



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

Academic Manual

(For reference purpose only)

Session:2022-23

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CONTENTS

Description	Page no.
Anti-Ragging Policy	2
Oath by a Teacher	2
Chapter – 1: About Poornima Institute of Engineering & Technology	3
Vision, Mission, Quality Policy & Philosophy	4
About Poornima Institute of Engineering & Technology	5
Scope of Work for Office Bearers	7
Faculty & Staff	15
Hostels	16
Initiatives & Innovations	18
Industry Institute Interaction from Session 2022-23	24
Initiatives during COVID-19	24
Academic Calendar	26
Chapter – 2: Academic & Administrative Policies Relevant For Students	27
Academic & Activity Awards for Students	28
Guidelines for Department Project	30
Format of Department Project Program	30
Discipline Policy & Code of Conduct for Students	30
Rules & Regulations For Hostellers	32
Transport Rules & Regulations	33
Chapter – 3: Academic & Administrative Policies Relevant For Faculty & Staff	34
Dress Code For Faculty & Staff	35
Load Allotment, Time-Table & Replacement Policy	35
Teaching Load	36
Department Portfolios	37
Department Library	38
Guidelines for Faculty Members regarding Attendance of Students	38
Important Guidelines Regarding Teaching	38
Other Campus Special Lecture Policy	39
Guidelines For Conducting Special Lecture	39
Discipline Policy & Code of Conduct for Faculty & Staff	40
Important Issues for Academic Administration	40
Guidelines for Organizing a Conference/ Seminar/ Workshop	41
Guidelines for Annual Institute Magazine	43
Guidelines for Annual Alumni Meet	44
Policy for Encouragement & Rewarding Students Participating in AIU & RTU Tournaments	47
List of Mandatory Reports	48
Annual Report Format	48

ANTI RAGGING POLICY

BAN ON RAGGING

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

MEASURES FOR PROHIBITION OF RAGGING AT THE INSTITUTE LEVEL:

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

PENALTY FOR RAGGING

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

WARNING

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

IMPORTANT NOTE

Action against ragging will be taken as per the rules & regulation

OATH BY A TEACHER

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

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

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

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

CHAPTER – 1

ABOUT POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY

VISION, MISSION, QUALITY POLICY & PHILOSOPHY

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

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

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

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

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



Inner circle denotes essential skills that are developed by the yearlong activities mentioned in the outer circle. All Poornimaiets follow the practices of Poornima Knowledge Wheel for better careers. All teaching techniques, methodologies and innovations are based on the Poornima knowledge Wheel. Management of Poornima Institute of Engineering & Technology ensures that faculty members transform philosophy into action. Over the years, students have been immensely benefited by it in their personal endeavors, skill development and while facing placement interviews. Tutor system, Internet use and talks by experts have provided edge to students as well as faculty members in problem solving and global awareness. In addition, there is improvement in language and

communication skills. Orientation programs have made the Poornima family more disciplined and integrated to work as a team, a team member and a leader.

ABOUT POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY

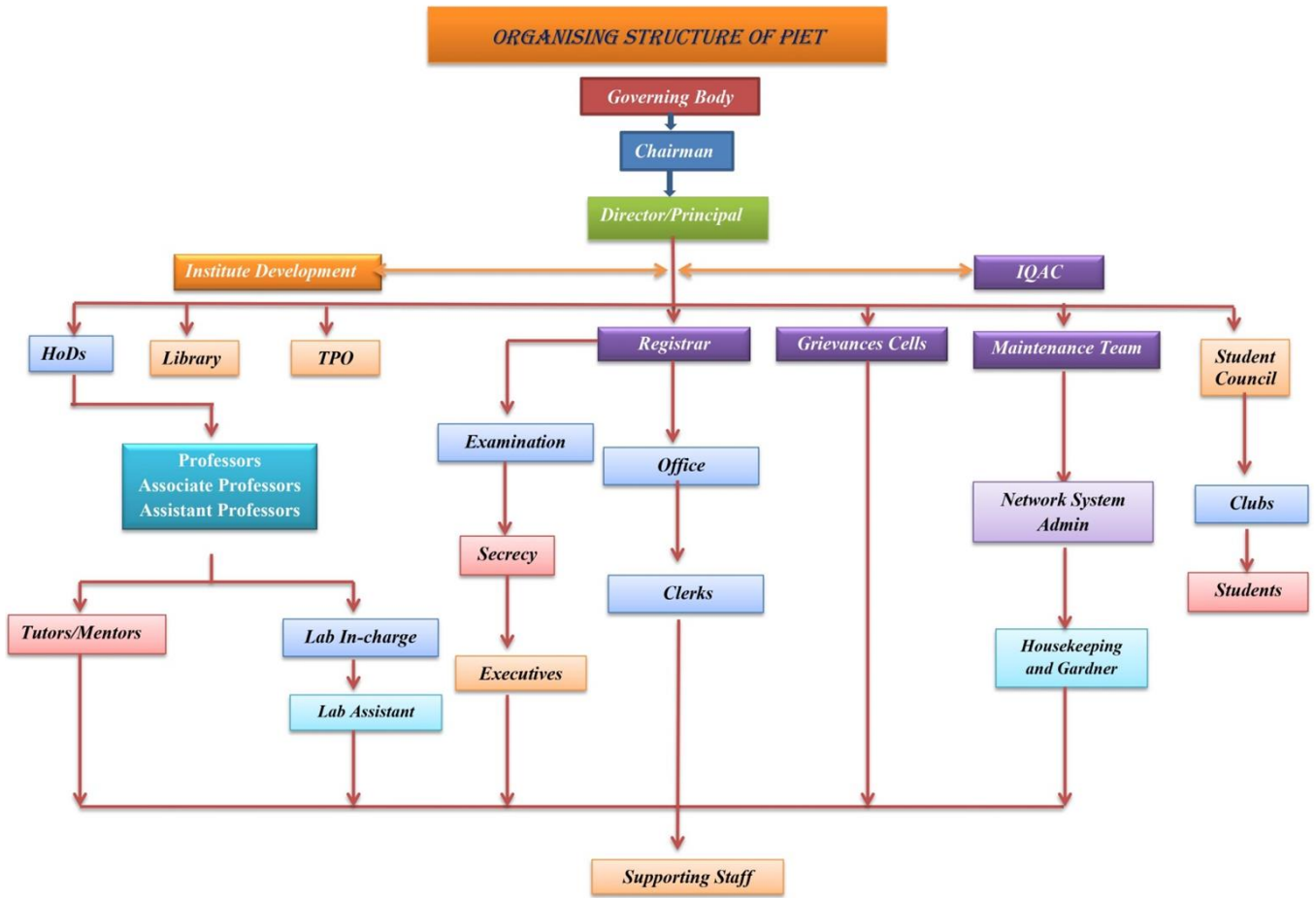
Poornima Institute of Engineering & Technology established in 2007 is putting its full potential in all dimensions to generate excellence in academics and in overall development of its students. It is the learning home to a total of 1300 students and is committed to impart best technical skills in students through its five specializations of engineering at UG level (CSE, AI & DS).

In its magnificent journey of less than two decades, PIET has set benchmarks and reached new pinnacles in engineering education with dedication, perseverance and devotion. **Poornima Institute of Engineering & Technology, Jaipur has been ranked 3rd for the last 03 years in continuity in QIV Ranking of Rajasthan Technical University, Kota. PIET is having NBA in Computer Engineering and Institution Accredited by NAAC for its industry connection. PIET has been rated Platinum by AICTE-CII and is rated 3.5 star by Innovation Council, Ministry of Education, and Government of India.** PIET is spearheading its outstanding voyage with the motto ‘Success is not a destination, it’s a journey. **PIET is the only Institution in Rajasthan to get Funding from AICTE, INDIA for establishing IDEA Lab.**

Few Highlights of PIET:

<ul style="list-style-type: none"> ● State of Art of Infrastructure for innovative Teaching Pedagogy and ICT based learning ● Offering Five streams of Engineering (Computer Engineering, Computer Engineering (AI), Civil Engineering and Artificial Intelligence & Data Science) at UG level. ● Ranked 3rd by Rajasthan Technical University under Quality Index Value Framework ● Accredited with NBA for B.Tech CSE ● NAAC Accredited institute ● AICTE Sponsored Neural Network & Deep learning Lab for students of CS, CS (AI), CS (DS) and AI & DS ● Received Research Grant for more than 1.33 crore since 2019 only from agencies like TEQIP III, AICTE, ATAL, NITTTR, ISTE etc. ● 21 MoU's with industries for nurturing Latest Technologies, beyond syllabus to budding Engineers, ● More than 30 SCI/Scopus & around 100 UGC Publications in past 3 years ● Industry oriented labs for quality education Microsoft, IBM, Oracle, FACE, Redhat, CESA, Celebal etc. ● 06 Faculty members received recognition from various Government & Non-Government Agencies ● Arbuda Convention Center: A Multimedia Auditorium with 500+ seating capacity. ● PBIC: The Entrepreneurship & Innovation Cell, nurturing young Entrepreneurs having 11 registered start-ups with Government of India and 01 of them funded by Gol also ● Student Chapters of Professional Societies like IEEE, ISTE and IE (I) ● Organized workshops on various Technical and Non-Technical topics. ● Collaboration with Microsoft for up skilling youth on latest technologies & Research in the field of AI, IoT & DS 	<ul style="list-style-type: none"> ● Completely Wi-Fi enabled campus. ● Focus on outcome based education with proper mapping through, CO's PO's, & PSO's ● Regular and quality placements in all Major MNC are like Infosys, TCS, Capgemini, IBM, Adani, etc. ● Activities in association with NEN, AICTE, TEQIP, RTU ● Regular conduct of National & International Conference/ Workshop/Seminar etc. ● Students oriented activities through Clubs & Students' council ● Placement oriented initiatives for skill development and Outcome of quality placements through i3 day ● Rigorous and transparent Continuous Internal Examination System ● Within in the ambit of University Syllabus, offering quality academic flexibility ● Tutor Mentor system for support & Stress management ● Faculty Felicitation & Reward system and similar systems for students ● Concerned for Human Values, Professional ethics, Gender Issues, Environment & sustainability, Waste Management, Rain Water Harvesting, ● Value Added courses & Certification courses offered across all disciplines ● Well laid down Teaching Learning Process, with extreme focus of quality delivery ● Established ERP system for academic & Feedback mechanism ● Catering to diverse category of students from all regions of nation ● Village adopted & Catering to society under CSR activities ● Facilities for Sports, Gymnasium, Cultural Activities, Auditorium ● Rich library with IEEE, Scopus, J-Gate, DELNET etc. Subscription ● Quality hostel & accommodation facility ● Proper Bus facility from every corner of the City
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POORNIMA ORGANOGRAM



SCOPE OF WORK FOR OFFICE BEARERS

A. Administrative Officers

Chairman

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

Director, Infrastructure Development

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

Director General

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

Director

- General Administration related with Strategic & Policy Planning, Institutional Development, Outreach Programs, Tie-ups & MOU.
- To plan, execute & improve working/ coordination at institutional & group level in the areas of general administration, policy making, institutional development, taking approvals/ accreditations from various government bodies, automation, transportation, laboratories, library, day-to-day maintenance, mess & hostels, housing, security and finalization of annual incentives, requirements & resource planning, publication of Poornima Institute level materials etc.

Advisor, Poornima Alumni Societies

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

Director & Principal

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

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

Director (Admissions)

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

Director (Student Welfare)

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

- Provide support to administration in executing extension of academic works.
- Keep close contact with parents and ensure a ragging free environment in the hostel.
- Interacting with students & motivating them, handling their grievances and ensuring their participation in building a brand image of their hostel.

Director (Corporate Relations)

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

Assistant Director (Finance)

- To plan, execute and improve working in areas of (a) finance (b) purchases (c) audit & accounts (e) fee collection (d) budgeting etc.

Chief Proctor & Proctor

- To manage the proctor office, and perform all duties assigned from time to time.
- To frame and ensure implementation of a group academic calendar.
- To organize meetings and give directions as per group policies.
- To deal with matters of indiscipline ragging etc. in campuses, hostels, transport & other places.
- To redress students' grievances as per Poornima norms.
- To coordinate with all HoDs/ Proctors/ Dy. HoDs for maintenance of proper attendance and discipline for smooth campus working.
- To maintain proactive vigilance in the best interest of the organization.
- To work for raising the motivational level of students keeping in mind (a) their intelligence (b) background i.e. rural / urban / hosteller /day scholar etc.
- To arrange and coordinate student volunteers for institute functions.
- To keep record of potent trouble shooters and adopt corrective measures.
- To keep records of various activities and take appropriate decisions for effective execution.
- To keep record of various valuations and dept. effective methods for exertion.
- To control all entry and exit points including deployment of staff and maintenance of registers.
- The proctors will design proper display arrangements for all types of information for students and faculty members in consultation with Campus Director and will communicate the same to Director (Infrastructure) for execution.

Registrar

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

Department Training and Placement Coordinator

- Responsible for executing all activities assigned by the Director (Corporate Relations), to this cadre.
- Keep close contact with Director (Corporate Relations) and department for execution of Training & Placement activities/drives.
- Maintain data of students and supply the same to the Director (Corporate Relations) as per requirement.
- Carryout/execute drives for placement and training for institution.
- Motivate students through interactions at various levels.

Head- Examinations & Secrecy

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

Chief Warden

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

Hostel Warden

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

Estate In charge

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

Media Coordinator/ Public Relation Officer

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

Sports Officer / Sports Coach

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

Mess Manager/ Mess In-charge

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

B. Academic Officers

Head of Department (HoD)

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

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

Deputy Head of Department (Dy. HoD), Academics

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

Deputy Head of Department (Dy. HoD), Administration

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

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

Other Office Bearers:

- Coordinator, IPR Cell
- Coordinator, ERP
- Coordinator, National Education Policy (NEP)
- Co-Coordinator, National Education Policy (NEP)
- Coordinator, Universal Human Values (UHV)

Academic Staff: Duties & Responsibilities

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

Senior Faculty Members (Professor / Associate Professor)

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

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

Assistant Professor

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

(i) Academic Roles and Responsibilities of:

Classroom

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

Tutorial

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

Laboratory/ Studio/ Practical

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

Project/ Dissertation/ Thesis

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

Examination

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

- The faculty members are also required to attend to the invigilation duties and abide by the guidelines to the invigilators in the examination/student manual.

(ii) Non Academic Roles and Responsibilities:

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

Training & Placement Office

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

Tutor/ Dy. Tutor

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

FACULTY AND STAFF

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

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

Today the total number of faculty at Poornima is over 500, spread across management, technology, architecture, commerce and science. Over the years our faculty members have contributed to research and published and presented papers in both national and international conferences.

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

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

Good staff is one of our greatest assets

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

HOSTELS

Poornima hostels namely Gurushikhar2to Gurushikhar6 Boys Hostel, and Gurushikhar7 Girls Hostel, are homes to students with residential capacity of 834 students including 148 girls and 686 boys separately. We have a hostel built up of more than a million square feet where students feel at home and safe during any time of the day with utmost safety and security 24/7. All the hostels are constructed keeping in mind the student's comfort and requirements having all basic facilities to give them good living conditions that are important for their growth.

Basic Facilities

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

Dining Facilities

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

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

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

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

Recreational facilities & Sports complex

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

Health Care

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

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

Water, Electricity & General Code of Conduct

- The quantity of water for each hosteller is calculated @ 200 liters per student.
- The regular water supply hours will be from 5:30 AM to 8:30 AM and from 2:30/3:30 PM to 10:00 PM on all days except that on Sundays and institute holidays.
- On Sundays and institute holidays the regular water supply will be made from 5:30 AM till the consumption of designated quantity water.
- In any case 24 hours water supply will be made available through one point at each floor of each hostel.
- The repairing of leaking taps will be made on priority basis and the complaint made in the designated complaint register will be attended within six hours.
- All hostellers are requested to close the taps properly and make extra efforts to stop wastage of water. However, students having toilets attached to their rooms will be penalized for each incident of wastage of water.
- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine INR 500 for each incident of wastage of water jointly to all inmates of respective rooms.
- Use of Iron, Heater, Immersion Rod and other electrical equipment consuming more than 60 watts of electricity is prohibited in hostels. However, use of laptops, printers, music systems, I-pods and other electronic devices is permitted.
- Each incident of unauthorized use of Iron, immersion rod and other electrical equipment will attract a penalty of INR 500 apart from the seizure of the equipment.
- Each incident of running electrical consumption in an unoccupied room will also attract a penalty of INR 500.
- The Hostel Warden and/or their representatives will take round of hostels along with two student hostellers and fine INR 500 for each incident of wastage of electricity jointly to all inmates of respective rooms.
- Covering of small openings in the Hostel Room doors by any means a fine of INR 300 will be charged for each incident.

INITIATIVES & INNOVATIONS

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

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

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

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

SELF HELP GROUPS: It focuses entirely on learning teaching strategies through education, practice, feedback, and coaching including analysis, modeling, demonstration and discussion etc. Self-Help Groups give members an opportunity to discuss their experiences, share their thoughts & ideas to give support, hope, and educate others. Its main objective is to involve higher performance students for improving question answering skills of weaker students and make the group a high achievers group. Dean-I Year and HOD's-Higher Classes are responsible to implement this procedure with the tutor as facilitator of the group & coordinators of the group help members so that quality of tutorials, assignments, lab records, results & attendance improves.

They form self-help groups for each tutorial batch in a class. 6 self-help groups are formed in one tutorial batch, each group gets a separate tutorial sheet consisting of 4/5 students.

- Teacher checks the copy of the coordinator 100% and guides them as required so that he/she can help other students.
- In lab classes, the coordinator or its nominee checks the accuracy of calculations and lab records of the group number & helps him. If required, he can consult the teacher or lab technician.
- If required, the group members can stay over on Tuesday. Thursday & Saturday after institute hours up to 4:10 PM and mutually help.
- Tutor of the class shall be the facilitator of the groups formed for the batches and shall pass on the relevant information as desired by Dean/HOD to the groups.

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

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

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

UDBHAV: It is a national level Project Exhibition organized by PIET. The aims are to provide a platform for students to showcase their innovative projects, research and ideas.

This event promises to be a celebration of innovation, creativity, and academic excellence, bringing together institute and school students from all across the nation. It is an excellent opportunity for institute and school students to showcase the talent and capabilities of students on a national scale.

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

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

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

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

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

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

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

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

- Announcement of an Activity participated by delegates outside Poornima
- Conference/Seminar/Workshop etc.
- Special Lecture & Activity of eminence
- Placement Activity/Drive
- Students Participation outside Poornima in academics, co & extracurricular pursuits
- University Results
- Industrial Tours & Trainings
- Faculty Training Program
- Grant/Funds from AICTE/DST
- Presentation of paper in Conferences
- Authoring books by faculty
- Acquiring M.Tech. /Ph.D. Degree by Faculty
- New / Annual Affiliation / Approval
- Functions / Celebrations
- Department Day Coverage
- News and Publicity article

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

POORNIMA INSTITUTE ALUMNI SOCIETIES (PIAS): Poornima Institute Alumni Societies were established in the year 2019-20 with the objective to bring together all alumni as a family. While we started with just 140 students and now have about 3500+ students wandering in our premises each year, reputation continues to be the clear reason students enroll, candidates get recruited and scholars attend our research & development programs. Every alumnus today represents Poornima's past and is the foundation of our future. Poornima's core values and its purpose as an organization of excellence are most clearly defined by achievements and contributions of alumni to their organizations and societies.

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

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

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

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

The scheme was introduced to appreciate efforts made by the department and individuals for the betterment of academic performance standards and to encourage them to contribute in a positive and competitive environment. The reputed faculty members of Poornima, Jaipur leaves profound influence by their expertise at the major national

& international conferences, seminars and refresher courses and help shaping the future trends in technical education. The mission of the Faculty at Poornima is to create highly competent engineers and to provide quality professionals and community services. The faculty has a deep sense of belonging to the institution and is devoted to maximizing the opportunities available to students across the campus and beyond the campus.

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

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

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

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

STUDENTS' COUNCIL: Poornima has always tried to instill the values of self-motivation, self-confidence and sensibility within all its students. With similar intention, Poornima feels proud to introduce the concept of Students' Council from session 2017-18 onward. Poornima envisages achieving the goal of student empowerment, development of leadership skills and community feeling through the Students' Council. The Students' council will consist of Chair, Co-Chairs, Captains & Vice Captains representing various clubs of the respective institutions. The Chair, Co-Chairs will be selected by the committee composed of the Chief Proctor, Chief Warden and Faculty Advisor and Captains & Vice Captains will be selected by the Chair, Co-Chairs under the guidance of Faculty advisor . The council members will work together as a team to become equal partners in the decision-making process, help manage various activities, events and maintain discipline. Through their work as Chair, Co-Chairs, Captains & Vice Captains they will learn the valuable lesson that with authority comes responsibilities and its associated challenges.

The Students' Council is one of the unique initiatives of Poornima towards the goal of creating conscientious and responsible global citizens.

Objectives:

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

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

Club and Cultural Activities

- To organize, participate and encourage participation of students in the following activities:
 - Seminars and conferences
 - Annual fests and functions

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



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

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

Poornima Paathshala shall operate from Poornima Informatics Centre with its student ambassador to be known as SAARTHI (one from each) representing PIET, Gurushikhar Hostels & Alumnus.



POORNIMA – IDEA LAB: AICTE has launched a scheme for establishing IDEA lab with a huge funding of Rs. 50 Lakh, across India. More than 200 Institutions applied for the same. Poornima Institute of Engineering & Technology is proud to receive this grant on 14th June 2021. PIET has been selected amongst 49 proud Institutions across India and only one institution across Rajasthan to establish AICTE- Sponsored IDEA Lab for training & development of students and society on latest technologies with hands on learning,

This lab will be a Industry 4.0 Hi-tech lab facility available 24x7 in the campus, more students and faculty will be encouraged to take up creative work and, in the process, get training on creative thinking, problem solving, collaboration etc. which conventional labs are not focusing on, in the domains of Robotics, 3D Printing, IoT, GIS & Bio-Manufacturing!!

Objective of Poornima-Idea Lab:

The objective of Idea Lab is to make engineering graduates more imaginative and creative in critical thinking, problem solving, design thinking, collaboration, communication, lifelong learning etc.

Total cost of Project (Sanction Letter Attached):

1. Contribution from AICTE: 50.39 L
2. Contribution from Industry & Institution: 58.27L
3. Additional Expenses 6.12 L

Major conditions:

1. 3000 Sq Ft space Required (2000 Sqft for Lab & 1000 Sqft for Activities)
2. Separate bank account to be opened and maintained for the duration of 5 years
3. 80% fund will be transferred in advance subject to equal contribution made by the Institution into the same account
4. Code of Conduct of AICTE-IDEA Lab to be adhered
5. We can use AICTE-IDEA logo till PIET has its EoA with AICTE
6. Regular Monitoring by "National Strategic Goal" Team
7. Fortnightly report to be sent to AICTE & all details to be uploaded on portal (<https://idealnet.aicte-india.org/>)

Benefits of Idea Lab to Institute

1. IDEA Lab can empower the students and faculty to "engage, explore, experience, express and excel", addressing the need of new age learning.
2. IDEA Lab would serve as an infrastructure for faculty to take up and promote multidisciplinary education and research.
3. Faculty would be encouraged to get trained in these Labs and strive for creating projects/ internships in their own subjects/ disciplines and mentor the students.
4. Institute can generate funds from this lab by inviting nearby industries to use tools/ equipment/ machines/ facilities of the idea lab.
5. Industry persons can also train our students by including them in product designing – thus our students can get exposure of working on live projects as well as they can use this in their profile.
6. Under the umbrella of IDEA lab we can get Industry based projects and get faculty as well as students technically sound.
7. It will also enhance placement numbers as we will have more skills and contacts with industry
8. This lab will also start in house summer internships for our students as well as students of other institutes.
9. We will also invite School Teachers/12th pass students/ITI students to train them in skill programs that will pass mouth publicity in the market that will help in admission in future.
10. This lab can be established as Industry lab in Poornima like in MNIT which can be used by anyone 24*7.
11. Using this lab we may provide skills to Faculty, Students, Industry people under one roof by conducting FDP/ Boot camp/ Skill Program/ Workshop/ awareness Program.

Benefits of Idea Lab to Faculty:

1. Faculty of Poornima can empower themselves by working in this lab- They can explore themselves in different area like
 - Bio-Manufacturing
 - 3D Printing
 - Remote Sensing
 - IoT
 - Robotics
 - Sensor Technology
 - Solar Energy
2. Faculty members may work together on the same platform to build industry ready products.
3. This lab can give benefits as in designing consultancy projects by using facilities and equipment of this lab.
4. IDEA Lab would serve as an infrastructure for faculty to take up and promote multidisciplinary education and research.

Benefits of Idea Lab to Students:

1. Students of all three campuses will be able to use the idea lab beyond institute hours to design their institute projects.
2. With these facilities available 24x7 in the campus, more students will be encouraged to take up creative work.
3. Students can focus on new emerging areas of skill development and may use this lab in project development.

Utilization of the Lab:

1. This lab will be, by the students and for the students
2. 24X7 Lab for all students to work, learn and practice
3. Lab with the product development approach (even small Objects)

4. Lab with learning of students, faculty members and industrial training
5. Target to publish research at national and international level
6. Target to develop product for current need of country as well as need of local
7. Patented product approach
8. Convert Students to Entrepreneur through this lab

INDUSTRY INSTITUTE INTERACTION DAY (i3 Day)

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

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

Hence, the distribution of time will be as follows:

Semester	Total hours & days available per week	Hours & days per week allocated for academic activities	Hours & day allocated for i3 activities
1	36 (6 days)	30 (5 days)	6 (1 day)
2	36 (6 days)	30 (5 days)	6 (1 day)
3	36 (6 days)	30 (5 days)	6 (1 day)
4	36 (6 days)	30 (5 days)	6 (1 day)
5	36 (6 days)	30 (5 days)	6 (1 day)
6	36 (6 days)	30 (5 days)	6 (1 day)
7	24 (4 days)	18 (3 days)	6 (1 day)
8	24 (4 days)	18 (3 days)	6 (1 day)

INITIATIVES DURING COVID-19

Updates

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

Poornima Operations

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

Poornima Updates

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

Campus events, travels, and visitors are canceled, with the exception to certain academic programming.

Gathering of more than 10 people is prohibited.

In light of hosting external visitors, faculty & staff members are encouraged to hold virtual meetings or events.

Campus buildings are closed from May 15, 2020 until further notice.

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

Quarantine Center

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

COVID-19 and Poornima Admissions Information

The admission team worked round the clock, responding to all admission enquiry through call, WhatsApp and emails.

JULY 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

AUGUST 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

NOVEMBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

ACADEMIC CALENDAR 2022-23*

ODD SEMESTER

JULY 2022

Practical Training [After VI Sem.]
Practical Training [After IV Sem.]

RTU THEORY EXAMINATION OF FIRST YEAR [EVEN SEM 2021-22]

Practical Training [After II Sem.]

AUGUST 2022

RTU THEORY EXAMINATION OF SECOND YEAR [EVEN SEM 2021-22]

Tuesday 16

Wednesday 17

Monday 15

Tuesday 16 to Thursday 18

Wednesday 17 to Saturday 20

Commencement of Classes-Odd Semesters B. Tech III Sem.

Commencement of Classes-Odd Semesters B. Tech VII Sem.

Celebration of Independence Day

Orientation programme-B. Tech. III Sem.

Orientation programme-B. Tech. VII Sem.

SEPTEMBER 2022

Thursday 01

Thursday 01 to Saturday 03

Monday 05

Thursday 15

Monday 19 to Saturday 24

Commencement of Classes-Odd Semesters V Sem.

Orientation programme-B. Tech. V Sem.

Faculty Felicitation Program, Celebration of Teachers' Day, Blood

Donation Camp & activities under WISE

Engineers' Day

First Mid Term Theory & Practical Exam for B. Tech III Sem

OCTOBER 2022

Thursday 06

Thursday 06 to Monday 31

Sunday 02

Wednesday 05

Friday 14 to Thursday 20

Commencement of Classes-Odd Semesters I Sem.

Orientation programme-B. Tech. I Sem.

Annual Day 'KALANIDHI' & Prize distribution ceremony

Manthan - Inter-college Debate Competition

First Mid Term Theory & Practical Exam for B. Tech V & VII Sem

NOVEMBER 2022

Saturday 12

Monday 14 to Saturday 19

Monday 21 to Wednesday 23

Last Teaching Day for B. Tech III Sem

Second Mid-Term Theory & Practical Exam for B. Tech III Sem

End-Term Practical Exams for B. Tech III Sem

DECEMBER 2022

Saturday 03

Monday 05 to Saturday 10

Monday 12 to Wednesday 14

As per RTU Notification

Monday 12 to Saturday 17

Last Teaching Day for B. Tech V & VII Sem

Second Mid-Term Theory & Practical Exam for B. Tech V & VII Sem

End-Term Practical Exams for B. Tech V & VII Sem

End-Term Theory Exams for B. Tech III, V & VII Sem

First Mid Term Theory & Practical Exam for B. Tech I Sem

JANUARY 2023

Saturday, 28

Monday 30 to Saturday 04

Last Teaching Day for B. Tech I Sem

Second Mid Term Theory & Practical Exam for B. Tech I Sem

FEBRUARY 2023

Monday 06 to Wednesday 08

As per RTU Notification

End-Term Practical Exams for B. Tech I Sem

End-Term Theory Exams for B. Tech I Sem

HOLIDAYS IN ODD SEMESTER

Bakrid / Eid ul-Adha*
Raksha Bandhan
Shri Krishna Janmashtami
Vijay Dashmi
Diwali Break
Guru Nanak Jayanti
Christmas
Winter Break
New Year Day

Sunday, July 10, 2022
Thursday, August 11, 2022
Friday, August 19, 2022
Wednesday, October 5, 2022
Saturday, October 22 to Wednesday, October 26
Tuesday, November 8, 2022
Sunday, December 25, 2022
As per RTU Examination Schedule
December 31, 2022 to January 01, 2023

*Subject to revision as per RTU notifications

CHAPTER – 2

ACADEMIC & ADMINISTRATIVE POLICIES RELEVANT FOR STUDENTS

ACADEMIC & ACTIVITY AWARDS FOR STUDENTS

Awards to be distributed on annual day 'Kalanidhi'

Following awards are distributed every year on 2nd October during Kalanidhi – The annual prize distribution ceremony of Poornima Institute. The students are awarded on the basis of academic and overall performance during an academic year.

1. Poornima Ratna

- A. Shanti Devi Memorial Award: E-Learning gadget based on the results of 1st Semester RTU Examination** – This award is given to one student every year who secures A+ or above grade in each theory subject in 1st Semester. The award is given in the form of an E-Learning gadget.

Terms & Conditions:

- The list of successful students securing 80% or A+ Grade & above marks will be announced after declaration of university results of 1st Semester. Any change thereafter in the result by the university will have no effect on the list of successful candidates.
- Only one student will be eligible for one E-Learning gadget.
- Up till 4 years of studies, the student will use the gadget in institute and it will continue to be on lease to the student until the student passes out. Thereafter it will be transferred permanently on record to concerned students.
- In all matters, the decision by the management of Poornima will be treated as final and binding.

B. Influencer of the year Award - Current Student Category:

Introduced from session 2021 onwards, this award will be awarded to a current student of Poornima in recognition of exceptional performance of highest order in any field of human endeavor and thus influences the life of many Poornimaites. The awardee will receive a medal and a scroll of honor.

C. Basant Kanwar Seth Memorial Award (sponsored by Dr. S. M. Seth, Chairman (Emeritus):

Cash Award of INR 3500 to one girl overall topper of B.Tech. First year at PIET.

D. Stellar Student Award:

Introduced from 2019, this award is given to one student of final year respectively for being the brand ambassador of Poornima through the activities done at beyond institute level. The awardee will receive a cash award of INR 2100 and a certificate.

2. Academic Awards:

Important Considerations:

- No student will be given more than one academic award even if he/she is eligible for more than one award.
- In case of a student being eligible for more than one award, the award of higher value and importance would be given to that student and another award would be given to the next performer. However, his/her name will be mentioned in the award ceremony as the best performer of that category for which award is being given to the second performer.
- Point no. 1 and 2 are applicable for individual category awards and not for group/ team awards.
- For deciding all RTU results based awards, results after revaluations will be considered provided the said results are declared before the finalization of the list of awards.
- From session 2021-22, the department day awards are being merged with Kalanidhi awards. Hence, there will be no award ceremony on department day.

1. Arun Chandra Singhi Memorial Award: Will be awarded to the students (one boy and one girl) scoring highest on the parameters of academics, significant representation of the institute elsewhere, attendance, discipline, leadership quality and innovations done for the benefit of all students.
<ul style="list-style-type: none">Cash Award of INR 7500 To the Best Boy of the final yearCash Award of INR 7500 To the Best Girl of the final year
2. Gold Medal with 5100 Cash & Certificate:
<ul style="list-style-type: none">One boy and one girl topper of B.Tech. First year PIET.One topper of B.Tech. II, III & Final year each of PIET.
3. Silver Medal with 2100 Cash & Certificate:
<ul style="list-style-type: none">Toppers of each section of B.Tech. First Year at PIET.

<ul style="list-style-type: none"> • Toppers of each section of B.Tech. II, III & Final Year at PIET.
4. Outstanding Contribution Award of 2100 Cash & Certificate: Will be awarded to the students scoring highest from each year (except final year) on the parameters of academics, significant representation of the institutes elsewhere, attendance, discipline, leadership quality and innovations done for the benefit of all students.
<ul style="list-style-type: none"> • One boy & one girl of B.Tech. Final Year at PIET. • One boy & one girl of B.Tech. Third Year at PIET. • One boy & one girl of B.Tech. Second Year at PIET.
5. Final Year Projects with a Cash Award of 5100 & Certificate:
<ul style="list-style-type: none"> • One project securing maximum marks in every department.
6. Non-Final Year Projects with a Cash Award of 2100 & Certificate:
<ul style="list-style-type: none"> • One project per year securing maximum marks in every department.
7. Coder of the year Award of 2100 & Certificate
<ul style="list-style-type: none"> • One student per year has the highest rank at hackerrank.com.
8. Best Sports person Award of 2100 & Certificate: Awarded to the students for their outstanding performance in sports at district / state / national level. The certificates of their achievements should be of the duration of their study in Poornima Institution. Awards may not be given in a specific year when these criteria are not fulfilled.
<ul style="list-style-type: none"> • Two boys & two girls from PIET.
9. Best Cultural Award of 2100 & Certificate: Awarded to the students for their outstanding performance in cultural activities / events at district / state / national level. The certificates of their achievements should be of the duration of their study in Poornima Institution. Awards may not be given in a specific year when these criteria are not fulfilled.
<ul style="list-style-type: none"> • Two boys & two girls from PIET.
10. Best Attendance Award of 1100 & Certificate
<ul style="list-style-type: none"> • Highest attendance holder from each year of PIET.
11. Hostel Awards: Awarded from the students residing in hostels for their exemplary performance in academics, mentoring junior and fellow students, participating and maintaining a consistent record in hostel activities and exhibiting highest level of discipline and leadership among all the hostellers.
<ul style="list-style-type: none"> • Cash Award of 3100 each & Certificate to outstanding hosteller (1 boy & 1 girl) from PIET

NOTE:

1. For all awards (group level, institute level and department level), the candidature of students who have left their studies will not be considered.
2. There must not be any instance of any type of involvement of any awardees in indiscipline activity,

3. Alumni Awards

Award: Poornima Distinguished Alumnus Award (1 Nos)

Eligibility: Any alumni who has been the alumni of Poornima, Jaipur for more than 5 years are eligible

To be given in recognition of the recipients' outstanding professional contributions. The awardees must be noted for their (a) dissemination or creation of knowledge, (b) enrichment of people's lives, (c) distribution or creation of wealth, or (d) promotion or establishment of high ethical standards in private or public life, as well as upon their integrity and stature, thereby making their alma mater proud.

Award: Iconic Poornimaite of the Year (1 Nos)

Eligibility: Alumni nominated by Management of Poornima, Jaipur

To be given by public choice via an online voting process.

Influencer of the year Award - Alumni Category:

Introduced from session 2021 onwards, this award will be awarded to any alumni of Poornima in recognition of exceptional performance of highest order in any field of human endeavor and thus influences the life of many Poornimaitees. The awardee will receive a medal and a scroll of honor.

NOTE:

In all matters, the decision by the management of Poornima will be treated as final and binding.

GUIDELINES FOR DEPARTMENT PROJECT

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

Duration of the Student Project: Up to One Semester

Extent of Financial Assistance: Max. INR 50000.00

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

Submit proposal in: soft copy in CD & hard copy

FORMAT OF DEPARTMENT PROJECT PROGRAM

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

DISCIPLINE POLICY & CODE OF CONDUCT FOR STUDENTS

Obligations of students: Students are expected to:

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

Students must not:

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

Misconduct

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

- Any breach of any of the students' obligations set out above.
- Any failure to follow the reasonable instructions of a member of staff.
- Smoking in institute premises

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

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

- **Official warning**-cases of petty misconduct may be treated informally by staff, but where the misconduct is repeated or is considered to warrant more formal treatment, staff may give an official warning to the student concerned
- **Disciplinary interview with Chief Proctor**- where the complaint is of a more serious nature or where similar conduct has been repeated after one or more official warnings. Any formal written warning will be issued within five days of the interview.
- **Disciplinary interview with board**- in cases where it is alleged that gross misconduct has occurred or where further misconduct is reported after a formal written warning has been given to a student, the student will be asked to appear for a disciplinary interview with a disciplinary board.
- **Suspension**- student may be suspended from institute immediately by a chief proctor pending a disciplinary hearing where that member of staff has reason to believe that the student has committed an act of gross misconduct. Any such suspension will be confirmed in writing within 2 days of its occurrence and that student will be invited to a disciplinary interview with a board such interview should take place, where possible, within 10 days of the suspension.
- **Permanent expulsion** - student may be permanently expelled from institute if student is involved in repeated misconduct and after all measures the student does not improve.

Attendance of Students

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

Mass Bunking and Mobiles

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

RULES & REGULATIONS FOR HOSTELLERS

1. The student who wishes to reside in the hostel is not allowed to leave the hostel during the mid-session or at any point of time during the session, except in the case if he/she has been expelled from the hostel on account of disciplinary action/misconduct/short attendance etc.
2. Hostel fee is nonrefundable except caution money. In case the student has been expelled from the hostel on account of disciplinary action/ misconducts/short attendance etc. His/her hostel fee and hostel caution money will automatically be forfeited. No claim for any kind of refund will be entertained.
3. No hosteller will be permitted to continue to occupy a hostel room, unless he/she pays hostel dues within stipulated time. Any delay in payment of dues will attract fines as per rules.
4. Use of intoxicants (alcohols and drugs) and smoking is strictly prohibited by law.
5. Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/indirectly in disciplinary activities like theft case/ragging/ fighting/quarreling/use of abusive language/misbehave with fellow students, juniors/seniors within campus or with outsiders at public places and also with staff members, the disciplinary action shall be initiated against him/her as deemed necessary or may be handed over to police for legal proceedings according to nature of offense for which entire responsibility lies on the concerned hosteller.
6. To carry food or utensils from the mess in the hostel room is strictly prohibited. However, in case of infectious disease or severe sickness or orthopedic reasons, special permission may be obtained from the mess manager through Director (Student Welfare)/ chief warden/ warden in writing.
7. The hosteller is required to follow the mess timings & mess regulations meticulously.
8. No hosteller is allowed to use the stove, heater, iron, coolers, immersion rod etc. Unless specifically permitted by the competent authority.
9. The hosteller will ensure optimal utilization of electricity and water. Switch off the lights & fans when not in use. Wastage of water is strictly prohibited.
10. The hosteller will provide an authorization letter from his/her parents to nominate a local guardian containing his/her name, relationship, address and phone numbers.
11. Borrowing money from co-hostellers is strictly prohibited.
12. Any loss or damage to fixtures and fittings as well as to furniture will attract a penalty as per norms.
13. Organizing private parties/celebrations in institute/hostel premises is strictly prohibited.
14. Keeping valuable things in the hostel room is strictly prohibited. However, under unavoidable circumstances, the hosteller himself/herself will ensure safeguarding of valuable things and other personal belongings from theft/loss/damage.
15. The hosteller is not allowed to keep and use two wheelers without prior permission in writing along with valid documentary proof from the competent authority.
16. The residential apartment of chief warden/warden and the faculty members is out of bound for all hostellers at all times. In case of any emergency, the student may contact the concerned chief warden/warden telephonically.
17. The hostellers are free to meet their concerned chief warden/warden in his/her office on any day between 5:00 pm to 6:00 pm regarding betterment of the educational environment in the hostel and studies, hostel facilities or redress grievances, if any.
18. Every hosteller is required to attend institute regularly on time without fail. No hosteller will stay back in the hostel during institute hours, unless specifically permitted by the competent authority. In case the attendance of the hosteller in the institute is less than 75%, he/she will not continue to stay in the hostel.
19. Every hosteller is expected to take part in academics, non-academics and co-curricular activities conducted during the academic year in the institute and hostel.
20. The hosteller is required strictly adherence to official timings for regular classes, mentor/extra-classes, official functions, silence hours, outing, games, sports & gymnasium, net lab, canteen, TV room etc.
21. The hosteller is expected to avail facilities provided for personality development and enhancement of professional skills & knowledge by the institute management.
22. No hosteller will leave institute or hostel campus, unless he/she obtains an out pass issued by concerned hostel chief warden/warden and duly recorded in movement register available at main/hostel gate.
23. The leave may be sanctioned to the hosteller with prior recommendation from the concerned mentor/tutor/chief proctor. The hosteller will ensure signature of his/her parents/guardian on leave pass while reporting back to hostel on completion of leave.

24. Entry of male student/outside in girls' hostel and female student/outside in boys' hostel is strictly prohibited. However, parents/local guardians may be permitted with prior permission from respective chief warden during visiting hours only.
25. No visitors/guests/parents are allowed in hostel rooms. However, the hosteller may be permitted to meet them with prior permission from the concerned hostel chief warden/warden at the hostel reception room between 3:30 pm to 7:30 pm only.
26. Lodging and boarding facility may be made available for parents on advance booking on payment of INR1000 per room per day by concerned hosteller for a day only. This facility is available for parents only.
27. The hosteller will mark his/her attendance in a register kept in the warden's office on a daily basis between 8:00 pm to 9:00 pm.
28. The hosteller will maintain a proper discipline and congenial environment during all the activities which would be conducted during the session in the institute as well as in hostel premises.
29. In case of any emergency, contact the Director (Student Welfare).

TRANSPORT RULES & REGULATIONS

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

CHAPTER – 3

ACADEMIC & ADMINISTRATIVE POLICIES RELEVANT FOR FACULTY & STAFF

DRESS CODE FOR FACULTY & STAFF

Dress code for faculty & staff

As per laid down norms, each staff member of Poornima is supplied with uniform by the institute. Based on suggestions received from staff members, the Management Board of Poornima 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, blouses should be with high necks 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 subordinate 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 subordinate 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, blouses 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 institute.
- Female staff will compulsorily wear sari on 1st & 3rd Monday of each month and on Independence Day, Republic Day, Teachers' Day and Engineers' Day.
- Uniforms are supplied free of cost. However, if employee leaves the service during session, the cost is amortized by recovering following amount for unused period:

Per Trouser- shirt	Per Blazer & Tie	Per Sari	Per Salwar suit	Per Sweater
200 Per month	300 Per month	100 Per Month	100 Per Month	100 Per Month

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

LOAD ALLOTMENT, TIME-TABLE & REPLACEMENT POLICY

Load allotment

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

Time-table

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

Replacement policy

- It is mandatory for each faculty to make alternative arrangements while applying for the leave.
- Leave application will be recommended by HoD and sanctioned by Principal/ Director.
- Attendance registers will be administered by HoD and replacement schedules would be prepared jointly for all departments in each working group.
- Time-table coordinators will give the 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 signed by each of the replacing faculty and a copy of the same will be sent to the chief proctor for display and Principal/ Director for information.

TEACHING LOAD

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

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

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

Special Lectures:

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

Laboratories

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

Category of Lab	No. of students on each Experiment
Computer, Chemistry, PG/MD, Language Labs, Graphic Design lab, Painting Lab and workshops.	One
Physics, Electronics, EIC, Electrical, Mechanical Labs, Management workshops.	Two
Specific Mechanical / Electrical / ECE Labs/ Workshops/Public Health Lab/ Design Lab/Food production lab after written approval of Principal/ Director	3 to 5

Quality of Teaching in classrooms:

- It is observed that some-times the faculty/staff members are called for meetings/other purposes 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 institute. It is decided that this practice shall be strictly restricted and in case of emergency only the Principal/ Director may call the faculty members from classes. Appropriate records may be kept for the purpose in the office of Principal/ Director.

Systems & Procedures

- Emphasis must be given on student oriented activities.
- A faculty member can be allowed to work on Sunday / Holiday under approval of the Principal/ Director for urgent works.
- HOD must hold a one to one reporting meeting with all faculty members and technical staff and verify all records of preparation and delivery. HoD will give remarks/advice and ensure implementation.
- The faculty must keep a record of R1, R2, R3 regularly.

- To avoid confusion and to prepare an effective replacement schedule the Faculty must inform the HOD & replacement in charge well in advance.

Assignment / Tutorials

- 5% assignments / tutorials must be rechecked by HOD / Mentor to provide guidance to concerned faculty.
- Chapter wise tutorial / assignment sheets with multiple options must be prepared at Poornima 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/assignments and avoid copying at mass level.
- Special training for faculty will be provided on the art of handling tutorials.
- Design of tutorial note books which are issued to students will be modified.

Academic Targets

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

Mentoring / Training

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

DEPARTMENT PORTFOLIOS

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

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

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

Note- 2: At Least one faculty member must be allotted charge of maintaining all department data pertaining to NBA, NAAC etc.

DEPARTMENT LIBRARY

- In light of providing assistance to faculty members for a quick access to important books, a department library is set up in every department.
- The books in the department library are made available on request of HoD justifying its use.
- Records of these books are 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 the department library.
- However, one can keep an up to date record of available books in libraries /material from the internet by using Poornima formats DA/F/L/01 & DA/F/L/02. These formats can be easily maintained in personal computers/laptops and should be regularly updated to keep informed about the latest in the subjects being taught. This part should be made a part of zero lectures so as to infuse confidence in students and encourage them to effectively take advantage of library facilities and internet.

GUIDELINES FOR FACULTY MEMBERS REGARDING ATTENDANCE OF STUDENTS

- No faculty member is authorized to exempt any class from attendance even if the attendance is zero.
- Situation will be considered as a mass bunk if attendance is less than 15%. CD/HoD will make a decision for award of negative attendance (Maximum 03) against each lecture/ period apart from the regular attendance marked by faculty members.
- Attendance will be taken at the beginning of each class.
- No students will be allowed late except for that of the first Period.
- Late comers of the first period will be marked absent.
- Weight age of attendance for various activities will be as follows:
 - Lecture of one hour - one attendance
 - Tutorial of one hour - one attendance
 - Lab of one /two/three/four hours - one attendance per hour.
- All other activities- one attendance each for a duration of 60 min.
- Attendance of Online Assessment, Internet/ Library Classes and special classes will be maintained and submitted by tutors as attendance of other activities on the event attendance module of ERP.
- Action against non-compliance of procedures of attendance, late entry/early leaving of the class, non- compliance of replacement schedule and late submission of attendance is issuance of warning by CD or delay in payment of next salary (one/two weeks).

IMPORTANT GUIDELINES REGARDING TEACHING

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

1. **Lab Sessions:** Please ensure that all assigned faculty and staff members are available in lab sessions for complete duration. They are advised not to move out of the lab unless permitted by the Principal/ Director. They must get involved in academic interaction with students. Doing personal work quoting reasons like completion of course etc. are not acceptable.
2. **Optimum use of time:** It is observed that students complete the assignment/lab work in 15 minutes and are made to sit for the rest of the time without any productive output. Faculty members are advised to go prepared to carry out relevant additional academic activities to engage students. This could include viva voce questions, technical interview questions regarding equipment processes etc.
3. **Effectiveness of knowledge transfer:** The performance of a faculty member cannot be judged only based on engaging the classes on a regular basis. Every faculty member must ensure that students understand/learn during their sessions.
4. **Dictation of notes:** It is observed that many faculty members are consuming maximum time of their sessions in dictating concepts/notes whereas they are expected to spend major time in explaining the concepts/derivations.
5. **Introspection on quality of delivery:** As discussed and decided with department Leaderships the video and audio recording devices are being issued. The HODs/mentors must ensure that at least one session of each faculty member is recorded and discussed for guidance and improvement on a weekly basis.
6. **Taking lecture notes to the classes:** As discussed and decided with department Leaderships the faculty members are advised not to use lecture notes/books during the lecture. In turn they should carry one page note containing lecture highlights and numerical derivations. No matter will be permitted for reproduction through dictation.

7. **Code of Conduct:** Faculty members are informed that punishment by deducting attendance and Mid-term marks in name of maintenance of discipline is not permitted. They are advised not to threaten students with penalty of marks and attendance in any case. An action for violation of code of conduct may be initiated against defaulting faculty members.
8. **Recording of Lectures/Tutorials/Lab Sessions:** Every Faculty Member will have to submit at least two video recorded lectures, one video recorded tutorial and one video recorded lab session for each of their subjects to the HoD in every semester. The HoD will submit the soft copy of these sessions to the Head of the Institution for performance evaluation of faculty members. The submission of recorded sessions will be mandatory for all faculty members and non-compliance of the same will put them in no change category during next salary revision.

OTHER CAMPUS SPECIAL LECTURE POLICY

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

- Remuneration for such experts will be INR 500 for a lecture of one hour. The remuneration will be flat irrespective of the Rank/ designation, provided that the lecture is taken beyond the academic load of respective faculty / staff.
- Eligibility criterion for becoming expert for special lecture:
 - a. Minimum teaching/industry experience: 5 years
 - b. Track record of one semester regular teaching for that subject with more than 75% end semester result.
 - c. Maximum number of lectures by one faculty is limited to 6 per semester.
 - d. Expert is required to submit the following before taking the classes
 - e. Detail plan for class of 60 min
 - f. Short lecture notes to circulate in the class
 - g. PowerPoint presentation
 - h. The HOD is required to issue a certificate of quality of special lecture with feedback from students for payment of remuneration.
 - i. Faculty teaching that subject must be present in that special lecture.

GUIDELINES FOR CONDUCTING SPECIAL LECTURE

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

- Audience level will be max. 150 for external lectures.
- Remuneration for all Experts for special lecturers in B. Tech. classes will be as follows
 - a) Experts from IIT/ NIT or equivalent at the rank of Professor or equivalent: For Offline teaching – INR 1500 per hour + 500 per day against Travel Charges, For Online Teaching – INR 1000 per clock hour.
 - b) Experts from IIT/ NIT or equivalent at the rank of Associate Professor or equivalent: For Offline teaching – INR 1000 per hour + 500 per day against Travel Charges, For Online Teaching – INR 750 per clock hour.
 - c) Experts from IIT/ NIT or equivalent at the rank of Assistant Professor or equivalent: For Offline teaching – INR 750 per hour + 300 per day against Travel Charges, For Online Teaching – INR 500 per clock hour.
- Experts will have to devote required time and effectively deliver the special lecture in an efficient manner.
- A list of experts with their broad area of expertise will be made available to the Principal/ Director/ HODs after completing the process for finalizing the experts through proper process.
- The experts are required to prepare and submit the following before taking special lectures
 - a) Detail plan for class of 60 min
 - b) Short lecture notes to circulate in the class
 - c) PowerPoint presentation [soft copy]
- The feedback of the lecture must be Excellent.
- The list of experts can be modified during the semester.
- The HODs are required to submit a report on special lectures with feedback from students for sanction of remuneration for the expert faculty member.
- Internal Faculty teaching that subject must be present in that special lecture.
- Remuneration against Internal Special Lectures has been discontinued.

DISCIPLINE POLICY & CODE OF CONDUCT FOR FACULTY & STAFF

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

Attendance of Students

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

Code of Conduct for Poornima Faculty & Staff

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

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

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

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

IMPORTANT ISSUES FOR ACADEMIC ADMINISTRATION

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

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

Note:

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

GUIDELINES FOR ORGANIZING A CONFERENCE / SEMINAR / WORKSHOP

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

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

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Prepare the call for papers (wording, layout etc.) 2. Establish a deadline for paper submission 3. Publicize the call for papers (via a website, email, regular mail, journals etc.) 4. Find reviewers and establish their area of expertise 5. Accept paper submissions (via web site submission, email, regular mail, and fax) 6. Send out confirmations of receipt of paper submission 7. Assign reviewers to each paper | <ol style="list-style-type: none"> 8. Circulate the papers to each reviewer 9. Follow up with reviewers to ensure they are on track 10. Collect reviewer comments 11. Make the final paper selections 12. Notify authors of acceptance or rejection 13. Prepare accepted papers for publication 14. Send papers to publisher for print 15. Publish the papers online 16. Follow-up corrections/publications/full papers after the conference. |
|--|--|

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

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

Printed Materials

Important Dates

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

Tasks

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

Speakers and Presenters

Important Dates

Sign up speakers: At-least 1 year before

Send information package: At-least 6 months before

Tasks

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

Marketing and Public Relations

Important Dates

Launch conference website: At-least 1 year before

Send Invitations: At-least 8 months before

Send press releases: 5 days before

Tasks

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

Audio-Visual Requirements

Important Dates

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

Test room setups: At-least 1 day before

Tasks

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

Accommodation

Important Dates

Contracts with hotels: At-least 3 months before

Accommodation booking deadlines: At-least 15 days before

Tasks

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

Food and Beverages

Important Dates

Contract with caterer: At-least 2 months before

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

Tasks

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

Financial Approvals

Tasks

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

GUIDELINES FOR ANNUAL INSTITUTE MAGAZINE

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

Annual institute magazines shall be useful in many ways. It has always been of great educational 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 a focused, concise manner and in different languages. The magazine should evolve so that it becomes a showcase- a colorful compilation and reflection of the success story of POORNIMA institution. Keeping in view these objectives, the broad framework suggested for the annual magazine is as follows.

Title & Number of Pages of Magazine

Title – **Panorama**, Pages – 100 (Including Cover page), Poornima Inst. of Engg. & Tech.

Titles/Information	Issuing Authority	Approving Authority	Number of Page(s)
Cover page	Institutional Head	Institutional Head	1

Inside cover page Back cover page Inside back cover page	Editorial Board	Institutional Head	1
Messages	Editorial Board	Institutional Head	4
Institution Introduction	Editorial Board	Institutional Head	8-12
About the faculty & staff	Editorial Board	Institutional Head	2-4
Initiatives innovations	Editorial Board	Institutional Head	6-8
Poornima Alumni Societies	Editorial Board	Institutional Head	6-8
Department Introduction	Editorial Board/ Department	Institutional Head	12-15 Each
Hostels	Editorial Board	Institutional Head	1-2
Testimonials News	Editorial Board	Institutional Head	4-6

Detailed Guidelines:

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

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

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

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

5) Messages

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

6) Institution Introduction

...8-12 Pages

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

7) About the Faculty & staff by respective institution

...2-4 Pages

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

8) Initiatives & innovations @ Poornima

...6-8 Pages

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

9) Poornima Alumni Societies

...4-8 Pages

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

10) Department contribution (Sequenced in Alphabetical Order)

...10-12 Pages

- Each department shall contribute equally with inputs in following areas:

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

11) About respective Hostels (Campus-wise)

...4-6 Pages

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

12) Testimonials, News and Articles by other Administrative staff

...4-6

Pages

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

Please note:

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

GUIDELINES FOR ANNUAL ALUMNI MEET

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

The broad objectives of Poornima Alumni Society (PIAS) are:

- Interaction and regular communication among alumni in India & around the world

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

Poornima Alumni Societies are registered societies having respective alumni as members. These members are:

List of Registered Alumni members of Poornima Alumni Societies	
Category	PIAS
Alumni Member 1	Mr. Simranjeet Singh Sudan, Batch - 2011
Alumni Member 2	Mr. Subayan Sen Gupta, Batch - 2013
Alumni Member 3	Mr. Manoj Singh, Batch - 2015

पं. संख्या / REG. NO.- COOP/2020/JAIPUR/201195

दिनांक / DATE- 18-11-2020

यह प्रमाणित किया जाता है कि **POORNIMA INSTITUTE ALUMNI SOCIETY** जिला **JAIPUR** का रजिस्ट्रेशन ' **THE RAJASTHAN SOCIETIES REGISTRATION ACT, 1958 (RAJASTHAN ACT NO. 28, 1958)** ' के अन्तर्गत आज किया गया

Certificate of Registration of Poornima Institute Alumni Society (PIAS)

Key roles & responsibilities of Institutional Societies:

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

Please Note:

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

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

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

Before participation:

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

After participation:

1. Students will need to return back the issued kits in the same condition as they were issued within 7 days of arrival of the team in Poornima. Penalty @ INR 100 per day will be imposed if students do not return the kits on time. In case the kit is returned in dirty condition, a penalty of INR 200 per kit will be imposed by the office of warden.
2. Upon arrival in Jaipur, Each participating team captain will have to submit the following to the Office of Chief Warden in soft format via email and CC to respective Tutor, HOD, Chief Proctor, Chief Warden, Registrar, COE/ Exam Head & PIC.
 - A. List of Team Members & their expertise (for ex. in soccer – goalkeeper, forward, mid fielder, coach and captain)
 - B. Detailed score of each game & subsequent result (of each game & overall)
 - C. High resolution pictures which can be used in newspapers for media promotion.
3. After submission of all of the above documents, Office of Registrar will reimburse each player as per the following details:
 - A. For participating in AIU National, AIU Zonals and RTU Tournaments:
 - Against TA/DA - To be completely reimbursed by Poornima
 - Against Registration - To be completely reimbursed by Poornima
 - Against Tracksuit - If Podium Finish: 100% or INR 700 whichever is lower; otherwise 50% or INR 350 whichever is lower.
 - B. For participating in other tournaments:
 - Against TA/DA - To be completely borne by students themselves
 - Against Registration - To be completely borne by students themselves
 - Against Tracksuit - If Podium Finish: 100% or INR 700 whichever is lower otherwise 50% or INR 350 whichever is lower.

Please Note:

- No relaxation in examinations will be given for practice sessions or practice matches.
- No relaxation will be given during the End Semester Examination, whatever may be the case.

- All such cases should be compiled by the Office of Chief Warden with student details (name, Reg. no., year, sem., course, branch etc.) and recommended to the Controller of Examination or the Exam & Secrecy Head, indicating the event duration (including travel time), at least seven working days prior to the start of the concerned examination, as per the academic calendar. The examination for the subjects falling under the stated period only will be considered and not the full duration of the exam.
- If due to any reason the team / individual quits or unable to qualify further during the game play, a shorter revised duration (including travel time) must be recommended by the Office of Chief Warden within a day. In this case the student must also be asked to continue with regular exams / classes from that point onward, by the Office of Chief Warden.
- In case of misleading, forged or wrong information the exam of the concerned student may also stand canceled.
- The Office of Chief Warden will be responsible to coordinate with the respective department at all stages for attendance & academics of students.
- This policy comes into effect from January 1, 2022
- In case of any ambiguity, Final decision will be made by a committee consisting of the Head of Institution, Chief Warden, Exam Head or COE & Chair of Students' Council within 3 working days of the last exam held.

LIST OF MANDATORY REPORTS

The following reports are to be submitted to concerned functionaries:

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

ANNUAL REPORT SHOULD BROADLY COVER THE FOLLOWING

S. No.	Contents
1	Profile of the Institution
2	Organizational Structure (Administrative & Academic Hierarchy)
3	VISION, MISSION, Goals & Road Maps
4	Governance & Executive Bodies (Anti Ragging/SC-ST/OBC/ WISE/Minority Cell and other bodies: Constitution & Status)
5	Status of Resources:
5.1	Infrastructure
5.2	Faculty & Staff (Department Wise)
6	Photo Gallery (Achievements & Activities of the Session)
7	Milestones/ list of Activities in the past 1 year. (Dates & Events).
8	Admissions Status & Category wise Reports (Students Strength – Male, Female, State, Country).

	General/ OBC/ ST/SC/ PH)
9	Central Library Report of Procurement & Utilization
10	Reports on Student Council, Clubs & COEs
11	Report on Training & Placement
12	ERP Status Report
13	Details of Associations with External Parties (MOUs etc.)
14	Innovative Practices in Examination/Academics
15	Faculty & Student Learning Beyond Curriculum
16	Examination Results & Performance
17.1	Grants Received
17.2	Research Publications & Patents
17.3	IPR
17.4	Projects
17.5	FDPs
17.6	Seminars, Workshops and Conferences
18.1	Performance Incentives
18.2	Publication Incentives
18.3	Achievements outside Poornima
19	Interactions with Resource Persons from Industry, Academic Experts & Alumni
20	Any other Achievements