

STUDENT MANAGEMENT RULES & POLICIES

ADVISORY BOARD

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

Objectives:

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

ADVISORY BOARD



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Introduction of Poornima Institute of Engineering & Technology

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

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

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

Website: www.piet.poornima.org

AICTE Permanent ID: PIET, Jaipur is approved by AICTE under the Permanent ID: 1- 4459001.

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

Few Highlights of PIET:

- Aesthetically designed Infrastructure.
- Runs four specializations of engineering (CE, ECE, EE, ME & CIVIL) at UG level.
- 03 students from PIET secured place in RTU Merit List for batch 2012-16.
- Online subscription and membership of IEEE, DELNET, SWAYAM, MOOCS and National Digital Library.
- Collaboration with Wipro for Wipro Mission 10X.
- IEEE, ISTE and ISLE Student chapters.
- Tie Ups with Industries & Academia.
- Unique Examination Hall with 300+ seating capacity.
- Several projects sponsored by AICTE & DST, Govt. of Rajasthan
- Completely Wi-Fi enabled Campus.
- Tie ups with AIESEC, Global Reach & GATE Academy.
- Arbuda Convention Center: A Multimedia Auditorium with 500+seating capacity.
- Krypton: The Entrepreneurship Development Cell to aware the students about ethics of business.
- 143 Placement in session 2017-18.

Institute Vision, Mission and Core Values:-

Vision

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

Mission

- To provide an environment that will allow students and faculty members to be skilled in creation and implementation of new ideas.
- To provide platform to improve questioning, observing, testing, analyzing and communication skills.
- To provide qualitative education and generate new knowledge with integration of emerging technologies and research.
- To practice and promote high standard of potential ethics, transparency and accountability.

Core Values

- **Excellence:**

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

- **Collaboration:**

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

- **Integrity:**

An uncompromising commitment to honesty underlies everything we do.

- **Innovation:**

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

- **Respect:**

We respect one another in an environment in which we value, consider, and are influenced by others ‘feelings and perspectives’.

- **Responsibility:**

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

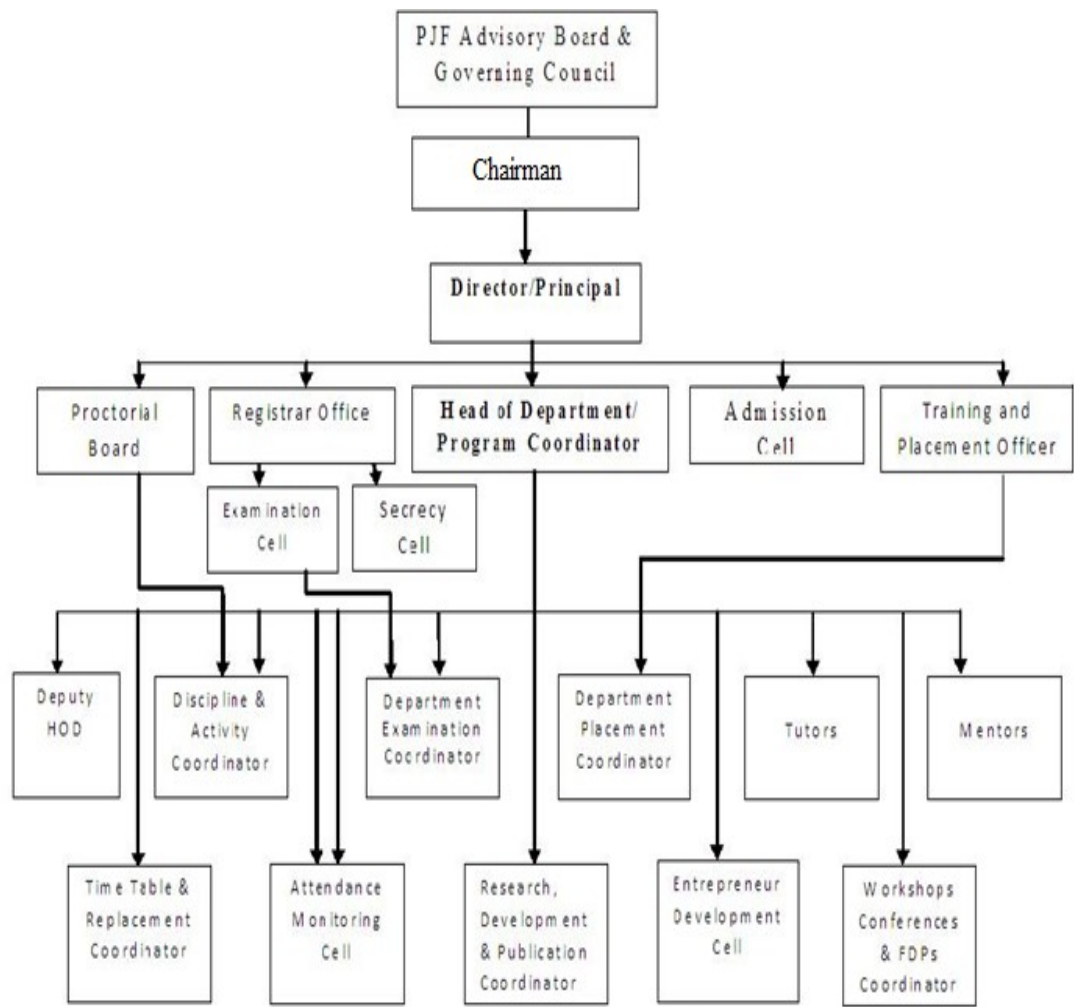
Poornima Knowledge Wheel :-



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

Course of Study and their Intake -

ORGANIZATIONAL STRUCTURE:-



The administrative setup of the department

Innovative Initiatives

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

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

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

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

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

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

- Tutor of the class shall be the facilitator of the groups formed for the batches and shall pass on the relevant information as desired by HOD to the groups.

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

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

POORNIMA EMPLOYABILITY ENHANCEMENT MISSION (PEEM): PEEM was introduced in PIET in July 13 from academic session 2013-14. Its main aim is to prepare the budding engineers to face challenges in cracking the job interviews. It was introduced for students to crack written exam of companies, to instill confidence in them during interviews, to provide an opportunity to explore themselves beyond the academic curriculum. PEEM help students to be to be successful in their placements. It is subjected to GD/PI, Quantitative Aptitude, Logical Reasoning and English (spoken and written) Classes.

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

The PEEM team consists of:

- (a) The Chief TPO.
- (b) The Training Officers PEEM
- (C) Tutors

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

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

Thrust Areas of P-PROSKEP

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

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

- To create a conducive atmosphere for the Holistic development of the students and to equip them with skills like communication skills, mannerisms and professional etiquettes.
- Maintain good linguistic competence among the students through accuracy in grammar, pronunciation and vocabulary
- Train students to use language effectively to face interviews, GDs and public speaking so as to increase the chances of placements
- Generate awareness of current industry trends and current affairs
- Sensitize the students to the burning environmental and social issues at national and global level
- Provide exposure to the students to a variety of self-instructional, learner – friendly modes of language learning.
- To assist engineering students in metamorphosing into an industry ready professional
- Three-tier working model: The scope of the department's influencing area is very wide. To achieve greater success the department functions in three-tier model, as explicated below:

Content of the Training Program

Language/Communication Skills		Self-Development and Grooming		Interpersonal Skills	Placement Preparation & Training	
Listening, Speaking, Reading & Writing	Conversation Practice	Creative & Lateral Thinking	Proactive Behaviour	Team Building & Leadership Skills	Aptitude Testing	Group Discussion
Business Communication	Vocabulary Building	Self Esteem & Self Confidence		Conflict Management	Personal Interview – Assertiveness	
Article/Film/Book Review	Presentation Skills	SWOT Analysis		Assertiveness	General Awareness	
Verbal and Non-verbal Communication	Newspaper Analysis	Time Management & Goal Setting		Social Business Etiquettes	Career Management & Guidance	

Methodology

- Each section of 66-72 students splits into 2 which are handled by two trainers respectively
- Each session comprises hands-on activities, videos, power point presentations, hand-outs etc.
- The duration of the activity is of 2 hours

- In the beginning of the session, the objective/s are specified followed by the process and application of the activity/s
- Prior to the actual commencement of the activity, students are given coaching related to the relevance of the topic in professional life
- Assessments is followed by discussion and feedback
- Towards the end learning outcomes are discussed
- Topic related hand-outs are given to the students as and when required, prior to the sessions as home assignments
 - a. Activities related to Technical Soft Skills at the Technical Deptts' locations
 - i. Assessment and Feedback of Technical Seminar Presentations
 - ii. Mock Campus Recruitment Drives at Deptt. Level
 - iii. Mock GD and PI in Laboratories
 - iv. Technical Games and Quiz during Technical Lectures
 - v. News and Current Affairs Discussion during Practical Experiments
 - vi. Decoration of Faculty rooms and Classrooms with Quotes, Word-lists, Do's and Don'ts of GD, PI, Presentation Skills etc.
 - b. Activities related to Soft Skills for Technical Faculty Members during Faculty Training Program at PIET level
 - i. Workshops for Communication Skills, Effective Delivery of Lectures, Holistic Development etc.
 - ii. Mock GDs and PI's to practice their skills
 - iii. Training on Career Counseling
 - iv. Pep-talks, Seminars on Time Management, Resource Management, Goal Setting and Event Planning, Organizing and Conducting etc.

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

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

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

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

Udbhav: The idea of Udbhav was conceived with the aim to provide technically inclined youth with an innovative platform where the talent and expertise would be recognized and duly rewarded. This is a technical project exhibition event of PIET where the best projects are showcased by students within the campus and the outstanding projects are rewarded with prizes by the senior dignitaries of PIET. The technical festival “Udbhav” is formally inaugurated and it continues for one whole day for other students to view and learn from the projects.

PRAYOGAM-A PROJECT EXHIBITION: It’s a 3 day technical event of PIET which creates awareness about contemporary technological scenario. Prayogam is organized in November every year wherein students of other institutions are invited along with their parents to interact directly with the makers of technical projects and models to know about their application. Each of the projects exhibited and presented in Prayogam reflects technical knowledge and skills acquired by the students in their course of engineering. Along with the display of 250 selected technical and engineering working projects and models covering the fields of electronics, instrumentation, mechanical, civil, computer and electrical several other on the spot competitions, quiz, workshops and trials of various projects exhibited is also conducted through activities like Hands –on Practice.

AAROHAN: It’s a techno-cultural-sports fest which is conducted in November every year as a platform for every Poornima’ite to showcase their exuberance and talent. Last year theme of AAROHAN POORNIMA 2014 was 5T’s of India in 21st century, which comprised of Talent, Trade, Tourism, Technology and Tradition. It is divided into four categories namely club, sports, technical and cultural and a number of events are organized under these four categories:

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

ENTREPRENEURSHIP DEVELOPMENT CELL: EDC was established on August 15, 2011 with the objective of creating, fostering and promoting the spirit of entrepreneurship amongst the youth of the nation. The E- Cell organizes a plethora of events under its aegis. It allows participation not only from the students of PIET Campus but also from colleges all across the country. It is aimed at promoting an environment favorable for entrepreneurial thinking and action through the organization of a variety of entrepreneurship-oriented events such as games, idea generations, business plan contests, case studies, business quizzes and so forth. The long term objectives are aimed at assisting students who aspire to start their own ventures. To achieve the objective EDC has an association with NEN (A national level leader in Entrepreneurship Development).

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

ORIENTATION PROGRAM, PEHLA KADAM: An Orientation program “PehlaKadam” is organized for the new comer students to make them adapted with the culture of Poornima. It is formally inaugurated by PIET dignitaries with speeches on issues like “Making of Engineer” and “Growth Story of Poornima”. Special lectures and classes are also organized to give complete information required to the students in

context with academics and non-academics. AIEEE/RPET/ REAP merit holders are awarded by the dignitaries of PIET. The program included the following activities:

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

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

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

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

The scheme was introduced to appreciate efforts made by the deptt. and individuals for the betterment of academic performance standard and to encourage them to contribute in a positive and competitive environment. The reputed faculty members of PIET, 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 PIET is to create highly competent engineers and to provide quality professionals and community services. The faculty has a deep sense of belonging to the institution and is devoted to maximizing the opportunities available to students across the campus and beyond the campus.

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

Celebrations and Functions

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

Few activities organized last year were:

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

Celebrations and Functions

Poornima Institute of Engineering & Technology	
Independence Day (15 th August)	Republic Day (26 th January)
Engineers Day (15 th September)	Teacher’s Day (5 th September)
Orientation Programs Beginning of Semester	Blood donation camp (Even semester)
Prayogam The Annual Project Exhibition hosted by Poornima Institute of Engineering & Technology (November)	Alumni Get Together (2 nd Fortnight of December/1 st Fortnight of January)
Smriti The annual intercollegiate / university basketball & volleyball championship Hosted by gurushikhar hostels in memory of Late. Anil Jhajharia Alumnus of PIET (March / April)	
Tatva Annual Hostel Fest of Gayatri Hostels (April)	Aayaam Annual Hostel Fest of Gurushikhar Hostels (April)
Aarohan The annual techno cultural & sports fest(October / November)	
Kalanidhi Annual day (2 nd October)	
Udbhav Project Exhibition by 1 st Year Department	

Clubs and other Activities

Rules and Regulations for Clubs

To motivate, train and develop students for various skills in industry-oriented environment, the students of PIET are encouraged to various clubs. Various activities (Curricular, Co-curricular & Extracurricular) running in Institute are being taken care by these clubs. The club activities rules & regulations for the institute are as follows:

Rules and Regulations:

- A faculty Coordinator must be assigned for each club.
- The Polling will be conducted for selecting the student chairman and student organizer for each club.
- Department wise student can become a member of concern club.
- Any club must have minimum 05 participants and maximum 30 participants.
- Team members may be from I/II/III/IV Year of respective department.
- Students can buy the required components for the project by themselves some of material may be provided by concern department.
- The workspace for doing the project will be provided by the respective department.
- Students can discuss their doubts with the staff after 3.00 pm with prior intimation.
- 90% attendance is compulsory for all club meetings and events.
- Students should be enthusiastic and dedicated in their work.
- If the teachers feel that the student is not working hard, creating indiscipline in the club, irregular in attendance, not responding properly, student may be expelled from the club. The decision of the club chairman in this regard will be final and binding on the student/parent.

Admission and Students' Fees

Guidelines for Admission to I Year B.Tech.

Duration: 04 Years

Admission Process:

- 70% Seats will be filled by REAP (Earlier RPET) on Main score merit basis.
- 15% Seats will be filled by REAP (Earlier RPET) on JEE Main score for outside Rajasthan Candidates.
- 15% Seats are filled by College Management as per Government guidelines.

Eligibility: 10+2 or equivalent with Physics and Mathematics as compulsory subject along with one of the Chemistry/Biotechnology/Biology with at least 45% Marks in these three subjects taken together (40% in case of Candidate belonging to reserved category).

AICTE Approved Intake:

Branch	PIET
Electronics & Communication Engineering	120+6*
Computer Engineering	180+9*
Electrical Engineering	60+3*
Civil Engineering	120+6*
Mechanical Engineering	60+3*

* Indicates Seats under Tuition Fees waiver Scheme

Guidelines for Admission to II Year B.Tech. through Lateral Entry (Diploma Holders)

Duration: 03 Years

Admission Process:

- Admissions on all seats are done by BTER on merit basis.
- PIET provide facility of attending classes before the date of declaration of first list of these admissions if admission process is getting delayed.
- This provision is available purely on ad-hoc basis and in no case guaranties for allotment of seat by BTER. Such candidates will have to leave the college immediately if they have not been allotted a seat to PIET by BTER.

Eligibility:

- Passed Diploma examination from an AICTE approved institution; with at least 45% marks (40% in case of candidates belonging to reserved category) inappropriate branch of Engineering / Technology.
- Passed B. Sc Degree from a recognized University as defined by UGC, with at least 45% marks (40% in case of candidates belonging to reserved category) and passed XII standard with mathematics as a subject.

- Provided that in case of students belonging to B.Sc. Stream, shall clear the subjects of Engineering Graphics /Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.
- Provided further that, the students belonging to B.Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.
- Provided further that students, who have passed Diploma in Engineering & Technology from an AICTE approved institution or B.Sc Degree from a recognized University as defined by UGC, shall also be eligible for admission to the first year Engineering Degree courses subject to vacancies in the first year class in case the Vacancies at lateral entry are exhausted. However the admissions shall be based strictly on the eligibility criteria as mentioned in 1, 2, 4, and 5 above.

AICTE Approved Intake:

Branch	PIET
Electronics & Communication Engineering	24
Computer Engineering	36
Electrical Engineering	12
Civil Engineering	24
Mechanical Engineering	12

Fee Structure:

Fees Structure is decided by state level fees committee appointed by State Government on Year to Year basis. For Session 2018-19 it will be as follows

S.No	Documents Required for Admission		Fee Structure
1	X Marksheet	Essential	Annual Fee: 77,000/-* (2 Installment)
2	XII Marksheet	Essential	Caution Money: 7,500/- (One Time)
3	JEE Score Card	Essential	Admission Fee: 1,500/- (One Time)
4	Domicile/NivasPraman	Essential	RTU Development Fee: 2,500/- (One Time)
5	6 Photos	Essential	Uniform Fee: 3,000/- (One Time)
6	T.C.	At the Time of Reporting	Stationary Fee: 3,500/- (Annual)
7	Migration	At the Time of Reporting	Exam & Enrollment Fee: As per RTU

For Session 2017-18 it will be as follows-

S.No	Documents Required for Admission		Fee Structure
1	X Marksheet	Essential	Annual Fee: 77,000/-* (2 Installment)
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6	T.C.	At the Time of Reporting	Stationary Fee: 3,500/- (Annual)
7	Migration	At the Time of Reporting	Exam & Enrollment Fee: As per RTU

For Session 2016-17 it will be as follows-

S.No	Documents Required for Admission		Fee Structure
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1	X Marksheet	Essential	Annual Fee: 70,000/-* (2 Installment)
2	XII Marksheet	Essential	Caution Money: 7,500/- (One Time)
3	JEE Score Card	Essential	Admission Fee: 1,500/- (One Time)
4	Domicile/NivasPraman	Essential	RTU Development Fee: 2,500/- (One Time)
5	6 Photos	Essential	Uniform Fee: 3,000/- (One Time)
6	T.C.	At the Time of Reporting	Stationary Fee: 3,500/- (Annual)
7	Migration	At the Time of Reporting	Exam & Enrollment Fee: As per RTU

Annual Hostel Fee		First Installment + Caution Fee (7,500/-)	Second Installment (22 Nov)
Air Cooling	86,000/-	47,000+7,500/- = 54,500/-	39,000/-
Non Air Cooling	78,000/-	47,000+7,500/- = 54,500/-	31,000/-

Withdrawal of Admission and Refund of Fees

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

S.N.	Situation	PIET Norms	Standard Norms
1	Request received before date of start of session	Entire fee less Rs. 1500/-	Entire fee less Rs. 1000/-
2	Request received after starting of session but before last date of admission and seat could be filled by the Institute	Entire fee less Tuition Fee on pro rate basis	Entire fee less Tuition Fee on pro rate basis
3	Request received after starting of session but before last date of admission and seat could not be filled by the institute	Caution Money Only subjected to submission of annual fee	Caution Money Only
4	Request received after last date of admission as declared by State Admission Authority	Caution Money Only subjected to submission of annual fee	Caution Money Only

Hostel and Transport Facility

PIET hostels namely Gayatri girls Hostel and Gurushikhar Boys hostel are homes to students where students feel at home and safe during any time of the day with utmost safety and security 24/7. Both the hostels are constructed keeping in mind the student's comfort and requirements having all basic facilities to give them good living 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 same field or different field. The rooms are reasonably big and airy with windows for good natural light. They are semi-furnished having attached lat bath with complete fittings to ensure a pleasant stay allowing them to concentrate on studies. Since you will choose nothing less than best therefore we provide a good, safe and secure home for oneself.

Dining Facilities

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

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

Mess caters to the tastes of the students of different 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, Carom Board, and Squash have also been provided.

Health Care

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

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

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

Water, Electricity & general code of conduct

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

NO. OF ROOMS AVAILABLE IN BOYS HOSTELS					
NAME OF HOSTELS	ROOM CATEGORY				
	2 Seated AC	2 Seated Non AC	3 Seated AC	TOTAL ROOMS	
Gurushikhar-I	32	32	NIL	64	
Gurushikhar-II	31	16	NIL	47	
TOTAL	63	48		111	
NO. OF ROOMS AVAILABLE IN GIRLS HOSTELS					
NAME OF HOSTELS	ROOM CATEGORY				
	2 Seated AC	2 Seated Non-AC	3 Seated AC	3 Seated Non-AC	TOTAL ROOMS
Gayatri-II	4	NIL	45	NIL	49

Attendance Policy

- No faculty member is authorized to exempt any class from attendance even if the attendance is zero.
- Situation will be considered as mass bunk if attendance is less than 15%.CD/HOD will take decision for award of negative attendance (Maximum 03) against each lecture/ period apart from the regular attendance marked by faculty member.
- Attendance will be taken in the beginning of each class.
- No students will be allowed late except of that of first Period.
- Late comers of first period will be marked absent.

- Weight age of attendance for various activities will be as follows:
 - Lecture of one period - one attendance
 - Tutorial of one period - one attendance
 - Lab of one /two/three/four period - one attendance
 - All other activities- one attendance each for duration of 60 min.
 - Attendance of P-PROSKEP, On Line Exam, Internet Classes and special classes will be maintained and submitted by tutors as attendance of other activities.
 - Regular attendance will be marked in cumulative mode only (form 1, 2, 3.....at the beginning of semester to 41, 42, 43.....at the end of the semester).1, 2, 3 will not be repeated in every fortnight attendance sheet.
 - The detailed attendance sheet (half sheet) will be submitted to the secrecy section and another half sheet which is having only attendance number will be retained by the faculty members.
- Action against non- compliance of procedures of attendance, late entry/early leaving of the class, non-compliance of replacement schedule and late submission of attendance is issuance of warning by CD or delay in payment of next salary (one/two weeks).

Uniform and ID Card

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

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

Features of new S-ID cards are:

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

The new S-ID cards be used in religious manner like we use our Poornima Email-ID. Please note, if you have already lost your old ID card, a nominal fine of Rs. 100 will be levied, and new S-ID Card will be issued. But, in case of losing the new S-ID cards, levied fine will be Rs. 500/-.

INTERNAL / IMPROVEMENT MID TERM EXAMINATION

Internal / improvement midterm examination

1. Syllabus for all even & odd Semester First & Second midterm examinations will be decided at PF level before commencement of semester.
2. Improvement paper will be decided by Head of Institution.
3. Paper duration will be 1 hour for each improvement test.
4. List of eligible students (regular students) must be ready with Secrecy Section in advance.
5. Sufficient advertisement and notice must be made for pass out students for filling of the improvement examination form along with University Back examination form.

6. One form (Improvement) must be filled up by all the students mentioning whether he/she is interested in appearing in improvement examination or not. Form will be supplied from Cash Counter along with University Back Examination Form (for RTU only). Those who do not intend to appear shall also have to submit form with **NIL**.
7. Improvement form for those who wish to appear in one or more papers must be enclosed with copy of the university mark-sheet of the semester in which he wants to appear for improvement.
8. **After last date of submission of improvement form, no application will be entertained in this regard.**
9. During regular classes of his/her current session, if a student is appearing in any University (Back) Examination, he will be permitted for two days leave in lieu of each paper and this will be appropriately accommodated in attendance by reduction of total attendance, while calculating percentage of attendance.

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

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

S.No.	Name of the student	Branch	Year	Subject with code	Applied for unchecked/unmarked questions/re-totaling of answer books	Remarks
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4. The HODs will submit the corrected/new award list (new award list must be prepared if the number of corrections are more than 10% and to be submitted along with old award list) to examination cell with his/her approval on the back side of award list in the following format:

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

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

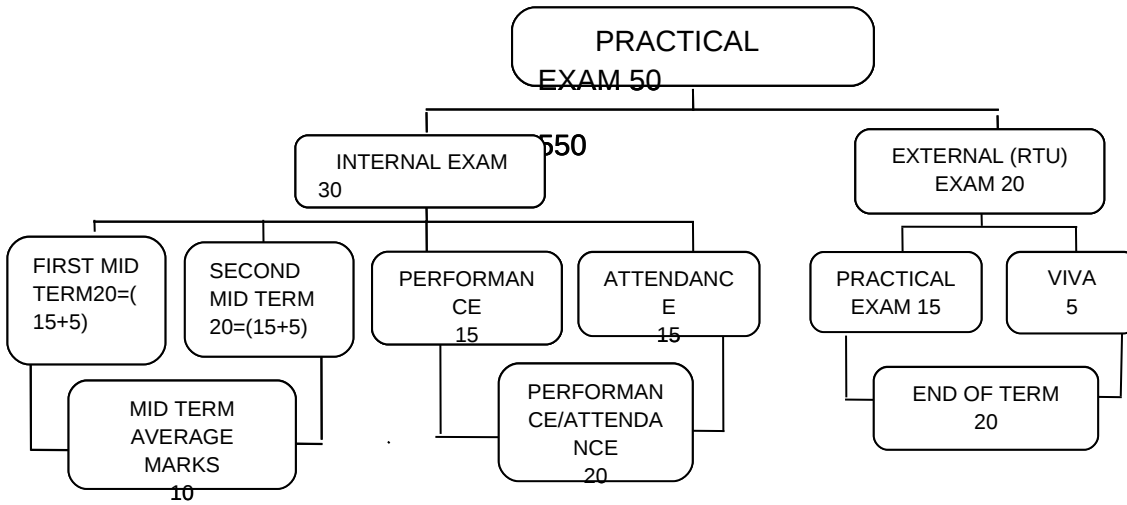
FORMATS FOR REPORTING 1st MIDTERM ANALYSIS

Name of Campus											
First/Second Mid Term Result analysis, Semester: _____, Session:											
Se	Su	Su	T	D	El	A	A	St	Pa	Number of Students	

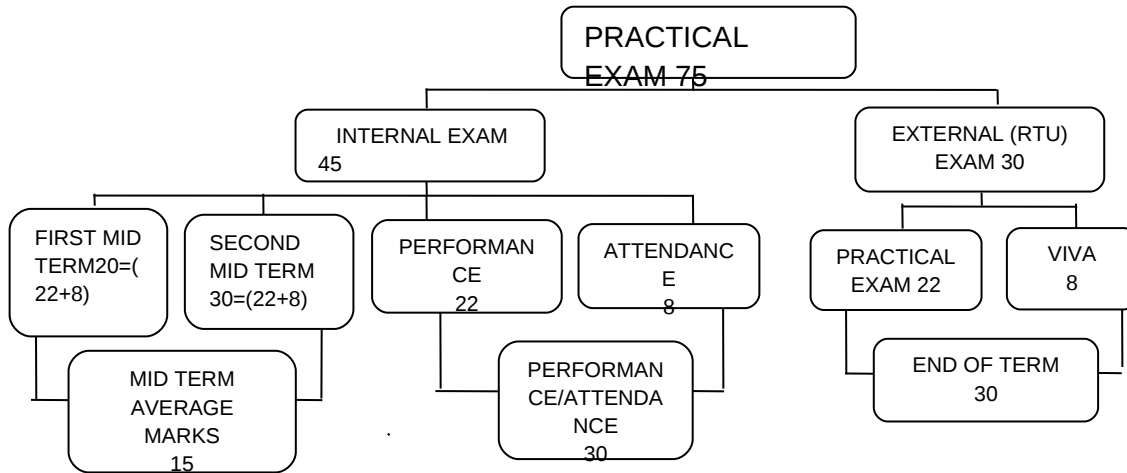
ction	b. Code	b. Name	otal Students	ebarred Students	igible to Appear	bsent Students	ctual Appeared	udents Passed	ss % (Without Deb)	(29-40)Above 70% arks	(20-28)70%- 50% Marks	(16-19)50% - 40% Marks	(12-15)40%- 30% Marks	(0-11)Below 30% Marks	Ab + Deb	emarks for improvement
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MARKS DISTRIBUTION FOR PRACTICAL EXAMS

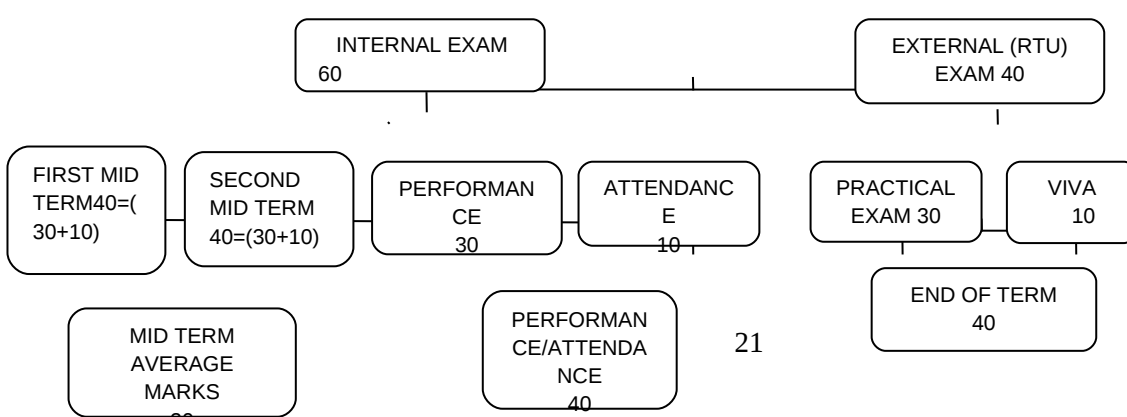
(1) FOR THE LABS WITH MAX.MARKS OF 50



2) FOR THE LABS WITH MAX.MARKS OF 75



3) FOR THE LABS WITH MAX.M. 100



Training, Placement and Internship Policy

INDUSTRIAL TRAINING

1.0 Introduction

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

1.1 Objectives of the Industrial Training

The objectives of the practical training are as follows:

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

1.2 Registration

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

1.3 Attachment Arrangement

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

1.4 Attachment Confirmation

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

1.5 Report Duty at the Training Placement

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

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

1.6 Change of Training Placement

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

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

1.7 Ethical Conduct during the Training

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

1.7.1 Discipline and Regulations

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

1.7.2 Attendance/ Absence

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

1.7.3 Weekly Log Report

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

1.8 Confidentiality of Company's Information (Training Placement)

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

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

1.9 Assessment

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

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

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

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

PLACEMENT

Purpose:

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

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

Classification of Company:

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

6) C Category – CTC less than 2.0 Lac per annum

Role & Responsibility of PMTPO Department:

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

Eligibility conditions:

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

Job Offers:

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

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

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

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

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

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

Student Code of Conduct:

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

Debarment/Blacklisting grounds for students:

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

Conclusion:

- 1) PMTPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.
- 2) These guidelines are framed to ensure equality and fairness of opportunity to all the students. All students who opt for placement through the PMTPO shall abide by the guidelines prescribed herein above.
- 3) Any breach of rules specified above by any student, shall be taken up seriously by the PMTPO who in turn will view the matter and take action against the students.
- 4) PMTPO reserves all rights to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion are likely to benefit the students.
- 5) The students must observe and adhere to all codes of conduct rules specified by PMTPO. While answering questions in the interview, students should observe decorum.
- 6) Keeping the company's convenience in the view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. PMTPO shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel arrangements and bear the cost of attending such drives.

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

GUIDELINES & FORMAT FOR STUDENTS' PARTICIPATION IN ACTIVITIES OUTSIDE-PIET

It has been observed that student's participation in programs organized by other institutions is very subjective in nature and no norms are available with Poornima Institute of Engineering & Technology. As

a policy, it is clarified that participation inactivities relating to academics are to be encouraged. In order to rationalize participation in a meaningful way,the following Format & guidelines are framed:

Name of Student: _____ Registration No.: _____

Campus: _____ Year: _____
Branch: _____

Poornima Email ID: _____ Mobile No.: _____

Activity participating in: _____

Organizing institution: _____ Dates: From _____ to _____

Cumulative Attendance till date (in %): _____ Number of team members (if any):

Last participation in current semester with date: _____

Name & registration no. of team members (for more than 3 members fill new form):

1. _____ 2. _____ 3.

Documents to be attached: 1. Program Brochure 2. Activity details

I _____, undertake the responsibility of my active participation in activity mentioned above. I also affirm that I along with my team members will not indulge in any activity which will harm prestige of my institution and will remain disciplined.

Signature and
Date:

Guidelines to be followed while permitting student's participation:

- ☐ No student/group of students will be allowed to participate in an activity under the banner of Poornima Institute of Engineering & Technology without proper authorization of the Chief Proctor
- ☐ The student/group of students will have to fill form S18 in all respects, without which the permission will be denied.
- ☐ Each student should normally be allowed to represent institution for not more than two occasions in one semester. Intra campus participation within Poornima Institute of Engineering & Technology will not be included in this.
- ☐ Students having cumulative attendance of more than 75% will be entitled to represent PF.
- ☐ Tutor and Dy. HOD (Admin) are required to talk to parents in case a student is not able to submit written permission.
- ☐ Participation will only be allowed in activities hosted by institutions of repute as listed by Chief Proctor.

UNDERTAKING BY PARENT

I _____

Father/Mother/Guardian of Mr./Ms. _____ who is student of

Branch: _____

of Campus: _____ hereby declares the following in respect of my ward:

1. I am giving permission above named child / ward named above to go for the activity mentioned

above.

2. That my child / ward shall abide by the rules and regulations of Poornima Institute of Engineering & Technology and its constituent institutions.

Name & Signature of Parent

RECORD VERIFICATION BY TUTOR

Attendance of applicant: _____ Consent from parents received YES NO

Mobile Number of parent: _____ Recommended to participate YES NO

Name & Signature of Tutor

Recommended to participate by Dy. HOD (Admin) YES NO

Name & Signature of Dy. HOD

Permission granted by Chief Proctor YES NO

Number of Bonus attendance granted (Max. 5 per day): _____

Name & Signature of Chief Proctor

POST PARTICIPATION

Hard copy of report submitted to Dy. HOD (Admin)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of Dy. HOD (Admin)
Soft copy of Report & photographs of participation emailed on pic@poornima.org with CC to Dy. HOD (Admin)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of Dy. HOD (Admin)
Entitled for Bonus Attendance (Maximum 5 per day)	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, number _____	Signature of Chief Proctor

APPROVAL PROCESS FOR STUDENT'S INTERNSHIP / TRAINING / APPRENTICESHIP

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

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

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

Eligible Students*:

- a) Academic performance-Department has to evaluate based on students past academic performance whether he / she will be able to balance his studies along with internship. Students with less than 50% marks in B Tech are not eligible.
- b) Who have no live backs till pre final year are eligible.
- c) Student having disciplinary issues (letter of warning issued by Proctor or any other PIET Officer) are not eligible.
- d) Students whose industrial training was declared fake are not eligible (applicable only if required as per teaching scheme).

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

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

The permitted students will be bound to fulfil the following obligations

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

4. In case the student is absent from training / internship for more than three days continuously he/ she must inform the TPO with a copy to concerned HOD immediately.
5. Failing in any of the guidelines may result in the termination of training / internship /semester drop/ debarring from exams as decided by the competent authority of the Poornima Foundation.

The guidelines are subject to change as per future requirements of Poornima Foundation
Declaration by the student

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

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

Signature of Student

Consent by tutor on behalf of Parent

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

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

Name & Signature of concerned Tutor

REQUEST FORM FOR NOC FOR INTERNSHIP/TRAINING/APPRENTICESHIP

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

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

Signature of Student

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

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

Signature of Institutional T&P Coordinator

Information from Department (to be filled by HOD)

Period of 1st Mid-term Examination: FromTo_____

Period of 2nd Mid-term and End-term Examination: FromTo_____

Date of submission of Project: _____

Signature of HoD

Approved by Campus Director to Registrar office for issue of NOC

Signature of Campus Director

Registrar office:

NOC Reference No. and Date of Issue:

Signature of Registrar

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

To,

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

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

Registrar

Monthly Attendance Log Sheet

(To be submitted before 5th of every month by student to HoD)

Name of Student: _____ Registration No.: _____
School: Course: Branch: _____ Year: _____
Email ID: _____ Mobile No.: _____
Name and address of Firm _____
Log Sheet Compiled from.....to.....

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

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

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

Signature of the Reporting Officer with Designation

Verified and approved by HoD

Signature of HoD

For Hosteller's Only/Registrar office

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

Name of Student: _____ Registration No.: _____
School: Course: Branch: _____ Year: _____

Details of Hostel Stay during Even Semester:

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
Total Days:			

Calculation of Variable Fees against stay during Even Semester:

Variable Cost of Even Semester (25% of total annual hostel fees) divided by 180 and multiplied by No. of Days of stay = Rs. _____ (Rupees in words: _____)

Signature of Registrar

Forwarded to Accounts Dept.

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

For Hosteller's only/Hostel office

APPROVAL FOR VACATING HOSTEL

Name of Student: _____ Registration No.: _____
School: Course: Branch: _____ Year: _____
Email ID: _____ Mobile No.: _____
Name and address of Firm _____
Duration of Internship: _____
Tentative date of End Semester Examination: _____

Signature of Registrar with seal

Details of Hostel Stay during internship:

S.No.	Duration	Purpose	No. of Days
1.			
2.			
3.			
Total Days:			

Signature of Warden

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

Leaving Certificate

No. : PIET/TC/

Date.....

TRANSFER CERTIFICATE

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

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

Alumni Membership and Alumni Meet

Since inception in 2007& passing out of first batch in year 2011, the alumni of Poornima have been excelling in all fields of engineering & technology. Be it Govt. Sector, PSUs or Industries, Poornima'iets have been holding very respectful positions not only in India but also across the globe. There is a tremendous growth in ten years.

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

The broad objectives of Poornima Alumni Association are:

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

Key roles & responsibilities:

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

Key roles & responsibilities of Institutional Associations:

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

Please Note:

- The portal–www.alumni.poornima.org shall be managed by PICC at the central level with student coordinators (preferably tech-savvy students) of respective institutions. These student coordinators shall also be responsible for managing & updating the alumni database of respective institution.
- Institutional associations are advised to designate a permanent office /location in their respective campuses.
- Institutional associations are also advised to motivate current students for appropriate participation & involvement in planning & coordinating activities of alumni association under their guidance.
- Central Association shall organize 1 Alumni meet every year during winter months in coordination with institutional associations. Only spouses of alumnus may be invited for the annual meet. List of confirmed participants shall be prepared well in advance to accordingly arrange for food & logistics.

Discipline Policy and Code of Conduct for Students

Obligations of students: Students are expected to:

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

Students must not:

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

Misconduct

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

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

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

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

Grievance Redressal Mechanism of Students

1. POLICY STATEMENT

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

2. BACKGROUND

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

3. DEFINITIONS WITH RESPECT TO STUDENTS

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

4. COMMITTEE

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

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

5. NEED FOR GRIEVANCE POLICY

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

6. THE CAUSES OF GRIEVANCES

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

7. KEY FEATURES OF GRIEVANCES HANDLING PROCEDURE

1. Fairness
2. Facilities of representation

3. Promptness
4. Simplicity
5. Trained committee

8. STEPS IN GRIEVANCES HANDLING PROCEDURE

1. Identify grievances: If student is not able to express his grievance, then also committee has to identify grievances
2. Define correctly: The committee has define the problem correctly after it has been identified
3. Collect data: complete information should be collected from all sources
4. Prompt redressal: grievances should be redressed by implementing solution
5. Implement & follow up:
6. Treat each case as important.
7. Talk to student directly.
8. Handle each case & maintain timeframe.

AWARDS & SCHOLARSHIPS FOR STUDENTS

Following awards based on academic and overall performance of students are given on annual day of PIET.

Basis for Academic Awards:

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

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

- One boy and one girl topper of B.Tech First year PIET. (2 Nos.)
- One topper of B.Tech. II, III& Final year each of PIET. (3 Nos.)

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

- Toppers of each section of B.Tech First Year at PIET. (6 Nos.)
- Toppers of each section of B.Tech II, III & Final Year at PIET (6+6+6 Nos.)

3. Late Shri Arun Chandra Singhi Memorial Award:

- Cash Award of Rs. 11000/- To the Best Boy of the final year at PIET (3 Nos.)
- Cash Award of Rs. 11000/- To the Best Girl of the final year at PIET (3 Nos.)

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

- Two boys & two girls of B.Tech Final Year at PIET. (2 Nos.)
- One boy & one girl of B.Tech Second Year at PIET. (2 Nos.)

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

- Best project of CS & ECE at PIET. (1 No.)
- Best project of Civil & EE at PIET. (1 No.)

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

- Best three non-syllabus Projects of B.Tech. First year of PIET. (3 Nos.)
- Best two non-syllabus Projects of B.Tech. Second year of PIET. (2 Nos.)
- Best two non-syllabus Projects of B.Tech. Third year of PIET. (2 Nos.)

7. Hostel Awards:

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

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

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

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

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

2. Best Students in The Department:

- Cash prize of 2100/- from every deptt. at PIET (5 Nos.)
- Certificate to 1 student from every section in the resp. deptt. of PIET (24 Nos.)

3. Best Non Syllabus Projects:

- Certificates to best non-syllabus Project of B.Tech. First year of PIET. (1 No.)
- Certificates to best non-syllabus project of every deptt. at PIET (4 Nos.)

4. Best Non Syllabus Seminars:

- Certificates to the Best three non-syllabus Seminars of B.Tech. First year of PIET.(3 Nos.)
- Certificates to the Best non-syllabus Seminar of every deptt. at PIET (4 Nos.)

5. Best Cultural Award:

- One student from every deptt. of PIET. (5 Nos.)

SCHOLARSHIPS @ POORNIMA INSTITUTE OF ENGINEERING & ECHNOLOGY

Shanti Devi Memorial Scholarship:

Laptop Based on Results of 1st Semester Rajasthan Technical University Examination

- Any student of 2018-19 batch studying in B.Tech 1st year in PIET secures 75% & above marks in all the theory papers of Rajasthan Technical University examinations in I Semester, which does not include marks of mid-term tests, practical & sessional examinations (Internal & External both) and has no back paper, will be awarded scholarship in the form of Laptop.

Note:

- The list of successful students under Category –A will be declared after admission process of Batch 2017-18 is completed.
- Laptop under Category –A will be awarded during the 2nd Semester for B.Tech. 1st year students (Batch 2018-19).

- The list of successful students securing 75% & above marks as stipulated under Category –B, will be announced after declaration of university results of 1st Semester. Any change thereafter in the result by the university will have no effect on the list of successful candidates.
- One student will be eligible for one LAPTOP only under both the schemes collectively.
- Up till 4 years of studies, the student will use it in college and it will continue to be on lease to student until student passes out and shall be subject to regular monitoring / inspection. Thereafter it will be transferred permanently on record to concerned student.

Internet Facility (Wi-Fi in the Campus)

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

New Wi-Fi services at PIET campus will offer:

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

Department Day Celebration

Broad Frame Work of Department Day:

- The Deptt. Day will generally be celebrated at "Arbuda Convention Centre" but, the venue may be shifted in case of non-availability of Arbuda Convention Centre for some reasons.
- The Chief Guest of the function will be invited by the deptt. after approval of the Head of the Institution. The Chief Guest is also expected to deliver the key note address (10 Minutes duration).
- The Department Day will be celebrated annually by each designated department. The Head of the Institution may allot dates to deptts for uniform spread of the activities.
- As this is a regular activity of the department the head will ensure that not a single class is disturbed in name of preparation and no bonus attendance is awarded to any student.
- The deptt. will ensure the quality of programs/activities. Some preliminary competitions may also be organized before the Deptt. Day to select good performers for final events of Deptt. Day Celebration.
- The deptt. day will be celebrated strictly under following itinerary once in a year at "Arbuda Convention Centre". The total duration will be 03 hours.
- Formal Inaugural Function (Lighting of Lamp, Welcome of Guests, Presentation of Bouquet & Mementoes, Welcome Address, Key note address by Chief Guest) - 30 Minutes.
- Presentation of Semester Report - 10 Minutes (The Semester Report must include all information regarding University results, entry level details of newly admitted students of first year (showing average percentage of 12th, RPET & AIEEE Ranks, schooling background) details of projects & seminars, performance in mid-term examination, participation of faculty in paper presentation competition, academic achievements of faculty, participation of students in inter-college competitions, trainings, seminars & workshops conducted by deptts, participation of deptt. in organizing college &PIET level activities, details regarding summer training of III Year students, industrial tours of students and performance in placement activities).

- Award Distribution & Felicitation - 10 Minutes
- Competitions, Presentation of Seminars & projects by students and faculty- 40 min. (This will necessarily have a debate competition with 02 participants, 01 seminars, 01 project presentation and others as per requirement of the department).
- Cultural Programs - 90 Minutes.
- No Dept. Day can be celebrated without display of achievements of the dept.& Release of News-Letter
- Head of the Institution will take all necessary measures to ensure compliance of policy and norms of PIET in celebrations of Department Days.
- The design of Certificate & Mementos will be uniform for all departments and will be considered by Certificate and Awards Committee and approved by Chairman. The blank certificates will be issued by Secrecy Department of respective institution on request of Head of the Department and recommendation of Head of Institution.
- Q-sheet will be finalized by Director as per PIET guidelines

Report:

A complete report of the Annual Day Celebration will be submitted to the Director within 03 days by the Head of the Department. The report will include the complete contents of proceedings of the day including semester report, list of awardees, details of presentations supported with important photographs. One copy of the report will be retained with Department in the Department library.