



POORNIMA GROUP

Achieving Excellence Together



Academic Manual

(For reference purpose only)

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EMERGENCY SITUATIONS

Poornima Group runs three institutions in three campuses in Jaipur having more than 1600+ Faculty & Staff and 16000+ students. To take effective steps in emergency situations following officers may be contacted immediately with proper details. Their mobile numbers remain active for 24 hours/ 365 days. Any unfortunate thing like an accident, need of blood, incidence of theft, ragging, fighting among students, unauthorized absence from college/ hostel and emergency situations at home can be informed at these mobile numbers.

Poornima Group		
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ANTI RAGGING POLICY - BAN ON RAGGING

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

Measures for prohibition of ragging at the institute level

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

Penalty for ragging

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

Warning

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

Important note

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

OATH BY A TEACHER

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

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

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

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

CHAPTER – 1

ABOUT POORNIMA GROUP

VISION, MISSION, QUALITY POLICY & PHILOSOPHY

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

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

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

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

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



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

ABOUT POORNIMA GROUP

Poornima Group started its journey about 3 decades ago with the setting up of Poornima College of Engineering in 2000. Poornima Group came into existence with the aim of promoting quality professional & technical education and today it is the most reputed group engaged in higher and technical education in Jaipur, Rajasthan.

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

Replete with modern education infrastructure, the institutions of Poornima Group are spread over 1.5 million square meters of constructed area. Currently about 16000+ students are enrolled here and over 4000+ students reside on the campuses.

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

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

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

Shanti Education Society today has more than 50 Acres of land in the RIICO area of Sitapura in the form of four world-class campuses. Poornima has at its disposal a built-up area of 15 lacs sq. ft., which include instructional, administrative, recreation and residential areas. Poornima also has a state of art auditorium and in campus faculty housing. Our hostels can accommodate 4000 students in 22 hostels. With above-mentioned infrastructure and a strong team of more than 1600+ faculty & staff members Poornima is marching ahead in realizing its vision and mission. Constituent institutes of under the aegis of Poornima Group are:

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

Poornima Institute of Engineering & Technology (PIET), established in 2007

Poornima University (PU), established in 2012.

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

ABOUT POORNIMA COLLEGE OF ENGINEERING

PCE was established in 2000 with the aim of imparting pragmatic technical education. In its magnificent journey of 25 years, PCE has set various benchmarks and reached new pinnacles in Engineering Education with dedication, perseverance and devotion. PCE has celebrated its “Silver Jubilee Year” (2024-25) by implementing the academic autonomy conferred by UGC. With student strength of 2700+ students studying in 10 specializations of engineering (CE, AI & DS, CSE (AI), CSE (Cyber Security), CE (R), ECE, EE, ME, Civil & IT), with more than 3.5 Lac square feet of built up area, highly qualified faculties, state of the art infrastructure, good placements and industry-led curriculum, PCE is spearheading its outstanding voyage with motto ‘Success is not a destination, it’s a journey’.

Notable achievements of PCE:

<ul style="list-style-type: none"> ● Accredited by NAAC with A+ grade scoring 3.30 on a scale of 4. ● Conferment of Autonomous Status by UGC for a period of 10 years. ● Received Grant of Rs. 55 Lacs from AICTE for establishing AICTE-IDEA Lab. ● Rated Diamond by QS I-GAUGE under Indian College Category. ● Awarded for the institution of happiness by QS I-GAUGE. ● Accredited as most preferred institution by TCS ● Received an energy conservation award by the Department of Energy, Govt. Rajasthan ● Received “Emerging Student Chapter Award” by Indian Concrete Institute (ICI) ● Ranked 2nd in Rajasthan by the RTU in Quality Index Value for the last seven years consistently. ● Ranked 155th in Times Engineering Survey under All India Engineering Institute Rankings. ● First institute in Rajasthan to launch B.Tech. (Computer Engineering) in Regional Language under NEP. ● First Institute in Rajasthan with Centre of Excellence recognized by the RTU, Kota in Artificial Intelligence and Big Data. ● Established 6 Centre of Excellence namely Artificial Intelligence & Big Data, Advance Wireless Communication, Automobile and E-vehicle, Advanced Manufacturing, Geo-informatics and Sustainable Construction Material. ● 2 Centre of Excellence recognized by the RTU, Kota in Artificial Intelligence & Big Data and Advance Wireless Communication. ● Centre of Excellence named “Automobile and E-vehicle” is supported by BABA Automobile Pvt. Ltd. ● The Centre of Excellence named “Sustainable Construction Material” is supported by Ultratech Technical Academy. ● Successfully implemented TCSion (an e-Governance System) to strengthen the overall e-governance facilities in the institute. ● Successfully implemented Code-Tantra (an e-Governance System) by Examination Cell. 	<ul style="list-style-type: none"> ● Successfully established IQAC, IIC, ICC, R & D Cell and IPR-TT Cell as per the guidelines of RTU, Kota, MoE, AICTE and UGC. ● Established ICI (Indian Concrete Institute)-Student Chapter by Department of Civil Engineering, PCE, Jaipur. ● 63 Memorandum of Understanding (MoUs) were signed with various organizations of national and international repute. ● RTU TEQIP III funded activities with more than 50 lakh Rupees in the last Five years. ● AICTE funded MODROB, STTP and Conferences worth more than 80 lakh Rupees during the last three years. ● DST and SERB sponsored student projects and faculty research projects. ● Organizing IEEE, ACM, Elsevier and Springer International Conferences every year. ● More than 54 Patents have been published and 24 patents have been granted till date. ● Highest placement numbers and the package amongst RTU affiliated colleges ● More than 900 research papers are published by students and faculty members in last two years in national, international journals and conferences which are UGC, SCOPUS, SCI and ESCI reputed ● More than 150 Microsoft Courses are completed by the students and the faculty members of the PCE. ● Awarded as Advance Partner Institute by Infosys for successfully running campus connect programme & outstation performance of students in Infosys placement drives. ● Industry collaborated certification programs under Celebal Technologies, Coding Ninjas, Business Intelligence, IoT and Red Hat Academy, Technovation, Rapidops Solutions Pvt. Ltd. ● Collaboration with IIT Bombay, IIT Madras and IIT Kharagpur to implement MHRD missions on quality enhancement on engineering education. ● A day in a week is reserved to facilitate industry and institute interaction (i3-day). ● Mandatory Non-Syllabus Project every semester right from 1st year.
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ABOUT POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY

PIET, established in 2007, has consistently focused its full potential on achieving excellence in academics and the holistic development of its students. Now conferred Autonomous status by the University Grants Commission (UGC), the institute is further empowered to design progressive curricula, promote innovation, and strengthen outcome-based education aligned with industry and societal needs. It is the learning home to a total of 1900 students and is committed to impart best technical skills in students through its seven specializations of engineering at UG level (CSE, AI & DS, CSE (DS), CS (AI), CSE (IoT), ECE and EE).

In its magnificent journey of less than two decades, PIET has set benchmarks and reached new pinnacles in engineering education with dedication, perseverance and devotion. Poornima Institute, Jaipur has been ranked in top 5 for the last 05 years in continuity in QIV Ranking of Rajasthan Technical University, Kota. PIET had accreditation in Computer, Electrical & Civil Engineering from the National Board of Accreditation (NBA) and Institution Accredited by NAAC with Grade 'A'. Backed by strong industry linkages, PIET has earned a Platinum rating from AICTE–CII, a 3.5-star rating from the Innovation Council, Ministry of Education, Government of India, and has also been recognized in the Gold Category of the CII Industry–Academia Partnership Award. PIET is spearheading its outstanding voyage with the motto 'Success is not a destination, it's a journey. PIET is the first Institution in Rajasthan to get Funding from AICTE, INDIA for establishing IDEA Lab.

Few Highlights of PIET:

- NAAC Grade 'A' Accredited institute
- AICTE Sponsored Neural Network & Deep learning Lab for students of CS, CS (AI), CS (DS) and AI & DS
- Received Research Grant for more than 2.00 crore since 2019 only from agencies like TEQIP III, AICTE, ATAL, NITTTR, ISTE etc.
- 32 MoU's with industries for nurturing Latest Technologies, beyond syllabus to budding Engineers,
- More than 485 SCI/Scopus & around 180 UGC Publications in past 5 years
- Dr. S. M. Auditorium: A Multimedia Auditorium with 700+ seating capacity.
- PBIC: The Entrepreneurship & Innovation Cell, nurturing young Entrepreneurs having 18 registered start-ups with Government of India and 01 of them funded by GoI also
- Student Chapters of Professional Societies like IEEE, IETE, ACM, ISTE and IE (I)
- Collaboration with Microsoft for up skilling youth on latest technologies & Research in the field of AI, IoT, AR/VR, Robotics & Data Science
- Completely Wi-Fi enabled campus with 2GBPS internet connection
- Focus on outcome-based education with proper mapping through, CO's PO's, & PSO's
- Regular and quality placements in all Major MNC are like Infosys, TCS, Capgemini. IBM, Adani, etc.
- Activities in association with NEN, AICTE, TEQIP, RTU
- Regular conduct of International Conference/ Workshop/Seminar etc.
- Strong Student Engagement in administration via Students' Council, Clubs & Students being members of forums like Governing Council & IQAC etc.
- Placement oriented initiatives for skill development in Campus Recruitment Training & Value-added courses and Outcome of quality placements through i3 day
- Rigorous and transparent Continuous Internal Examination System
- Within in the ambit of University Syllabus, offering quality academic flexibility
- Tutor Mentor system for support & Stress management
- Faculty Felicitation & Reward system and similar systems for students
- Concerned for Human Values, Professional ethics, Gender Issues, Environment & sustainability, Waste Management, Rain Water Harvesting,
- Well laid down Teaching Learning Process, with extreme focus of quality delivery
- Established ERP system on TCS-iON for academics, administration, Examination & Feedback mechanism
- Catering to diverse category of students from all regions of nation
- Village adopted & catering to society under CSR activities
- Facilities for Sports, Gymnasium, Cultural Activities, Auditorium
- Rich library with IEEE, Scopus, J-Gate, DELNET etc. Subscription
- Quality hostel & accommodation facility
- Proper Bus facility from every corner of the city

ABOUT POORNIMA UNIVERSITY

Poornima University, Jaipur, Rajasthan (India), is a well-recognized and reputed State Private University established by an Act of the Rajasthan State Legislature. The University is duly approved by the University Grants Commission (UGC) under Sections 2(f) and 12(B) of the UGC Act, 1956, and is empowered to confer degrees as per Section 22(1) of the Act. Since its inception, Poornima University has consistently demonstrated its commitment to quality education, research excellence, innovation, and social responsibility, thereby emerging as one of the preferred destinations for higher education in the region.

The University is strategically located at Sitapura, Jaipur, an evolving educational and industrial hub on an expansive 32-acre state-of-the-art campus. The campus is designed to offer a serene, secure, and intellectually stimulating environment that promotes learning, creativity, and collaboration. With over 20,000 trees planted, Poornima University provides a model of environmental consciousness, sustainable and eco-friendly atmosphere conducive to learning, and innovation.

Poornima University is guided by a vision to become a globally recognized institution of higher learning by nurturing competent professionals, responsible citizens, and innovative leaders. The University's mission is to provide a holistic education that integrates academic excellence, ethical values, professional skills, and social sensitivity. Its academic philosophy is rooted in the belief that education must empower individuals intellectually, morally, and socially to meet contemporary global challenges.

The University emphasizes the synthesis of scientific advancements of the modern world with the spiritual and ethical values of Eastern and Western traditions, thereby nurturing individuals with intellectual development, character and leadership qualities. Its educational programmes aim at the holistic development of the students.

Teaching, learning, and research at Poornima University are seamlessly integrated through a student-centric, outcome-based, and experiential learning framework. The curriculum and pedagogy are aligned with the National Education Policy (NEP), ensuring flexibility, multidisciplinary exposure, skill development, and lifelong learning.

Poornima University offers a comprehensive range of undergraduate, postgraduate, and doctoral programmes across diverse disciplines including Engineering, Computer Science, Management, Commerce, Architecture, Design, Public Health, Hotel Management, Sciences, Humanities, Journalism & Mass Communication, Sports Management and emerging interdisciplinary areas. The academic programmes are designed to meet national and international standards while addressing regional and global needs.

The Architecture programme is approved by the Council of Architecture (CoA), and the Hotel Management programme is approved by the National Council for Hotel Management and Catering Technology (NCHMCT), ensuring professional relevance and regulatory compliance. All programmes undergo periodic curriculum review and revision based on systematic feedback from industry experts, academicians, alumni, and students, thereby maintaining academic relevance and employability focus. In line with NEP guidelines, all degrees and academic records are available on DigiLocker, promoting transparency and digital governance.

Poornima University provides world-class physical and digital infrastructure to support teaching, research, innovation, and student development. The campus comprises independent academic and administrative blocks, modern classrooms equipped with smart teaching aids, advanced laboratories, seminar halls, auditoriums, hostels, sports facilities, and an observatory. The University is fully Wi-Fi enabled with 24/7 high-speed broadband access, enabling seamless digital learning and research activities.

The University houses hi-tech, air-conditioned computer laboratories developed in association with renowned technology partners such as Microsoft, Celebal, and Mobiloitte, offering students exposure to contemporary software platforms and industry-grade tools. The central library serves as a knowledge hub with a collection of over 50,000 books, along with access to e-books, national and international journals, and research databases such as EBSCO-IEEE, Scopus, and J-Gate. The University is a registered member of INFLIBNET and Shodhganga, facilitating global dissemination and authenticity of doctoral research.

Poornima University is a multidisciplinary institution comprising the following faculties:

- (a) Faculty of Engineering & Technology
- (b) Faculty of Computer Science and Engineering
- (c) Faculty of Planning & Architecture
- (d) Faculty of Design & Arts
- (e) Faculty of Management & Commerce
- (f) Faculty of Science & Humanities
- (g) Faculty of Public Health
- (h) Poornima Institute of Hotel Management
- (i) Faculty of Innovation, Research & Entrepreneurship

Each faculty is led by experienced and accomplished Deans and Heads of Departments, who autonomously oversee academic planning, curriculum design, course allocation, teaching-learning processes, assessment and evaluation, examination coordination, research activities, and budget utilization. Faculty members actively engage in mentoring students, managing student clubs, organizing conferences, seminars, workshops, expert lectures, industrial visits, internships, and co-curricular activities, thereby developing a vibrant academic culture.

Poornima University currently hosts over 10,000 students enrolled in undergraduate, postgraduate, and Ph.D. programmes. Cross culture global internship and volunteer exchange experiences across the globe through collaboration with AIESEC Students come from various states of India as well as different countries across the globe, creating a diverse and inclusive academic environment. The University is a living example of harmonious multiculturalism, promoting mutual respect, cross-cultural understanding, and global perspectives. The semi-residential nature of the campus encourages continuous academic engagement, peer learning, leadership development, and holistic growth.

To bridge the gap between academia and industry, Poornima University has established a strong Corporate Advisory Board (CAB) comprising approximately 130 senior industry leaders from diverse sectors. The CAB provides strategic guidance on curriculum design, emerging technologies, skill requirements, and employability trends. This proactive industry engagement ensures that students graduate with industry-relevant competencies and practical exposure.

The University has signed more than 100 Memoranda of Understanding (MoUs) with reputed national and international universities, research organizations, and industries. It collaborates with leading companies such as Microsoft, IBM, Shriram Automall Ltd., A3Logics Ltd., Fleeca India Pvt. Ltd., AJMS Global, Genus Power Infrastructures Ltd. and many others for internship-embedded degree programmes, apprenticeships, placements, collaborative research, faculty development, and student training initiatives.

Poornima University has earned national recognition for its strong collaboration with the Indian Defence Forces, reflecting its commitment to national service and academic inclusivity. The University has signed multiple MoUs with the Army Training Command (ARTRAC) for offering postgraduate, and doctoral programmes, including postgraduate programmes during study leave.

Additional MoUs have been signed for the re-admission of Officer Cadets into engineering programmes from Cadet Training Wings at CME, MCTE, MCEME, and IMA. The University has also entered into MoUs with the Military College of Electronics and Mechanical Engineering (MCEME) for the transfer of Gentlemen Cadets relegated on medical or outdoor training grounds, and for offering Ph.D. programmes along with joint research and development activities.

Poornima University has established a robust Advanced Study and Research Cell to oversee and coordinate all research-related activities, including Ph.D. programmes, funded projects, patents, intellectual property rights, publications, and Centres of Excellence.

The University operates **three Centres of Excellence** focusing on:

- (a) Clean Air and Water Resources
- (b) Solar Energy
- (c) Machine Learning

In addition, the Centre for Research, Instrumentation and Development (CRID) Laboratory provides state-of-the-art research infrastructure with a strong focus on emerging industry trends and applied research.

The Integrated Nodal Centre for Entrepreneurship and Novel Technologies (iNCENT) at Poornima University plays a pivotal role in developing innovation, entrepreneurship, and startup culture among students and faculty members. The Centre has successfully nurtured over 100 student entrepreneurs, providing mentoring, incubation support, infrastructure, and guidance on entrepreneurial activities.

Credentials of Poornima University

- a) MoU with Army Training Command (ARTRAC) for offering various programmes including PhD as well as offering Post Graduate programmes to officers on study leave.
- b) MoU with Army Training Command (ARTRAC) for re-admission of Officer Cadets into engineering courses from CTWs at CME, MCTE, MCEME & IMA.
- c) MoU with Military College of Electronics and Mechanical Engineering "MCEME" for transfer of GCs relegated to Medical/ Outdoor Training Grounds.
- d) MoU with Military College of Electronics and Mechanical Engineering "MCEME" to offer Ph.D. Programmes and joint research and development activities.
- e) Poornima University is rated as 'Diamond' Category in overall rating for Indian Colleges and University by QS IGauge.
- f) Faculty of Management & Commerce (FMC), Poornima University is ranked one amongst top 44 B – Schools under the category of State Private Universities. (Source – IIRF)
- g) Faculty of Management & Commerce (FMC), Poornima University is ranked AAA+ Institute in the country. (Source – Career 360)
- h) Faculty of Planning & Architecture (FPA), Poornima University is ranked one amongst top 43 Best Architecture Colleges in India. (Source – IIRF)
- i) Faculty of Design & Arts (FDA), Poornima University is ranked one amongst top 16 best Design Colleges in the country. (Source – IIRF)
- j) School of Engineering & Technology, Poornima University is ranked one amongst top 11 Best Engineering B School in the country (source - The Week)

Strong collaboration with National/International societies, academic and research organization like IEEE, ISLE, IEE, ISTE, IGBC, ASHRAE, NFE, ISHRAE, CII, NEN, NASSCOM, NHRD, Infosys SpringBoard, IIT virtual Labs, SAS India, EC Council, Celebal, AWS academy, GDG club etc.

Trainings & Workshops on Cyber Security, AIML, Full Stack, AWS, Azure, Block chain, Docker and Kubernets, Oracle, Django, MongoDB, Big Data, GPU programming, Google Cloud, Mobile Application Development, PLC, PHP, Microcontroller embedded systems, Robotics, Electrical vehicle, Solar technology, Drone technology, Structural analysis, Concrete mix design, STAAD Pro, E-Tabs, CAD/CAM, etc.

Poornima University emphasizes holistic student development through sports, cultural activities, leadership programmes, and social outreach initiatives. Professional coaching is provided in football, kabaddi, basketball, volleyball, and soccer, including a collaboration with Rajasthan United Football Club for professional soccer training. The University also runs Poornima Paathshala, an outreach programme dedicated to educating underprivileged children from nearby villages.

The campus is a certified Green Campus, equipped with rainwater harvesting systems, a 350 KLD Sewage Treatment Plant, and a 250 KW rooftop solar power plant, reflecting the University's commitment to environmental sustainability, energy efficiency, and responsible resource management.

With a strong foundation in academic excellence, research innovation, industry collaboration, and social responsibility, Poornima University continues to grow as a comprehensive institution of higher education. Its student-centric approach, global outlook, robust infrastructure, and commitment to sustainability position it as a preferred choice for students, scholars, industry professionals, and defence personnel. Poornima University remains dedicated to shaping future-ready professionals and responsible citizens who contribute meaningfully to society and nation-building.

PROTOCOL HIERARCHY

S.N.	Name	Designation
1	Sh. Shashikant Singhi	Chairman, Poornima Group and Chairperson, Poornima University
2	Ms. Renu Singhi	Advisor, Poornima Alumni Societies, Poornima Group
3	Dr. Suresh Chandra Padhy	President, Poornima University
4	Er. Hari Singh Shekhawat	Director (Infrastructure), Poornima Group
5	Mr. M.K.M. Shah	Director General, Poornima Group
6	Dr. Mahesh M. Bundeale	Principal & Director, Poornima College of Engineering
7	Dr. Manoj Gupta	Pro-President-I, Poornima University
8	Dr. Chandni Kirpalani	Pro-President-II, Poornima University
9	Dr. Manjari Rai	Pro-President-III, Poornima University
10	Dr. Dinesh Goyal	Principal & Director, Poornima Institute of Engineering & Technology
11	Dr. Pankaj Dhemia	Vice Principal, Poornima College of Engineering
12	Mr. Rahul Singhi	Managing Director, Poornima Group
13	Ms. Nipun Singhi	Assistant Director (Infrastructure), Poornima Group
14	Ms. Dipti Lodha	Director (Corporate Relations), Poornima Group
15	Mr. Jai Sharma	Director (Finance), Poornima Group
16	Dr. Neeraj Jain	Director (Admissions), Poornima Group
17	Mr. Ashwini Lata	Director (Student Welfare), Poornima Group
18	Mr. Sunil Bhargava	Director, Poornima Institute of Hotel Management, Poornima University
19	Dr. Gautam Singh	Registrar, Poornima College of Engineering
20	Dr. Devendra Kumar Somwanshi	Registrar, Poornima University
21	Dr. Naval Kishor Jain	Controller of Examination, Poornima University
22	Dr. Pravin Machhindra Sonwane	Controller of Examination, Poornima College of Engineering
23	Dr. Amit Shrivastava	Controller of Examination, Poornima Inst. Of Engineering. & Technology
24	Dr. Balwan	Registrar, Poornima Institute of Engineering & Technology
25	Dr. Meenakshi Malav	Director (Admissions), Poornima University

SCOPE OF WORK FOR OFFICE BEARERS

Chairman, Poornima Group: Guides all institutions, formulating policy for academic excellence.

Director, Infrastructure Development: Plans and executes all Poornima Group projects (master planning, approvals, construction, amenities, documentation).

Director General: Advises Poornima family on planning, execution, and improvement in general administration, Shanti Education Society matters, purchases, finance, audit, accounts, automation, transport, maintenance, mess/hostels, housing Principal, security, and budgeting.

Managing Director: Oversees General Administration for Strategy, Policy Planning, Institutional Development, Outreach, Tie-ups, MOUs; plans and executes improvement in general administration, policy, institutional development, approvals/accreditations, automation, transport, labs, library, maintenance, mess/hostels, housing, security, annual incentives, resource planning, and group-level publications.

Advisor, Poornima Alumni Societies: Organizes alumni activities, publishes brand literature, liaises with alumni per group policies, and plans WISE activities.

Director & Principal (Head of an Institution): Chief academic and executive officer; supervises all affairs; presides over meetings; ensures Governing Council decisions are implemented; ensures proper functioning of officers and institutional bodies/committees; acts in consultation with the Chairman on administrative/academic matters for Governing Council; approves End Semester Examiners (based on HOD panel); ensures adherence to consultancy guidelines; exercises disciplinary control over all students and employees, including issuing directions, calling for information, enforcing discipline, authorizing inquiries, and taking/authorizing disciplinary action (in consultation with Chairman); ensures resources are available; develops plans for academic excellence.

Director (Admissions): Directs admissions from inquiry to enrolment; works with management on data collection/dissemination, research, publishing statistics; designs/strategizes advertising, marketing, branding, distribution channels, and cost control; uses market research to manage admission quantity/quality; identifies and admits students from India/abroad; communicates with prospects; plans/executes school visits; executes promotional events; assists students with documentation; discusses application status, financial aid, and programs; plans/manages print, outdoor, digital, social media, email/SMS marketing, and PR; manages and updates Poornima Group/ University websites; networks with alumni for applicants; interacts with existing students for satisfaction feedback and publicity.

Director (Student Welfare): Manages student housing, boarding, and welfare; organizes co-curricular/extra-curricular activities (inter-collegiate/university/national tournaments); creates 5-Year and Short-Term plans; develops output-oriented policies; ensures proper documentation, analysis, and information sharing; ensures activities for student mental/physical growth and overall development (recreation, sports, culture); links communication with institutions for good results, placements, and admissions; ensures high quality of student services (Security, Mess, Canteen, Wi-Fi, CCTV, Emergency Transport, Housekeeping, Laundry, Water/Electricity); trains and administers staff/officers associated with services/hostels; supports PCE & PIET administration in academic extensions; maintains contact with parents; ensures a ragging-free hostel environment; interacts with, motivates, and handles grievances of students, encouraging their participation in brand building.

Director (Corporate Relations): Plans/executes industrial training, placements, and in-house summer training; registers students for CRT and finalizes CRT structure with Institution Heads and Chairman's Office; coordinates CRT classes and online tests with outside agency and Institution Heads; publishes/analyzes online test results and devises improvement mechanisms; identifies industries and establishes HR contact; follows up and develops long-term industry relationships; maintains relations with Principals/Directors/TPOs of other institutions; invites industries for placement/training drives; performs other Mission Coordinator assignments.

Director (Finance): Plans, executes, and improves group/institutional working in finance, purchases, audit & accounts, fee collection, and budgeting.

Chief Proctor & Proctor: Manages proctor office; frames and ensures implementation of the group academic calendar; organizes meetings and gives directions; handles indiscipline/ragging in campuses, hostels, transport; redresses student grievances; coordinates with HoDs/Proctors/Dy. HoDs for attendance/discipline; maintains proactive vigilance; works to raise student motivational levels (considering background); arranges student volunteers for functions; keeps record of potential trouble shooters and adopts corrective measures; keeps records of activities and valuations; controls entry/exit points; Proctors design display arrangements for information (in consultation with Campus Director) and communicate to Director (Infrastructure) for execution.

Registrar: Manages general administration, establishment, accounts, fee collection, and purchases; upgrades/utilizes inset services; prepares documentation for government body approvals (AICTE, University, etc.) and attends inspections; organizes all student-related works, including documentation; executes all essential institutional activities as directed by the Principal/Director.

Department Training and Placement Coordinator: Executes all Poornima Group activities assigned by Director (Corporate Relations); maintains close contact with Director (Corporate Relations) and the department for T&P execution/drives; maintains student data and supplies it to Director (Corporate Relations); carries out/executes placement/training drives for respective institutions or jointly; motivates students.

Head/ Controller of Examinations & Secrecy: Plans/executes all examination activities (internal/ external/ practical/other) utilizing human/infrastructure resources; exchanges information with departments/coordinators for proper implementation; prepares records/details for bill submission to universities, payment receipt, and distribution; prepares annual/semester examination report for Principal/Director; plans activities related to student/faculty/staff attendance and student marks; sends documented information to parents, Proctor in Chief, HoDs, wardens, Coordinators, and the university; analyzes student marks and discusses improvements with authorities; sends marks to University (Term assessment, Practical, Sessional work, Project, Seminar, Training, Discipline); handles all secrecy work (external examiner lists, etc.); maintains records of internal exam answer books/lab records; centralizes evaluation of internal answer books and sends marks/reports to secrecy cell.

Chief Warden: Plans/executes hostel working; arranges hostellers' academic needs; takes feedback and finds remedies to problems; supervises hostel upkeep; works to raise student motivation (based on background); plans/executes hostel activities and arranges student coordinators/volunteers.

Hostel Warden: Improves hostellers' academics (checking study timings/notes, helping with studies); identifies top students for brand making; tracks students with <75% attendance for improvement; attends to emergencies promptly and informs higher authorities; periodically cross-checks rooms during odd hours and maintains a visit diary; manages the information system for corrective action by higher authorities.

Estate In charge: Maintains all fittings, repairs, replacements, and ensures immediate monitoring; daily checks vital points (water, electric fittings, window panes) for maintenance; visits each campus for monitoring and record keeping; ensures campus cleanliness.

Media Coordinator/ Public Relation Officer: Collects information for and updates the Poornima Group website; liaises with media for friendly activities/news; calls Press/TV personnel for function coverage; arranges publishing of placement/student activities news in newspapers.

Transport Officer: Maintains records of transport users; maintains bus/vehicle timings; maintains discipline among users; decides/plans routes and ad hoc arrangements; periodically updates route maps (arrival/departure times); monitors running costs, fuel consumption, repair/maintenance; checks general upkeep of vehicles; checks/corrects transport user complaints/grievances; monitors transport fee status; conducts training for drivers/staff; maintains human resource/fuel efficiency documents.

Sports Officer/ Sports Coach: Prepares sports calendar; motivates student participation; organizes inter-institutional/class matches; upkeeps all sports facilities, grounds, equipment, and gymnasiums; recommends and follows up student participation in external tournaments/competitions.

Mess Manager/ Mess In-charge: Responsible for overall charge of all mess and canteen facilities in hostels/campuses; extends mess/canteen facilities for all academic/non-academic activities as required; innovates, carries out satisfaction surveys, and makes arrangements for improving eatable quality.

Academic Officers (Deans/ Associate Deans/ HoDs): Plan academics, extra/co-curricular activities and assign responsibilities; ensure classes/ practicals/ tutorials/ studios run per timetable, maintaining attendance/discipline; improve academic quality at concept level, adhering to outcome-based education, case study, and application-based teaching; encourage E-Learning and IT tools; recommend faculty leave after alternate arrangements are made; promote paperless administration; conduct regular faculty meetings; ensure syllabus coverage and allocate extra classes; ensure proper functioning of labs/studios; maintain department files/records; make efforts for student brand-making and support marginal students; closely monitor thesis/dissertation/projects, NSP, special lectures, external lectures, Viva, juries, open book tests, library, online assessments, T&P, Alumni memberships, industrial/educational tours, department day; ensure participation in Annual Magazine/newsletters; promote Research and Publication; list faculty as Google Scholars, publish in reputed journals (targeting 1 SCI/Scopus per year); file patents and encourage faculty to do so; encourage faculty/staff to undertake 1 Swayam/NPTEL course per year; interact with tutors for student cluster formation (dramatists, poets, singers, etc.); keep record of attendance defaulters and arrange counseling/ monitor improvement; keep record of potential trouble makers to ensure smooth department running; participate in Institute-level administration, planning, and development; bring in projects/consulting assignments; collaborate with industry/institutions; setup labs/ centers of excellence, develop/upgrade curriculum; guide faculty on teaching/research improvement; provide structured mentoring for faculty and students; arrange expert industry lectures on current topics; organize awareness and in-depth programs for students; work closely with students and facilitate club functioning; continuously work towards higher academic qualifications; participate in external academic conferences/seminars/workshops; get involved in professional organizations; resolve student grievances; act as a friend, philosopher, and guide for students; follow management norms.

Deputy Head of Department (Dy. HoD), Academics: Carries out HOD's academic duties in their absence; maintains documentation of activities and labs; assists HOD for excellent department academic output; organizes activities, seminars, workshops, and ensures student participation; interacts with students for summer training/placement/industrial visits and gives feedback to TPO; prepares employability improvement plans for A, B, and C category students under HOD's guidance; promotes Research and Publication; classifies students by academic background (Hindi/English Medium) and Marks.

Deputy Head of Department (Dy. HoD), Administration: Carries out HOD's administrative duties in their absence; works to raise student motivational levels (considering intelligence and background); keeps records of activities and takes appropriate execution decisions; prepares student classification matrix (State, Language, Hosteller/Day Scholar, Transport, Family Background); interacts with tutors for student cluster formation (dramatists, poets, singers, etc.) and maintains sets; keeps record of attendance defaulters and arranges counseling/monitors improvement; keeps record of potential trouble makers for smooth department running; ensures all students become Alumni Societies members; plans and conducts activities (Kalanidhi/Galaxy Participation, Dept. days, Industrial visits, Magazine Articles, Dept. Newsletter) as per academic calendar.

Academic Staff: Duties & Responsibilities

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

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

- Faculty must meet minimum annual research publication requirements in SCI/Scopus/WoS journals (Professors/Associate Professors: 2; Assistant Professors: 1).
- They are responsible for departmental and institute administration, planning, and development.
- Key duties include fostering research, securing projects/consulting, collaborating with industry/academia, setting up labs, developing/upgrading curriculum, mentoring junior faculty and students (meritorious/weak),

promoting library/internet use, conducting special lectures on non-syllabus topics, leading awareness programs and specific skill development for brilliant students, promoting innovations/publications, selectively using NPTEL/video lectures, ensuring effective note-taking via structured lecture notebooks (including Zero lecture, Objective & outcome, summarization), utilizing case studies, promoting book/paper review writing, and integrating PPTs/mobile phones into teaching.

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

Classroom

- Develop, communicate, and timely distribute course syllabus and materials to students.
- Employ effective teaching methods to complete the Program syllabus on time, fostering classroom discipline.
- Lead continuous development through self-learning and promote library use.
- Encourage active student participation in curricular and extracurricular activities.

Tutorial

- Coordinate with faculty on tutorial assignments and work.
- Motivate students to utilize the tutorial facility.
- Assist students with assignment completion.
- Identify and help students overcome learning difficulties.
- Aid students in solving problems to ensure timely assignment completion.
- Participate in compiling question banks with solutions.

Laboratory/ Studio/ Practical

- Collaborate with faculty/staff to select and set up labs/studios, prepare manuals, and recommend facility, supply, and equipment planning.
- Monitor equipment function and ensure consumable availability for experiments/exercises.
- Instruct, assist, and guide students during experiments/exercises, encouraging interaction for difficulties.
- Conduct student Viva-voce/juries and maintain records of student grades and post-tests.

Project/ Dissertation/ Thesis

- Guide project/dissertation/thesis selection and act as an instructor for research identification, design, and completion.
- Facilitate access to resources and track student progress.
- Offer timely feedback and support throughout the project.

Examination

- Question Papers: Prepare a single question paper per subject in the University-prescribed format, finalized after faculty discussion.
- Evaluation: Evaluate answer sheets promptly after the exam. Prepare a justified answer script using key features for impartial marking.
- Post-Evaluation: Show evaluated answer sheets to students for clarification and obtain their signatures.
- Submission: Display final class test marks on the notice board. Submit final marks in the prescribed format to the examination section by the stipulated deadline.
- The faculty members are also required to attend to the invigilation duties and abide by the guidelines to the invigilators in the examination/student manual.

Training & Placement Office

- Counsel students on interests, skills, needs, barriers, and resources, and address placement queries.
- Prepare brochures and follow up with prospective companies for placement drives.
- Organize industrial visits for placements.
- Register qualified students for jobs.
- Coordinate facility arrangements for interviews and ensure selected students receive appointment letters.
- Provide in-house placement preparedness training to maximize placements.
- Notify students about competitive examinations.
- Engage in industrial consultancy.

Club and Cultural Activities

- Organize and encourage student participation in: Seminars, conferences, annual fests, functions, sports, games, and academic extracurriculars.
- Serve as the faculty coordinator for student clubs.
- Continuously pursue relevant higher academic qualifications.
- Engage in personal research, and publish research papers and books.
- Participate in academic conferences, seminars, and workshops.
- Attend educational programs.
- Get involved in professional organization activities.

Tutor/ Dy. Tutor

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

FACULTY AND STAFF

Poornima Group's academic success is shaped by its dedicated faculty, who prioritize the teaching-learning process, inspiring students, and imparting world-class education. The institution attracts fine scholars through its balanced commitment to scholarship, teaching, and research, maintaining a 1:20 faculty-student ratio. Our esteemed faculty, along with committed staff, guide students to become future change agents. Faculty are passionate researchers from across the country, bringing diverse knowledge.

The faculty at Poornima upholds the GURU-SHISHYA tradition, fostering close student-professor relationships and a sense of community. Professors are accessible to students outside of class, ensuring a fulfilling academic experience.

With over 1600 faculty members across management, technology, architecture, commerce, and science, Poornima has a strong research focus, with members regularly publishing and presenting papers nationally and internationally. Faculty are assets that enhance the organization's credibility through exclusive academic delivery.

Faculty are the backbone of the organization, continuously trained internally and externally to meet curriculum needs. They dedicate significant time to class preparation, individually and in teams.

Good staff is a great asset. Our strong management team recognizes individual efforts, maintaining forward momentum. Our entire staff is carefully selected and periodically undergoes strict training to ensure professional performance.

HOSTELS

The Poornima Group is committed to providing a comfortable, secure, and nurturing residential environment for its students, recognizing that a supportive 'home away from home' is crucial for academic focus and personal growth. Our network of well-maintained hostels—specifically Gayatri Girls Hostel (PCE), Aravali Boys Hostel (BT-1), Gurushikhar Boys Hostel (PIET), Gargi Girls Hostel (PU), and Himalaya Boys Hostel (PU)—serves as the residential backbone of our campus life.

This extensive residential facility boasts a combined capacity of 4000 students, thoughtfully segregated to accommodate 1500 female students and 2500 male students across more than a million square feet of built-up area. The entire premises are secured with 24/7 safety and security protocols, ensuring that students feel safe and protected at all hours. Every hostel has been strategically designed and constructed to prioritize student comfort and meet all essential living requirements, thereby providing an optimal environment conducive to their overall development. Residential Facilities: Comfort and Convenience

Our focus is on providing good living conditions through well-equipped and maintained rooms. Students have the option to choose from different room types, which may include sharing arrangements, occasionally with faculty or staff from the same or different fields, fostering a sense of community.

The rooms are designed to be reasonably spacious and airy, featuring large windows that ensure an abundance of natural light and ventilation. They are semi-furnished to provide the necessary basics for a comfortable stay. A key feature of all accommodations is the attached washroom with complete, modern fittings, which enhances convenience and privacy. This commitment to providing a pleasant and secure living space is paramount, allowing students to dedicate their full concentration to their academic pursuits. Dining Facilities: Nutritious and Hygienic Meals

The campus mess facility is an essential, integrated service designed to provide nutritious and hygienic, homely food not only to resident hostellers but also to day scholars, faculty, staff members, and campus visitors. The facility operates on a comprehensive meal plan, providing four meals a day—all prepared under strict hygienic conditions. The food is served in a dedicated dining area, with consideration for all sensitivities and dietary practices.

Key Dining Operational Facts:

PCE, PIET, and PGI Hostels exclusively serve Vegetarian Food.

The PU Hostel mess offers both Vegetarian and Non-Vegetarian Food options.

All messes operate in a self-service mode.

The menu is thoughtfully designed, taking into account the diverse regional requirements and preferences of the student body, with a strong emphasis on adding essential nutrition to ensure the meals are healthy and complete. The daily offering includes morning tea with regular breakfast, lunch, evening snacks and tea, dinner, and a provision of milk for all hostellers. To ensure a balanced and appealing menu that caters to students from different regions and with varied preferences, the mess menu is planned and managed by the management in regular consultation with the students, adhering to established culinary guidelines.

Additionally, each hostel is equipped with an accessible canteen, which offers a variety of snacks at reasonable prices in a very clean and hygienic environment for the convenience of students' Recreational and Sports Complex

Recognizing the critical link between physical and mental well-being and academic performance, the hostel facilities include robust recreational and sports amenities:

- An open ground is provided for various outdoor team games and athletics. A well-maintained natural lawn offers a pleasant space for relaxation and informal games.
- A multi-facility gym is available at every hostel campus, fully equipped with modern machinery to help students maintain fitness and a healthy lifestyle.
- A dedicated area is provided for indoor games, including Table Tennis (TT), Chess, Carrom Board, Snooker, and Foosball, offering opportunities for relaxation and social interaction.

Health Care and Well-being

The hostel provides immediate healthcare support as an essential component of the residential experience, complementing the general health facilities available on campus.

- An immediate first aid facility is available on site.
- In the event of an injury or illness requiring hospitalization, requisite arrangements are promptly made with a nearby medical facility. Notably, Mahatma Gandhi Hospital is located within walking distance of the hostels.
- The management actively promotes health awareness through the mass release of pamphlets and posters, providing comprehensive information on various diseases and health-related issues, including AIDS, cancer, smoking, alcoholism, immunization, and organizing regular blood donation camps.

Water, Electricity & General Code of Conduct: Resource Conservation

In a joint effort to promote sustainability and responsible resource management, the Poornima Group Management, in consultation with the hosteller students, has implemented strict measures to control the wastage of water and electricity. This forms a crucial part of the general code of conduct within the hostels.

Water Conservation Measures and Penalties:

- The quantity of water allocated is calculated at 200 liters per student per day.
- Complaints regarding leaking taps, made via the designated WhatsApp complaint group, will be addressed and repaired on a priority basis, with a commitment to attend to them within six hours.
- All hostellers are strictly requested to ensure taps are closed properly and to make extra efforts to prevent water wastage.

Penalties for Wastage:

- Students residing in rooms with attached toilets will be penalized for each incident of water wastage.
- The Hostel Warden or their representatives will conduct regular rounds with two student hostellers. A joint fine of INR 500 will be levied against all inmates of the respective room for each incident of water wastage.

Electricity Conservation Measures and Penalties:

- The use of high-consumption electrical equipment such as Iron, Heater, Immersion Rod, and any other electrical equipment consuming more than 60 watts is strictly prohibited within the hostels.
- The use of essential electronic devices such as laptops, printers, music systems, I-pods, and other electronic devices is permitted.
- If any prohibited appliance (electric heater, immersion rod, iron, or similar) is found in any room, a substantial penalty of INR 15,000 will be automatically added to the hostel fee of the room's residents.
- Each incident of an electrical appliance or light running in an unoccupied room will incur a penalty of INR 500.
- The Hostel Warden and/or their representatives, accompanied by two student hostellers, will conduct inspection rounds. A joint fine of INR 500 will be levied against all inmates of the respective room for each incident of electricity wastage.
- Covering small openings in the Hostel Room doors by any means will result in a fine of INR 300 for each incident.

POORNIMA GROUP - PLACEMENT TARGETS FOR PASSING OUT BATCH 2027

Program Name	PCE	PIET	PU	Total
B.Tech-(Civil)	49		31	80
B.Tech-(CS) (All Specializations)	447	486	768	1701
B.Tech-(ECE)	31			31
B.Tech-(Electrical)	30		36	66
B.Tech-(IT)	63			63
B.Tech-(ME)	28		13	41
BCA			526	526
MCA			258	258
M.Tech			65	65
Technical	648	486	1697	2831
B.Arch			13	13
B.Com			77	77
BA			39	39
BBA			458	458
B.Des-(FTD)			15	15
B.Des-(ID)			14	14
B.Sc-(Animation and VFX)			30	30
B.Sc-(Environmental Science)			10	10
B.Sc-(Gaming)			16	16
B.Sc-(H&HA)			36	36
B.Sc-(Physics)			22	22
BVA-(APPLIED ARTS)			10	10
BVA-(PAINTING)			8	8
M.Des			7	7
M.Plan			13	13
MBA			265	265
MPH			7	7
MVA			10	10
MYS&TM			9	9
MA			10	10
Non-Technical	0	0	1069	1069
Total	648	486	2766	3900

INITIATIVES & INNOVATIONS AT POORNIMA

WISE (Women in Science and Engineering): Strengthens the technological role of women. Organizes social programs (hospital, slum, orphanage visits). Aims to increase female enrolment in Science, Engineering, and technical subjects, developing their skills through training, projects, visits, and workshops for career progression.

TUTOR SYSTEM: Provides learning and assessment where a tutor acts as a friend, philosopher, and guide. Tutors help, guide, and support students academically and personally, acting as a teacher, mentor, second parent, and confidant. It's vital for struggling students.

OPEN BOOK TEST (OBT): Launched in 2009 to promote critical and creative thinking, supporting Poornima's teaching programs. OBT restores the true meaning of education for both teachers and students.

INDUSTRIAL VISITS: A tactical teaching method providing practical learning through interaction, working methods, and employment practices. Organized regularly with seminars and workshops to give hands-on experience and practical knowledge not available in lectures.

RESEARCH & DEVELOPMENT LAB (R&D): Provides updated technologies and equipment to promote R&D, equip students/faculty with latest advancements, offer engineering consultancy, and enhance engineering education with research to meet industry needs. This includes CRID at PU, AICTE-IDEA lab at PIET, and a Centre of Excellence at PCE.

SPECIAL CLASSES FOR SKILL DEVELOPMENT: Training for final year students to excel in placements, including guidance, experience sharing by alumni, and discussion on exam patterns and past placements.

SURVEY CAMP: A compulsory curriculum part for engineering students, conducted regularly to provide field work exposure, foster leadership, and teamwork. Students work in groups, mentored by faculty.

AADHAR: A technical competition and project exhibition for 1st-year students, providing an innovative platform to recognize and reward technical talent. Outstanding projects are showcased and awarded.

POORNIMA LAKSHYA & AAROHAN: The annual cultural sports fest. Events are categorized into Sports (Tennis, Chess, etc.), Cultural (Dance, Mime, etc.) & Club (Sur-Sangram, Roadies, etc.)

PBIC, PIIC & PU-INCENT: Established to foster entrepreneurship among youth. The E-Cell organizes events like business plan contests, quizzes, and idea generations for students across the country. Long-term, it assists students starting ventures, associating with NEN (National Entrepreneurship Network).

KALANIDHI: The Annual Prize Distribution Ceremony on October 2nd, felicitating academic and non-academic toppers (class, branch, subject) with gold, silver, and bronze medals, and certificates. Parents are invited. Awards include Best Student, Best Hosteller, Best Attendance, etc.

COMPUTER LITERACY PROGRAM: The "Techno Freaks" club provides fundamental IT skills classes to young children from slum areas and those working in the college mess, held every Tuesday, Thursday, and Saturday for one hour.

INDUCTION & ORIENTATION PROGRAM, PEHLA KADAM: Orientation for newcomers to adapt to Poornima's culture. Includes speeches, special lectures on academics and non-academics, general facilities, activities, events, interaction with seniors, exam info, HOD interaction, career talks, and more.

SOCIAL VISITS: Encourages social responsibility through activities like tree planting, helping the poor, blood donation, and visiting orphanages/old age homes.

POORNIMA INFORMATICS CENTRE (PIC): Streamlines intra-college communication and shares relevant, latest information about Poornima Group happenings on the website and social media, including announcements,

conferences, placements, results, industrial tours, faculty achievements, and events. It's the central contact point for information and manages e-communication.

POORNIMA ALUMNI SOCIETIES (PAS): Established to unite alumni. Alumni are Poornima's ambassadors, representing its past and future. They are encouraged to mentor students, recruit, attend events, and share expertise. PAS maintains regular contact between alumni and the alma mater, supporting and guiding juniors.

FACULTY FELICITATION PROGRAM: Conducted on Teachers' Day to appreciate the efforts of faculty and technical staff for their contributions and supreme results. Awards are given based on various criteria to encourage a positive, competitive environment.

TEACHER'S DAY CELEBRATION: Annual tribute by students to teachers, involving surprise games and activities to make them feel special.

UNIFORM: Promotes uniform behavior, ethics, and unity among students from different regions, creating a professional identity and pride in the institute.

POORNIMA STUDENT WORK ABROAD PROGRAM (POORNIMA SWAP)

Poornima Group and AIESEC Jaipur partner to promote student exchange through international internships.

- **Outgoing Global Volunteer (OGV):** 6-12 week internships abroad (non-India) in projects, NGOs, or schools, offering leadership experience and global learning.
- **Outgoing Global Talent (OGT):** 12-72 week professional internships abroad for developing leadership and cross-cultural experience.
- **Outgoing Global Entrepreneur (OGE):** 6-12 week entrepreneurial internships abroad with startups, accelerators, or incubators to foster leadership and growth.

STUDENTS' COUNCIL: Introduced in 2017-18 to instill self-motivation, confidence, and leadership, and ensure student empowerment. The Council (Chair, Co-Chairs, Captains, Vice Captains) represents various clubs and helps in decision-making, managing activities, and maintaining discipline. It is a unique initiative for creating responsible global citizens.

- **Objectives:** Cultivate student hobbies/interests, showcase talents, nurture managerial/leadership skills, organize activities, and facilitate interschool interaction.
- **Structure:** 1 Chair, 2 Co-Chairs, and various clubs.

POORNIMA PAATHSHALA: An initiative to provide quality education to underprivileged children, regardless of socio-economic status, aiming for their overall development, self-reliance, and responsible citizenship. It views education as key to breaking the cycle of poverty, illiteracy, and child labor. SAARTHIs (student ambassadors) from various institutions and hostels represent the Paathshala, which operates from Poornima Informatics Centre.

POORNIMA – IDEA LAB: PIET received an AICTE grant (Rs. 50.39 L from AICTE; total project cost 114.78 L) to establish an AICTE-Sponsored IDEA Lab (the only one in Rajasthan among 49 nationally). This 24x7 Industry 4.0 Hi-tech lab will focus on Robotics, 3D Printing, IoT, GIS, and Bio-Manufacturing, encouraging creative thinking, problem-solving, and collaboration.

- **Objective:** Make engineering graduates more imaginative, creative, and skilled in critical thinking, problem-solving, design thinking, and collaboration.
- **Benefits to Institute:** Empowers students/faculty, supports multidisciplinary research, encourages faculty training/mentoring, generates funds via industry use, provides live project exposure, enhances placements, and facilitates in-house summer internships and skill programs for external participants.
- **Benefits to Faculty:** Enables work in new areas (Bio-Manufacturing, 3D Printing, IoT, Robotics, etc.), fosters collaboration across campuses, and supports consultancy projects.
- **Benefits to Students:** 24x7 access for college projects, encourages creative work, and supports skill development in new emerging areas.
- **Utilization:** Student-centric (by and for students), 24x7, product development approach, training for students, faculty, and industry, focused on research publication, product development (national/local), patents, and entrepreneurship.

RTU Recognized Centre of Excellence in AI and Big Data: PCE is recognized by Rajasthan Technical University as a Center of Excellence in Artificial Intelligence and Data Science.

- **Resources:** Collaborations with Microsoft, SAP University Alliance, IBM; Labs for AI, Big Data, IoT; and Work Space.
- **Objectives:** Impart AI & Big Data knowledge, provide resources for advanced learners/researchers, create project-based learning, and continually upgrade resources.
- **Training Resources (SAP):** Overview of SAP's Intelligent Enterprise, S/4HANA basic concepts, SAP Fiori UI, case studies, business simulation games, and improving business process knowledge in a dynamic environment.
- **Microsoft Resources:** Virtual Machines, Azure Tools/Services (5TB Blob Storage, Azure Credits), High-End VMs for Data Science/AI/DL, learning Big Data, Chatbots, Python, Databricks, Power BI, Power Apps, and facilitating Microsoft Azure Certifications.

INDUSTRY INSTITUTE INTERACTION (i3)

To bridge the gap between academia and industry, Poornima restricts academic engagement to 5 days a week, dedicating approximately 60 hours per semester to mandatory, module-based Industry Institute Interaction (i3) in workshop mode for all students (1st-4th year). The goal is to enhance all-round development, prepare students for national and global competition, and increase employability and placement probability by developing aptitude and technical skills.

INITIATIVES DURING THE COVID-19 PANDEMIC

Commitment to Education: "The Show Must Go On"

In the face of the COVID-19 emergency, the education sector, alongside healthcare, remained operational. Recognizing that "Corona Cannot Stop Learning," educational institutions globally, including the Poornima Group, rapidly transitioned to online learning. This shift successfully engaged students, teachers, and technical assistants during the lockdown, leveraging various digital classroom platforms and promoting e-learning.

Poornima Operations and Support

The Poornima Group continued to deliver world-class teaching and research, adapting to new modes of teaching and assessment to provide global benefits. The dedicated members of the Poornima Family were central to these efforts.

Updates and Resources

The Poornima Group was committed to providing timely news and resources to students, faculty, and staff throughout the evolving crisis. Under the guidance of their respective leadership, each campus offered extensive virtual and online programs, including lectures, webinars, workshops, and Faculty Development Programs.

Campus Protocols and Closures

To ensure safety, campus events, travels, and external visitors were cancelled, with exceptions for certain academic programming. Gatherings of more than 10 people were prohibited. Faculty and staff were encouraged to hold virtual meetings and events. Campus buildings were closed from May 15, 2020, until further notice.

Returning to Campus

All faculty and staff members resuming duties on campus were required to submit an undertaking to the HR Office of the Poornima Group. The necessary form is linked here: [Campus Resuming Consent Form for faculty and staff](#).

Quarantine Center Setup

The Poornima Group actively supported the community response by swiftly converting student hostel rooms into quarantine facilities within approximately four days. These rooms, equipped with functional electricity (tube-lights and fans) and water facilities on each floor, were thoroughly checked and handed over to the Jaipur Development Authority (JDA) officials. For security, 15 to 16 police personnel were deployed on campus, and the state government provided food services to those in quarantine.

Admissions Continuity

The Poornima Admissions team maintained continuous operations, responding to all admission inquiries round the clock via calls, WhatsApp, and emails.

SOCIAL MEDIA AND DIGITAL CONDUCT POLICY

This policy provides guidelines for the responsible and ethical use of social media and digital platforms by all members of Poornima Group of Colleges including students, faculty, staff & administrators, both on & off campus. The primary goals are to:

1. Protect the institution's reputation, brand identity, and educational environment.
2. Ensure the confidentiality of private, sensitive, and proprietary institution information.
3. Maintain professionalism and respect across all digital interactions.

General Principles of Conduct

This policy applies to all individuals who use social media and digital communication tools (including but not limited to Tiktok, Facebook, X, Instagram, LinkedIn, YouTube, blogs, and forums) in a manner connected to the institution, whether on official accounts or personal accounts when representing or referencing Poornima Group of Colleges or PCE or PIET and/or Poornima University.

Transparency and Identity

- Use social media and digital platforms to promote the educational mission, share positive achievements, and engage constructively with the community.
- Maintain professionalism and respect in all digital communications.
- Do not post anonymously to avoid accountability when discussing institution-related issues.
- Personal opinions expressed on private accounts must be clearly identified as personal and not those of the institution

Respect and Professionalism

- Treat all members of the institution and the public with respect, avoiding language or behavior that could be deemed discriminatory, harassing, threatening, or offensive.
- Avoid engaging in arguments, bullying, or inflammatory discussions on digital platforms.

Prohibition of Unauthorized Communication and Content

The following actions are strictly prohibited without prior, explicit written permission from Management of Poornima Group:

Confidentiality and Privacy Breaches

- Sharing or discussing any non-public institution information, including but not limited to:
 - Internal administrative or financial data.
 - Unreleased curriculum, program changes, or research data.
 - Details of ongoing disciplinary proceedings, investigations, or legal matters.
 - Images, Videos or Personal information related to individuals affiliated with the institution (academic performance, health data, contact information) of students, faculty, or staff, in accordance with privacy laws.

Defamatory and Disparaging Content

- Posting, sharing, or endorsing any content that is false, libelous, defamatory, or maliciously critical of the institution, its management, its educational quality, its reputation, or any individual Community Member in their professional capacity.
- Creating social media accounts, pages, or groups that use the institution's name, logo, or reputation in a misleading or disparaging manner.

Accuracy and Responsibility

- Verify facts before sharing information to avoid the spread of misinformation or rumors.
- Clearly identify official communications and avoid impersonating institution representatives unless authorized.

Unauthorized Use of Intellectual Property

- Respect copyright and intellectual property rights. Do not use the official institution logo, seal, or copyrighted branding material (images, videos, documents) and content without formal authorization for personal use or in connection with criticism of the institution.
- Impersonating the institution's official or spokesperson.

Disciplinary Actions and Penalties

Violations of this policy will be subject to disciplinary action, up to and including immediate termination of employment for faculty/staff, expulsion for students, and legal action. Penalties will be assigned based on an assessment of the content, the platform's reach, and the measurable or anticipated level of damage to the institution's image and operations.

Level of Damage	Description and Impact	Applicable Penalty (Faculty/Staff)	Applicable Penalty (Student)
Level 1: Minor/ Low	Content is quickly removed, has limited reach (less than 100 views/shares), and results in negligible or reversible reputational or operational harm.	Verbal warning documented in personnel file. Mandatory sessions to be conducted by faculty to recuperate image of institution	Formal written warning and parental notification (if applicable). Mandatory digital ethics counseling and certifications to be done by students.
Level 2: Moderate	Content gains significant traction (100–1,000 views/shares), requires moderate effort (PR statement, administrative time) to mitigate, and causes measurable harm to institutional morale, partnerships, or immediate enrollment/recruitment efforts.	Written reprimand placed in personnel file. Suspension/ Pay deduction (1–3 days). Possible loss of privileges or internal funding.	Suspension from the institution (1 to 2 weeks or equivalent). Ineligibility for student council roles or scholarships.
Level 3: Severe/ High	Content is viral (over 1,000 views/shares), leads to verifiable loss of funding, major damage to reputation/brand, requires substantial legal or public relations intervention, or involves the disclosure of highly sensitive, confidential, or legally protected information.	1. Immediate termination of employment. 2. Reporting. Legal action seeking damages or injunctive relief.	1. Immediate expulsion from the institution. 2. Permanent revocation of any degrees/certificates earned (if warranted by findings). 3. Legal action seeking damages or injunctive relief.

* The management reserves the right to determine the level of damage and apply appropriate penalties based on a thorough investigation, in accordance with established institution procedures for due process.

Use of Official Accounts and Consequences of Policy Violations

- Only authorized personnel may create or manage official social media accounts representing the institution, and these accounts must uphold the highest standards of professionalism, accuracy, and transparency.
- Violations of this policy may result in disciplinary action, including but not limited to warnings, suspension of digital privileges, or other sanctions in accordance with institutional codes of conduct.
- Illegal activities will be reported to appropriate authorities.

Digital Security

- Use strong passwords and security measures to protect accounts associated with the institution.
- Report any security breaches or suspicious activities immediately to the institution's IT department.

Policy Review and Updates

This policy will be reviewed from time to time and updated as necessary to keep pace with evolving digital platforms and legal requirements. All members of the Poornima Group of Colleges are expected to familiarize themselves with this policy and seek guidance when unsure about appropriate conduct online.

CHAPTER – 2

ACADEMIC & ADMINISTRATIVE POLICIES RELEVANT FOR STUDENTS

KALANIDHI: THE ACADEMIC & ACTIVITY AWARDS

Poornima College of Engineering (PCE) & Poornima Institute of Engineering & Technology (PIET)

The management of Poornima Group proudly facilitates the recognition of student potential through its annual prize distribution ceremony, 'Kalanidhi'. Held annually on the auspicious date of October 2nd, this event serves as a platform to honor high achievers from both PCE & PIET. Accolades are bestowed upon students based on a rigorous evaluation of their academic prowess & holistic performance throughout the preceding academic session.

General Administrative Policies & Eligibility: To ensure fairness & broad recognition, the following governing principles apply to all award categories:

- The "Single Highest Award" Rule: No student shall be the recipient of more than one Poornima Ratna award in a single year, even if their performance qualifies them for multiple. In instances where a student qualifies for multiple awards in one category, they will be conferred the award holding the higher value & prestige. For awards determined by University/ Institution results, re-evaluated marks will be considered, provided the updated results are declared prior to the finalization of the award list. Repetition is permitted in the second category of awards i.e. - Academic, Co-Curricular & Activity Awards
- The award of lesser value will subsequently be passed to the next eligible performer in the merit list. However, the original top performer will still receive an honorary mention during the ceremony as the best performer in that category. This rule applies strictly to individual categories & excludes group or team awards.
- A fundamental prerequisite for all awards is that students must not be involved in any form of indiscipline. Furthermore, students who have discontinued their studies are ineligible for consideration.
- For all award purposes, a "Section" is defined as a unit comprising 60 students.
- In all matters regarding interpretation or dispute, the decision of the Poornima Group management is final & binding.

POORNIMA RATNA

These accolades are instituted to honor the legacy of distinguished individuals & celebrate exceptional student contributions.

Shanti Devi Singhi Memorial Award: To recognize academic perfection in the foundational year.

- Eligibility: Conferred upon one student annually who secures an A+ grade or higher in every theory subject during the 1st & 2nd semester. The Award: An advanced E-Learning Gadget.
- Terms of Usage:
 - The list of eligible students is announced following the declaration of 2nd Semester results.
 - Subsequent changes to results by the institution do not alter the finalized list.
 - The gadget is provided on a lease basis for use within the college for the duration of the 4-year study program. Upon successful graduation ("passing out"), the gadget is permanently transferred to the student.
 - Availability is limited to one gadget per eligible student. Awards may be withheld if criteria are not met in a specific year.

Arun Chandra Singhi Memorial Award: Awarded to students scoring highest on parameters including academics, significant external representation of the institute, attendance, discipline, leadership, & student-centric innovation all throughout the journey as student at Poornima. Recipients & Reward:

- Best Boy & Best Girl (Final Year): INR 11,000 (One each from PCE & PIET respectively)

Basant Kanwar Seth Memorial Award: Sponsored by Late Dr. S. M. Seth, Founding Chairman, Poornima Group in memory of his mother. Criteria: Bestowed upon the overall girl topper of the B.Tech First Year.

- Reward: Cash prize of INR 5100 awarded to one girl from PCE & PIET respectively

Gold Medal for Academic Toppers: Gold Medal, INR 7,100 Cash Prize, & a certificate.

- Awarded to one boy & one girl topper from each year (I,II,III,IV) at PCE & PIET respectively.

Jalmeen Kaur Influencer of the Year Award

This award is incepted & sponsored by Sh. Abhayjeet Singh (Alumnus, Batch 2005, PCE) in loving memory of his mother, Late Smt. Jalmeen Kaur. She was a beacon of compassion & knowledge who believed in the transformative power of learning. Her son initiated this award to perpetuate her legacy & passion for education. The award aims to inspire students to embody the values cherished by Jalmeen Kaur, encouraging them to strive for excellence in future endeavors.

- Criteria: Presented to one top performing student (irrespective of gender) from PCE & PIET each, who demonstrates exceptional performance of the highest order in any field of human endeavor, thereby influencing the lives of many peers.
- Reward: A cash prize of INR 3,500 & a certificate.

ACADEMIC, CO-CURRICULAR & ACTIVITY AWARDS

Recognizing talent beyond the classroom, including leadership, coding, sports, & cultural arts.

Anushree Gopalia Memorial Award: Instituted in memory of Late Smt. Anushree Gopalia (Student, Batch 2003-07, PCE), who tragically lost her life in a road accident. A dedicated fund created by her batchmates & the institution supports this award via accrued interest. This is awarded to the Best Girl of the Final Year at . Selection is based on a holistic evaluation of academics, attendance, discipline, co-curricular/ extra-curricular involvement, & innovative initiatives benefiting the institution & society. Reward: A cash prize of INR 5,100.

Stellar Student Award: Presented to one final year student each from PCE & PIET who acts as a brand ambassador for Poornima through activities conducted beyond the institution level. Reward: A cash prize of INR 5100 & a certificate.

Silver Medal for Section (60) Toppers: Silver Medal, INR 3,100 Cash Prize, & a certificate. First Year to Final Year: Awarded to the topper of each section (60) at PCE & PIET.

Outstanding Contribution Award: Given to non-final year students who exhibit excellence in academics, external representation, discipline, leadership, & innovation. Recipients: One boy & one girl from the 2nd & 3rd year of both PCE & PIET. Reward: Cash prize of INR 3,100 & a certificate.

Best Attendance Award: Awarded to the student with the highest attendance recorded in TCSiON ERP from each section (60). - Recipients: One student from each section (60) of PCE & PIET. Reward: Cash prize of INR 2,100 & a certificate.

Project Innovation Awards:

- Final Year Projects: The project securing maximum marks in every department of PCE & PIET receives INR 6,100 & a certificate.
- Non-Final Year Projects: The project securing maximum marks per year in every department of PCE & PIET receives INR 3,100 & a certificate.

Coder of the Year Award: Awarded to one student per year holding the highest rank on [Hackerrank.com](https://www.hackerrank.com) . Reward: Cash prize of INR 5,100 & a certificate.

Entrepreneur of the Year Award: Awarded to one student from PCE & PIET each having the highest revenue in the entrepreneurial venture while studying at Poornima. Reward: Cash prize of INR 2,100 & a certificate. Awards may be withheld if criteria are not met in a specific year.

Research & Innovation Excellence Award: Awarded to one student from PCE & PIET each having the highest H index as per google scholar profile. Reward: Cash prize of INR 2,100 & a certificate. Awards may be withheld if criteria are not met in a specific year.

Anchor of the year Award: Awarded to one student from PCE & PIET each having the highest votes in an online voting for best anchor of the institution. Reward: Cash prize of INR 2,100 & a certificate. Awards may be withheld if criteria are not met in a specific year.

Best Sports Person Award: Recognition for outstanding performance in sports at the district, state, or national level. Certificates must correspond to the duration of the student's study at Poornima.

- Recipients: Two boys & two girls from PCE & PIET Each, Reward: Cash prize of INR 3,100 & a certificate. Awards may be withheld if criteria are not met in a specific year

Best Cultural Award: Recognition for outstanding performance in cultural events at the district, state, or national level. Certificates must be from the duration of study at Poornima.

- Recipients: Two boys & two girls from PCE & PIET Each. Reward: Cash prize of INR 3,100 & a certificate. Awards may be withheld if criteria are not met in a specific year.

Hostel Awards: Awarded to resident students who demonstrate exemplary academic performance, mentorship of juniors, consistent participation in hostel activities, & the highest level of discipline & leadership.

- Recipients: One outstanding boy & one outstanding girl from PCE hostels & PIET hostels. Reward: Cash prize of INR 5,100 each & a certificate.

Alumni Awards: Honoring the continued success & impact of alumni (to be awarded at the Annual Alumni meet).

- Poornima Distinguished Alumnus Award - Recognition of outstanding professional contributions, including the creation of knowledge/ wealth, enrichment of lives, or establishment of high ethical standards
- Eligibility: Alumni who graduated more than 5 years ago. Quantity: 1 award each from PCE & PIET
- Iconic Poornimaite of the Year: Nominated by Management; winner selected via public online voting.
- Influencer of the Year (Alumni Category): Exceptional performance in any field of human endeavor that influences the lives of Poornimaites. Reward: A medal & a scroll of honor

SCHOLARSHIP FOR CULTIVATING ONLINE PURSUIT OF EDUCATION (SCOPE)

The primary aim of this scholarship program is to inspire students to take up Massive Open Online Courses (MOOCs) developed by the most proficient educators in the country, enabling them to enhance their knowledge alongside other learners from the nation. However, it is essential to note that only MOOCs from SWAYAM and NPTEL will be eligible for selection under this scheme.

Introduction to MOOCs: SWAYAM and NPTEL

The institution encourages students to take Massive Open Online Courses (MOOCs) to supplement their learning and enhance career prospects. The courses recognized for this purpose are offered through two major Government of India initiatives: SWAYAM and NPTEL.

SWAYAM (Study Webs of Active-learning for Young Aspiring Minds)

Initiated by the Government of India, SWAYAM aligns with the three core principles of the Education Policy: accessibility, equality, and quality. Its goal is to deliver top-tier teaching and learning resources to everyone, specifically targeting marginalized groups to bridge the digital divide. Courses are developed by eminent educators and are freely accessible to all learners. A nominal fee is charged for those who opt to register for the final, mandatory, in-person proctored examination to receive a certificate.

NPTEL (National Programme on Technology Enhanced Learning)

A joint project by the Indian Institutes of Technology (IITs) and the Indian Institute of Science (IISc), NPTEL aims to deliver high-quality education nationwide. Its main objective is to provide students with verifiable course completion certificates, thereby boosting their employability or readiness for higher education. These online courses range from 4 to 12 weeks and cover subjects relevant to students across all academic years, including core courses in sciences and humanities, and exposure to relevant tools and technologies.

Scholarship Scheme for MOOC Certification - To promote the use of MOOCs, the institution offers a reimbursement for the examination registration fee upon a student's successful completion of a MOOC in their first attempt.

- **Eligibility:** Successful completion of a MOOC on the SWAYAM or NPTEL platform in the first attempt.
- **Reimbursement Limit:** The maximum scholarship amount is INR 1000 per examination.
- **Procedure:** To claim the reimbursement, students must submit the fee receipt, score-card, and the course certificate to the concerned department within the time frame stipulated after the declaration of results.

Terms and Conditions - The following conditions govern the MOOC certification and scholarship eligibility:

1. The scholarship is valid for MOOC certifications completed after April 1st, 2023.
2. Only courses offered on the SWAYAM and NPTEL platforms qualify for the scholarship.
3. Students may select any MOOC, in any language and at any time, provided the course is relevant to their degree program.
4. Prior to enrolment, students must inform their Head of Department (HOD) as the credits earned from the MOOC will be transferred to their regular degree record.
5. The course's respective tutor reserves the right to monitor the student's progress and report to the HOD or Dean.
6. Reimbursement is limited to one MOOC examination fee per semester.
7. MOOCs must be taken strictly in a self-study mode.
8. No attendance will be recorded, and no separate examination will be conducted by the department or examination cell for these courses.
9. SWAYAM will issue a certificate, including the earned credit, to all students who pass their examination. The examination center for SWAYAM MOOCs will be determined by SWAYAM.
10. The HOD/Dean is responsible for submitting the list of registered students and their course names to the Examination Cell.
11. The marks obtained in any MOOC are final and no alterations or changes will be considered.
12. Students are solely responsible for registering for the MOOCs, the timely submission of assignments, and appearing for the examinations.

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

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

Before participation:

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

After participation:

1. Students will need to return back the issued kits in the same condition as they were issued within 7 days of arrival of the team in Poornima. Penalty @ INR 100 per day will be imposed if students do not return the kits on time. In case the kit is returned in dirty condition, a penalty of INR 200 per kit will be imposed by the office of warden.
2. Upon arrival in Jaipur, Each participating team captain will have to submit the following to the Office of Chief Warden in soft format via email & CC to respective Tutor, HOD, Chief Proctor, Chief Warden, Registrar, COE/ Exam Head & PIC.

- A. List of Team Members & their expertise (for ex. in soccer – goalkeeper, forward, mid fielder, coach and captain)
 - B. Detailed score of each game & subsequent result (of each game & overall)
 - C. High resolution pictures which can be used in newspapers for media promotion.
3. After submission of all of the above documents, Office of Registrar will reimburse each player as per the following details:
- A. For participating in AIU National, AIU Zonals and RTU Tournaments:
 - Against TA/ DA - To be completely reimbursed as per “Travel Rules” policy.
 - Against Registration - To be completely reimbursed by Poornima.
 - Against Tracksuit - If Podium Finish: 100% or INR 700 whichever is lower; otherwise 50% or INR 350 whichever is lower.
 - B. For participating in other tournaments:
 - Against TA/DA - To be completely borne by students themselves.
 - Against Registration - To be completely borne by students themselves.
 - Against Tracksuit - If Podium Finish: 100% or INR 700 whichever is lower otherwise 50% or INR 350 whichever is lower.
 - C. For Accompanying Coaches in AIU National, AIU Zonals, RTU and any other tournaments and who are coming to Poornima on visiting basis:
 - Against Accompanying Honorarium - ₹ 1000 per day to be paid by Poornima.
 - Against Tracksuit - 100% expense to be reimbursed by Poornima.
 - Against Lodging, Boarding, Meals etc - 100% to be reimbursed as per “Travel Rules” policy.

Please Note:

- No relaxation in examinations will be given for practice sessions or practice matches.
- No relaxation will be given during the End Semester Examination, whatever may be the case.
- All such cases should be compiled by the Office of Chief Warden with student details (name, Reg. no., year, sem., course, branch etc.) and recommended to the Controller of Examination or the Exam & Secrecy Head, indicating the event duration (including travel time), at least seven working days prior to the start of the concerned examination, as per the academic calendar. The examination for the subjects falling under the stated period only will be considered and not the full duration of the exam.
- If due to any reason the team / individual quits or is unable to qualify further during the game play, a shorter revised duration (including travel time) must be recommended by the Office of Chief Warden within a day. In this case the student must also be asked to continue with regular exams / classes from that point onward, by the Office of Chief Warden.
- In case of misleading, forged or wrong information the exam of the concerned student may also stand canceled.
- The Office of Chief Warden will be responsible to coordinate with the respective department at all stages for attendance & academics of students.
- In case of any ambiguity, the final decision will be made by a committee consisting of the Head of Institution, Chief Warden, Exam Head or COE & Chair of Students’ Council within 3 working days of the last exam held.
- TA/DA shall be reimbursed by Poornima in accordance with Category–3 provisions of the “Travel Rules.”

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

Student Obligations (What Students Must Do):

- **Attendance and Punctuality:** Attend all classes, laboratories, and tutorials regularly and arrive on time. Attendance records will be closed ten minutes after the scheduled start of a class.
- **Academic Dedication:** Take academic responsibilities seriously, be receptive to tutor advice, and complete all required coursework (assignments and homework) by the given deadlines.
- **Respect for Diversity:** Show respect for all members of the college community, acknowledging and valuing their diversity.
- **Property Respect:** Treat the property of the college, staff, other students, and visitors with care and respect.

Prohibited Actions (What Students Must Not Do):

- Littering on college premises.
- Entering the college while under the influence of, or in possession of, alcohol, illegal drugs, or weapons.
- Using offensive language or wearing clothing that displays offensive slogans.

- Having a mobile phone switched on during lectures, labs, or tutorials.

Examples of Misconduct (Actions Subject to Disciplinary Action): Any of the following may result in disciplinary action:

- Failure to meet any of the established student obligations listed above.
- Refusal to follow the reasonable instructions of any member of staff.
- Smoking within college premises.
- Academic dishonesty, including cheating, plagiarism, or copying the work of others.
- Disruptive or unruly behaviour, including excessive noise or the use of foul/abusive language.
- Disrupting any class or college activity, regardless of whether staff or students are involved.
- Causing damage, whether deliberate or due to gross negligence, to college property (buildings, equipment, books, furnishings) or the property of others.
- Unauthorized interference with college software or data.
- Theft or any other dishonest act.
- Drunkenness on college premises or during any college-associated activity, or the use, possession, or supply of any illegal drug.
- Any form of bullying, intimidation, taunting, verbal abuse, or the use or threat of violence toward any person.
- Behavior that is racially or sexually offensive, or offensive toward individuals with learning and/or physical disabilities or impediments.
- Any conduct that could bring the college into disrepute.
- Any illegal act that negatively affects the college's functioning or other students.

Disciplinary Procedure (Actions Taken for Improper Conduct): The following progressive actions may be taken:

1. **Official Warning:**
 - Applicable to cases of minor misconduct, which may be initially handled informally by staff.
 - Issued formally by staff if the misconduct is repeated or warrants more formal treatment.
2. **Disciplinary Interview with Chief Proctor:**
 - Required for more serious complaints or for repeat misconduct following one or more official warnings.
 - Any formal written warning resulting from this interview will be issued within five days.
3. **Disciplinary Interview with Board:**
 - Required in cases alleging gross misconduct or when further misconduct occurs after a student has received a formal written warning. The student will be summoned to appear before a Disciplinary Board.
4. **Suspension:**
 - A student may be immediately suspended by a Chief Proctor pending a disciplinary hearing if there is reason to believe the student has committed an act of gross misconduct.
 - This suspension must be confirmed in writing within 2 days, and the student will be invited to a Disciplinary Board interview, which should ideally occur within 10 days of the suspension.
5. **Permanent Expulsion:**
 - A student may be permanently expelled from the college for repeated misconduct when all previous measures have failed to result in improvement.

Attendance Guidelines:

- Attendance will be recorded at the beginning of every class by the faculty using 'A' or numerical values (1, 2, 3, 4...) on the attendance sheet. Marking absences with a dot is not allowed. The attendance sheet must be completed during the class period.
- A record of latecomers will be compiled, posted, and followed up on by the Head of Department (HOD).

Policy on Mass Bunking and Mobile Phones:

- **Mass Bunking:** A class will be considered a "mass bunk" if the attendance falls below 15% of the total class strength.
 - The Head of the institution / HOD will issue a separate notice to apply negative attendance (maximum -3) for each period missed due to mass bunking. Faculty members will continue to mark the actual attendance as routine.
- **Mobile Phones:** Use of mobile phones in lectures, tutorials, and labs is permitted for students, staff, faculty, and officers only with prior, approved permission from the respective HOD.
 - Defaulters (students) will have their mobile phones retained by the Proctor for one week.
 - Defaulters (Poornima Faculty & Staff) will have their mobile phones retained by the Principal/ Director for one week.

POLICY FOR CHARGING HOSTEL FEES UNDER HOSTEL FEE RELAXATION SCHEME

Eligibility: Policy for charging Hostel Fees under 'Hostel Fees Relaxation Scheme' is for students of Final Year studying in PCE, PIET, PU and living in Hostels of PU, PCE & PIET and going for Semester Long Internships/ Placement assignments.

Objective: In light of growing requirement of semester long internships and placement assignments of final year students living in PU, PCE & PIET Hostels, the management of Poornima Group has decided to revise the existing policy under 'Hostel Fees Relaxation Scheme'. The students of PU, PCE and PIET living in these hostels who are duly selected through the laid down process of TPO and are permitted by Institutional/Hostel Authorities of respective campuses will be considered for 'Hostel Fees Relaxation' in their annual hostel fees. The relaxation will be applicable only to those hostellers who will have appropriate approvals in format S6 of 'Authorization Letter for Internship/Placement Assignments'.

The students will be permitted for 'Hostel Fees Relaxation Scheme' subject to fulfilment of following conditions:

1. This scheme is open for final Year students only who are living in PU, PCE, PIET Hostels and are authorized by TPO and campus/hostel authorities for semester long internships/placement assignments.
2. In order to be eligible for hostel fees relaxation under this scheme these students will have to complete the internship/placement assignment successfully. Those who leave the internship and placement assignments in between or are removed/discontinued by the industry for any reason will not be allowed the hostel fees relaxation irrespective of their non-stay in the hostel.
3. Under this scheme the student will be allowed hostel fees relaxation to the tune of 40%/ 30% of annual hostel fees (subject to receive the NOC in December/January Month) as per the category of accommodation and clear all the dues of the hostel.
4. The scheme is applicable only to those who have been selected for a semester-long internship or placement assignment till December/January month.
5. The student will have to vacate the hostel room as soon as he/she receives the NOC from the registrar office.

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

1. Each student has to obtain an authorization letter for internship from the Institutional Head before applying to Chief Warden for vacating the hostel.
2. The student also must obtain an order of approval from the hostel office before vacating the hostel.
3. This facility is available only against semester long internships and no other reason for leaving the hostel in between the session will be entertained.
4. Administrative note of this effect will be prepared by the Training & Placement Office and will be approved by respective HoD, Registrar and Dean/ Institutional Head before issue of Authorization Letter.
5. The Hostel Warden will issue appropriate approval for vacating the hostel only after administrative approval of Director Student Welfare, Poornima Group.

For any query or interpretation of above terms the decision of the Director (Student Welfare), Poornima Group will be final and binding.

RULES & REGULATIONS FOR HOSTELLERS

1. The student who wishes to reside in the hostel is not allowed to leave the hostel during the mid-session or at any point of time during the session, except in the case if he/she has been expelled from the hostel on account of disciplinary action/misconduct/short attendance etc.
2. Hostel fee is nonrefundable. In case the student has been expelled from the hostel on account of disciplinary action/ misconducts/short attendance etc. His/her hostel fee will automatically be forfeited. No claim for any kind of refund will be entertained.
3. No hosteller will be permitted to continue to occupy a hostel room, unless he/she pays hostel dues within stipulated time. Any delay in payment of dues will attract fines as per rules.
4. Use of intoxicants (alcohols and drugs) and smoking is strictly prohibited by law.
5. Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/indirectly in

disciplinary activities like theft case/ragging/ fighting/quarrelling/use of abusive language/misbehave with fellow students, juniors/seniors within campus or with outsiders at public places and also with staff members, the disciplinary action shall be initiated against him/her as deemed necessary or may be handed over to police for legal proceedings according to nature of offense for which entire responsibility lies on the concerned hosteller.

6. To carry food or utensils from the mess in the hostel room is strictly prohibited. However, in case of infectious disease or severe sickness or orthopaedic reasons, special permission may be obtained from the Mess Incharge through Director (Student Welfare)/ chief warden/ warden in writing.
7. The hosteller is required to follow the mess timings & mess regulations meticulously.
8. No hosteller is allowed to use the stove, heater, iron, coolers, immersion rod etc. Unless specifically permitted by the competent authority.
9. The hosteller will ensure optimal utilization of electricity and water. Switch off the lights & fans when not in use. Wastage of water is strictly prohibited.
10. The hosteller will provide an authorization letter from his/her parents to nominate a local guardian containing his/her name, relationship, address and phone numbers.
11. Borrowing money from co-hostellers is strictly prohibited.
12. Any loss or damage to fixtures and fittings as well as to furniture will attract a penalty as per norms.
13. Organizing private parties/celebrations in college/hostel premises is strictly prohibited.
14. Keeping valuable things in the hostel room is strictly prohibited. However, under unavoidable circumstances, the hosteller himself/herself will ensure safeguarding of valuable things and other personal belongings from theft/loss/damage.
15. The hosteller is not allowed to keep and use two wheelers without prior permission in writing along with valid documentary proof from the competent authority.
16. The residence of chief warden/ warden and the faculty members is out of bound for all hostellers at all times. In case of any emergency, the student may contact the concerned chief warden/warden telephonically.
17. Every hosteller is required to attend college regularly on time without fail. No hosteller will stay back in the hostel during college hours, unless specifically permitted by the competent authority. In case the attendance of the hosteller in the college is less than 75%, he/she will not continue to stay in the hostel.
18. Every hosteller is expected to take part in academics, non-academics and co-curricular activities conducted during the academic year in the college and hostel.
19. The hosteller is required strictly adherence to official timings for regular classes, mentor/extra-classes, official functions, silence hours, outing, games, sports & gymnasium, net lab, canteen etc.
20. The hosteller is expected to avail facilities provided for personality development and enhancement of professional skills & knowledge by the college management.
21. No hosteller will leave college or hostel campus, unless he/she obtains an out pass issued by concerned hostel chief warden/warden and duly recorded in face recognition machine available at main/hostel gate.
22. The leave may be sanctioned to the hosteller with prior recommendation from the concerned warden. The hosteller will ensure signature of his/her parents/guardian on leave pass while reporting back to hostel on completion of leave.
23. No visitors/guests/parents are allowed in the hostel building. However, the hosteller may be permitted to meet them with prior permission from the concerned hostel chief warden/warden at the hostel reception room between 3:30 pm to 7:30 pm only.
24. The hostellers will mark their attendance in a FRAS machine installed at hostel gate on a daily basis between 8:00 pm to 9:00 pm.
25. The hosteller will maintain a proper discipline and congenial environment during all the activities which would be conducted during the session in the college as well as in hostel premises.
26. In case of any emergency, contact the Director (Student Welfare) on mobile no. 9829255103.

TRANSPORT RULES & REGULATIONS

1. Transport Fee will be paid as per circulars released by the Transport department from time to time.
2. Boarding in the bus will not be allowed without a valid transport card for the current session.
3. Pickup time from every point is fixed and the bus will not wait on any pickup point.
4. Pickup points and bus routes would be decided by the college management. Everyone is required to board the bus from designated points only.
5. Every student who is availing the transport facility is advised to travel only in prescribed buses for their routes. They are not allowed to switch over to another bus or other routes without prior permission in writing.
6. NO CLAIM FOR REFUND WILL BE ENTERTAINED. In case of place change to higher distance category, difference fee for Full session (if changed till Odd Sem.) and half session (if changed during Even Sem.) will be returned / charged.
7. In case a student who decides to discontinue transport facility during the mid-session would inform the competent authority in writing. In such cases, NO FEE will be refunded.
8. Bus facility is not available during Sunday / Holiday / Vacation.
9. The College management is not liable to provide alternative transport arrangement:
 - (i) If a student is required to attend college during Sunday / Holiday / Vacation. Students will have to make his/ her own arrangements to reach college.
 - (ii) If a student misses the bus for any reason.
10. The college management is not responsible for theft / loss of property during traveling by bus.
11. In case of breakdown of the college bus, no charges towards alternative conveyance would be paid.
12. No one would be compensated for the distance covered by him/her for boarding the bus from the designated point.
13. Ragging is strictly prohibited by law. Any student who is traveling in the college bus found indulging himself / herself directly / indirectly in disciplinary activities like theft case/ragging/ fighting/ quarrelling/ use of abusive language/misbehave with fellow students, juniors / seniors and also with Staff members, the disciplinary action shall be initiated against him / her as deemed necessary or may be handed over to police for legal proceedings according to nature of offense for which entire responsibility lies on the concerned student.
14. Everyone expected to maintain proper discipline during the journey. Any loss or damage to the college bus due to disciplinary activities by the student during the journey will attract a penalty as per rules.
15. The boarding is entirely at risk of the student availing transport facility. The college management does not own any type of responsibility towards compensation of any nature whatsoever.
16. In case of any emergency, contact Transport Incharge on Mobile No. 9829855509/ 8282823728

CHAPTER – 3

ACADEMIC & ADMINISTRATIVE POLICIES RELEVANT FOR FACULTY & STAFF

PROCEDURE FOR APPOINTMENT & JOINING

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

For Applying at Poornima Group

- The applicant must apply through online process only by mailing their CV at director@poornima.org
- The application will be screened & shortlisted as per current vacancies & requirements.
- Shortlisted Candidates shall be informed by Email & Telephone and called for online Interview/ Discussion by the HR Department.
- The discussion/ Interview will consist of Technical Round & HR Round.
- One must bring all relevant documents in original as well as in photocopy during the joining process with us.

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

HOURS OF WORK RULES

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

Working Hours: Normal working hours of the institutes will be from 8.00 AM to 3.00 PM in summers and 08:30 AM to 03:30 PM in winters for faculty and technical staff. Timings for administrative staff will also be the same or may be from 9 AM to 4 PM and 10 AM to 5 PM as per the requirement of the organization.

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

Teaching staff	: 7:00 hours
Technical staff	: 7:00 hours
Administrative staff	: 7:00 hours
Subordinate staff	: 10:00-12:00 hours

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

All faculty members/ technical staff administrative staff of the Poornima Group is required to work as per following table as the salary is also computed on the basis of working days present on campus for duty:

SN	Category	Working Days	Description of Leaves					Total Leaves
			Sundays	Permitted Leaves	Sick/ Study Leaves	Summer Leaves	College Holidays	
1	Faculty Members & Technical Staff	260	52	10	4	12	27	105
2	Officers, Administrative and Sub-ordinate Staff Members	270	52	10	4	2	27	95
3	Staff Members residing in campus free of cost and engaged in running campus facilities	305			60			60

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

For a list of Holidays , refer to the academic calendar available on www.poornima.org and www.poornima.edu.in from time to time.

LEAVE RULES

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

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

- Leave is earned by duty only. Leave cannot be claimed as a right.
- Discretion is reserved to authority empowered to grant the leave, refuse or revoke leave at any time according to the exigency of the service.
- Total 07 leaves are allowed in a semester out of which 5 are Casual Leaves (04 Planned Leaves + 01 is Telephonic Leave (TL) and 02 Medical Leaves.
- If someone takes more than one TL in a semester, it will be treated as ABSENT only.
- It is advisable that faculty/ staff members should take plan leaves on Saturday (if possible).
- All the faculty & staff are required to submit their leave application for approval on or before Saturday of the previous week in which leave is to be taken.
- Medical Certificate doesn't confer the right to leave.
- All Sundays and holidays declared by the University/ college authorities shall be observed as holidays.
- If any employee remains absent from duty on any day without information/ permission of competent authority, he/ she would be marked as 'A'(ABSENT) and 1 day's leave & one day salary would be deducted from the casual leave account (total up to working days) for each such absence. A separate account shall be maintained by the registrar & it will form an important part of the performance appraisal system.
- If any employee (faculty member/ technical staff/ administrative staff of the institution) is required to work on Sunday/ holidays as per the approval of sanctioning authority, he/ she would be allowed equivalent compensatory holidays either during the session or as a part of the summer vacation, as may be feasible.
- Willful absence from duty after the expiry of leave shall render the concerned employee liable to disciplinary action.
- The academic year for the purpose of these rules shall commence as specified for the concerned academic year by the institution keeping in view the dates of examination and dates of starting of the academic activities for the next session

HOURS OF WORK AND LEAVE RULES FOR VISITING FACULTY

Objective: Appoint visiting faculty to foster strong collaboration between education and industry, leveraging external perspectives from industry professionals, academics, scholars, practitioners, and policymakers to enrich teaching and faculty knowledge.

Guidelines:

- Departments appoint visiting faculty (including finalizing pay, hours, load, and timetable) in consultation with the Head of the Institution.

- Remuneration is an hourly teaching allowance and daily allowance, subject to TDS.
- Visiting faculty's overall responsibility includes lecture preparation, teaching, guiding, assessment, and evaluation, which is covered within teaching hours.
- Additional responsibilities for department development, with prior Head of Institution approval, will be accounted for as extra hours.
- Faculty must adhere to the allotted time slot; any deviation requires prior HoD approval and email notification to the Registrar before the month-end.
- Registration under the Face Recognition Attendance System (FRAS) is mandatory; failure to register will halt monthly payment.
- Hourly pay calculation is strictly based on the finalized timetable.
- The Registrar will email the monthly remuneration statement to all visiting faculty.
- Poornima University uses Subject Matter Experts (SMEs) as Visiting Faculty to enhance student learning, especially in industry-focused Post Graduate programs. These experts, including freelancers and professionals, bring industry-relevant knowledge.
- PG programs, Ph.D. programs for senior professionals (including Indian Army), and others utilize a hybrid delivery mode, engaging experts nationally and globally. A Standard Operating Procedure (SOP) formalizes this engagement.
- Visiting Faculty deliver lectures, conduct assessments (setting papers, evaluating scripts, vivas), and enrich the learning environment with contemporary industry knowledge. While evaluation is standard, flexibility exists based on individual preference and remuneration comfort. They are **not** involved in administrative duties.
- All Visiting Faculty must submit academic credentials, though Pro VC/VC review may recommend engagement if some documents are missing. They are expected to use the FRAS ERP system for attendance, similar to full-time faculty.
- Adherence to attendance via FRAS is mandatory for transparent payment, but monitoring is more flexible than for full-time faculty. Genuine reasons for missed punches or lateness are reviewed individually by the Pro VC and approved by the VC. Repeated instances may lead to non-engagement in future semesters. During FRAS activation delays (1-2 days), classes continue, and payment is processed for delivered lectures once activated.
- Prospective faculty may deliver up to 8 demo lectures (sometimes more) to assess skills before formal appointment. FRAS registration is not required for demos; attendance is manually recorded, and payment is processed under the 'Demo' category.
- Experts may be engaged even if they cannot or are uncomfortable submitting documents (due to organizational restrictions, privacy, etc.) or using the FRAS system (online classes, organizational policies). In such cases, lecture details (date, time, topic, mode, duration) are manually recorded by the department, reviewed by the Pro VC, and finally approved by the VC to ensure flexibility, transparency, and proper record-keeping of their academic contribution.

GUIDELINES OF ATTENDANCE AND CALCULATION OF SALARY

1. Attendance and salary calculation will be managed solely through the new TCS iON ERP system and new attendance machines, replacing the old FRAS system.
2. The standard shift (e.g., 8 AM to 3 PM) allows a 5-minute punch-in relaxation (7:55 AM to 3 PM). Punching in after 8 AM results in a half-day deduction. No relaxation is given for punch-out. Minimum duty hours must be completed (7 hours for a full day, 4 hours for a half day); less than 4 hours or a single punch results in absence.
3. For approved "On Duty" (OD) reasons, the non-presence/missing punch/half-day will convert to "present." Reports of habitual OD-takers will be sent to institution heads for counseling and may lead to pay cuts or discontinuation of service in extreme cases.
4. Compensatory Leave (CompOff) is available for presence on a holiday or week off.
5. Staff called in on a Sunday or holiday will follow regular shift timings/rules, but the OD calculation denominator is 8 hours instead of 7. The staff must inform the reporting/reviewing officer via email, copying the registrar, who will compile the data for processing.
6. All leave or OD requests must be raised on TCS iON within 7 days of occurrence. Reporting/reviewing officers must approve within the same month. No corrections are permitted after TCS computes the salary (typically within 2 working days of the next month).
7. Staff must adhere to the specified shifts only.
8. Please note: The salary computation every month and reconciliation after every quarter is done on the basis of actual working days present on campus and on duty assignments approved by the management.

Shift Start Time	Shift End Time	Remarks
08:00 AM	03:00 PM	Summer Shift for all staff except daily wagers
08:00 AM	04:00 PM	Summer Shift for daily wagers and housekeeping staff
08:30 AM	03:30 PM	Winter Shift for all staff except daily wagers
08:30 AM	04:30 PM	Winter Shift for daily wagers and housekeeping staff
09:00 AM	04:00 PM	A few exceptional cases only will be entertained on a case-to-case basis only.
10:00 AM	05:00 PM	
09:00 AM	02:30 PM	Only for drivers falling under 270 WD category
09:00 AM	07:00 PM	For all staff falling under 305 WD Category. Duty hours for 305 WD is 12 hours, but punch time is of 10 hour duration.)
08:00 AM	12:00 Noon	A few exceptional cases only will be entertained on a case-to-case basis only. Pro-rata salary will be calculated in such scenario
11:00 AM	03:00 PM	

POLICY FOR AWARD TO EMPLOYEE GETTING MARRIED

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

GROUP INSURANCE SCHEME FOR FACULTY & STAFF

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

MEDICAL HEALTH INSURANCE SCHEME FOR FACULTY & STAFF

Poornima Group provides Group Medical Health Insurance to eligible, actively-employed Faculty and Staff and their dependents (Self, Spouse, up to two children) to offer financial support for medical emergencies, hospitalization, and unforeseen medical expenses.

Eligibility Exclusion: Employees availing Government/Institutional medical insurance (e.g., ESIC, RGHS/CGHS, Army Medical facilities) are ineligible.

Coverage: The scheme covers hospitalization due to illness or accident, with a maximum claim coverage/sum insured of ₹5,00,000 per policy year, subject to policy terms. This generally includes in-patient expenses (room rent, ICU, doctor fees, surgery, medicines, tests), pre/post-hospitalization costs, day care procedures, and ambulance charges as per insurer/TPA norms.

Claim Process: Treatment can be availed through cashless hospitalization at network hospitals or via reimbursement. Reimbursement requires submitting complete documentation (bills, reports, ID proof) to the insurer/TPA within the stipulated time.

Note: All claims are processed strictly under policy terms by the Insurer/TPA. Management facilitates enrollment and guidance, but final claim approval, settlement, or rejection rests solely with the insurer/TPA based on policy provisions, exclusions, and admissibility rules. Management is not responsible for claim rejection due to non-eligibility or incomplete documentation.

PAID MATERNITY & PATERNITY LEAVE

Maternity Leave: 23 working days (considered equivalent to one month's salary) will be granted to eligible employees.

Paternity Leave: 6 working days will be granted.

Eligibility: Employees who are not covered under ESIC and have completed at least one year of service (before proceeding on leave) with Poornima Group.

Approval & Documentation:

- The Review Officer will be the sanctioning authority.
- All proofs must be collected by the respective Registrar's office for records.
- The Society office must be informed for the disbursement of funds.

PAID MARRIAGE LEAVE

Leave Duration: 6 working days.

Eligibility: Employees who have completed at least one year of service before proceeding on leave.

Approval & Documentation:

- The Review Officer will be the sanctioning authority.
- All proofs must be collected by the respective Registrar's office for records.
- The Society office must be informed for the disbursement of funds.

PAID EMERGENCY LEAVE ON ACCOUNT OF DEATH OF A FAMILY MEMBER

Leave Duration: 6 working days.

Applicable for: Death of an immediate family member (Parents, Parents-in-law, Husband, Wife, Brother, Sister, Son, or Daughter).

Approval & Documentation:

- The Review Officer will be the sanctioning authority.
- The Registrar's office must inform the Society office within 3 days of availing the leave.
- All proofs must be collected by the respective Registrar's Office for information to the Society office for records and disbursement of funds.

AGE OF RETIREMENT

Management Category & Visiting Faculty: 70 years.

All Other Regular Staff: 60 years.

Exceptions: To be approved by the Managing Director, Poornima Group only.

GRATUITY FUND

Eligibility: Regular employees who have completed more than 5 years of continuous service at Poornima Group without any service break.

Gratuity Calculation Formula: $(\text{Years of Continuous Service} \times (\text{Basic Salary} + \text{DA}) \times 15) \div 26$

SUBSIDIZED ACCOMMODATION & FOOD FACILITY FOR FACULTY & STAFF MEMBERS

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

SNo.	Services	Category / Salary Range	Per Month Charges (in INR)
1	Fixed Common Maintenance Charges	Gross Salary INR 0 to INR 25000	400
		Gross Salary INR 25001 to INR 50000	800
		Gross Salary more than INR 50000	1100
2	Minimum Electricity Charges	Gross Salary INR 0 to INR 25000	400
		Gross Salary INR 25001 to INR 50000	800
		Gross Salary more than INR 50000	1100
3	Accommodation Rental	Single occupancy room with common bathroom	2000
		Single occupancy room with attached bathroom	3500
		Double occupancy room with common bathroom	1500 Per Person

		Double occupancy room with attached bathroom	3000 Per Person
		1 BHK family apartment	6000
		2 BHK family apartment	7500
4	Mess Charges Category	Fixed	3500
		Coupon	Coupon

Please Note:

- Campus accommodation is not a matter of right but is a facility provided to faculty/staff at subsidized cost;
- Due to the limited availability of accommodation, It will be provided on first come first serve basis only;
- All Grade 4 staff like Attendants, Drivers, Security Guard, Mess staff residing in Poornima Campuses and part of residential services are exempted to pay off the above charges.
- All staff other than Grade 4 who are part of residential services will be required to pay fixed maintenance charges and electricity charges (minimum or as per actual whichever is higher).
- All Faculty and staff other than above two categories will be required to pay the fixed common maintenance charges, electricity (minimum or as per actual whichever is applicable) accommodation rental and applicable mess charges.
- The list of all such faculty and staff will be created and maintained by the respective registrar with the help of Mr. Aswini Lata, Director (Student Welfare).

CANTEEN TIMINGS

Poornima Canteen will be open till late. The revised timings will be from 8 AM to 12 Midnight on all working days and holidays except long holidays like Holi, Diwali, Summer Vacations etc.

GUIDELINES FOR AVAILING TRANSPORT FACILITY BY FACULTY & STAFF

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

TRAVEL RULES FOR FACULTY , STAFF & STUDENTS

All Faculty & Staff and students of Poornima Group are broadly categorized in four categories for the purpose of reimbursement against travel for official purposes. TA/DA: Various expenses on undertaking journey will be reimbursed on the scales prescribed herein: The Faculty & Staff and are divided into following four categories for traveling rules:

Category	Designation/ Posts
1	Management/ Head of Institution/ Director/ Principal/ Dean/ Associate Dean/ Professor/ Associate Professor/ Officers and/or gross salary INR 150000 / month and above (Travel by low-cost airline under economy class)
2	Assistant Professor, Registrar and other Teaching and Non-teaching Staff equivalent to Assistant Professor and/or gross salary above INR 40000 (Travel by low-cost airline under economy class)
3	Executives, Technical & Administrative Staff having gross salary between INR 10000 to INR 40000 and Students (Travel by Deluxe Bus/ 2 nd Class Sleeper).
4	Attendants, Drivers and others having gross salary of less than INR 10000 (Travel by express Bus / 2 nd Class Sleeper)

The Cities are divided into following three categories:

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

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

Category	City Category A	City Category B	City Category C
1	4000	4000	3000
2	3000	3000	2000
3	2000	2000	1000
4	1000	1000	500

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

Category	City Category A	City Category B	City Category C
1	1000	900	800
2	750	650	550
3	500	400	300
4	250	200	200

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

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

Please Note:

1. If the faculty/ staff is permitted to use a personal vehicle, he / she is permitted to charge expenses @ INR 1.50 per km for two-wheeler (electric), @INR 3.50 per km for two-wheeler (petrol), @ INR 3.50 per km for four-wheeler (electric) @ INR 7.50 per km for four-wheeler (petrol/diesel). Applicants will need to attach the proof in case the automobile used is petrol/ diesel.
2. Head of Institutions on recommendation of Registrars are authorized to permit two-wheelers & four-wheelers for local use on a case to case basis ensuring that multiple tasks are carried out.
3. If any faculty/ staff are permitted to go outstation on duty, he/she has to undertake his/ her journey as per TA rules. If he/ she uses his/ her own vehicle without prior permission of the head of institution, he/ she will be reimbursed such expenses subject to his/ her entitlement only.
4. If a staff member wishes to avail services of Ola/ Uber Moto/ Go under permission as above, he/ she may claim the amount by submitting a bill of such ride, subject to limits mentioned above.

DRESS CODE FOR FACULTY & STAFF

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

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

Female staff under faculty, Technical & Administration stream: Any three sets out of Sari/ Salwar Suits/ Trouser & Shirt will be issued to every staff under the category under this option. The stitching of issued cloth will be as per standard pattern where salwar suit/ kurta should be of knee length, with high neck and sleeves. Similarly, blouses should be with high necks and sleeves. In addition, one Nehru Jacket and one Winter Jacket will be issued to all staff under the category.

Male staff under category of Security: Three pairs of pant-shirt, one full sleeve Winter OG Jacket, Beret, Badge, Shoulder Scarf, Whistle, Lanyard, Belt, Socks and Shoes will be issued to all new staff and two pairs of pant-shirt and one full sleeve Winter OG Jacket will be issued to all existing staff under the category.

Male staff under category of Driver & Peon and other subordinate category: Three pairs of pant-shirt and one sweater will be issued to all new staff and two pairs of pant-shirt and one sweater will be issued to all existing staff under the category.

Female staff under category of Peon and other subordinate categories: One sari plus two salwar suits or two sari plus one salwar suit or three cerecloths will be issued to every staff under the category under her option. The stitching of issued cloth will be as per standard pattern where salwar suit/ kurta should be of knee length, with high neck and sleeves. Similarly, blouses should be with high neck and sleeves in addition one blazer will be issued to all staff under the category.

Male staff under category of Mess and Housekeeping: Two pairs of pants & T-shirt and one sweater will be issued to all staff under the category.

It is further decided that:

- Uniform will be compulsory on all working days, functions, seminars etc. and places (like tours, visits, placements etc.) where the individual represents the college.
- Female staff will compulsorily wear sari on Independence Day, Republic Day, Teachers' Day, Engineers' Day, functions, seminars etc. and places (like tours, visits, placements etc.) where the individual represents the college.
- Uniforms are supplied free of cost. However, if employee leaves the service during session, the cost is amortized by recovering following amount (INR) for unused period:

Per Trouser	Per Jacket or Blazer	Per Sari	Per Salwar suit	Per Sweater	Per T-shirt	Per Shirt	Per Blanket	Per Tie/ Belt/ Cap/ Socks/ Lanyard etc
300 Per month	500 Per month	300 Per Month	300 Per Month	500 Per Month	300 Per Month	300 Per Month	500 Per month	100 per month

In case of Security Guards only:

Per Beret, Badge, Shoulder, Scarf, Whistle, Lanyard, Belt & Socks	Per Pair of Shoes
100 Per month	200 Per month

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

LOAD ALLOTMENT, TIME-TABLE & REPLACEMENT POLICY

Load allotment

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

Time-table

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

Replacement policy

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

TEACHING LOAD

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

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

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

Special Lectures:

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

Laboratories

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

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

Quality of Teaching in classrooms:

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

Systems & Procedures

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

Assignment / Tutorials

- 5% assignments / tutorials must be rechecked by HOD / Mentor to provide guidance to concerned faculty.
- Chapter wise tutorial / assignment sheets with multiple options must be prepared at Poornima Group level for all theory subjects of all courses before start of teaching.
- Students of each class must be divided in separate work groups to take benefit of tutorials/assignments and avoid copying at mass level.
- Special training for faculty will be provided on the art of handling tutorials.
- Design of tutorial note books which are issued to students will be modified.

Academic Targets

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

Mentoring / Training

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

POLICY FOR RESEARCH FACULTY

The management of Poornima Group is delighted to present an exciting opportunity to elevate the professional journey and significantly enhance the earnings of faculty members at Poornima Group. By transitioning from a teaching faculty role to a research faculty role, they can unlock numerous benefits while contributing to our collective pursuit of academic excellence. Key Benefits of the Research Faculty Role:

Unlimited Incentives for Research Publications:

- The technical publication incentive scheme, previously capped at INR 2,00,000 per annum, will now have no upper limit.
- You will be rewarded per publication, including papers, book chapters, and books, without any restriction.
- All existing schemes will remain unchanged.

Reduced Teaching Load: Your teaching responsibilities will be limited to a maximum of 8 hours per week, enabling you to focus on your research endeavours.

Flexible Work Arrangements:

- Of the 260 working days in a year, you will have the flexibility to utilize 80 days for remote work, allowing you to work from home (WFH) or any location of your choice. The process will be:
- You will apply for OD within 24-48 hours of you working from home, specify that the reason for OD was for research work from home/ any other location.
- You will maintain a diary/ log book in google sheet format and share it with your reporting & reviewing officer having the following details - Date of WFH & description of work you have done while working from home. Also share the sheet with @Associate Dean Research .

- You will not take OD against any other leave/ assignment, these ODs are strictly against the research work you undertake. If you are unable to utilise these, its okay, no need to tell a lie or deliberately manipulate the data to take the benefit.
- Since this is for the first time, we are giving this flexibility, we will review your performance after every quarter or after every semester and if not satisfied with the work you are doing, will transfer you to a normal teaching scenario.
- NO TA/ DA will be provided against the WFH OD.

What We Expect from You: As a research faculty member, your contributions will be pivotal to advancing the institution's academic reputation. Here are the annual expectations:

- Publish at least 2 research papers in SCI Journals (Q1, Q2).
- Publish at least 2 research papers in Scopus-Indexed Journals.
- Present at least 4 conference proceedings in Scopus-Indexed Conferences.
- Publish at least 3 book chapters in Scopus-Indexed Journals.
- File and publish at least 3 Indian patents.
- Undertake at least 1 consultancy project.
- Submit at least 3 project funding applications to government bodies.

Incentive Release Mechanism:

Incentives will be evaluated annually based on meeting the above targets.

Payouts will be disbursed in phases upon completing 1 year, 3 years, and 5 years in the research faculty role.

Please note: This transition will have no effect on your existing salary and designation.

GUIDELINES FOR FACULTY MEMBERS REGARDING ATTENDANCE OF STUDENTS

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

IMPORTANT GUIDELINES REGARDING TEACHING

The management of Poornima Group, following comprehensive discussions with the faculty, has established the following academic systems, procedures, targets, and code of conduct for faculty, staff, and students:

Effective Classroom and Lab Engagement:

Lab Session Attendance and Interaction: Assigned faculty and staff must remain in the lab sessions for the full duration and actively engage students in academic interaction. Leaving the lab without permission from the Principal/Director is not allowed. Personal work, even citing course completion, is unacceptable.

Optimum Use of Time: Faculty must prevent non-productive downtime after students complete assigned lab work quickly. Prepare and implement additional academic activities (e.g., *viva voce*, technical interview questions on equipment/processes) to fully engage students for the entire session.

Effectiveness of Knowledge Transfer: A faculty member's performance is not solely based on consistent class engagement. The primary focus must be ensuring that students achieve understanding and learning during every session.

Minimize Dictation of Notes: Faculty should dedicate the majority of their session time to explaining concepts and derivations, as opposed to consuming maximum time by dictating notes/concepts.

Instructional Material: Faculty are advised not to use complete lecture notes or books during the lecture. Instead, they should carry only a single-page note containing lecture highlights and numerical derivations. Dictation for reproduction of content is not permitted.

Quality Assurance and Review:

Introspection on Delivery Quality (Mandatory Recording): HODs/mentors are responsible for ensuring that at least one session of every faculty member is video and audio recorded weekly. This recording must be discussed with the faculty member for guidance and improvement.

Mandatory Submission of Recorded Sessions: Every faculty member is required to submit a minimum of **two** video-recorded lectures, **one** video-recorded tutorial, and **one** video-recorded lab session for **each** of their subjects to the HoD every semester. The HoD will submit soft copies of these sessions to the Head of the Institution for performance evaluation. Non-compliance with this mandatory submission will result in the faculty member being placed in the "no change" category during the next salary revision.

Faculty Code of Conduct (Discipline and Penalty):

Prohibition on Attendance/Marks Penalty: Faculty members are strictly prohibited from punishing students for disciplinary reasons by deducting attendance or Mid-term marks.

No Threat of Penalty: Faculty are advised not to threaten students with penalties related to marks or attendance under any circumstances.

Initiation of Action: Violation of this code of conduct may result in action being initiated against the defaulting faculty members.

DISCIPLINE POLICY & CODE OF CONDUCT FOR FACULTY & STAFF

Student Attendance: Must be taken at the beginning of each class. HODs must track latecomers.

Faculty & Staff Code of Conduct: Areas of observation include:

- Late arrival/early departure from class.
- Non-compliance with replacement schedule, attendance procedures, one-to-one reporting, and academic preparation procedures.
- Unauthorized campus movement.
- Late submission of attendance and marks.
- Non-submission of internal exam papers/reports.
- Negligence in evaluation or mistakes in Midterm question papers.
- Bringing books/notes to class.
- **Action:** Verbal/written warning by Principal/Director or one-month salary delay.

Specific Fines:

- Non/late exam duty reporting: Deduction of half-day salary.
- Grammatical/technical errors in Question papers: INR 100/mistake.
- Errors in compiling internal marks: INR 100/mistake.
- Favor/Vindictive behavior in awarding internal marks: Deduction of 3 working days' salary.
- Non-compliance of dress code: INR 100/default.

Academic Administration (Principal/ Director Review): Principal/ Directors must review the status/ quality/ effectiveness of the following through at least 10% sample checks:

DAILY	WEEKLY	FORTNIGHTLY
Replacement classes	Tutorials & assignments	Social activities
Internal special lectures	Adherence to lecture plans	Participation in conferences outside Poornima

Student attendance sheets	External special lectures	One-to-one meeting with weak/non-performing faculty
1:1 reporting meetings (HoD level)	Syllabus projects	Use of library & e-journals by faculty/students
Non-syllabus seminars	Working of Class Representatives & Students Council	Visits of alumni & industries
Student performance in benchmark tests	i3 activities	
Student attendance in first class	Quality of lab assignment & viva-voce	Performance of hostlers
Faculty & staff regularity & punctuality	Research progress of faculty & students	
Placement activities	Open book test/ quiz (planning & Execution)	

Notes for Head of Institution/ Principal/ Director:

- Maintain ready reference data/lists and verification/checking schedules.
- Ensure coordination between administrative/academic programs and departments.
- Verify figures in reporting formats to the Chairman thoroughly before submission.
- Strictly enforce the code of conduct as per the college diary for Poornima norm compliance.

CROSS-CAMPUS SPECIAL LECTURE POLICY

The management has approved a policy allowing competent Poornima faculty members to deliver special lectures at other campuses.

Remuneration and Conditions:

Rate: A flat rate of INR 500 will be paid for a one-hour lecture, regardless of the faculty member's rank or designation.

Condition: This remuneration is applicable only for lectures delivered beyond the faculty/staff member's regular academic workload.

Expert Eligibility Criteria: To be eligible to deliver a special lecture, a faculty member must meet the following criteria:

Experience: Minimum of five years of teaching or industry experience.

Teaching Track Record: Must have a track record of teaching the subject regularly for at least one semester with an end-semester result of over 75%.

Lecture Limit: A faculty member is limited to a maximum of six special lectures per semester.

Expert Submission Requirements (Before Class): The expert faculty member is required to submit the following materials prior to the scheduled lecture:

A detailed plan for the 60-minute class.

Short lecture notes for distribution to the students.

The PowerPoint presentation for the lecture.

Quality Control and Payment: The Head of Department (HOD) must issue a certificate confirming the quality of the special lecture and include student feedback for the payment of remuneration to be processed. The faculty member currently teaching the subject must be present during the special lecture.

Guidelines for External Special Lectures The following guidelines govern the engagement of competent external faculty as expert speakers for special lectures at Poornima. Payment for external experts is structured based on their rank and the mode of delivery:

Expert Rank (IIT/NIT or Equivalent)	Offline Lecture (Per Hour)	Online Lecture (Per Clock Hour)
Professor or Equivalent	INR 1500	INR 1000
Associate Professor or Equivalent	INR 1250	INR 750
Assistant Professor or Equivalent	INR 1000	INR 500

Lecture Logistics and Audience

Audience Size: The maximum audience size for an external special lecture is 150 students.

Mandatory Presence: The internal faculty member currently teaching the subject must be present during the special lecture.

Expert Deliverables: Experts must prepare and submit the following materials *before* conducting the special lecture:
A detailed class plan for the 60-minute session.
Concise lecture notes for distribution to the class.
A soft copy of the PowerPoint presentation.

Expert Responsibilities

Experts are expected to dedicate the required time and ensure the effective and efficient delivery of the special lecture. The lecture's feedback from students **must be rated as Excellent**.

Administrative Procedures

Expert List: A roster of finalized experts, along with their broad areas of expertise, will be made available to the Principal, Director, and Heads of Departments (HODs).

List Modification: The list of approved experts may be updated throughout the semester.

Remuneration Sanction: HODs are required to submit a report on the special lecture, including student feedback, to sanction the expert faculty member's remuneration.

Internal Lectures: Remuneration for special lectures conducted by internal faculty has been discontinued.

POORNIMA - MISSION FOR INTERNATIONAL EXPOSURE TO TEACHERS

This policy outlines the Mission for International Exposure to Teachers (Poornima), a program designed to foster academic collaboration, professional development, and global awareness through faculty exchanges. The program, managed by the Office of International Relations (OIR), facilitates a range of opportunities for faculty each academic year.

Contact Person: Dr. Swati Gokhru, Dean of International Relations, Poornima & JIET Group of Institutions.
Email ID: dean.ir@poornima.edu.in, Contact Number: +91-9982166611

Category 1: Reciprocal Academic Faculty Exchange

This program facilitates a mutual exchange with a partner institution, typically within South Asia, but not limited to South Asia for an approximate duration of not more than seven days. Financial Responsibilities:

- Home Institution: Covers international travel and visa costs.
- Host Institution: Provides local hospitality, including travel and accommodation.
- Participant: Is responsible for personal expenses such as meals, a local allowance, and other contingency costs.

Selection Process:

1. Notification: The OIR will announce available exchange opportunities.
2. Application & Screening: Interested faculty members must submit an application, which will undergo an initial screening.
3. Interview/Interaction: Shortlisted candidates will participate in an interview or interaction round.
4. Final Announcement & Planning: The final selection will be announced, followed by detailed travel and exchange planning.

Category 2: Non-Reciprocal Academic Faculty Visits

This category supports faculty visits initiated by the home institution for specific academic learning or training purposes. Nomination & Costs:

- Nomination: Faculty members are nominated for these visits by the OIR.
- Costs: The home institution covers international travel, visa fees, and accommodation, including breakfast.

Category 3: Faculty Visits for Conference/Workshop Participation

This policy outlines the funding available for faculty who wish to present papers, attend workshops, or participate in conferences. Financial Support:

- Funding Limit: The home institution will provide a maximum of INR 50,000 per visit.
- Covered Expenses: This funding covers actual costs for registration fees, travel, visa fees, and accommodation, provided they remain within the specified capping and have been pre-approved.

Category 4: International Academic or Administrative Visits for Official Purposes

For any official international travel—whether related to student immersions, scholarships, institutional collaborations, or protocol visits - approvals & considerations shall be granted on a case-to-case basis. Each proposal must align with the institution's objectives and receive prior authorization from the institutional head & sponsoring body before commencement.
General Terms and Conditions

Visa Rejection: The home institution will not reimburse any fees or costs incurred in the event of a visa rejection. Faculty members who wish to reapply must do so at their own discretion and expense.

Reporting and Accountability:

- A detailed report on the visit must be submitted to the OIR within seven days of returning.
- A formal presentation of the visit's outcomes may be scheduled before the OIR, Dean, or Faculty Council.
- Any tangible outcomes, such as research papers, collaborations, MoUs, or curriculum insights, must be submitted within six months for official record and further consideration.

Approval and Documentation:

- All faculty travel, regardless of category, requires pre-approval from the OIR and home institution's management.
- Proper documentation, including the official invitation letter, visa, detailed itinerary, and estimated costs, must be submitted for approval.

Eligibility: To be eligible for these programs, faculty members must be full-time employees with a minimum of 5 years of service at the home institution. All applications must be endorsed by their respective Head of Department and Dean.

Insurance: It is mandatory for all traveling faculty members to have valid travel insurance throughout their trip.

In all matters related to this, the decision of Management of Poornima Group of Colleges shall be final & binding

ACADEMIC PERFORMANCE INCENTIVE SCHEME (For PCE & PIET Autonomous batches & PU)

To appreciate & recognize efforts made by departments & individuals for betterment of academic performance & standards, and encourage faculty & staff members to contribute in a positive & a competitive environment, the management of Poornima Group is pleased to revise the Performance Incentive Scheme, **effective from the academic session 2026-27. This incentive scheme is only applicable on subjects having external paper setting & external paper checking (both mandatory)**

Incentive against individual performance of student(s)

SN	Difficulty level of subject	Grade secured by students in a section		Amount of incentive per student
		PCE & PIET	PU	
1	A / 3 or more Credits	A++	O	INR 400
		A+	A+	INR 300
		A	A	INR 200
2	B / 2 Credits	A++	O	INR 300
		A+	A+	INR 200
		A	A	INR 100
3	C / 1 Credit	A++	O	INR 200
		A+	A+	INR 100
		A	A	INR 50

Incentive against performance of class/ division/ section

SN	Difficulty level of subject	Pass Percentage of a section	Amount of incentive per class/ division/ section	
			< 40 students	> 40 students
1	A / 3 or more Credits	90% or above	INR 5000	INR 6000
		85% or above	INR 4000	INR 5000
		80% or above	INR 3000	INR 4000
2	B / 2 Credits	95% or above	INR 4000	INR 5000
		90% or above	INR 3000	INR 4000

		85% or above	INR 2000	INR 3000
3	C / 1 Credit	100%	INR 3000	INR 4000
		95% or above	INR 2000	INR 3000
		90% or above	INR 1000	INR 2000

Eligibility:

1. Faculty must be a regular faculty member and in service on December 31st or June 30th of the next semester, or have completed 260 working days, to be eligible for performance incentives for the preceding semester/session.
2. Each section/ class/ branch is considered a single entity for determining awardees.
3. For subjects jointly taught (e.g., due to faculty leaving), the cash award is shared proportionally as approved by the department head.
4. Faculty not teaching any subject or lab are ineligible for this performance incentive scheme.

Incentives:

1. Maximum incentive: INR 25,000/semester per individual.
2. Faculty achieving incentive in both categories (1 & 2) will also receive a certificate of appreciation.
3. The whole department will receive 50% of the total faculty incentive earned (against individual performance of students only), to be distributed based on four components.
 - 10% will be awarded to the Leader of the Department during the respective semester.
 - 20% to the Co-Leaders of the Department during the respective semester.
 - 20% to the various Co-Ordinators of the Department during the respective semester.
(The above all three components are eligible for incentives with a maximum limit of INR 30000 per semester).
 - The remaining 50% amount will be equally distributed among all technical & administrative staff members of the department fulfilling service period criteria as mentioned in eligibility conditions for faculty. They shall be eligible for incentive with a maximum limit of INR 6000 per semester.
4. If the charge of Leaders/ Co-leaders/ Co-ordinators transfers during a semester (July 01–Dec 31 or Jan 01–June 30), a proportionate incentive shall be awarded based on the period of service, subject to the recommendation of the Head of the Institution.

Note:

1. The post-revaluation final results will be considered for incentive purposes.
2. The Institutional Head shall ensure the equitable and fair distribution of theory subject workload among faculty members.
3. Only theory examinations conducted through the pen-and-paper mode shall be considered eligible for incentive purposes.
4. The departmental incentive component shall be distributed equally among the concerned departments in cases where students from multiple departments are enrolled.
5. All evaluation-related work, including question paper setting, answer sheet checking, and revaluation, shall be conducted only by examiners external to the institution.
6. In case of any disagreement in implementation of provisions and outcomes of this scheme, the decision of management of Poornima Group will be final and binding.

TECHNICAL PUBLICATION INCENTIVE SCHEME (Refer form E20)

The Management of Poornima is pleased to revise and declare the “Technical Publications Incentive Scheme (TPIS)”. Under this scheme the publications must be related to broad academic disciplines relevant to subjects being dealt with by the faculty member & must include the name of Poornima with the author’s name. The details are given below:

1. **Author Category:** It is the category where the faculty of Poornima has effectively contributed in the research work resulting in the said publication as an author or supervisor or guide. They are further divided into following three categories:
 - a. As Supervisor or guide: The faculty applying as Supervisor or guide must ensure that the student they are

guiding must be from Poornima.

- b. As Student or research scholar: It must be mentioned in the affiliation of the paper that the author is a student or research scholar at Poornima.
- c. As Author: The publications must be related with broad academic disciplines related to respective qualification or specialization and must include the name of Poornima in the publication.

2. Publication Category

2.1 - Full Book [ISSN No. / ISBN No.]		Incentive	There is 100% incentive for writing 1st edition and full book & 30% for further Editions [To be equally divided amongst all authors]
Category			
a) Book published with SCI/ Scopus Indexing & equivalent		INR 40,000	There has to be a significant contribution in the revised edition and proof of such modification needs to be submitted. Claims without an ISBN will not be considered under categories 2.1 (d & e)
b) Conference proceedings/ edited book with Scopus indexing & equivalent		INR 20,000	
c) Published in Int'l reputed publishers & equivalent like McGraw Hill, Prentice Hall, Oxford University Press, Wiley, Taylor & Francis and all other non-SCI/ Scopus International Publishers		INR 15,000	
d) Published in Nationally reputed publishers & equivalent like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.		INR 10,000	
e) Published in Int'l reputed publishers & equivalent not covered in categories 2.1 (a, b & c)		INR 8,000	

2.2 Chapters in Book [ISSN No. / ISBN No.]		Incentive	The incentive amount will be distributed in a 60:40 ratio amongst the 1 st Author & corresponding authors. Claims without an ISBN will not be considered under categories 2.2 (d)
Category			
a) Published with SCI/ Scopus Indexing & equivalent		INR 15,000	
b) Published in Int'l reputed publishers & equivalent like McGraw Hill, Prentice Hall, Oxford University Press, Wiley, Taylor & Francis and all other non-SCI/ Scopus International Publishers		INR 10,000	
c) Published in Nationally reputed publishers & equivalent like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc.		INR 8,000	
d) Published in Int'l reputed publishers & equivalent not covered in categories 2.2(a) and 2.2(b)		INR 4,000	

2.3 Paper Publications [ISSN No. / ISBN No.]			
Category	Incentive	Authored Publications	Guided Publications
a) SCI-E / Scopus equivalent indexed Journal (Q1- Category)/ ABDC (Indexed Journal (A star Category))	INR 40,000	The incentive amount will be distributed in a 60:40 ratio amongst the 1 st Author & corresponding authors.	The incentive amount will be distributed in a 50:50 ratio amongst the Scholar (if the scholar is working at Poornima) & the guide.
b) SSCI/ AHCI/ Scopus equivalent indexed Journal (Q2 & Q3 Category)/ ABDC Indexed Journal (B Category) Not Covered in category (2.3 a).	INR 30,000		
c) Scopus (Q4 Category) / ESCI/ Web of Science/ equivalent journals not covered in 2.3 (a & b)	INR 20,000		
d) IEEE/ ACM/ ELSEVIER/ SPRINGER/ EMERALD/ EBSCO equivalent JOURNALS not covered in category 2.3 (a, b & c)	INR 15,000		
e) SCOPUS indexed Conference Proceedings/ IEEE/ ACM/ Elsevier/ Springer/ AIP/ IOP & Others)	INR 10,000		

1. Criteria for Award of Technical Incentive:

- a. For Publications under category 2.1 & 2.2, Maximum incentive per annum = INR 50000
- b. For High Quality Publication under category 2.3a to 2.3e, Maximum incentive per annum = INR 1,50,000
- c. For Single Authored publication of any kind above, 100% incentive shall be given
- d. TPI will be given only to eligible faculty members (except protocol holders/ management personnel), who have completed minimum 1 Year or 260 WD till July 31 of the corresponding year at Poornima and continue to work with Poornima as on date of award of incentive. In case the paper/ chapter/ book is published in less than a year/ 260 WD, the incentive will be approved but paid when a faculty/ staff completes 1 year/ 260 WD at Poornima.
- e. Teachers, Guides, Research fellows/ scholars, Research assistants who are not on the payrolls/ empanelled visiting faculties of Poornima are not eligible for incentive under this scheme.
- f. The TPI will be calculated by dividing the total incentive among all the authors as per above table (irrespective of the institutions of the authors) but the incentive will be given to faculty working in Poornima only.
- g. Paper published by more than six authors will not be considered under this scheme.
- h. For Single Authored publication of any kind above, 100% incentive shall be given
- i. Paper guided by more than 3 supervisors or guides will not be considered under TPIS.
- j. Applications under this scheme will be entertained through format E-20 only. (Each application would be examined separately; hence E 20 format should be unique for each claim).
- k. Applications with all relevant information shall be entertained in July every year for publications during the previous session / year.
- l. Incomplete or not properly filled E-20 formats will not be considered for incentives.
- m. In case the Reporting or Reviewing Officer is listed as an author on any research paper, the Reporting or Reviewing Officer shall not be entitled to TPIS.
- n. However, in the case of a paper written with a research scholar, where the Reporting and Reviewing Officer is an approved guide of the University, the paper shall be considered under the TPIS scheme.
- o. In all matters related with this "Technical Publication Incentive Scheme", the decision of Management of Poornima would be final.

2. In order to claim the Incentives, the following documents must be submitted to the Office of Registrar along with completely filled format E20:

- a. Copy of proof of the publication category i.e., 2.3 (a), 2.3 (b), 2.3 (c) etc.
- b. Copy of notification of conference / seminar
- c. Copy of e-mail communication submitting the draft copy of the paper
- d. Copy of the acceptance mail communication
- e. Copy of the reviewer's remarks (in case of reviewed journals) ISSN Number; Impact Factor (Thompson); Editorial Board; Name of Publisher & age of Journal (in case of journals); Evidence of participation (in case of conference / seminar)
- f. Copy of Paper published in the proceedings of the journals/ conference / seminar
- g. Copy of Index page of journals/ conference / seminar proceedings.
- h. Copy of certificate of presentation in conference wherever applicable.

We will not consider the following for incentives:

1. Anything published in ABDC "C Category" Journals
2. Lambert Academic Publishing or equivalent
3. Anything which is not considered by regulatory authorities like NAAC & NIRF

It is also advised to all PhD scholars as well as guides to avoid publication in non-domain journals [(for example EC/ Eng/ CS/ Civil/ EE department publishing in Journal of Polymer & Composites (JOPC)]

Each year, the application needs to be submitted to the Office of Registrar in the 1st week of August for the previous academic session. On receiving applications, the Head of Institute will constitute an expert committee within a fortnight for consideration of all applications for incentive for publications. The committee will submit a report with its comments on each application and recommendations for giving incentive strictly in accordance with directives laid down above. The Registrar will compile these reports recommendations and place them before the Head of Institution for approval. The Registrar will then send the finalized list to the Finance Department for release of incentive amounts to be presented to concerned faculty members in the faculty incentive program on the occasion of teachers' day on 5th

September every year. In all matters related with this “Technical Publication Incentive Scheme”, the decision of Management of Poornima would be final.

CONSULTANCY & RESEARCH INCENTIVE SCHEME OF POORNIMA (CRISP)

Due to the changing economic landscape, government policies, and Poornima's priorities, the institute views sponsored research and industrial consultancy as crucial for applying scientific work, broadening experience, and contributing to national economic growth. The institute's policy encourages faculty to undertake research and consultancy as a form of scientific/technical collaboration. These projects benefit the institute, faculty, and staff by providing essential services, enriching professional experience, updating curriculum with industry needs, offering practical application for faculty ideas, and providing incentives for staff contributions.

Categoryization of Grants/ Projects

Category A: Government-funded research projects – Specialized, asset-creating research projects, not requiring existing institutional infrastructure, based on consultant expertise. Due to potential far-reaching academic and societal impact, these assignments require utmost sincerity. Consultants must have proper academic qualifications and established credentials to avoid tarnishing the institution's image.

Category B: Design, development & infrastructure-based consultancy – Involves the client's use of institutional computational, software, hardware, testing, and other technical/physical infrastructure (e.g., testing against a standard). The institution will undertake testing only if facilities and expertise are available. Consultants must ensure that testing equipment is duly calibrated and provides accurate results. Only the consultant(s), not the client, will use the testing equipment.

Category C: Skill & knowledge-based consultancy – Based solely on the consultant's expertise, without using the institution's computational/software/hardware facilities. Consultants must possess proper academic qualifications and established credentials in the consultancy area.

Incentive Amount

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

Important Points

1. Projects require NOC from the Managing Director, Poornima Group, via the Head of Institution.
2. Project funds must be received in the Institute's name, maintained by the Director (Admin & Finance) office.
3. Faculty time on projects is limited to one working day and one weekend day per week (52 man-days/year).
4. Reports and data are the joint IP of the sponsor, consultant, and Poornima Group, restricted to their internal use. Disclosure to others needs NOC from all three parties.
5. Consultants must keep the project report for 3 years post-closure, and routine testing data from the report issue date.
6. If malpractice is established, the Director (A&F), via the Head of Institution, may bar the faculty/staff from new projects until a final decision is reached, but they must complete ongoing obligations.
7. All project purchases go through the Purchase Manager. Equipment taken off-site must be insured.

8. The faculty may engage Poornima students as assistants.
9. Travel should be the most efficient mode. Admissible DA or actual boarding, lodging, and local taxi expenses will be reimbursed against receipts.

Required Documents (Maintained by Consultant Team):

1. Attendance Records (Consultants, staff, man-hours).
2. Inspection/Site Visit Register (visits, suggestions, client remarks, external expert advice).
3. Salary/Payment Record (Consultants, supporting staff).
4. Consumable and Non-Consumable Register (hire/purchase, utilization of equipment and materials).
5. Travel Register (expenditure details).
6. Log books and Warranty/Guarantee Record (equipment usage hours, warranty certificates, breakdown details).
7. Correspondence File.
8. Agreement/Contract File (agreements, contracts, drawings, legal documents).
9. Work Progress Report (monthly).
10. Any other client/project-specific documents.

Upon completion, the PI must submit the final report, audited expenditure statement, utilization certificate, and client completion certificate to the Registrar's office. The Poornima Management's decision is final on all "CRISP" matters.

PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS

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

- The principal applicant/ principal patentee must ensure that his/ her respective Poornima Institution is the joint applicant/ partner in the complete process.
- A separate agreement must be jointly signed between the applicant/ patentee, other inventors & respective Poornima institution before initiating the application process for each application.
- 50% of the registration/ application fee (including all fees like government, consultancy, legal etc) will be borne by Poornima and the rest 50% by the applicant(s)/ patentee(s).
- Poornima has entered into a formal MoU with a legal firm to facilitate patent filing and examination process. Under this arrangement, the entire patent filing & grant examination fee of Rs. 8,420 (Government) and attorney fee of around Rs. 40,000 per patent will be borne by the campus, ensuring full institutional support for the process.
- Upon award / grant of copyright or patent the applicant/ patentee is eligible for an incentive as per following table:

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

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

- The Registrar will then send the finalized list to the Office of Chairman, Poornima Group for final approval & disbursement of incentive.
- In all matters related with this “PROMOTIONAL SCHEME FOR PATENTS & COPYRIGHTS”, the decision of Management of Poornima would be final.

POORNIMA - SEED POLICY FOR RESEARCH INITIATIVES (POORNIMA - SPRINT)

Seed money is a crucial financial support system that helps kick start research projects by providing funding. It enables researchers to explore innovative ideas, gather preliminary data, and develop proposals for larger grants. This early-stage funding is essential for fostering creativity and driving advancements in emerging fields. Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes publications, and fosters innovation amongst faculty members. Poornima SPRINT is designed to stimulate competitive research in emerging areas of national/international importance and to promote innovative product and technology development. It will facilitate the start of research, which may potentially develop creative ventures.

Objectives of Poornima SPRINT:

- To create an enabling environment within the Institution to encourage research.
- Provide required support through research framework and guidelines.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To create opportunities for faculty members of the Institution to involve them in real life research projects.
- To aid a faculty to start a research program that has the potential to sustain and attract funds from external agencies.
- To test a novel idea and to generate preliminary results before submitting proposals to external agencies.
- To promote inter-departmental collaboration in emerging areas.
- To promote generation of IPR and product/process development with impactful publications.

The primary goal of this policy is to support faculty members in developing research resources in the area of expertise and to develop innovative or interdisciplinary approaches or methodologies.

Conditions:

- A regular faculty member having 4 years of working at Poornima may apply for Poornima SPRINT as a PI.
- A faculty can become PI only in one project at a time. He/ She may apply for a new project only after receiving the utilization certificate from the Auditors appointed by the management of Poornima. However, he/she can be a co-investigator in more than one proposal.
- The amount of grant depends on the funds allocated for the policy for the given year and also on other factors such as the number of applications, quality of proposal, etc.
- A faculty is not permitted to use the seed money for organizing or attending conferences, seminars, webinars and other such events.
- If the Principal Investigator (PI) leaves the Institution, all items purchased through the project, such as books, equipment and stationery etc. will become the property of the Institution. The Co-Principal Investigator (Co-PI), will assume responsibility for completing the remaining project.
- In case both the PI & Co-PI leaves the institution, a professor appointed by the management of Poornima will assume responsibility for completing the remaining project.

Process:

- Announcement will be made to submit a brief proposal for Poornima SPRINT for an academic year.
- Brief proposals submitted by PI will be evaluated by the head of the institution.
- Short-listed applicants will be asked to submit a full proposal in the given format.
- The PI will be invited to make a presentation and the full proposal will be reviewed by a member nominated by Shanti Education Society.
- A decision on the award will be announced.

Financial Assistance:

Seed funding shall be provided under two categories based on the nature & prospects of the proposal. One is academic seed money for minor projects (INR 1-10 Lakhs) and second category is seed money for major projects (above INR 10 Lakhs).

a) Seed Money for Minor Project: INR 1-10 Lakhs: Seed money for minor projects supports research development instruments, software purchasing, consumables, field visits for collection of data, testing, enhancing intellectual capital

and quality publications, etc.

1. The financial assistance of INR 1-10 Lakhs will be given to the faculty member under a Seed Money for approved minor research projects.
2. The duration of the project under this scheme is maximum of 6 months from the date of sanction letter issued on the name of Principal Investigator.
3. The project duration would be extendable up to 6 months if requested by the principal investigator with the recommendation of the respective department head prior to one month of the project submission date with proper justification and would be subject to the approval of the campus director & update the Internal Quality Assurance Cell (IQAC) accordingly.

b) Seed Money for Major Project: Above INR 10 Lakhs: Seed money for major projects (above INR 10 Lakhs), the focus is on fostering entrepreneurship, building industry partnerships & long-term financial sustainability funds can be utilized to expand incubators, develop state-of-the-art labs, and initiate joint research with industry, generating revenue through commercialization.

1. Expansion of Start-Up Incubators & Centres of Excellence: The seed money can be used to expand existing start-up incubators and Centres of Excellence, enhancing their capacity to support innovative projects.
2. Infrastructure Development for R&D purpose: This includes the development of state-of-the-art laboratories and the acquisition of high-end equipment for the purpose of research.
3. Encouragement of Entrepreneurship: By providing robust support to start-ups through incubators and Centres of Excellence, the institution can foster a culture of entrepreneurship among students and faculty. This initiative can lead to the creation of successful start-ups, generating significant revenue streams and contributing to the institution's financial sustainability.
4. Joint Research Initiatives and Commercial Product Development: Through these collaborations, the institution can engage in joint research initiatives that have the potential to result in commercial products.
5. Revenue Generation through Commercialization of Research: By focusing on the commercialization of research, the institution can translate academic discoveries into marketable products or services. This process can generate significant revenue, which can be reinvested in further research and development, thus sustaining the cycle of innovation.
6. The financial assistance of above INR 10 Lakhs will be given to the faculty member under a Seed Money for approved major research projects.
7. The duration of the project under this scheme is maximum of 1 year from the date of sanction letter issued on the name of Principal Investigator.
8. The project duration would be extendable up to 6 months if requested by the principal investigator with the recommendation of the respective department head prior to one month of the project submission date with proper justification and would be subject to the approval of the campus director & update the Internal Quality Assurance Cell (IQAC) accordingly.

Disbursement and Utilization of Grant under Poornima SPRINT:

- a) Once a research proposal is approved under Poornima SPRINT, the allocated grant is released in phases or a lump sum, depending on the project's needs.
- b) The grant must be utilized strictly for the purposes outlined in the approved research proposal. The disbursement schedule may be linked to specific achievable outcomes, ensuring that funds are released as the project progresses.
- c) Any deviations from the proposed budget or utilization plan must be approved by the institution research committee or the designated authority. Any unspent funds at the end of the project may need to be returned.
- d) The Principal Investigator should use this grant for the purpose of research development instruments, software purchasing, consumables, field visit for collection of data, testing, quality publications (publication only in SCI/ Scopus, Web of Science journals as per UGC listed Journals), travelling expenses, conducting experiments, patent filing, printing, binding and other miscellaneous expenses.

Criteria of Evaluation:

- a) Innovative interdisciplinary research.
- b) Promise of sustainable research and development attracting external funds.
- c) Budget matches to claimed outcomes.
- d) Potential to generate intellectual property (Including product and process development).

- e) Generates revenue through commercialization of research and strengthens industry tie-up as per project.

Expected Outcomes:

- a) Publications in UGC CARE listed Journals (preferably SCI/Scopus/WOS), as per NAAC criteria.
- b) Generation of IPR & technology transfer.
- c) Generates revenue through commercialization of research and strengthens industry tie-up.
- d) Creation of strong evidence for the Govt./Non-Govt. based externally funded projects etc.

An expected outcome of the Seed Money Policy is the successful development of innovative research projects that lead to tangible results, such as the creation of new technologies, products or methodologies. These outcomes not only contribute to the academic and professional growth of the faculty involved but also enhance the institution's position in research and innovation, potentially leading to further funding opportunities and industry collaborations. The management of Poornima holds the authority to make all decisions regarding this policy, and these decisions will be final and binding in all situations.

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

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

Objectives & Eligibility

- To reach 100% PhD faculty members in Poornima Group by 2030
- Give thrust to R&D, create an innovative ecosystem and enhance Poornima's competitiveness amongst competitors
- All faculty & staff who have joined/ who will join Poornima Group on or before 31.12. 2027 are eligible

Terms & Conditions:

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

Salient Features:

- Flat 50% Scholarship in Tuition fee.
- Flexibility to pay fees in monthly installments by deduction of a certain amount from monthly salary.

How to apply

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

STANDARD OPERATING PROCEDURE FOR Ph.D. SUPERVISOR ALLOTMENT

Objective: To establish a transparent, fair, and systematic procedure for assigning Ph.D. supervisors (Guides) to research scholars, adhering strictly to University Grants Commission (UGC) guidelines and the University's policies.2. Eligibility Criteria for Supervisors. Faculty members must satisfy the following minimum criteria, as per UGC regulations, to be eligible to supervise Ph.D. scholars:

Faculty Designation	Ph.D. Degree	Minimum Research Publications
Professors / Associate Professors	Required (in the relevant discipline)	Five (in peer-reviewed or refereed journals)
Assistant Professors	Required (in the relevant discipline)	Three (in peer-reviewed or refereed journals)

Supervisor Allocation Process:

The allocation process follows a structured four-step procedure, coordinated by the Office of the Dean (Research).

Step 1: Information Circulation and Scholar Preference Submission

The process begins with the circulation of essential documents to newly admitted Ph.D. scholars (and existing students requiring reassignment):

- **Documents Circulated:** Guide Allotment Form and Matrix of Eligible Supervisors with Available Vacant Seats.
- **Purpose of Information:** To provide scholars with comprehensive details, including faculty names, departments, research areas, and the number of vacant supervision slots, enabling informed decisions and communication with potential supervisors.
- **Simultaneous Action:** The same information is shared with all eligible faculty members to ensure transparency.
- **Action Required from Scholars:**
 - Review the Vacant Seat Matrix carefully.
 - Identify and communicate with supervisors whose research interests align with their own.
 - Submit the Guide Allotment Form, which **must** be signed by both the scholar and the preferred supervisor, indicating mutual consent, by the specified deadline.
- **Note:** Scholars maintain the right to choose a guide based on their research interest and preference. Late submissions may be excluded from the initial allocation round.

Step 2: Collection and Verification of Consent Forms

- The signed Guide Allotment Forms are collected by the Office of the Dean (R&D).
- Verification ensures that each form confirms mutual consent between the scholar and the supervisor.
- The verified forms are forwarded for final administrative approval through the proper channels, including the Registrar's Office, Pro-President's Office, and President's Office.

Step 3: Compilation of Final Vacant Seat Matrix: A finalized matrix is compiled by:

- Determining the maximum permissible number of scholars per supervisor according to UGC norms.
- Subtracting the number of scholars currently assigned to each supervisor.

Note: In cases of student reallocation (e.g., due to the resignation or unavailability of a previous guide), this entire procedure is followed.

Step 4: Finalization and Notification

- The final list of allotted supervisors is approved by the Dean (Research).
- Official notification of the allotment is sent to both the **Supervisors** and the **Scholars** (via email).

Special Cases

- **Re-allotment:** Re-allotment necessitated by a supervisor's resignation or transfer will follow the full procedure outlined in Section 3.
- **Joint Supervision (Co-Supervisor):** This may be approved upon request, based on the specific requirements of the scholar's research and the availability of faculty expertise.

Recordkeeping and Review

- All records pertaining to the supervisor allotment process are maintained by the Office of the Dean (R&D).
- Any exceptional case not covered by this SOP will be finalized with the direct approval of the President's Office.

POLICY ON FACULTY INDUSTRIAL ENGAGEMENT & IMMERSION (POORNIMA-FIEI)

Preamble & Alignment - The Poornima Group is committed to achieving excellence together & evolving skill-based systems for effective knowledge delivery. Better interaction between technical institutions & industry is deemed the need of the hour to prepare professionals for global competitive challenges. This FIEI Policy is designed to formalize opportunities for faculty to gain hands-on industrial experience, aligning with the principles of Industry Institute Interaction (i3), which is already a focus area of Poornima Group. This policy incorporates the best practices from top institutions of the world which mandates that faculty return with new skills & concepts to incorporate into the curriculum.

Objectives - The primary objectives of the Faculty Industrial Engagement & Immersion (FIEI) Policy are:

1. Bridging the Academia-Industry Gap: To equip faculty members with contemporary industry insights, practices, tools, & technologies to deliver industry-aligned education, thereby enhancing student employability & industry readiness.
2. Curriculum Enrichment: To ensure that teaching strategies & course content are regularly updated & infused with relevant, real-world applications & industry insights for higher classroom impact.
3. Research & Consultancy: To actively promote & facilitate faculty involvement in industrial research, consultancy (leveraging the existing CRISP scheme), & problem-solving, creating research suited to industry needs.
4. Institutional Synergy: To strengthen external institutional linkages, leading to new MoUs, funded projects, joint R&D, faculty mobility, & recruitment opportunities for students in alignment with the goals of the Director (Corporate Relations).
5. Professional Development: To enhance the professional competence & career growth of faculty members through practical, experience-led learning & capacity building.

Eligibility & Approval (For Teaching/ Research Faculty only)

1. Status: Must be a full-time, regular faculty member of the Poornima Group.
2. Service Period: Must have completed a minimum of six years of continuous service in the institution.
3. Industry: The job role in the industry must align with the relevant domain. The hiring organization must be a well-established & reputable entity with a financial turnover consistently equivalent to INR 12 Crore per annum.
4. Preference: Preference will be given self-initiated applications & faculty involved in the IDEA lab, Innovation & Incubation Cell, industry-focused projects, consultancy, or research, & those pursuing relevant certifications (e.g., NPTEL/SWAYAM, as covered by the Incentive Scheme for Continual Learning).

Application & Approval

1. Application Submission: Faculty must submit a formal application (Form E-18 for participation in outside activities) outlining the objectives, proposed industry details, duration, & expected outcomes of the engagement.
2. Endorsement: The application must be endorsed by the Head of Department (HoD) & forwarded to the Head of the Institution (Principal/Director).
3. Final Sanction: Approval is granted based on the merit of the proposal, its relevance to the department's focus areas, & institutional convenience, with final approval by the Head of Institution. One faculty member can avail the benefits of this scheme once in 2 years for long term immersions & as per need for short term immersions.
4. Documentation: A Memorandum of Understanding (MoU) or Letter of Association shall be signed between the institution & the industry partner, specifying the terms of engagement & IP rights.

Suggestive Modes of Industrial Engagement & Duration: Faculty industrial engagement can be pursued through different modes, ensuring relevance & alignment with academic commitments:

Mode of Engagement	Description	Duration	Poornima Alignment/Incentive
Long term - Industrial Immersion	Full-time engagement on industrial projects, exposure programs, or training.	To be decided on actual requirements, in consultation with the reporting & reviewing officer max permissible duration = 2 months	Preferably conducted during semester breaks or vacation periods to ensure no disruption to teaching load. To be considered on duty.

Short-Term Visits/ Immersion	Organized faculty visits, industry expert board meetings, workshops, or delivering guest lectures to industry delegates.	Preferably on non-teaching days. To be approved by Head of Institution	Faculty members are expected to attend/ get involved in professional organizations (Incentive Scheme for Joining Professional/Technical Organization).
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Terms & Conditions - Academic Continuity

Industrial engagement must be planned such that it does not adversely affect the academic functioning of the department. Faculty must arrange for alternative teaching or replacement arrangements as per the Load Allotment & Replacement Policy.

Financial Support & Service Obligation

1. Salary & Expenses: Faculty members shall continue to receive their regular salary & benefits. If the industry provides remuneration, these terms must be declared & approved in advance. Boarding & Lodging expenses (if any) has to be borne by the applicant.
2. Bond for Long-Term Engagement: Faculty members participating in long-term engagements must execute a bond with the Poornima Group stating they will serve the institution for a minimum of 2 consecutive years post-completion of the engagement. Failure to comply will require repayment of the salary/ fellowship amounts received during the tenure.
3. Intellectual Property Rights (IPR): IPR arising from collaborative work shall be governed by a mutual agreement between the faculty member, the Poornima Group, & the industry partner. Poornima's Promotional Scheme for Patents & Copyrights provides incentives & mandates Poornima institution as a joint applicant for filing patents/ copyrights.

Professional Conduct

Faculty members must abide by the discipline, ethics, & Code of Conduct of the host industry during the fellowship/ engagement period. They must also sign a Non-Disclosure Agreement (NDA) as required by the industry to protect data confidentiality & IP.

Monitoring, Reporting, & Outcomes (Reporting Requirements)

Upon returning from immersion, the faculty member must submit a detailed completion report to the HoD& Principal/Director, highlighting key learnings, outcomes, & potential collaborations. This report should detail the experience, key skills achieved, areas improved, & innovations proposed or developed.

Knowledge Sharing

The faculty member must conduct a knowledge-sharing session or seminar for colleagues & students to disseminate industrial learnings. They should also proactively suggest ways to integrate this knowledge into the curriculum, lab work, research projects, & new special lectures (SPLs) beyond syllabus topics.

Integration into Annual Review

The documentation of the industrial engagement & resulting curriculum improvements, joint research, & consultancy activities will be considered a core component of the faculty member's performance appraisal (e.g., in the areas of Academic Preparation/ Evaluation/ Research & Department Portfolios). Outcomes related to funded projects & consultancy assignments must be tracked under the existing CRISP & SPRINT policies.

The integration of faculty into the industry acts like a two-way highway: the academic side gains real-time maps of evolving industrial terrains to update its curriculum, while the industry gains access to academic insights & up-to-date expertise to solve complex problems & foster future talent.

In case of any dispute, no agreement between any party in any matter, the decision of Management of Poornima Group will be final & binding to all parties.

INCENTIVE SCHEME FOR CONTINUAL LEARNING (ONLINE)

The Incentive Scheme for Continual Learning (Online) covers completing certification courses from NPTEL & SWAYAM only. The purpose of this scheme is to promote a culture of continuous learning among faculty & staff members as the technology and industry requirements are changing with time.

Common Eligibility:

- Faculty or staff members seeking this incentive must have completed a minimum of 260 working days of service at Poornima.
- The incentive will be granted only upon successful completion of the program and submission of the corresponding certificate.
- Applicants must have designated Poornima as their local chapter during course registration on the Swayam-NPTEL platform; failure to do so will result in ineligibility for the incentive.

For Faculty members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentive will be awarded only on those courses which are of three or more credits. Courses of less than 03 credits will not be considered for the award of incentive.
- For each course (of three or more credits), the incentive amount will be INR 4000.
- A faculty member can claim a maximum of INR 8000 in an academic session as incentive in this scheme.

For technical & administrative staff members:

- Applicable only for NPTEL & SWAYAM courses completed in online mode
- Incentive will be awarded only on those courses which are of one or more credits. Courses with no credit will not be considered for the award of incentive.
- For each course (of one or two credits), the incentive amount will be INR 2000 and for more than 2 credit courses the incentive will be INR 4000
- A staff member can claim a maximum of INR 8000 in an academic session as incentive in this scheme.
- Please also note that: In the event of any disputes, the decision of the management will be final and binding on all parties.

Please Note:

- Applicants must designate their Poornima/ JIET campus as their Local Chapter at the time of course registration on the SWAYAM–NPTEL platform. Failure to do so will result in ineligibility for the incentive.
- While faculty members are provided with the option to select a Local Chapter during registration, the administrative staff do not get this option. Hence, administrative staff members will remain eligible for the incentive, even without selecting Poornima/ JIET as the Local Chapter. But then the certificate has to bear the name of Poornima/ JIET.
- Ensure compliance with the above requirement while registering for SWAYAM–NPTEL courses.

POORNIMA STRATEGIC POLICY FOR EVALUATOR EFFICIENCY AND DEADLINESS (Poornima SPEED)

Introduction

Poornima Group is dedicated to upholding excellence in teaching and evaluation. To improve exam quality, simplify evaluation, and ensure timely results, the institution uses advanced tools like the CodeTantra platform. This policy details the payment structure for examiners evaluating End Semester Examination (ESE) answer sheets (UG, PG & PhD) on CodeTantra. It ensures fair pay, quality checks, and timely submission of marks for examiners at Poornima & JIET Group of Institutions.

Remuneration Structure

The remuneration structure is designed to incentivize examiners to complete evaluations within the stipulated time frame. Compensation is categorized based on the timeliness of submission as follows:

1. Standard Submission (Within 7 calendar days of assignment, max 250 answer scripts/ examiner/ week): ₹50 / answer script
2. Extended Submission (8-14 calendar days of assignment, max 250 answer scripts/ examiner): ₹40/ per answer script

3. Delayed Submission (15-30 calendar days of assignment, max 250 answer scripts/ examiner): ₹35/ per answer script

Please Note:

- Examiner means an expert from any institution except the institution where he/she is currently working.
- Examiners must submit evaluated answer scripts within 30 calendar days, failure to do so will result in being blacklisted for one year and debarred from future assignments. The Controller of Examinations (CoE) may take further action if needed.
- Prepare a model answer key before starting evaluation. The Examination Cell reserves the right to request and verify this answer key at any time.
- Examiners must complete the evaluation within the prescribed time frame.
- Each page of the answer script must be thoroughly reviewed before proceeding to the next script.
- Examiners must use appropriate symbols such as a tick (✓), cross (✗), or any relevant indicator on each page where a student has provided an answer.
- Marks must be assigned to each attempted question using the pencil tool in CodeTantra.
- If a question is left unanswered, the examiner must enter "Not Answered" in the remark section.
- CodeTantra tracks the average time taken per script. Examiners must ensure that the average evaluation time is not less than four (4) minutes per script, except in exceptional cases.
- Upon completion of the evaluation, examiners must freeze the answer scripts and formally acknowledge the respective CoE office along with the remuneration bill.
- Evaluation tasks must not be performed during official working hours at your current organization.
- If an answer script evaluated by the examiner undergoes re-evaluation and the difference in marks exceeds 20%, the respective institution's controller of examination may ask for clarification about the same.
- Submit a remuneration bill after completing each task. Payments will be processed with regular salaries or as a separate honorarium, as per institutional policy.
- Payments will be processed after the declaration of results.
- The Examination Cell and Finance Department will verify all submitted remuneration bills before processing payments.
- Applicable TDS deductions will be made as per the Income Tax Act.

This policy ensures fair pay for examiners who evaluate papers beyond their regular hours, maintaining the integrity of the process. It reflects the institution's dedication to academic quality and timely results. In case of disputes, the decision of the institution's head will be final and binding for all.

INCENTIVE SCHEME FOR JOINING PROFESSIONAL/ TECHNICAL ORGANIZATION OUTSIDE POORNIMA RELEVANT IN THE FIELD OF STUDY

The incentive scheme for joining professional/ technical organizations will cover 50% of the membership fees paid by faculty members for joining professional/ technical organizations relevant in the field of study. Purpose of this scheme is to provide industry exposure to faculty and build their network/ connection for various academic purposes. Eligibility Criteria is as follows:

- All faculty & staff members are eligible for this scheme provided they have completed a service of at-least 6 months at Poornima Group. 50% reimbursement of annual fee will be done by Poornima and the rest 50% will have to be borne by the individual himself/ herself.
- Professional organizations such as CII, Yi, IIA, IIID, IEEE, IGBC, ASHRAE, ISHRAE, FSAI, ISLE, ISTE, GIS, IMS, IEI, HRD Network, IMA and equivalent can be considered under this incentive scheme.
- Faculty & Staff members may apply via head of department or dean to the respective registrar office for final approval from the society office.
- Maximum amount to be reimbursed or to be incentivized will not be more than INR 10000 per annum.
- In case of any dispute, the decision of Management will be final & binding to everyone.

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

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

Criteria for participation

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

Category A – Skill & Knowledge Enhancement					
Category & Designation	Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered)	Performance Grade	Maximum Exposure	Maximum Grant (in INR)	Max. OD Leaves
A.1 Protocol Holders	<ul style="list-style-type: none"> ● Enhancing Performance of Staff ● Managerial Skills for Principals ● Effective Curriculum Implementation ● Developing Healthy Work Culture in Technical Institutions ● Developing Values, Attitudes and Managerial Skills in Teachers 	AA/ A+	International	50000	10
		A	International	40000	7
A.2 Professors/ Dean / HODs /Associate Professor	● Effective Curriculum Implementation	AA/ A+	International	30000	10
	● Tools for Engineering Research				
	● Personality Development				
	● Enhancing Performance of Staff				
	● Developing Values, Attitudes and Managerial Skills in Teachers				
	● Intellectual Property Rights and Patenting				
● Project Planning, Execution & Evaluation	A	International	25000	10	
● Academic support for weak Students					
● Strengthening Institutions to produce high quality engineers for better employability					
● Training on Management Capacity Enhancement	B	National	10000	5	
● Enhancement of R&D and institutional consultancy activity	New	National	5000	3	
A.3 Assistant Professor /Research Associate/ Lecturer	● Tools for Engineering Research.	AA/ A+	National	10000	6
	● Effective Curriculum Implementation.	A	National	10000	6
	● Mentoring Coaching and Counselling	B	Regional	7000	3
	● Preparing Students for Job Interview				

	<ul style="list-style-type: none"> ● Academic support for weak Students ● Training of faculty for effective 				
	<ul style="list-style-type: none"> ● Teaching Enhancement of R&D and institutional consultancy activity 	New	National	4000	3
A.4 Technical Officers /Technical Assistants	Laboratory Practices.	AA/ A+	National	8000	5
		A	Regional	6000	3
		B	Regional	4000	3
		New	Regional	2000	3
A.5 Registrar /Proctor /Officers	<ul style="list-style-type: none"> ● Training Program to enhance the administrative skills ● Effective Office Administration & Management. ● Developing Healthy Work Culture in Technical Institutions. ● Organizing Student Centered Activities. ● Mentoring Coaching and Counselling. ● Preparing Students for Job Interview ● Personality Development 	AA/ A+	International	30000	10
		A	National	20000	8
		New	National	5000	4

A.6 Dy. HOD /Tutor /Dy. Tutor /Warden	<ul style="list-style-type: none"> ● Placement Preparatory Program. ● Preparing Students for Job Interview ● Career Guidance and Counselling ● Academic support for weak Students 	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3
		New	Regional	5000	3
A.7 Executives /Office Executives	<ul style="list-style-type: none"> ● Office Executives Training Program ● Effective Listening Skills ● Effective Communication Skills (oral and written) ● Telephone Handling Skills (making and receiving calls, leaving message on voicemail) ● Database Management ● Report Preparation ● Standard Office Procedure ● Customer service interpersonal relations 	AA/ A+	National	10000	5
		A	National	8000	5
		B	Regional	4000	3
		New	Regional	2000	1
A.8 Library Staff	<ul style="list-style-type: none"> ● Digital Library Management ● Cloud Computing and Libraries ● Digital Library with KOHA and GSDL 	AA/ A+	National	8000	5
		A	National	6000	3
		B	Regional	4000	3
		New	Regional	2000	1
A.9 Attendants / Drivers /Security Guards	<ul style="list-style-type: none"> ● Report Preparation ● Effective Listening Skills ● Telephone Handling Skills ● Defensive Driving Safety Training ● Driver Training and Development Program ● Security Guards Training Program 	AA/ A+	Regional	2000	3
		A	Regional	1000	3
		B	Regional	500	3
		New	Regional	500	1

Category B – Technical (for all teaching staff)

B.1	Participation, Full paper published & presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
B.2	Participation & Full paper published & presented in an International activity with publication in reputed journal with impact factor >.75	All	National	7000	5
B.3	Participation & Full paper published in an activity with publication available online	All	National	5000	5

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

- A copy of notification of conference / seminar
- Copy of e-mail communication submitting the draft copy of the paper

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

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

GUIDELINES FOR ANNUAL COLLEGE MAGAZINE

Each of the four colleges/institutions will publish a separate annual magazine in April/May. These magazines will feature articles, poems, stories, and plays primarily by students, teachers, and alumni. They should reflect all key institutional events, developments, and activities of the academic year, conveying the feelings of faculty, staff, and students through words and pictures.

Annual college magazines are highly valuable, primarily for their educational benefit. They encourage students to think, write, and develop their skills. While motivating students to read widely, the magazines also provide a platform for students to learn how to express their own ideas concisely. The magazine should evolve into a colorful showcase reflecting the success story of the POORNIMA institution. The broad framework suggested is designed to achieve these objectives.

Title & Number of Pages of Magazine

PCE - Title – Poornima Winners, Pages – 140 (Including Cover page)

PIET - Title – Poornima Panorama, Pages – 100 (Including Cover page)

PU - Title – Poornima Spectrum, Pages – 140 (Including Cover page)

Titles/ Information	Issuing Authority	Approving Authority	Number of Page(s)
Cover page	Institutional Head	Institutional Head	1
Inside cover page Back cover page Inside back cover page	Editorial Board	Institutional Head	1
Messages	Editorial Board	Institutional Head	4
Institution Introduction	Editorial Board	Institutional Head	8-12
About the faculty & staff	Editorial Board	Institutional Head	2-4

Initiatives innovations	Editorial Board	Institutional Head	6-8
Poornima Alumni Societies	Editorial Board	Institutional Head	6-8
Department Introduction	Editorial Board/ Department	Institutional Head	12-15 Each
Hostels	Editorial Board	Institutional Head	1-2
Testimonials News	Editorial Board	Institutional Head	4-6

The annual magazine must adhere to the following specifications for content, structure, and physical attributes:

Section	Content Details	Page Count (Approx.)
Cover Page	Thematic design using single or compiled HD images. Must include 'POORNIMA' (institute or magazine name), session (top-left), issue number (top-right), highlighted headlines, and a thematic quotation.	NA
Inside Cover Page	List of Editorial Board members and Index/Contents.	NA
Next Page	Editor's message and Poornima Group's Vision, Mission, & Quality Policy.	NA
Back Cover Page	Thematic continuation of the cover. Must include institute name, address, contact number, website, and email ID. May include a Google Map snapshot of the location.	NA

Inside Back Cover Page	Poornima Gaan & Knowledge Wheel.	NA
Messages	Messages from: Chairman, Poornima Group (1 page); Managing Director, Poornima Group (Intro to Shanti Education Society & Poornima Group - 1 page); and Head of Institution (1 page).	3
Institution Introduction	Brief overview, features, facilities, infrastructure, conferences/seminars organized, accreditations, student star performers, university results, campus activities (Aarohan & Prayogam), student achievements, tie-ups, and placement records (use graphical/tabular format).	8-12
Faculty & Staff	Detailed institutional data: total strength, academic qualification analysis, achievements/recognition, star performers, retirements (if any), and new senior appointees (if any).	2-4
Initiatives & Innovations @ Poornima	Detailed write-ups on institution-level initiatives and innovations.	6-8
Poornima Alumni Societies	Introduction of respective societies, alumni profiles, achievements, photographs/memories of annual meet, articles, and experience sharing by alumni.	4-8
Department Contribution	Sequenced alphabetically. Each department contributes equally with: HoD article on a trending technical topic; Abstracts of best faculty research papers; Details of industrial visits, innovative projects, project-related competitions; Technical/non-technical articles by students/faculty (including in Hindi); and articles from eminent professors/entrepreneurs.	10-12
Hostels (Campus-wise)	Detailed information on activities/programs, cultural/geographic student diversity, mentorship programs, introduction of the chief warden, and experiences. <i>Only for respective campuses.</i>	4-6
Testimonials, News, and Articles	Media coverage, experience sharing by parents, dignitaries, industry/academia experts, and previous employers (graphical or text format).	4-6

Production Specifications & Design Notes

- **Paper Quality:** Cover page must be 300 GSM with a glossy finish. Internal pages must be 130 GSM.
- **Color Format:** The entire magazine shall be published in full color.
- **Editorial Process:** The Editorial Board must draft the complete content in Microsoft Word. The designer is *prohibited* from editing the text content during the design phase.
- **Design Focus (HD Images):** To maximize appeal, utilize High Definition (HD) images focused on:
 - Natural shots of the campus (interior and exterior) and classrooms.
 - Technology as textural backgrounds.
 - Unique perspectives with a grand scale.
 - Pictures showcasing real-world impact.
- **Short Articles:** Can cover: notable Indian engineering work (year/decade), noted Indian engineering/company, noted student & alumni, and famous quotes/books.
- **Overall Impression:** The complete magazine must be appealing, creative, and easily understandable.

Printing Policy (Environmental Consideration)

- **Context:** Recognizing that paper production significantly contributes to air, water, and land pollution, and office paper/commercial magazines represent a major waste source, the management is committed to reducing environmental impact through digitization.
- **Print Quantity:** The number of magazines printed will be determined based on the total count of students, faculty, and staff who register with the respective editorial board to procure a copy.
- **Central Use:** An additional 10% of the total determined quantity will be published as extra copies for central level use.

GUIDELINES FOR ANNUAL ALUMNI MEET

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

The broad objectives of Poornima Alumni Societies (PUAS, PCAS and PIAS) are:

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

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

List of Registered Alumni members of Poornima Alumni Societies			
Category	PUAS	PCAS	PIAS
President	Shubham Jagetia	Arvind Balan	Anchit Aneja
Treasurer	Anmol Chaturvedi	Ravi Sharma	Arpit Singhal
Secretary	Jitendra Kumar	Azar Mathur	Bhanupratap Singh Rajpurohit
Member	Sourabh Trehan	Srividya E	Manoj Singh
Member	Shiv Kumar Singh	Parul Tolani	Mukesh Saraswat
Member	Pallavi Verma	Ashok Kumar Jain	Ritesh Agarwal
Member	Shiv Prakash	Sudhanshu Goyal	Nikunj Maheshwari

Key roles & responsibilities of Institutional Societies:

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

Please Note:

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

CONFERENCE / SEMINAR / WORKSHOP PLANNING GUIDELINES

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

1. Managing Abstracts and Papers

Task Category	Important Dates	Key Tasks
Call for Papers	Open Call: At least 8 months before	1. Prepare and publicize the Call for Papers (wording, layout, website, email, etc.).
	Close Call: At least 3 months before	2. Establish and communicate the paper submission deadline.
Review Process	Notify authors of decision: At least 2 months before	3. Accept paper submissions (via website, email, etc.).
		4. Send confirmations of receipt to authors.
		5. Find reviewers and establish their expertise.
		6. Assign reviewers to each paper and circulate the papers.
Final Selection & Publication	Send to publisher: At least 1 month before	7. Follow up with reviewers to ensure timely comments.
		8. Collect reviewer comments and make final paper selections.
		9. Notify authors of acceptance or rejection.
		10. Prepare accepted papers for publication (online and print).
		11. Send papers to the publisher for print.
		12. Follow up on corrections, full papers, and post-conference publication.

2. Speakers and Presenters

Task Category	Important Dates	Key Tasks
Selection & Contract	Sign up speakers: At least 1 year before	1. Research, select, and sign contracts with all speakers.
Information & Logistics	Send information package: At least 6 months before	2. Create and send a comprehensive information package to all speakers, including: Point of contact, conference goals/audience, presentation handout procedures, finalized agenda, hotel/transportation/compensation information.
		3. Arrange for speaker accommodation, transportation, and confirm arrival times.
On-Site Support		4. Arrange for speaker compensation.
		5. Arrange for speaker support (a single point of contact for needs).
		6. Arrange for speaker audio/visual and other technical requirements.
		7. Collect speaker biographies for introductions.

3. Registration

Task Category	Important Dates	Key Tasks
Setup	Open Conference for registration: At least 3 months before	1. Determine the price and various payment options (cheque, credit card, etc.).
		2. Decide on a registration procedure (online, paper-based, or both).
		3. Choose and set up an online registration system and a merchant account for credit card payments.
		4. Decide on a cancellation policy.
Form & Deadlines	Early bird deadline: At least 2 months before	5. Determine early-bird and final registration dates.
		6. Create the registration form, including options for: Meals/dietary requirements, accommodation, transportation, sessions/workshops, social program, and spousal packages.
Confirmation & On-site	Final Deadline: At least 1 month before	7. Publish the registration form (online and/or paper).
		8. Send confirmation of registration to delegates upon receipt of payment.
		9. Create conference packages.
		10. Determine the on-site registration procedure and hire/coordinate staff/volunteers to greet attendees.

4. Marketing and Public Relations

Task Category	Important Dates	Key Tasks
Launch	Launch conference website: At least 1 year before	1. Develop a promotional website.
Outreach	Send Invitations: At least 8 months before	2. Create and send out press releases and mass mailers.
	Send press releases: 5 days before	3. Provide an opportunity for media participation (e.g., offering interviews with keynote speakers).
Logistics		4. Gather location promotional material.
		5. Approach transportation and accommodation facilities to negotiate special conference rates.
Messaging		6. Convey the message that organizers are committed to providing a positive participant experience.

5. Printed Materials

Task Category	Important Dates	Key Tasks
Production	Send registration package to printers: At least 1 month before	1. Determine if design and production can be handled in-house or must be outsourced.
		2. Identify all signage and other printed materials requirements.
		3. Create brochures, marketing, conference identification materials, and registration packages.
Vendor Management		4. Send out a Request for Proposal (RFP) to several printing companies.
		5. Sign a contract with the chosen printing company.

6. Accommodation

Task Category	Important Dates	Key Tasks
Contracting	Contracts with hotels: At least 3 months before	1. Establish available accommodation near the conference site.
		2. Negotiate and sign contracts with hotels/providers for special room rates for participants.
Participant Booking	Accommodation booking deadlines: At least 15 days before	3. Establish and communicate the accommodation booking deadline.
		4. Establish booking/registration procedures and convey information to participants.
		5. Confirm room bookings with hotels.

7. Food and Beverages

Task Category	Important Dates	Key Tasks
Planning & Selection	Contract with caterer: At least 2 months before	1. Identify expected food and beverage needs (attendees, number of meals/breaks).
		2. Determine what the conference facility offers and if outside catering is permitted.
		3. Get menu options from caterers, decide on a caterer, and book them.
		4. Sign a contract with the caterer.
Finalization	Send final food and beverage requirements to caterer: At least 10 days before	5. Implement a strategy for identifying and accommodating dietary restrictions.
		6. Send final food and beverage requirements to the caterer.

8. Audio-Visual Requirements

Task Category	Important Dates	Key Tasks
Preparation	Order audio-visual equipment: At least 10 days before	1. Order all necessary audio-visual equipment.
	Test room setups: At least 1 day before	2. Test all room setups and equipment.

9. Financial Approvals

Task Category	Important Dates	Key Tasks
Budgeting	At the time of planning the conference.	1. Get head-wise approval of the initial budget.
	At least two months prior to the conference.	2. Get revised estimates approved.
Expenditure		3. Ensure all expenditure is made through a designated finance committee for the conference, including at least one member from the finance department.

POLICY FOR MEMENTO DISTRIBUTION

As per this policy, only following mementos will be given solely to guests coming from outside Poornima during the upcoming year. No exceptions shall apply.

- For VVV Imp Person (from outside Jaipur) - Hawa Mahal - Large - INR 1200
- For V Important person (from Jaipur/ outside Jaipur) - Elephant - Large - INR 800
- For important person (Senior - from outside Jaipur) - Hawa Mahal - Medium - INR 900
- For important person (Senior/ Junior - from Jaipur) - Elephant - Medium - INR 650
- For routine visitors (from outside Jaipur) Hawa Mahal - Small - INR 500
- For routine visitors (from Jaipur) Elephant - Small - 450
- For routine visitors (not so important persons) - Hawa Mahal - Miniature - 270

EVENT & VENUE QUALITY ASSURANCE CHECKLIST

Entrances & Exits:

- Door Noise Check: Ensure doors open/close silently. Oil hinges if squeaky.
- Noise Suppression: Ensure all windows/doors are sealed to suppress outside corridor/ traffic noise.
- Emergency Exits: Verify exits are unlocked and unblocked.

Electrical & Maintenance:

- Wire Safety: Crucial. No exposed wires on the floor or stage. All cabling must be taped down (gaffer tape) or covered with mats.
- Structural Integrity: Visual check of false ceilings and ventilators (no loose tiles or hanging debris).
- Old Decor Removal: Remove all old cello tapes, double-sided tapes, nails, or balloons from previous events. Walls must be clean.

Housekeeping:

- Deep Clean: Floor sweeping/mopping done 1 hour prior.
- VVIP Washroom: High Priority. Check cleanliness, running water, soap dispensers, tissue rolls, and fresh hand towels.
- Ventilation/AC: Ensure ACs/Fans are working effectively 30 minutes before start time.

Audio System:

- Mike Testing: Test all microphones (handheld, collar, podium). Ensure fresh batteries are installed.
- Speaker Quality: Check for clarity. Zero static/ humming noise when silent. Ensure audio is balanced (not too loud, not too soft).
- Feedback Loop: Walk the stage with the mike to ensure no whistling sounds (feedback).

Visuals & Presentation:

- Projector Alignment: The PPT projection area must be maximized (enlarged) and focused sharp. No key stoning (tilted image).
- Laptop Connectivity: Have HDMI/VGA adapters ready. Test the actual presentation file, not just the laptop connection.
- Clicker/Pointer: Ensure the laser pointer/slide changer is working.

Documentation:

- Recording Setup: If external speakers are presenting their keynote, ensure camera angles are set and audio feed is recorded clearly. As the video will be uploaded on Poornima Group youtube channel.

Stage Setup:

- Seating & Sofa: Check sofas and chairs for dust or stains. Arrange them symmetrically.
- Podium: Clean the podium surface. Ensure the Institution Logo is visible, straight and in proportion.
- Water: Place sealed water bottles and clean glass tumblers (covered with coasters) at the podium and guest tables.

Ceremonial Items:

- Lamp Lighting (Deep Prajwalan):
 - Oil filled in the lamp?
 - Wicks (batti) ready?
 - Kapoor (Camphor) on Cotton Buds: Prepared for instant lighting.
 - Matchbox/Lighter verified working and placed on the tray.
 - Only one garland for the main guest

Flower Arrangements:

- Tika: Tika thali decorated, adequate Kumkum with rice and water. Volunteers must be trained to apply the tika with India tradition, 1st small tika with ring finger, tika extension with thumb and rice application with thumb and index finger.
- Bouquet: One Fresh bouquet ready for the Main Guest.
- Rosebuds: Single rosebuds ready for other dignitaries.

Anchor Preparation:

- Anchor must be students only.
- Pronunciation Check: Anchor must verify the correct pronunciation of Guest Names and Titles before going on stage.
- Accent & Tone: Ensure the anchor speaks clearly, professionally, and maintains high energy.
- Script Review: Sequence of events must be confirmed (Who comes up when?).
- National Anthem before the event formally starts: Have the audio file queued and ready. Test the volume level beforehand.
- Introduction: Ensure brief bios of guests are printed and readable for the anchor.

Audience Comfort:

- Writing Pads/Pens: Distribute these to the audience/ dignitaries if it is a workshop or seminar.
- Seating Discipline: Ushers assigned to guide students/staff to fill front rows first.
- Silence Enforcement: A designated discipline team to prevent talking/movement during the session.
- Power Backup: Is the generator/UPS ready? If lights go off, is there an emergency battery light on stage?
- IT Backup: Keep a copy of the PPT on a USB drive as a backup.
- Medical: Basic First Aid kit available at the registration desk.

Message for the Staff: Excellence is in the details. A glitch-free venue shows our guests that we respect their time and presence. Let's ensure the institution shines in every event we host;

1. The "Walk-Through": The Event Coordinator must walk the path of the Chief Guest (from car arrival -> lift -> green room -> stage -> restroom) 30 minutes before arrival to spot any last-minute issues.
2. The "Silence Test": Have everyone in the hall be quiet for 10 seconds. Listen for buzzing lights, rattling fans, or distant traffic. Fix if possible.
3. Cable Management: Use black tape on black stages and white tape on light floors. Visual distractions ruin photos.

PROCESS OF RESIGNATION, HANDING OVER OF CHARGE, AND FINAL RELIEVING

This policy outlines the mandatory procedures and requirements for all employees of the institution wishing to resign from their position, ensuring a smooth transition of duties and minimal disruption to ongoing academic and administrative activities.

I Notice Period and Associated Financial Obligations - The required notice period or financial obligation upon resignation is contingent upon the academic phase of the department at the time the resignation is formally submitted:

- **During Semester Break:** If an employee tenders their resignation during the official semester break of the department in which they are employed, they are required to **serve a mandatory one-month notice period** before being relieved from their duties.

- **During Academic Session/ Classes:** If an employee tenders their resignation when regular semester classes are actively running or the regular academic session is underway in the institution, they must **pay an amount equivalent to one month's gross salary** in lieu of serving the notice period. This financial payment is a prerequisite for being relieved, acknowledging the disruption caused by an immediate departure during a critical academic period.

II Step-by-Step Relieving Procedure - Employees must strictly adhere to the following steps to ensure their relieving process is completed efficiently and formally:

Step 1: Submission of Formal Resignation - The employee must prepare and formally submit their resignation letter to their respective Head of Department (HOD). This resignation must be via an email to the Reporting & reviewing officer with a copy marked to the registrar and society office.

Step 2: HOD/Reporting Officer's Status Report Preparation - Upon receiving the resignation, the HOD or designated reporting officer must immediately prepare a detailed Status Report on the departing employee. This report must utilize the specified institutional format and provide clear, objective views on the following essential parameters:

- (i) **Subject Teaching Status:** Current progress and completion status of all subjects taught.
- (ii) **Course Status:** Status of course coverage, pending topics, and overall academic performance metrics.
- (iii) **Other Duties:** Status and completion of all non-teaching responsibilities, including administrative, committee, or coordination tasks.
- (iv) **Attendance/Marks Submission:** Verification of all attendance records and timely submission of internal and external examination marks.
- (v) **Pending Work:** Identification and status of any critical, unfinished assignments or institutional projects.
- (vi) **Lab Status – Records Checking:** Verification and comprehensive checking of all laboratory records, equipment inventory, and maintenance logs.
- (vii) **Subject Files Handing Over:** Confirmation of complete handover of all subject-related documentation, including:
 - Blown-up Notes (detailed lesson plans)
 - Zero Lecture Documentation
 - Tutorial Sheets/Assignments
 - Syllabus Deployment Records
 - Previous Attendance Sheets
- (viii) **Charge Handed Over To:** Clear identification of the specific colleague or faculty member who has formally accepted the handover of all duties and responsibilities.
- (ix) **New Faculty Requirement:** Assessment of whether a new faculty member is required to be recruited immediately to replace the departing employee (**Required/Not Required**).
- (x) **Other Remarks:** Any additional comments or observations pertinent to the employee's tenure or the handover process.

Step 3: Forwarding and Acceptance of Resignation - After completing the detailed Status Report, the HOD will officially forward the resignation letter, along with the comprehensive Status Report, to the Director for official acceptance and approval. The Director will also schedule a formal exit interview with the departing faculty member.

Step 4: Completion of No Dues Formalities - If the resignation is approved by the Director, the faculty member must immediately complete the "**No Dues Certificate**" process using the specified institutional format. This process involves obtaining clearances from all relevant departments (e.g., Library, Accounts, IT, Administration, Hostel, etc.) confirming that the employee has cleared all outstanding responsibilities and liabilities.

- The completed and verified No Dues Certificate must be submitted to the Registrar of the Campus.
- The final Charge Handing Over Report (signed by the HOD and the faculty taking charge) must also be submitted to the HOD.

Step 5: Final Relieving - Upon successfully clearing all outstanding dues and liabilities with all departments of the institution, the employee is required to report to the **Office of the Managing Director, Poornima Group**, for the finalization of the relieving process. The final relieving order will be issued only after all institutional requirements, including the notice period served or payment made in lieu thereof, and the No Dues Certificate, are fully satisfied.

You shall be required to complete 260 / 270 / 305 working days in each academic session, as applicable to your respective category, according to the policies of the organization. The academic session shall be reckoned from 1st July to 30th June of the following year.

In the event of resignation, termination, or separation of employment for any reason, the employee's Full and Final Settlement shall be computed strictly on the basis of the actual number of working days completed up to the date of relieving, and the same shall be subject to the applicable rules, policies, and adjustments of the organization.