvement to the Management Basis on the Agenda of G.C. Chairman, may remark the advice for the development of the college. The Governing council has the following members.

List of constituent members of 14th Governing Council of Poornima Institute of Engineering & Technology

SN.	Position in GC	Nominated by	Category	Name	Email-ID	Contact Number
1	Chairman	Society	Entrepreneur/ Industrialist/ Educationist	Brig. (Dr) Surjit Singh	president@ruj-bsdu.in	8696933340
2	Member-1	Society	Ex- Officio (Chairman, / Poornima (Group)	Sh. Shashikant Singhi	sksinghi@poornima.org	9829054590
3	Member-2	Society	Director, Admin & Finance	Sh. MKM Shah	mkm@poornima.org	9829855517
4	Member-3	Society	Chief Training & Placement Officer	Smt. Dipti Lodha	diptilodha@poornima.org	9828510629
5	Member-4	Society	Dean, Admissions	Dr. Neeraj Jain	neeraj@poornima.org	9829255105
6	Member-5	Society	Director, Infrastructure	Sh. Hari Singh Shekhawat	shekhawat_ers@poornima.org	9829255104
7	Member-6	Affiliating University	Ex-Officio	Prof. (Dr) Dinesh Birla, RTU	dbirla@rtu.ac.in	9829078799
8	Member-7	All India Concil for Techical Education	Ex-Officio	Request forwarded via Speed Post	----	----



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9	Member-8	State Government	Ex-Officio	Request forwarded via Speed Post	----	----
10	Member-9	An Industrialist / Technologist / Educationist from the Region nominated by the state Govt.	To be decided by state govt. and pursued by campus (Educationalist from NIT)	Prof. Gunwant Sharma Head of Department Civil Engineering, MNIT, Jaipur	gunwantsharma2010@gmail.com	9549654183
11	Member-10	Institute	Professor	Dr. Puneet Mathur	puneetmathur@poornima.org	9610654446
12	Member-11	Institute	Assistant Professor	Ms. Pooja Sharma	poojait@poornima.org	8058665842
13	Member Secretary	Principal/ Director of Institute	Director	Dr. Dinesh Goyal	dinesh.goyal@poornima.org	9928015792
14	Member-12 (Additional)	Institute	Alumni/Industry Expert of CS/IT	Mr. Vivek Kumar (Director, CTO) Excubator	vivek.kumar@excubator.org	9731735544
15	Member-13 (Additional)	Institute	Alumni/Industry Expert of Civil	Mr. Sumit Sharma (The Horizon Architecture)	sksharma2050@gmail.com	8385858556
	Member-14 (Additional)	Institute	Alumni/ Industry (Expert of EE)	Mr. Arjya Kumar Mishra (Genus Power Infrastructure Ltd)	arjya.mishra@genus.in	0141-7102503
17	Member-15 (Additional)	Institute	Alumni/ Industry (Expert of ECE)	Mr. Samsher Singh (Reliance Jio Infocom)	samsher1.singh@ril.com	9521349292



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18	Member-16 (Additional)	Institute	Alumni/ Industry Expert of HR	Mr. Puneet Mittal (Co- Founder & CEO,	puneet@thepsi.com	9928028233
19	Member-16 (Additional)	Society	Special Invitee	Ar. Rahul Singhi Director, Poornima Group	rahulsinghi@poornima.org	9829000071
20	Member-16 (Additional)	Society	Special Invitee	Mr. Pushpendra Mudgal	pushpendram udgal@poorni ma.org	9001893263

3. ADVISORY BOARD

Shanti Education Society, the promoters of Poornima Institute of Engineering & Technology has been working for academic excellence at all levels.

Objectives:

Realizing that intellectual competitiveness is vital to India in achieving the status of a vibrant global leader in the growing knowledge age and technical and management education has created for itself a critical niche area, the Poornima Institute of Engineering & Technology, as an umbrella body, will devote itself to formulation of desired policies and providing broad directions, guidance and support to the managements of the participating colleges. The endeavor will be to develop and implement mechanisms and practices to supplement engineering/technical education with knowledge of management and social sciences and inculcate interpersonal skills so as to make the students more enterprising and competitively oriented. The Poornima Institute of Engineering & Technology will serve as a 'think tank' to deliberate on all aspects of technical/ professional education and reorientation of approach/ practices adopted for the efficient management of the colleges/ institutions. The College is also committed to provide quality research in technology and management and their specialized areas.



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ADVISORY BOARD



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



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



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



Member
Sh. Inderjeet Khanna
Former Chief Secretary
Government of Rajasthan



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



Member
Sh. Vinod K. Ladia
Chairman & MD
SRSL



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



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



Member Secretary
Mr. Shashikant Singhi
Chairman

4. Introduction of Poornima Institute of Engineering & Technology

Details of the Institute: The institute is run by Shanti Education Society and is located at- ISI-2, RIICO Institutional Area, Goner Road, Sitapura, Jaipur- 302022. The institute is approved by AICTE and is affiliated to Rajasthan Technical University, Kota. Currently there are four undergraduate (B.Tech) courses run by the institute.



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Address of the Institute: ISI-2, RIICO Institutional Area, Goner Road, Sitapura, Jaipur – 302022

Contact Details Tel: 0141–2770790 Fax No. +91 01412770791

Website: www.piet.poornima.org

AICTE Permanent ID: PIET, Jaipur is approved by AICTE the Permanent ID: 1- 4459001. **Poornima Institute of Engineering & Technology** was established in year 2007 with the vision of imparting pragmatic technical education. In its magnificent journey of 09 years, PIET has set benchmark and reached at new pinnacles in engineering education with dedication, perseverance and devotion. It is also. Having highest number of student strength of approx. 1,400 with four specializations of engineering at UG level (CS, ECE, EE, &CE).It is the most preferred institute with maximum admissions through RPET/JEE. It has more than 21322 square meter of built up area, highly qualified faculties, state of the art infrastructure, good placements and industry-led curriculum, PIET is marching ahead of others with tremendous growth since its inception.

Few Highlights of PIET:

- Aesthetically designed Infrastructure.
- Runs four specializations of engineering (CE, ECE, EE ME & CIVIL) at UG level.
- 01 students from PIET secured place in RTU Merit List for batch 2014-18.
- Online subscription and membership of IEEE, DELNET, SWAYAM, MOOCS and National Digital Library.
- Collaboration with Wipro for Wipro Mission 10X.
- IEEE, ISTE and ISLE Student chapters.
- Tie Ups with Industries & Academia.
- Unique Examination Hall with 300+ seating capacity.
- Several projects sponsored by AICTE & DST, Govt. of Rajasthan
- Completely Wi-Fi enabled Campus.
- Tie ups with AIESEC, Global Reach & GATE Academy.
- Arbuda Convention Center: A Multimedia Auditorium with 500+seating capacity.
- Krypton: The Entrepreneurship Development Cell to aware the students about ethics of business.
- 143Placement in session 2017-18.

1. Institute Vision, Mission and Core Values:-

Vision

“To create knowledge based society with scientific temper through cutting-edge technologies, innovative research and to become valuable resource for enriching mankind.”

Mission

- To provide an environment that will allow students and faculty members to be skilled in creation and implementation of new ideas.



- To provide platform to improve questioning, observing, testing, analyzing and communication skills.
- To provide qualitative education and generate new knowledge with integration of emerging technologies and research.
- To practice and promote high standard of potential ethics, transparency and accountability.

Core Values

- **Excellence:**

Our excellence is derived from a persistent commitment to hard work, diligence, perseverance, and consistency in the pursuit of the highest quality in whatever we do.

- **Collaboration:**

We value engagement and connection at multiple levels in our professional lives including work relationships, research, scholarship, service, and teaching and believe that Collaboration is an important element of our professional success.

- **Integrity:**

An uncompromising commitment to honesty underlies everything we do.

- **Innovation:**

We value and support each other in taking risks and we strive to create economic and Societal value.

- **Respect:**

We respect one another in an environment in which we value, consider, and are Influenced by others 'feelings and perspectives'.

- **Responsibility:**

Everyone understands the responsibility and strive to deliver in best possible manner and is ready for appraisal.

2. Poornima Knowledge Wheel :-



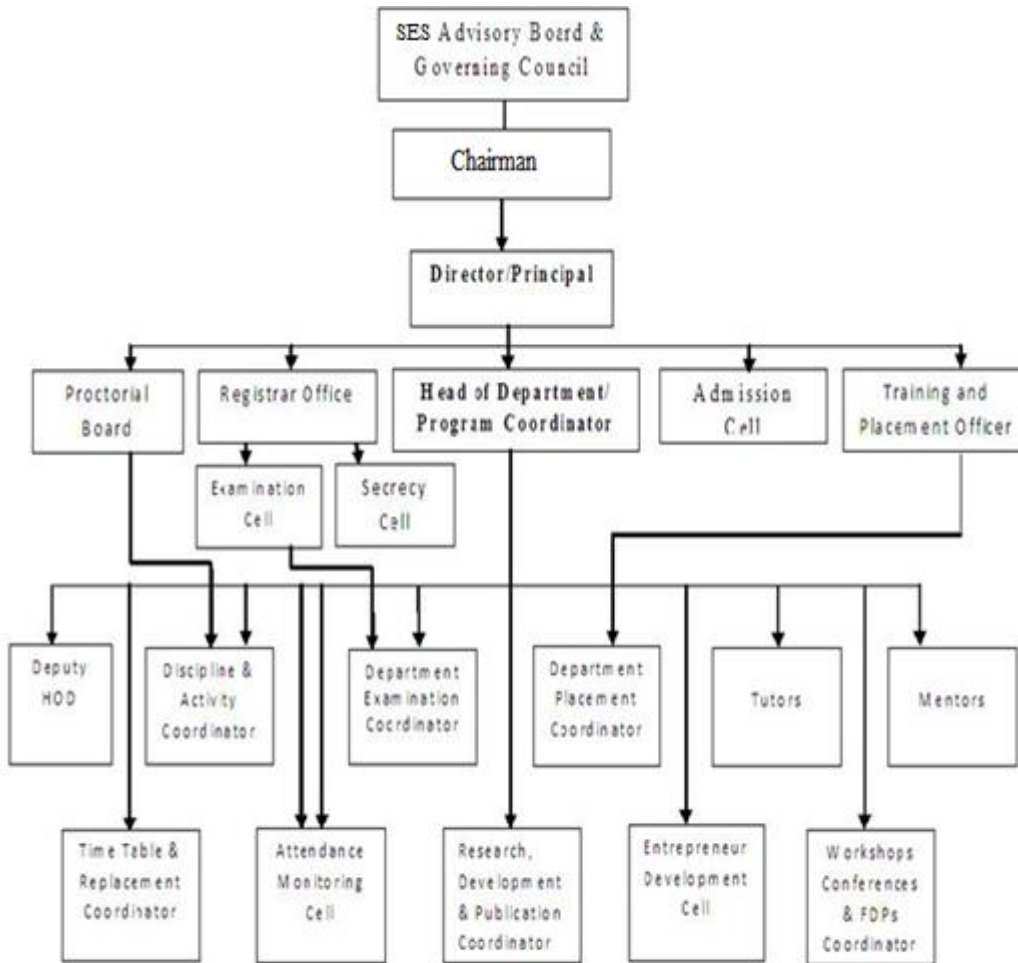


Course of Study and their Intake –

Course	Intake 2007-08	Intake 2008-09	Intake 2009-10	Intake 2010-11	Intake 2011-12	Intake 2012-13	Intake 2013-14	Intake 2014-15	Intake 2015-16	Intake 2016-17	Intake 2017-18	Intake 2018-19
UG-CS	60	90	120	120	120	120	120	120	120	120	120	180
UG-EE	60	60	60	60	60	60	60	60	60	60	60	60
UG-EC	60	90	120	120	120	120	120	120	120	120	120	120
UG-IT	60	60	60	60	60	60	60	Closed				
UG-CE	-	-	-	60	120	120	120	120	120	120	120	120
UG-ME	--	-	-	-	-	-	-	-	-	-	-	60
Total-UG	240	300	360	420	480	480	480	420	420	420	420	540



3. ORGANIZATIONAL STRUCTURE:-



The administrative setup of the department



Chapter-C: Administrative Rules and regulations

1. Selection Procedure of Faculty and Staff :-

• INTRODUCTION

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

- a) Identification of vacancies in various areas
- b) Invitations of applications by advertisement in leading Newspaper
- c) Scrutiny of applications received till the last date mentioned in the advertisement.
- d) Selection committee is constituted by the Dean, Academics
- e) Fixing of schedule for conduct of interview.
- f) Intimation to candidates about the date and time of interview.
- g) Process of interview

A candidate has to undergo one or all of the following process for final assessment i.e.

Technical Round

- Demo Lecture
- Analytical Round
- HR Round

- h) Preliminary assessment of the suitability of the candidates
- i) Decision on recruitment by the Chairman/Director.
- j) Issue offer of Appointment to the selected candidate

For Applying at Poornima Institute of Engineering & Technology

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

To

The Director
Poornima Institute of Engineering & Technology
ISI-2, RIICO Institutional Area
Sitapura, Jaipur- 302022

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



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For any further clarification one may contact us at +91-88756-66627 from 10AM to 4PM from Monday - Saturday.

- **JOINING OF CANDIDATE:-**

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

- **ADJUNCT / VISITING FACULTY:-**

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

- **TERMS AND CONDITIONS OF SERVICE:-**

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



- **Induction of Faculty and Staff:-**

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

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 of 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.

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

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



2. 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.

2. Qualification, Pay Scales :-

- **Qualification**

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

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
2	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable



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3	Professor	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech and PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor</p> <p>Or</p> <p>Minimum of 13 years experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is</p>
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4	Principal	<p>BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline.</p> <p>Post PhD publications and guiding PhD students is highly desirable</p> <p>Qualification as above that is for the post of Professor as applicable.</p>	<p>Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor</p> <p>Or</p> <p>Minimum of 13 years' experience in teaching and/or Research and/or Industry.</p> <p>In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analysing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.</p> <p>Flair for Management and Leadership is essential</p>
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Faculty Members (Humanities & Science) & Other Staff:

S. N.	Cadre	Qualification	Experience
1	Assistant Professor	Good Academic record with at least First Class marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience requirement.
2	Associate Professor	Qualification as above that is for the post of Asstt. Prof. as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level



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1.	Technical Staff	Diploma in appropriate branch of Engineering & Technology	No minimum Experience requirement.
2.	Officer	Graduate	5 yrs. Experience in relevant field
3.	Chief Warden	Graduate	5 yrs. Experience in relevant field
4.	Warden	Graduate	1 yr. Experience in relevant field
5.	Chief Librarian	M. Lib.	5 year Experience in relevant field
6.	Assistant Librarian	B.Lib.	5 year Experience in relevant field
7.	Transport Officer	Graduate	5 yrs. Experience in relevant field
8.	Security Officer	Graduate	5 yrs. Experience in relevant field

- **Pay Scales :-**

General

- (i) There shall be only three designations in respect of teachers namely, Assistant Professor, Associate Professor and Professor.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he/she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers shall be in two pay bands of Rs.15600-39100 and Rs.37400-67000 with appropriate "Academic Grade Pay" (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers covered under this Scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.
- (iv) The ratio of Professors to Associate Professors to Assistant Professors shall be in the ratio, ordinarily of 1:2:6.
- (v) Up to 10% of the posts of Professors shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the AICTE as applicable.



- **Pay Structure for Different Categories of Teachers:-**

(a) Assistant Professor/Associate Professors/Professors :

- (i) Assistant Professor shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000.
- (ii) Assistant Professor with completed service of 4 years, possessing Ph.D. degree in the relevant branch/discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing Master's degree in the relevant branch/discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subjected to their satisfying other conditions as laid down by AICTE.
- (vi) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.
- (vii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (viii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (ix) Associate Professor completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic



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performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

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



b) Principal/Director:

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

c) Administrative Staff:

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

3. Retirement:-

An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an



employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like. The governing council may also extend retirement age up to 75 years in deserving cases.

4. Promotion Policy:-

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

5. Termination Policy:-

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



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

6. Duties and Responsibilities for various Posts

Director/Principal:

To execute group policies effectively, to run the campus including hostels in most efficient manner, to monitor and guide faculty and activities of campus and take positive steps for institutional growth and to ensure academic growth in tune with group policies.

- The Principal shall be the head of the institution.
- Plan the establishment of various departments and the various administrative units of the college.
- Coordinate various activities connected with admissions, teaching, conduct of examinations, publishing course files and manuals.
- To identify and recruit suitable persons to man the various departments and administrative units.
- Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- a)To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
 - b) Prepare the minutes of meetings.
 - c) Prepare the budget for approval of management.
 - d) Regularly apprise the management about the various activities.
- To plan functions like Convocation, Annual Day, Fresher's Day, Merit Awards.
- To give leadership for organising seminars, symposia, short-term schools and plan Faculty Improvement Programmes.



- In a nutshell. the principal shall be responsible to project a powerful image of the college in the eyes. of the authorities of universities. AICTE, Government. Parents. Industries & R & D Establishments and the general public.

Chief Finance Officer

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

Dean, I Year

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

Training & Placement Officers

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

Training Officers

- Register the students for PEEM and finalize the executive structure of PEEM in consent with Institution Head.
- Coordinate with Outside Agency and Institution Heads for effective conduction of PEEM classes and online tests.
- Publish and analyze the result of online tests conducted under PEEM and devise mechanism for improvement.

Head – Examination

- To plan and execute all internal/external/practical/other examination activities considering effective use of human and infrastructure resources;
- To exchange information to other departments/coordinators for proper implementation;
- To prepare records and details for submission of bills to universities and make arrangements to receive payment and distribute the same as per norms;
- To prepare annual/semester report for all examination activities conducted for submission to the principal;
- To maintain records of all internal examination answer books and lab records as per university norms;
- To get internal answer books examined through central evaluation for all internal examination and send marks/report to secrecy cell.

Head – Secrecy



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- To plan activities related to attendance of students and faculty/staff and marks of the students as per norms of PIET.
- To send documented information to parents of the students. Proctor in Chief, heads of deptt. Hostel wardens, deptt. coordinators and other agencies including university at all important stages of semester;
- To analysis marks Scored by students subject wise, faculty wise, class wise, minimum, maximum, average and discuss with Principal and other authorities for improvement;
- To send marks to university, as per procedure: i) Term assessment marks ii.) Practical iii.) Sessional work iv.) Project v.) Seminar vi.) Training vii.) Discipline etc.;
- To carry out all works related to secrecy like sending list external examiners, for project, viva voce, internal examiners as per university requirement.

Registrar

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

Chief Proctor

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

Proctor

- To manage the proctor office and perform all the duties from time to time;
- To coordinate with all department coordinators/tutors/mentors for maintenance of proper attendance and discipline for smooth working of the institution;
- To maintain proactive vigilance in best interest of organization;



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- To work for raising motivational level of students keeping in mind (a) their intelligence (b) background i.e. rural / urban / hosteller /day scholar etc.;
- To arrange and coordinate student volunteers for college functions;
- To keep track of potential trouble making students and take measures to correct them;
- To keep records of various activities and take appropriate decisions for effective execution;
- To control all entry and exit points including deployment of staff and maintenance of registers.

Chief Warden

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

Warden

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

Security Supervisors

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

Estate In charge

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

Media Coordinator

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



Transport Officer

- To maintain records related to transport users;
- To maintain timings of buses and other college vehicles;
- To maintain discipline among transport users;
- To decide routes, their effectiveness and planning for ad hoc timely arrangements;
- To update route map periodically – Arrival Departure time of intermediate locations.
- To monitor running cost of each bus – diesel consumption, repair and maintenance;
- To check general upkeep of buses and other vehicles;
- To check complaints and grievances of transport users and take steps for correction;
- To monitor transport fee status;
- To conduct training of drivers and other related staff for optimum output;
- To maintain documents related to efficiency of human resources and fuel.

Sports Officer

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

Mess Manager

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

7. Rules for Travel Allowance:-

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

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

Category	Designation/ Posts
1	Director/Principal/Chief Finance Officer, Professor, Associate Professor, Training & Placement Officer (Travel by AC 3-tier/low cost Air Lines)
2	Assistant Professor, Registrar and other Teaching and Non-teaching Staff (Travel by AC 3-tier / AC Bus).
3	Technical and Administrative Staff (Travel by Deluxe Bus/ 2 nd Class Sleeper).
4	Attendants, Drivers and others (Express Bus / 2 nd Class Sleeper)

- The stations are divided into following four categories:



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

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

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

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

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

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

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

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

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

8. Visiting Faculty Policy:-



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- **Preamble:-**

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

- **Criteria:-**

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

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

- **Selection:-**

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

- **When to Apply**

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

- **How to Apply**

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

9. Financial Power Policy:-

(AS APPROVED IN 1ST GOVERNING COUNCIL MEETING HELD ON

S.N O.	COMMITTEE	ROLE OF COMMITTEE	MEMBERS	LEVEL OF AUTHORITY FOR FINANCIAL APPROVAL PER REFERENCE	NAME OF AUTHORITY FOR FINANCIAL APPROVAL
1	Board of Governance	Policy Making	Governing Council	Unlimited Authority	Chairman – Governing Council
2	Finance Committee	Budgeting, Accounts and Finance	CFO, Director, All HODs	Rs. 25,00,000/-	CFO
3	Office of Campus	Campus Level Activities	Campus Director and	Rs. 2,00,000/-	Campus Director



	Director		HoDs		
4	Departmental Administration	Departmental Level Activities	HOD & Faculty Members	Rs. 30,000/-	HOD
5	Office of Registrar	Administrative Activities	Registrar and HoDs	Rs. 40,000/-	Registrar

SEPTEMBER 13, 2010 AND MODIFIED UP-TO-DATE)

10. Industry and Institute Partnership Policy:-

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

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

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

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



- Short-term assignment to faculty members in industries.
- Visiting faculty/professors from industries.
- Professorial Chairs sponsored by industries at the Institute.
- R & D Laboratories sponsored by industries at the Institute.
- Scholarships/fellowships instituted by industries at the Institute for students.
- Practical training of students in industries.

10. Annual Confidential Report:-

- **PURPOSE AND IMPORTANCE:** SA-ACR is an objective assessment of the work and conduct of an employee of the institution. Assessment of ACR is the main criteria for confirmation, promotion and review for removal from service.
- **APPLICABILITY:** Every employee is subject to annual self-appraisal-cum-confidential report (SA-ACR). Temporary or unconfirmed employees will be reviewed on half-yearly basis. The confirmed employee concerned will submit his Self-Appraisal within 15 days of completion of the academic session; others will submit within 7 days of 31st December and end of academic session.
- **NON-SUBMISSION OF SELF-APPRAISAL:** In case of failure of submission of self-appraisal by the concerned employee within stipulated period, ACR will be completed by competent authority without awaiting the same.
- **ADVERSE ENTRY IN ACR:** Any adverse entry in ACR will be communicated to the concerned employee. If employee wishes, he should submit his representation to the appraising authority for review within 15 days of communication of such remarks to him.
- **GARDING OF ACR:** The ACR graded in Very Good and Good will be considered as favorable. The ACR graded in Average will be considered neutral report. The ACR graded Below Average will be considered as adverse report.

11. Code of Conduct for PIET Employee:- The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not



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engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

(a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.

(b) Every college employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

EXPLANATION:

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

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

iii.) (a) All employees shall be punctual to their duties and shall strictly adhere to the college timings.

(b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there



will be no room for complaint either from the teachers or from the students.

(c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time

iv.) (a) Behaviour towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.

(b) The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.

(c) The Heads of Departments and persons in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.

(d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.

v.) Employees should not resort to any agitation, which disrupts the normal work in the college. Every employee shall strive to the best of his ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.

vi.) (a) It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, No employee is expected to undertake any outside job.

b. Violation will be treated as breach of trust and will be dealt as such.

c. Inciting colleagues, fomenting unrest in the college campus, or any other activity, which pollutes the academic atmosphere in the college campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service



Conditions" for appropriate punishment.

vii.) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.

viii.) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

ix.) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.

a) Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College; attracts commendation from' the college authorities.

b) Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.

x.) Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.

xi.) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.



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xii.) (a) Tuition: No College teacher shall engage himself in coaching privately any college student for any remuneration.

(b) Private employment or work not connected with the College: An employee shall not without the previous permission of the Governing Body in the case of Director / Principal and in case of teaching and other staff of the Director/ Principal respectively be engaged directly or indirectly in any trade, business or occupation or any other remunerative or no remunerative work.

xiv.) (a) Gifts: No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

(b) Subscriptions: No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.

xv.) (a) Communication of official Documents or Information :

It shall be the duty of every one of the employees to honour the confidence reposed in him by the College and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.

b.) Discussion of Policy of Action of the College:

College employees shall not either in any document published by them or in any communication made by them, to the Press or in any Public utterance made by them, indulge in any public criticism of the college administration in such manner as is likely to undermine the dignity of the college employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the College or the University or the Government or any other agency.

xvi.) Vindication of acts and character of the College Employees as such:



A College employee shall not have recourse to the press under any circumstances. They shall not also approach any Court for redressal of grievances without first representing to the management.

xvii) Uniform and I-card: The staff should wear uniform on all working days. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

xviii) Reporting on duty upon arrival: Every day staff members are required to register their attendance in the Biometric system.

xix) Late arrival: Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only six times late arrival of 15 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy).

xx) Leaving the campus before time: In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

xxi) On Duty leave: All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

Chapter- D: FACULTY DEVELOPMENT AND SOCIAL WELFARE MEASURES

1. Mentoring Policy:-

The Poornima Institute of Engineering & Technology believes that effective mentoring is important to the professional development and advancement of new faculty members. Traditionally, departmental chairpersons have provided mentoring through articulation of expectations and performance reviews. However, other responsibilities inherent in the facultychairperson relationship may interfere with the open and frequent communication needed for effective mentoring. The PIET therefore recommends that each department develop a formal process by which new tenure-track faculty will be mentored by one or more senior faculty members, other than the chairperson. The mentor(s) should provide independent advice, active support, and timely information across all areas of professional activity—research, teaching, and service. The PIET recommends that each department explicitly document its mentoring program, indicating how mentors will be assigned and



what their responsibilities will be. A mentor should be familiar with both the new faculty member's professional sphere and the performance standards likely to yield favourable action from evaluation committees. Mentors are expected to commit at least two years to the effort, which should be reported annually as a service activity and appropriately recognized by the department and college. Formal assignment of a mentor to a faculty member should not discourage other faculty members from also offering professional advice. However, all mentoring discussions should be considered privileged. Conversation regarding suitable mentors should begin at the time of hire, and the mentoring process should begin soon thereafter. While mentoring activities are expected to vary, mentors should be available to meet frequently with the candidate and assist in the following ways:

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

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

Management of Poornima Institute of Engineering & Technology is pleased to introduce the revised guidelines for participation in conference/ seminar/ workshop/ trainings/ symposia (to be termed as activity) etc. by faculty & staff of Poornima Institute of Engineering & Technology. 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 Institute of Engineering & Technology itself by filling complete format: E-18A & E-18B available on website under download section.



- Under category B, for any paper having more than one author from Poornima Institute of Engineering & Technology only first author would be allowed to attend the activity.
- For any exceptional situations, participation in more activities over & above of what is stated in the guidelines may be allowed but subject to the approval of Head of the Institution.
- The suggestive list of programs and limits of grants (including registration & TA/DA charges) & on duty leave for attending an activity to be debited & accounted from Institutional budget (available with head of institution) in case of categories A1 to A9 & from department budget (available with head of the department) in case of categories B1, B2 & B3 and paid by finance department shall be as under:

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



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	employability •Training on Management Capacity Enhancement				
A.2 Professors/ Dean / HODs /Associate Professor	<ul style="list-style-type: none"> •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 and Evaluation •Academic support for weak Students •Strengthening Institutions to produce high quality engineers for better employability •Training on Management Capacity Enhancement •Enhancement of R&D and institutional consultancy activity 	P1	International	30000	10
		P2	International	25000	10
		A1	International	25000	10
		A2	National	10000	5
		B1	National	10000	5
		B2	Regional	8000	3
A.3 Assistant Professor /Research Associate/ Lecturer	<ul style="list-style-type: none"> •Tools for Engineering Research. •Effective Curriculum Implementation. •Mentoring Coaching and Counselling •Preparing Students for Job Interview •Academic support for weak Students •Training of faculty for effective •Teaching Enhancement of R&D and institutional consultancy activity 	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	National	7000	5
		B1	Regional	7000	3
		B2	Regional	6000	3
A.4 Technical	<ul style="list-style-type: none"> •Laboratory Practices. 	P1	National	8000	5
		P2	National	6000	5



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Officers /Technical Assistants		A1	Regional	6000	3
		A2	Regional	5000	3
		B1	Regional	4000	3
A.5 Registrar /Proctor /Officers	<ul style="list-style-type: none"> • Training Program to enhance the administrative skills • Effective Office Administration and Management. • Developing Healthy Work Culture in Technical Institutions. • Organizing Student Centred Activities. • Mentoring Coaching and Counseling. • Preparing Students for Job Interview • Personality Development 	P1	International	30000	10
		A1	National	20000	8
A.6 Dy. HOD /Tutor /Dy. Tutor /Warden	<ul style="list-style-type: none"> • Placement Preparatory Program. • Preparing Students for Job Interview • Career Guidance and Counseling • Academic support for weak Students 	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	Regional	7000	3
		B1	Regional	7000	3
		B2	Regional	6000	3
A.7 Executives /Office Executives	<ul style="list-style-type: none"> • Office Executives Training Program • Effective Listening Skills • Effective Communication Skills (oral and written) • Telephone Handling Skills (making and receiving calls, leaving message on voice mail) • Database Management • Report Preparation • Standard Office Procedure • Customer service interpersonal relations 	P1	National	10000	5
		A1	National	8000	5
		B1	Regional	4000	3
A.8 Library Staff	<ul style="list-style-type: none"> • Digital Library Management • Cloud Computing and Libraries • Digital Library with KOHA 	P1	National	8000	5
		A1	National	6000	3
		B1	Regional	4000	3



	and GSDL				
A.9 Attendants / Drivers /Security Guards	<ul style="list-style-type: none"> •Report Preparation •Effective Listening Skills •Telephone Handling Skills •Defensive Driving Safety Training •Driver Training and Development Program •Security Guards Training Program 	P1	Regional	2000	3
		A1	Regional	1000	3
		B1	Regional	500	3
Category B – Technical (for all teaching staff)					
B.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 Institute of Engineering & Technology”, the decision of Management of Poornima Institute of Engineering & Technology would be final.

3. Promotion of Research Activities

- The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.



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- The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.
- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

Research & Development Cell

Form No.-R&D/E-1

Assignment Proposal and Agreement Form Part-A

TITLE OF THE CONSULTANCY (Kindly fill in BLOCK letters)

CONSULTANT INCHARGE

Name: _____ Designation: _____

Department: _____

Telephone: Direct: _____ EPBAX: Extn. _____ Email: _____

EXPECTED TIME SCHEDULE

Duration: _____ Years _____ Months _____ Weeks Starting Date: _____

CLIENT DETAILS (Kindly fill in BLOCK letters)

Firm's Name: _____

Address: _____

_____ City: _____ Pin: _____

Contact Person's

Name: _____ Designation: _____

Phone: _____ Extn. _____ Fax _____

Email: _____

TOTAL CHARGES AND PAYMENT DETAILS

Mode of Payment: By Cheque By Draft Telegraphic Transfer

Currency: Indian Rupees Foreign Currency

Payment Enclosed: Full Payment Part Payment

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

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



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

AGREEMENT BETWEEN CLIENT AND CONSULTANT

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

Signature of the Consultant Incharge

Signature of Client

Date:

Date:

PART – B

(Not to be communicated to the Client)

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

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

TYPE OF CONSULTANCY (Please \checkmark any one of the following) %

- Type A: Product/Process development and advice/report based on significant research and development.
- Type B*: Testing and Interpretation, Design Checking etc.



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

BREAK UP OF TOTAL CHARGES

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

Signature of HOD

Signature of the Consultant In-charge

Date:

FOR OFFICE USE ONLY

STANDARD TERMS AND CONDITIONS OF CONTRACT FOR CONSULTANCY

Title of the Consultancy Job:

Name & Address of the Client:



Name and Dept./Centre of the Consultant Incharge:

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

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

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

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

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

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

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

7. **PUBLISHING THE RESULTS/OUTCOME OF THE CONSULTANCY:** The results/outcome of the consultancy must not be exploited by the Client organization for its business interests by using PGC's name/logo through press advertisement/publicity material or in any other manner. Manuscripts of academic papers, brochures, advertisements or other



form of published material which refer to or quote the proprietary results of the project shall be vetted by both parties before publication.

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

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

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

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

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

Date:

Place:

Name & Signature of Consultant In charge Name & Signature of Client

(With office seal)



4. Performance Incentive:-

- **Objective:**

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

For Faculty Members Involved In Teaching (Theory Subjects)

Star Category:

1. (*) **One Star** will be awarded to faculty member whose result is above (Average factor + 3%). A subject wise average factor list will be prepared on the basis of average of past five years results of each subject. In case, results of previous years are not available due to any reason, average factor criteria decided by the management will be final.
2. (*) **One Star** will be awarded to faculty member whose result is above (Average factor + 10%) subject to maximum of 100%. A subject wise average factor list will be prepared on the basis of average of past five years results of each subject. In case, results of previous years are not available due to any reason, average factor criteria decided by the management will be final.
3. (*) **One Star** will be awarded, if 25% of the total number of students of a class/ section secures more than 70% marks in RTU theory component.

Eligibility:

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

Incentives:

1. One star (*) performer will get Rs. 3000, two star (**) performer will get Rs. 4000 and three Star (***) performer will get Rs.5000.
2. Maximum of Rs. 10000/- for a semester and Rs. 20000/- for a session shall be granted as incentive.
3. In addition to above cash incentive, a certificate of appreciation would also be presented to two star or three star performers.



4. The whole deptt. Will be awarded with half (50%) of the amount earned by star performer faculties, irrespective of whether in service or not as per eligibility clause (1). The total amount cumulated for a deptt. will be distributed as per three components as follows:
 - a. **20%** will be awarded to HOD.
 - b. **10%** each to both Dy. HOD. (Academic) & Dy. HOD (Admin)
 - c. **60%** will be distributed among all technical staff members equally (having two Dy. HoDs) and **70%** in the case of deptt. Having one Dy. HoD, fulfilling service period criteria as mentioned in eligibility conditions for faculty. They shall be eligible for incentive with a maximum limit of Rs.2400 per semester and Rs.4800 per session.

Incentives for Other Categories

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

5. Technical Publication Incentive:-

The Management of Poornima Institute is pleased to revise “Technical Publications Incentive Scheme” for faculty members and others.

Criteria for award of technical incentive –

- Incentive will be given to eligible faculty members (including non-teaching staff), who have completed **minimum 1 Year or 255 WD in PIET** and **continue to work with PIET** as on date of award of incentive.
- The publications **must be related with broad academic disciplines relevant to subjects being dealt by the faculty member & must include the name of Poornima Institute of Engineering & Technology** with the author’s name.
- **Maximum amount** to be awarded in each academic year for papers published between 1st July – 30th June as incentive per faculty shall be **maximum of Rs. 15000**
- Applications from eligible faculty members for publications will be entertained in attached format only. **(Each application would be examined separately, hence application format should be unique for each claim)**

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



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

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



- Copy of notification of conference / seminar
- Copy of mail communication submitting the draft copy of the paper
- Copy of the acceptance mail communication
- Copy of the reviewer's remarks (in case of reviewed journals)
 - ISSN Number; Impact Factor (Thompson); Editorial Board; Name of Publisher & age of Journal (in case of journals); Evidence of participation (in case of conference / seminar)
- Copy of Paper published in the proceedings of the journals/ conference / seminar
- Copy of Index page of journals/ conference / seminar proceedings

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

6. Staff Development and Training:-

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

7. Provident Fund and ESI

Provident Fund is a government promoted scheme for public & private sector employees to ensure life – long security. Poornima Institute of Engineering & Technology, by being abided to government norms adopts provident policies. It is applicable for all such employees whose basic salary is up to fifteen thousand (for employees-12% & employers-13.6%) however Poornima Institute has availed the same as optional for all whatever salary is drawn by the employee. In the same manner, ESI is applicable for all such employees whose gross monthly salary is 21,000/ or less (1.75% of gross salary).

8. Transport Facility:-

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



9. Canteen Facility:-

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

10. Dress Code:-

Dress code for faculty & staff

As per laid down norms, each staff member of PIET is supplied with uniform by the group colleges. Based on suggestions received from staff members, the Management Board of PIET 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, Engineers' Day and Management Day.
- Uniform is supplied free of cost
- The uniform code should be strictly adhered to by all faculty and staff. If duties are attended without uniform, half day leave may be deducted for each such occurrence.



11. Limited Campus Housing:-

For the Faculty/Staff Members of Poornima Institute of Engineering & Technology, the Residence Block is available for accommodation.

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

Procedure for allotment of the residential facility:

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

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

B. Responsibilities of flat / room occupiers:-

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

C. Broad terms for occupying accommodation:-

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

D. Facilities:-

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



the beginning of the session and may be modified / terminated by the management if situation so demands

E. Security of property:-

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

F. Mess Facilities:-

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

G. Accounts and housekeeping:-

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

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

12. Accidental Group Insurance:-

Every PIET 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.

Chapter- E: Job Responsibilities of Faculty:-

Responsibilities:-

Head of Departments (HoD)

- To plan all academic, extra and co-curricular activities and assign responsibilities for effective execution;
- To ensure that theory classes / practical / tutorials are conducted as per time table and maintain attendance discipline and punctuality in the department.
- To recommend leave of faculty members after alternate arrangement have been made;



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- To conduct regular faculty interaction / department. meeting as per procedure;
- To ensure syllabus coverage as per deployment plans and allocate extra classes to needy faculty members
- To ensure proper functioning of labs as per manuals and lab plans;
- To maintain department, files and records;
- To make efforts for brand making of students and survivals efforts for marginal students;
- To closely monitor projects, NSP's, special lectures, SHG, open book tests, library related activities online tests, placements activities, P-PROSKEP, PEEM, Technical P-PROSKEP, Alumni memberships, industrial tours, department day etc.;
- To ensure proper release of newsletters as per PIET policies.

Deputy Head of Department (Dy. HoD)

- To carry out current responsibilities of HOD in his absence;
- To maintain documentation of activities and maintenance of labs;
- To assist HOD for excellent departmental academic output;
- To organize activities, seminars, workshops, and ensure active participation of the students;
- To interact with student for summer training placement, industrial visit and give feedback to T&P cell for further action.
- Prepare students classification matrix for each student's name in vertical column & following classification in horizontal row: **1.State 2.Language (Hindi or English or Others) 3.Hosteller or Day scholar 4.Own Transport or Public transport or College Transport 5.Family background (Service or Business or Agriculture or Others) 6.Academic Back Ground (Hindi Medium or English Medium School) 7.Marks Classification >75% category [A], 60- 75% category [B], 45- 60% category [C];**
- Interact with tutors for cluster formation of students as per their performing skills like dramatists, Poets, singers, instrumentals, artists etc. and maintain their sets;
- Keep record to attendance defaulters & arrange their counseling at HOD / Principal level for improvement. Monitor & report their improvement;
- Keep record of potential indiscipline / trouble maker & be proactive for smooth running of department free from their ill influence;
- Prepare employability improvement plan of students of A, B and C, categories under guidance of HOD;
- Ensure that all students become members of Alumni association;
- Plan & conduct these activities as per academic calendar. i) Kalanidhi / Galaxy Participation. ii) Department days, iii) Industrial visits, iv) Magazine – Articles from students / faculty, v) Deptt. news- letter, vi) Research publication.

Academic Staff: Duties & Responsibilities

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



Professor / Associate Professor

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

- To participate in the administration, planning and development activities at the department level as well as at the Institute level.
- To inculcate the culture of research and development. To participate and guide in research work.
- To bring in projects and consulting assignments to the institute. To collaborate with industry and other academic institutions.
- To setup laboratories, develop new curriculum or upgrade the existing one.
- To guide Asst. Professors for the improvement of their teaching and research ability.

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

Assistant Professor

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

Academic Roles and Responsibilities

Classroom Responsibilities

- To develop the course syllabus, prepare the lecture plans and to communicate it to the students.
- To develop the course material and to ensure its timely distribution among the students.
- To teach by employing useful methods and approaches that facilitates students learning and to complete the Program syllabus on time.
- To foster class room discipline.
- To provide leadership for continuous development through self-learning and encourage the optimum utility of library.
- Encouragement of students to actively participate in curricular and extracurricular activities that contributes to their learning and development.

Tutorial Responsibilities

- To co-ordinate with other faculty members in preparation of tutorial assignments and tutorial work.
- To motivate the students through various activities to utilize the tutorial facility.
- Assisting the students in completing the assignments.
- To identify the learning difficulties of students and help them to overcome the same.
- To help the students in solving problems hindering the completion of assignments and ensure the completion of assignments on time by all students.
- To participate in compilation of question banks with solutions.



Laboratory Responsibilities

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

Project Responsibility

- To help select a project and to serve as an instructor, guiding the identification, design, and completion of appropriate research work.
- To guide the students to get access to the required resource and to maintain the students' progress report.
- To provide the students with timely feedback and extend support in each phase of project completion.

Examination Responsibility

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

Non Academic Roles and Responsibilities

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



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Placement Office Responsibility

- To work closely and regularly with students to identify interests, skills, needs, employment barriers and available resources and to respond to all student questions and requests regarding placement support.
- To prepare brochure and invite / follow up prospective companies to participate in placement drives.
- To organize and conduct industrial visits for placement.
- To register students for the job with prescribed qualifications.
- To ensure, in coordination with staff members, that various facilities required on the date of interview are arranged, and to make sure that the selected students receive the appointment letters.
- To provide in house training(s) to the students for placement preparedness, and strive hard to achieve the maximum possible placements for the students.
- To notify regarding various competitive examinations.
- To participate in industrial consultancy.

Club and Cultural Activities Responsibilities

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

Tutor/Dy. Tutor

- To play role of a friend, philosopher, and guide for a group of students under his or her tutorship.
- Ensure students attend classes of PEEM and get attendance for it.
- Any difficulty in PEEM classes, discuss the matter with Training Officer.
- Get online exams conducted in their colleges.
- Get classes earmarked for PEEM



Chapter- F: Guideline

1. Department Portfolios:-

S.No.	Portfolios	Category	HRS/WEEK- 3 Sections Dept	HRS/WEEK- 6 Sections Dept	HRS/WEEK- 9 / 12 Sections Dept
Administrative					
A.1	Head of Department	A	10	15	20
A.2	Deputy HOD (Academics)	A	6	10	14
A.3	Deputy HOD (Admin)	A	6	8	10
A.4	Placement Coordinators*	A	4	5	6
A.5	Exam Cell Coordinator	A	4	6	8
A.6	Faculty Replacement Coordinator	A	4	5	6
A.7	Time-Table Coordinator	A	3	4	6
A.8	Faculty Training and Up-gradation*	A	3	4	6
A.9	Faculty Mentoring	A	3	4	6
A.10	Tutors	A	3	3	3
A.11	Discipline Coordinator	B	2	4	6
A.12	Documentation Coordinator	B	2	2	4
A.13	Information Coordinator	B	2	2	2
A.14	Notice Board Coordinator	B	2	2	2
A.15	Student Attendance Coordinator	B	2	2	4
A.16	R1/R2/R3 Registers Coordinator	B	2	2	2
A.17	Budget Coordinator	B	2	2	2
A.18	Department Files Coordinator	B	2	2	2
Academic					
AC.1	Project Coordinator	A	4	6	8
AC.2	P-Prosep/TPP Coordinator*	A	3	3	3
AC.3	Seminar Coordinator	A	3	3	3
AC.4	Publication Coordinator*	A	3	3	3
AC.5	Research Coordinator*	A	3	3	3
AC.6	Lab Coordinator	A	2	2	2
AC.7	Mission 10X Teaching-Learning Coordinator*	A	3	4	5
AC.8	Conference Coordinator	B	2	2	4
AC.9	Training & Workshops Coordinator	B	2	2	4
AC.10	Special Lecture Coordinator*	B	2	2	2



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

2. 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 PIET library /material from internet by using PIET formats DA/F/L/01 & PIET/DA/F/L/ 02 given below. 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.



3. Department News Letters:-

1. Approval of newsletter:

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

2. Printing of newsletter:

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

3. Distribution of hardcopy of newsletter:

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

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

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

4. Department Projects:-

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

Duration of the Student Project: Up to One Semester

Extent of Financial Assistance: Max. Rs. 50000.00

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

Submit proposal in: soft copy in CD & hard copy

- **Format of department project program**

- 1) Title of the Project
- 2) Deptt.
- 3) College
- 4) Discipline/Subject Area
- 5) Name & Class/Year of the Students
- 6) Address of the Students
 - a) Institutional & Correspondence Address with E-mail ID & Fax, Mobile No.
- 7) Name & Designation of the Supervisor/Guide



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

5. Annual College Magazine:-

Annual magazine shall be published during April/May 2015 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 PIET. Keeping in view these objectives, the broad framework suggested for the annual magazine is as follows.



Title & Number of Pages of Magazine

Winners, Pages – 120 (Including Cover page)

Overview

Titles / Information	Issuing Authority	Approving Authority	Number of Page(s)
Cover page	Institutional Head	Institutional Head	1
Inside cover page	Editorial Board	Institutional Head	1
Back cover page			1
Inside back cover page			1
Messages	Institutional Head	Institutional Head	4
Campus Dynamics	Editorial Board	Institutional Head	8-12
About the faculty & Staff (Central)	Assistant Director (PIET)	Institutional Head	1-2
About the faculty & Staff (Institutional)	Editorial Board	Institutional Head	2-4
Initiatives & innovations @ Poornima	Editorial Board	Institutional Head	6-8
Poornima Alumni Association (Central)	Institutional Head	Institutional Head	1-2
Poornima Alumni Association (Institutional)	Editorial Board	Institutional Head	4-8
Deptt. contribution	Editorial Board / Deptt.	Institutional Head	6-10 Each
Hostels (Central)	Chief Warden	Institutional Head	1-2
Hostels (Campus-wise)	Editorial Board	Institutional Head	4-6
Testimonials & News	Editorial Board	Institutional Head	4-6

Detailed Guidelines

- **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.
- **Inside cover page**– List of members of editorial board and Editor’s Message.
- **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.
- **Inside back cover page** – Poornima Gaan& Knowledge wheel
- **Messages**
Chairman, Advisory Board ...1 Page
Chairman ...1 Page



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Intro to Shanti Education Society & PIET by Director	...1 Page
• Campus Dynamics	...8-12
Pages	
Intro of Institution & Magazine by Head of Institution	...1
Page	
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.	
• About the faculty & staff (Central)	...2
Pages	
• About the faculty & staff (Institutional)	...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).	
• Initiatives & innovations @ Poornima	...6-8
Pages	
Brief write-up about special training programs, WISE, tutor system, various technical / non-technical clubs, P-PROSKEP, PEEM, online eligibility tests, Self-help groups and open book tests, etc.	
• Poornima Alumni Association (Central)	...1
Page	
• 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.	
• Dept. contribution	...8-10
Pages Each	
Each deptt. 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 articles by respective students & faculties; Technical & non-technical article in Hindi language; Articles from eminent professors / entrepreneurs	



- **Hostels (Central)** ...1 Page
 - **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.

- **Testimonials & News** ...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 (matt) with UV and internal pages shall be 130 GSM (matt).
- Approximately, 60% of the pages including the cover page shall be in colored format. Rest 40% pages shall be in black & white with **ONLY** text written in it, otherwise they'll be considered equal to the colored pages.
- 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.

6. Working Hours of the College :-

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

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

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

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

It is the management's prerogative to introduce extended hours of duty, shift system and seven days working module depending upon the requirement of the institutes and aspirations of the students and parents, etc. without affecting the total working hours of the employees, subject to statutory provisions.



7. Working Days of the College :-

All faculty members/technical staff & administrative staff of the PIET are required to work as per following table:

Faculty / Staff	Sunday	Holidays	Summer Vacation	Permitted Leave*	Telephonic leave	Working Days
Faculty**	52	12	31	10	5	255
Technical Officer	52	12	21	10	5	265
Technical Staff	52	12	21	10	5	265
Administrative Officers & Staff	52	12	21	10	5	265
Drivers (Bus)	52	12	11	10	5	275
Hostel and security officers/staff, Drivers and Security Guards (living in Campus) and other maintenance and essential staff				55	5	305

* If Prior approval is obtained.

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

8. Leaves Policy :-

The following shall be competent leave sanctioning authorities:

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



Administrative Staff	Registrar or Chief Proctor(s)
Hostel / Campus staff	Chief Warden

- Leave is earned by duty only.
- Leave cannot be claimed as a right. Discretion is reserved to authority empowered to grant the leave, refuse or revoke leave at any time according to the exigency of the service.
- Medical certificate doesn't confer right to leave.
- Lab staff for availing casual leave shall have to inform HOD on telephone/ in person. In case of emergency telephone message may be sent to HOD / Chief Proctor.
- If any employee remains absent from duty on any day without information/ permission of competent authority, he/she would be marked as 'A' (ABSENT) in the attendance register and 1 day's leave & one day salary would be deducted from the casual leave account (total up to working days) for each such absence. A separate account shall be maintained & it will form an important part of performance appraisal system.
- If any employee (faculty member / technical staff / administrative staff of the college) is required to work on holidays, he would be allowed equivalent compensatory holidays either during the session or as a part of the summer vacation, as may be feasible.
- Wilful absence from duty after the expiry of leave shall render the concerned employee liable to disciplinary action.
- All late comings exceeding 15 minutes will be marked "A" and it will be duly accounted at the end of the year for performance appraisal.
- In very special circumstances, when in the interest of college the leave/ holidays/ vacations due to an employee is not availed in a particular academic year; it may be permitted to be cashed at the discretion of the management.
- The academic year for the purpose of these rules shall commence as specified for the concerned academic year by the college keeping in view the dates of examination and dates of starting of the academic activities for the next session.

9. Load Allotment, Time-Table and Replacement Policy:-

❖ Load allotment

- Faculty teaching load will be calculated at average 22 periods per week for each department.



- For each non-computer lab one technical assistant will be provided.
- For set of two computer labs one technical assistant will be provided.
- For set of two non-computer labs and four computer labs one attendant/driver would be provided.

❖ Time-table:-

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

❖ Replacement policy:-

- It is mandatory for each faculty to make alternative arrangements while applying for the leave.
- Leave application will be recommended by HoD and sanctioned by campus director.
- Attendance registers will be administered by HoD and replacement schedule would be prepared jointly for all departments in each working group.
- Time-table coordinators will give best possible replacement maintaining equal distribution and opportunities to each faculty.
- First period will be directly monitored by HoD and suitable replacement shall be put in effect on verbal instruction by HoD / group coordinator.
- The replacement schedule will be sign by each of the replacing faculty and a copy of the same will be sent to chief proctor for display and campus director for information.

❖ 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 PIET faculty members, eligible for taking special lectures will be published by Dean, Academics. 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 Institute to allot experiments in following group size of students:

Category of Lab	No. of students on each Experiment
-----------------	------------------------------------



Computer, Chemistry, PG/MD, Language Labs	One
Physics, Electronics, Electrical, Mechanical Labs & Workshops	Two
Specific Mechanical / Electrical / ECE Labs/ Workshops after written approval of Director, PIET	Three or More

❖ Quality of Teaching in class rooms:

- It is observed that some-times the faculty/staff members are called for meeting/other purpose by their senior officers while they are teaching in the classes. It not only disturbs the teaching process but also affects the environment in the college. It is decided that this practice shall be strictly restricted and in case of emergency only the Campus Directors may call the faculty members from classes. Appropriate record may be kept for the purpose in the office of Campus 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 Campus Director for urgent works.
- HOD must hold one to one reporting meeting with all faculty members and technical staff and verify all records of preparation and delivery. HOD will give remarks/advice and ensure implementation.
- The faculty must fill R1, R2, R3 & R6 register and College Diary regularly.
- To avoid confusion and to prepare effective replacement schedule the Faculty must inform the HOD & replacement in charge well in advance.

❖ Assignment / Tutorials:-

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

❖ Academic Targets:-

- Class average of internal practical marks across all classes / branches may be between 70% to 78%.
- The proctors will design proper display arrangements for all type of information for students and faculty members in consultation with chief proctor of PIET. The same will be executed by Director (Infrastructure)



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

Chapter- G: Examination Policy

1. General:-

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

2. Guidelines for Setting Question Paper:-

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



that all the norms for paper setting are followed. After review, HOD shall electronically forward the paper to Examination Incharge.

- In case more than one faculty takes a subject, each faculty shall set the question paper and HOD shall randomly change the contents to prepare the final paper.
- The paper must reach the Examination-incharge 3 days before the start of mid term test.
- Complete confidentiality shall be maintained by the paper setters and others handling the paper subsequently.
- Examination center shall get the papers printed under complete care to ensure total confidentiality.
- After printing, the papers shall be stored in Strong Room with proper seals.
- The papers shall be taken out by exam centerincharge on the day of the examination with permission from principal.

3. Guidelines for conducting Exam:-

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



- A candidate found guilty of using unfair means or disorderly conduct at or in connection with the examination or violation of the preceding rules or personal approaches to the examiner concerned shall be liable to attract sever action under the provisions, contained in the university ordinance. The candidate will be supplied with a copy of the charge sheet immediately in the paper after the examination is over and shall be asked to submit his written reply on the charge sheet and to sign the material recovered from him before leaving the examination centre.
- During the course of examination, the candidates shall be under the discipline and control of the Centre Superintendent and shall obey all orders issued by the Superintendent in all matters relating the Examinations.
- Candidates are warned against writing their Roll Nos., Names, Enrolment Nos., Mobile number, address or to make any other sign or mark inside their answer books, which discloses their identity. Any breach of this instruction is liable to be penalized and candidate shall be booked in an unfair means case.

4. Eligibility for Examination:-

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

5. Guidelines For Checking of The Answer Sheet:-

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



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

6. Guidelines For Conducting Internal Lab Exam:-

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

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

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

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

7. End-term Exam Policy:-

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

- Remuneration for all External Examiners for B. Tech. I, II, III & IV Year (Even Sem.) End of Term Practical Examinations will be as under



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- a) Examiner from MNIT – 15/- per student + 500/- against Travel charges.
 - b) Examiner from any other institution except that of PIET – 15/- per student + 300/- against Travel charges.
 - c) Examiner from JIET Group of Institution – 15/- per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
 - d) Examiner from PIET – No remuneration.
- Payment of remuneration as per above norms is irrespective of whether the University reimburses the same to our institution or not.
 - The payment to the Examiners will be made in cash / cheque at the end of the exam.
 - All External examiners will have to devote required time and effectively conduct the exam in an efficient manner.
 - A one page report will be submitted by the External Examiner in prescribed format for internal use with comments and suggestions/recommendations for any improvements as per the format given below. The Secrecy Cell will ensure submission of such report at the time of making payment. Separate report will be submitted for each individual practical / Sessional exam. The report will be confidential and will be prepared in the chamber of Principal / Head of Institution strictly without any involvement of internal examiner.
 - It will be responsibility of external examiners to arrange their own transport.
 - No external examiner will be invited from outside Jaipur except that from JIET Group of institutions, Jodhpur.
 - All End of Term Practical Examinations (Back) will be carried out along with main examination for subjects which remain same.
 - In case of changed subjects / changed syllabus the exam will be conducted as per time table prepared by Exam Cell. The External Examiner for this exam will be preferably drawn from member institutions of PIET only and in any case they will not be from the same institution.
 - All Internal Examiners must ensure that no unauthorized staff / faculty member is allowed in the Lab / Examination Room during the End of Term Practical Exam. In case of violation of this rule the internal examiner may directly inform the Principal / Head of the Institution for immediate necessary action.

8. Mid-term Answer Books and it's Revaluation:-

- **Internal / improvement midterm examination**
1. Syllabus for all even & odd Semester First & Second midterm examinations will be decided at PIET 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.

9. Post Test Activities:-

- 1stMid term marks shall be displayed on notice board.
- 1stMid term copies shall be shown during normal class hours.
- Specific time and date shall be fixed in advance for showing copies and this schedule shall be put on notice board.
- Before showing copies, the faculty must explain answers to the questions asked and point out common mistakes done by students.
- Proper care should be taken to ensure that students do not alter anything in answer sheet during this process.



- Any discrepancies/errors pointed out by the students must be attended to/disposed of by the faculty. Revision in the marks shall be intimated in writing to exam center through respective HOD. The answer sheets shall then be returned to exam center directly by the faculty.
- On declaration of RTU result, HOD must analyse the results and compare internal & external marks (University Component) and prepare a report for submission to Principal.

10. Invigilation Charges for University and Non-University Exams:-

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

S.No.	Type of Charges	Scale			
A.1	Centre Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc.	University will pay charges @ Rs.5.00 per student, 80% which will be booked to Logistic Charges and remaining 20% to Staff Welfare Fund.			
A.2.	Honorarium (If scheduled examination session is of more than four hours, the invigilators will be paid for two sessions) (The charges will be claimed from the university & paid to Staff.)	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
		C.S.	Rs.200.00	Rs.300.00	Rs.400.00
		A.C.S.	Rs.150.00	Rs.225.00	Rs.300.00
		D.C.S.	Rs.120.00	Rs.200.00	Rs.250.00
		R.S.	Rs.100.00	Rs.140.00	Rs.210.00
A.3.	Payment to Other Staff (The charges will be claimed from the university & paid to Staff.)	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
		Ministerial Staff	Rs.50.00	Rs.100.00	Rs.150.00
		Daftri	Rs.40.00	Rs.80.00	Rs.120.00
		Peon	Rs.40.00	Rs.80.00	Rs.120.00
		Electrician, Plumber Chowkidar	Rs.30.00	Rs.60.00	Rs.90.00
		Sweeper	Rs.20.00	Rs.40.00	Rs.60.00
A.4.	Additional Payment	CS,ACS,DCS,RS and/or will be entitled to claim one			



	(The charges will be claimed from the university & paid to Staff.)	day before commencement of examination and one day after completion of examination in addition to the actual days of examination.
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- 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. Payment of charges to conduct non-university examination normally does not have any laid down guidelines. For such examinations, the guidelines approved by Management Board are detailed as below:

S.No.	Type of Charges	Scale			
1	Centre Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc. and Power Back-up with UPS and Generate Set.	The Examination Conducting Organization will pay Charges at scale of Rs. 50.00 per student for minimum 500 students or as agreed with counterpart. The amount to be booked to a) Payment to staff as per scales mentioned hereinafter, b) Taxes as per actual, c) Generator charges @ 50 litres per hour d) 35% towards Logistic Charges and e) remaining to Staff Welfare Fund.			
2.	Honorarium to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
		C.S.	Rs.500.00	Rs.1000.00	Rs.1500.00
		A.C.S.	Rs.400.00	Rs. 800.00	Rs.1200.00
		D.C.S.	Rs.300.00	Rs. 600.00	Rs. 900.00
		R.S.	Rs.250.00	Rs. 500.00	Rs. 750.00
3.	Payment to Other Staff to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
		Ministerial Staff	Rs.75.00	Rs.150.00	Rs.225.00
		Daftri	Rs.60.00	Rs.120.00	Rs.180.00



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

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

Chapter- H: Grievance Cell

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

1. SC/ST/OBC Monitoring Cell for Redressal of Grievance:-

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

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

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

Principal of the College:
One Senior Faculty Member:

Chairman
Vice Chairman



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One Faculty Member (Preferably from SC/ST/OBC):	Secretary
One Lady Faculty Member:	Member
Office Superintendent/Administrative Assistant:	Member
One Institution Student (SC/ST/OBC):	Member

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

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

- Objectives:
 1. To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
 2. To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.
 3. To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989)
- Responsibilities:
 1. To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
 2. The SC/ST Cell is giving wide publicity through circulars to all the faculties and informs the students about the various scholarships; namely, Post-Metric Scholarship, Rajasthan, Higher Education Special Scholarship, Meritorious Scholarship, Rajiv Gandhi National Fellowship, P.G. Scholarship for professional courses, ICMR, CSIR, ICSSR and other scholarships, and fellowships.
 3. The SC/ST Cell has taken up the problems of the SC/ST students and employees with the college authorities and has solved some of them amicably. The cell, in the ultimate analysis, has been a user friendly counsellor to all SC/ST employees and students.

OBC Cell-

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

Objectives:



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

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

Activities:

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

2. Anti-Ragging Committee and Squad:-

- Objectives:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.



The important functions of Anti Ragging Committee are as follows:-

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

Variou Anti ragging Committees must be constituted for prevention of Ragging -

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

3. Grievance Redressal Committee

Objective:

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

Responsibilities:

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



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

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

4. Women Development Cell / Internal Complaints Committee

Objectives:

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
3. The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / Rajasthan Technical University.

Responsibilities:

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

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

The details of the committee composition as mentioned below:

S. NO.	Name	Position (Chairman/Member)	Category	Qualification	Present professional position/occupation	E-mail
1	Dr. Sama Jain	Presiding officer	Senior lady/Employee	Ph.D.	Professor	sama.jain@poornima.org

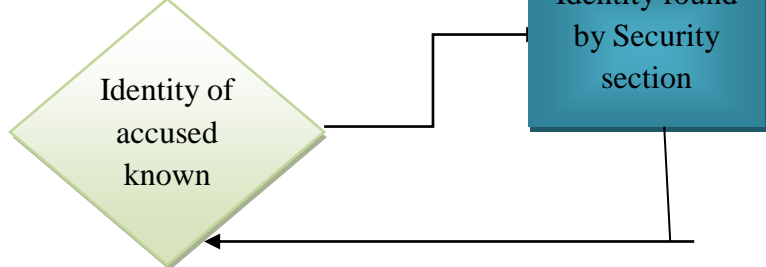


2	Mr. Vivek Agarwal	Member	From NGO/Outside activist	B.Tech.	Youth Activist	artoflivingyuva@gmail.com
3	Mr. Rajeev Surana	Member	Legal representatives	LLM	Advocate	-
4	Mrs. Pooja Sharma	Member	Faculty	M.Tech.	Associate Professor	poojait@poornima.org
5	Mrs. Shruti Bijawat	Member	Staff/Member secretary	M.Tech.	Associate Professor	shrutibijawat@poornima.org

Procedure for Complaint-



Complaint at <http://www.piet.poornima.org/student/grievance-form/> / Women Redressal Box.
OR
Contact to Presiding Officer /Chief Proctor
OR
Contact to Security Office



Committee formed to handle the case
(Women's Cell members)



5. Minority Cell for Redressal of Grievances

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

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

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

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

The Minority-Cell in the Colleges will endeavour to resolve issues/ grievance relating to Minority students of the college, locally. One unresolved ones need referred to the university. The Registrar is advised to go through the norms for Minority-Cell and do the necessary for the functioning of cell as soon as possible.

MINORITY CELL-

Minority-Cell of the college was established in 2013 with the purpose of empowering the minority communities in the college. “Every student has a right of education” by following the fact our institutes is very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

Objectives

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

Activities-

- To collect reports and information of State Government and AICTE orders on various aspects of education, employment of minority students.



- To circulate State Government and AICTE decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.

6. STUDENTS' COUNCIL

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

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

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

ACADEMIC & TECHNICAL

1. Cytron
2. Engineering & career awareness club
3. Origin
4. Electrinfinitly
5. Udaan Vikramajit Aeromodelling club
6. Yantram (research & project club)

EXTRA & CO-CURRICULAR ACTIVITIES:

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

NON TECHNICAL:

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

The Council will have:



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

Eligibility for becoming member of The Students' Council:

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

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

Benefits to the members of Students' Council

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

Regulations for Council Member:



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- Council Members will meet every week, preferably on Monday/ Wednesday/ Friday from 2.30 PM to 3.30 PM;
- An Annual budget of INR 100000 will be provided to the council for marketing of various activities planned & executed throughout the year. Proposal of activities needs to be furnished through various employee formats.
- Suitable infrastructure & logistic support will be year marked by management in consultation with the Chair & Co-Chair.
- Normally, each captain will present the activity plan of the club in the beginning of odd semester to the Chair in presence of other council members.
- Each captain will carry a moral duty to submit a brief report with photographs to the Chair of Students' Council.
- After empanelment of Students' Council, captains & vice-captains of respective clubs will initiate the procedure of selecting members of the club through a transparent selection procedure. The number may vary from club to club.

Benefits of becoming member of club:

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

Rules & Regulations for Club Member:

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