



# POORNIMA

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## COLLEGE OF ENGINEERING

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

Poornima Standard Administrative  
Procedure (Poornima SAP) for students &  
alumni of PCE, PGI & PSBM

# Poornima Standard Administrative Procedure (Poornima SAP) for students & alumni of PCE, PGI & PSBM

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ISSUED IN STUDENTS' INTEREST BY OFFICE OF REGISTRAR

LAST UPDATED ON: FRIDAY, MAY 15, 2021 - 10 AM

# Please Note

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To collect any document from Office of Registrar, please carry your valid Student Identification Card.

In person or in campus collection of document(s) is generally issued within 30 minutes to 1 hour from the time of request. It also depends on availability of staff and ongoing rush (if any). Please be patient.

Issues raised online generally takes 48 hours to be resolved (exception – matter where institution is dependent on 3<sup>rd</sup> party agencies).

**ACADEMIC DOCUMENTS LIKE MARK SHEET, DEGREE IS ISSUED TO STUDENT ONLY**



# Transfer Certificate (TC)

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## **IN PERSON / IN CAMPUS MODE**

Download Form S-19 from  
<https://www.poornima.org/download-forms-3/>


Fill complete form and submit to the Office of Registrar with relevant documents (mentioned in S-19)

## **ONLINE / VIRTUAL MODE**

Download Form S-19 from  
<https://www.poornima.org/download-forms-3/>

Fill complete form, scan it and send via email to the Office of Registrar with relevant documents (mentioned in S-19)

Email ID for PCE, PGI & PSOM - [registrar.pce@poornima.org](mailto:registrar.pce@poornima.org)



# Character Certificate (CC)

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## **IN PERSON / IN CAMPUS MODE**

Download Form S-19 from  
<https://www.poornima.org/download-forms-3/>


Fill complete form and submit to the Office of Registrar with relevant documents (mentioned in S-19)

## **ONLINE / VIRTUAL MODE**

Download Form S-19 from  
<https://www.poornima.org/download-forms-3/>

Fill complete form, scan it and send via email to the Office of Registrar with relevant documents (mentioned in S-19)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org



# Bonafide Certificate


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Email your request from Poornima Email ID and get it via email within 2 working days.

Or

Email your request from Poornima Email ID and collect from Office of Registrar (in person/ in campus mode)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org



# Loan Document


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Email your request from Poornima Email ID and get it via email within 2 working days.

Or

Email your request from Poornima Email ID and collect from Office of Registrar (in person/ in campus mode)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org




# Migration Certificate

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If required in softcopy (scanned version) - Email your request from Poornima Email ID and get it via email within 2 working days.

If required in hard copy (actual document), Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org






# Mark sheet(s)

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If required in softcopy (scanned version) - Email your request from Poornima Email ID and get it via email within 2 working days.

If required in hard copy (actual document), Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org




# Consolidated Mark sheet

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If required in softcopy (scanned version) - Email your request from Poornima Email ID and get it via email within 2 working days.

If required in hard copy (actual document), Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org




# Provisional Degree

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If required in softcopy (scanned version) - Email your request from Poornima Email ID and get it via email within 2 working days.

If required in hard copy (actual document), Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org




# Degree

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If required in softcopy (scanned version) - Email your request from Poornima Email ID and get it via email within 2 working days.

If required in hard copy (actual document), Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

Email ID for PCE, PGI & PSOM - registrar.pce@poornima.org



# Letter of Recommendation

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**FOR PCE, PGI & PSBM** – Email your request with a sample letter of recommendation (as desired) along with necessary documents to prove the need of LOR to **[registrar.pce@poornima.org](mailto:registrar.pce@poornima.org)**

# RTU Exam Form

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Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

# RTU Exam Revaluation Form

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Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)

# RTU Marks Improvement Form

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Show your Student Identity Card at student window and collect during working days & working hours i.e. Monday to Saturday, 8 AM to 4 PM (except public holidays)





# New Email ID request (for existing and pass out students)

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**FOR PCE, PGI & PSBM** - Send request email with details such as your institution registration number/ RTU enrollment number, contact number to **shivraj@poornima.org** & copy to **registrar.pce@poornima.org** along with scanned copy of your Aadhar card or Driving License to confirm your identity.

# Email ID password reset request (for existing and pass out students)

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**FOR PCE, PGI & PSBM** - Send request email with details such as your institution registration number/ RTU enrollment number, contact number to **shivraj@poornima.org** & copy to **registrar.pce@poornima.org** along with scanned copy of your Aadhar card or Driving License to confirm your identity.

# Online Fee related matter (<http://fee.poornima.edu.in/>)

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**FOR PCE, PGI & PSBM** - Send request email with snapshots of errors/ issues being faced along with details such as your institution registration number/ RTU enrollment number, contact number to **chiefproctor.pce@poornima.org**

**Please Note: It might take 3-5 working days or longer (depending upon the complexity of issue) to get things resolved in this matter as the institution is dependent on external agencies.**

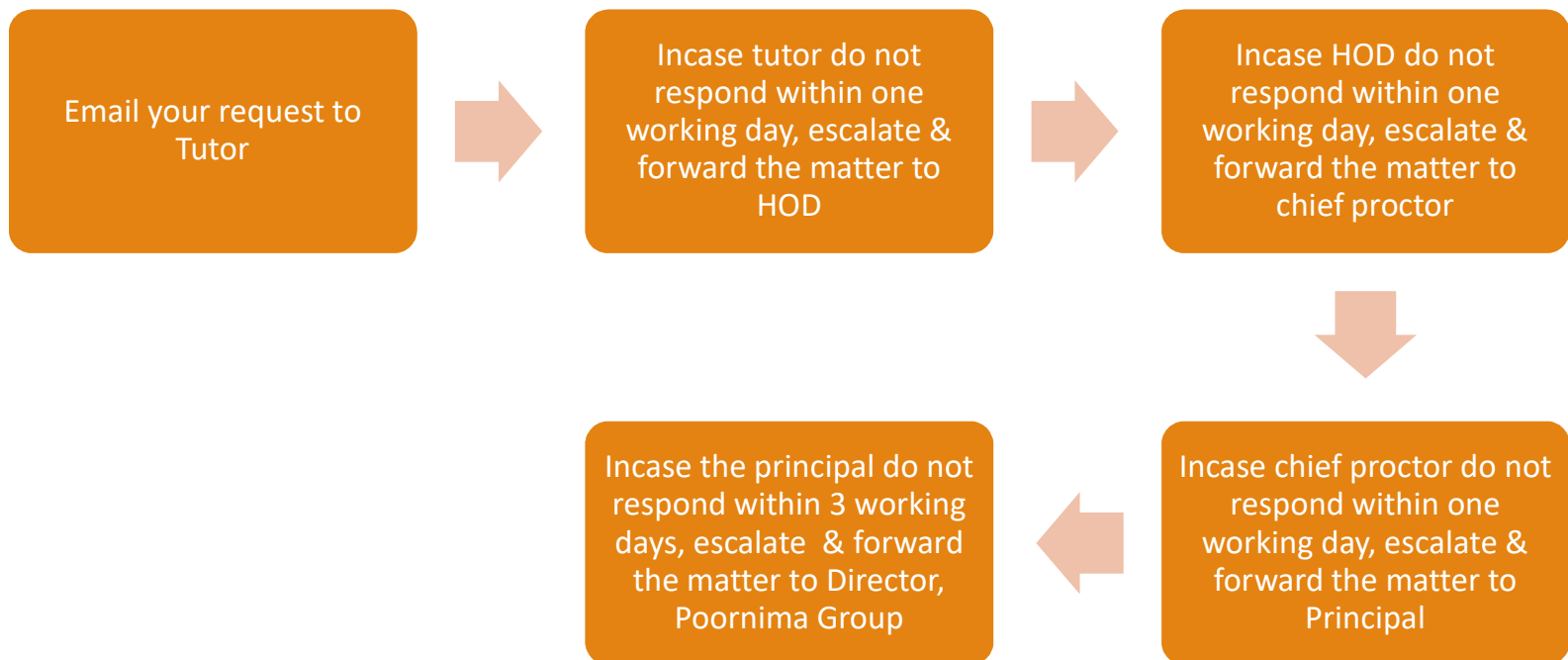
# Poornima ERP database update

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**FOR PCE, PGI & PSBM – Download Form S-20 from <https://www.poornima.org/download-forms-3/>, fill it, scan it and send the completely filled form along with all desired attachments to [registrar.pce@poornima.org](mailto:registrar.pce@poornima.org)**

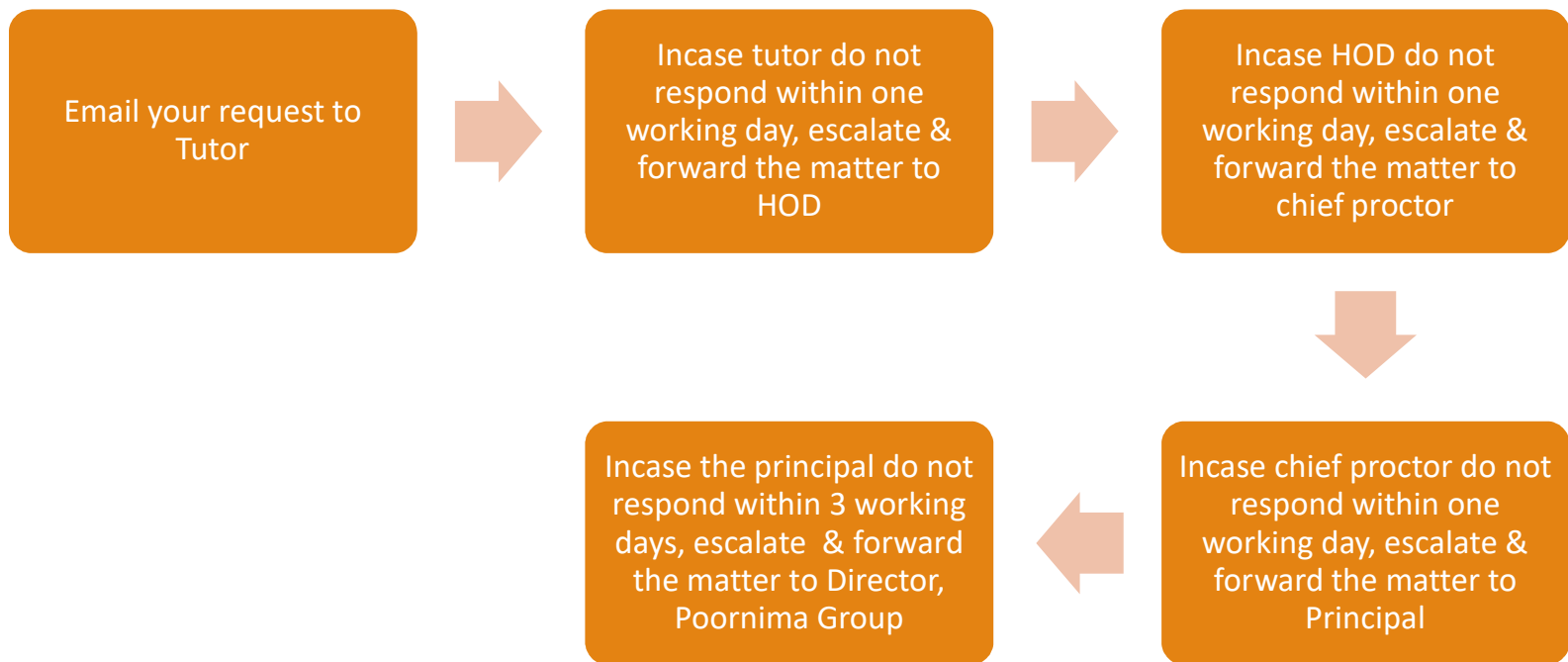
# Attendance related grievance

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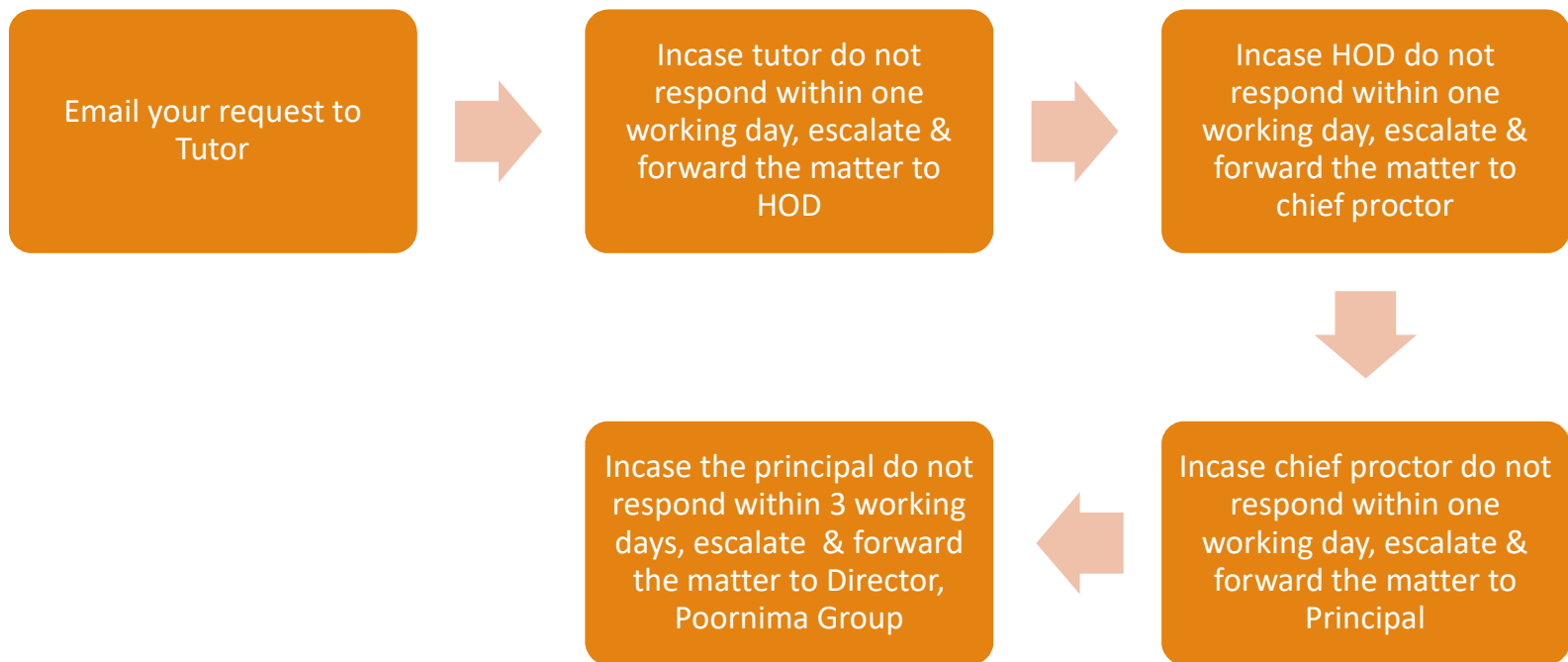
# Classes/ Lab related grievance

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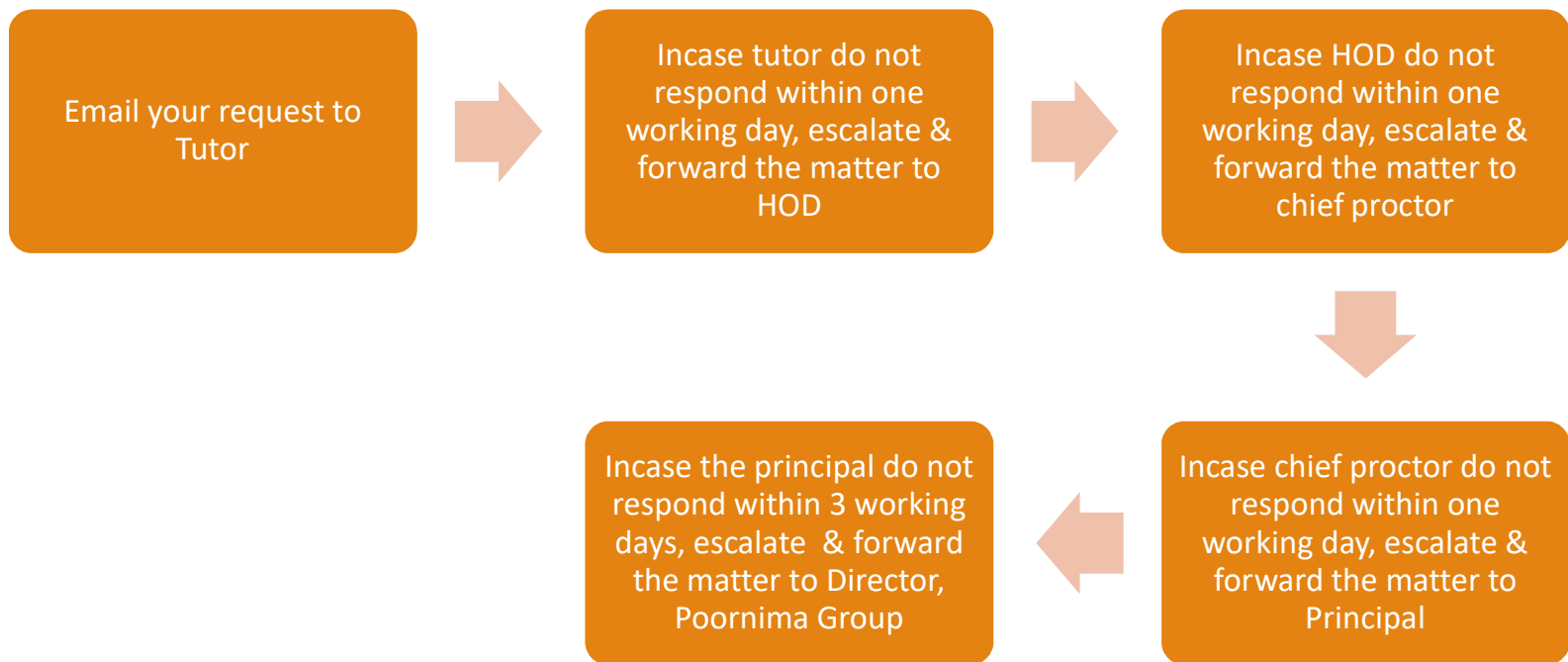
# Medical leaves related grievance

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# Stationary/ Uniform related grievance

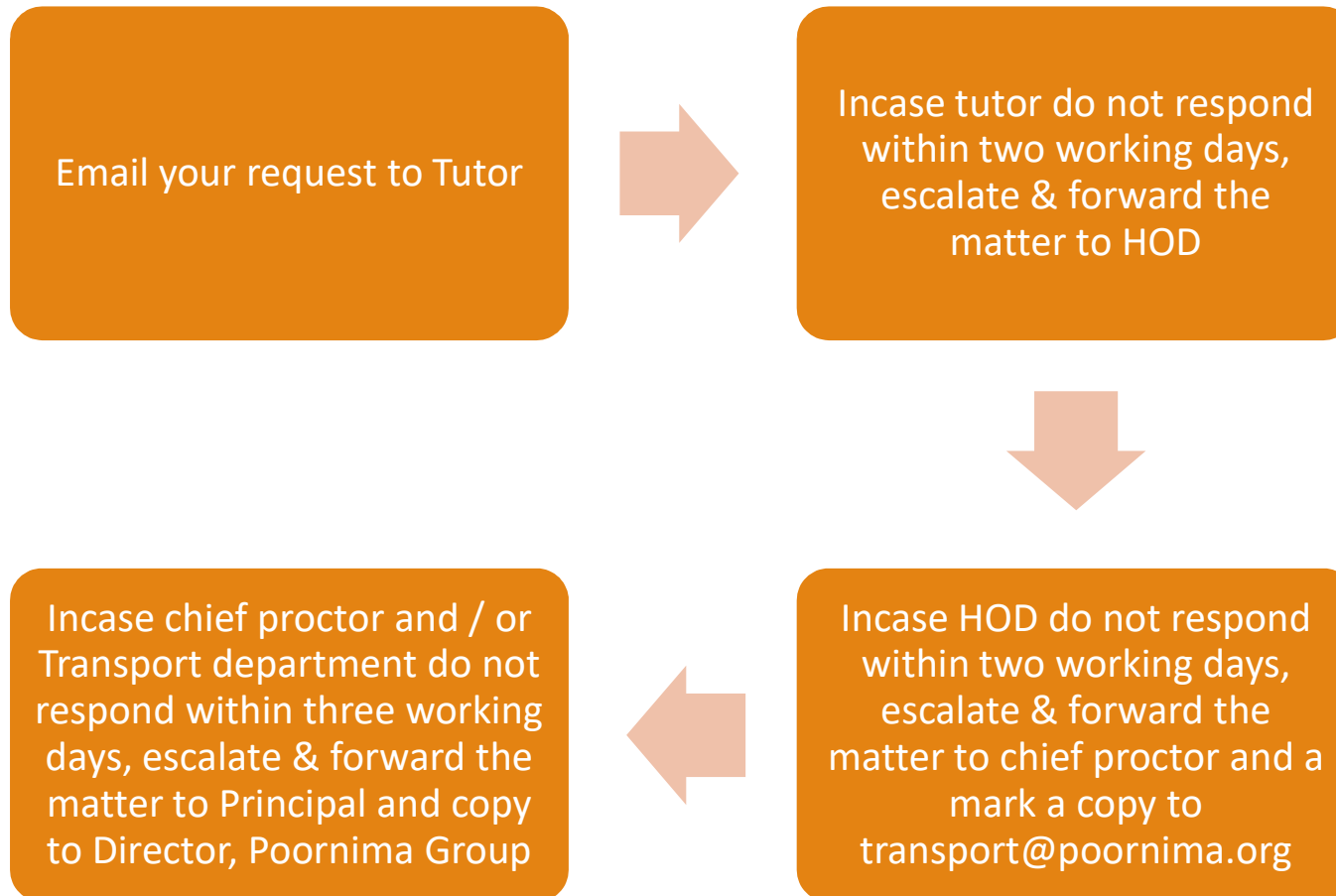
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# Transportation related grievance

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# Library related grievance

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Email your request to Chief Librarian  
at [pce.library@poornima.org](mailto:pce.library@poornima.org) for PCE  
or [pietlibrary@poornima.org](mailto:pietlibrary@poornima.org) for PIET



Incase Librarian do not  
respond within two working  
days, escalate & forward the  
matter to Registrar



Incase Registrar do not  
respond within three working  
days, escalate & forward the  
matter to Principal and mark  
a copy to Director, Poornima  
Group

# Training & Placement related grievance

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Email your request to  
HOD



Incase HOD do not responds to your  
query within two working days,  
escalate & forward the matter to the  
Training & Placement Officer at  
[tpo@poornima.org](mailto:tpo@poornima.org) and mark a copy  
to Principal



Incase TPO or Principal do not  
respond within three working days,  
escalate & forward the matter to  
Director, Poornima Group



# Training & Placement related grievance

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Email your request to  
HOD



Incase HOD do not responds to your  
query within two working days,  
escalate & forward the matter to the  
Training & Placement Officer at  
[tpo@poornima.org](mailto:tpo@poornima.org) and mark a copy  
to Principal



Incase TPO or Principal do not  
respond within three working days,  
escalate & forward the matter to  
Director, Poornima Group



# Any other grievance

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Email your  
grievance to Tutor



Incase Tutor do not responds  
to your query within two  
working days, escalate &  
forward the matter to the  
Head of Department.



Incase HOD do not respond  
within three working days,  
escalate & forward the matter  
to Principal & mark a copy to  
Director, Poornima Group

# Important Email IDs & Contact Number

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Name	Designation	Email ID	Contact Number
Mr. Devendra Somwanshi	Registrar, PCE	registrar.pce@poornima.org	+919829255102
Mr. Amit Gupta	Chief Proctor, PCE	chiefproctor.pce@poornima.org	+919001893265
Mr. Pankaj Dhemia	Vice Principal, PCE	viceprincipal.pce@poornima.org	+919829261155
Dr. Mahesh Bunde	Principal & Director, PCE	principal.pce@poornima.org	+919828999440
Mr. Rahul Singhi	Director, Poornima Group	rahulsinghi@poornima.org	+919829000071