



POORNIMA

COLLEGE OF ENGINEERING

An autonomous institution approved by RTU, AICTE & UGC • NAAC A+ Accredited



Budget Preparation /Utilization / Mobilizations

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Institute maintain a well process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rule for the funds usage and resources utilization some example are given below

Chief Finance Officer

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

1. Financial Power Policy:- As approved in 1st Governing Council Meeting

| S. No. | Committee | Role of Committee | Members | Level of Authority For Financial Approval Per Reference | Name of Authority For Financial Approval |
|--------|-----------------------------|---------------------------------|---------------------------|---|--|
| 1 | Governing Council | Policy Making | Governing Council Members | Unlimited Authority | Chairman – Governing Council |
| 2 | Finance Committee | Budget in, Accounts and Finance | CFO, Director, All HOs | Rs. 25,00,000/- | CFO |
| 3 | Office of Campus Director | Campus Level Activities | Campus Director and Hos | Rs. 2,00,000/- | Campus Director |
| 4 | Departmental Administration | Departmental Level Activities | HOD & Faculty Members | Rs. 30,000/- | HOD |
| 5 | Office of Registrar | Administrative Activities | Registrar and HoDs | Rs. 40,000/- | Registrar |

Management of Poornima College of Engineering is pleased to introduce the revised guidelines for participation in conference/ seminar/ workshop/ trainings/ symposia (to be termed as activity) etc. by faculty & staff of Poornima College of Engineering. 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 College of Engineering itself by filling complete format: E-18A & E-18B available on website under download section.
- Under category B, for any paper having more than one author from Poornima College of Engineering only first author would be allowed to attend the activity.
- For any exceptional situations, participation in more activities over & above of what is stated in the guidelines may be allowed but subject to the approval of Head of the Institution.
- The suggestive list of programs and limits of grants (including registration & TA/DA charges) & on duty leave for attending an activity to be debited & accounted from Institutional budget (available with head of institution) in case of categories A1 to A9 & from department budget (available with head of the department) in case of categories B1, B2 & B3 and paid by finance department shall be as under:

| Category A – Skill & Knowledge Enhancement | | | | | |
|--|--|---------------|-------------------------|-------------------------------|-----------------------|
| Category & Designation | Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered) | Grades | Maximum Exposure | Maximum Grant (in 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 | | | | |
| | ● Academic support for weak Students | | | | |
| | ● Strengthening Institutions to produce high quality engineers for better employability | A | International | 25000 | 10 |

| | | | | | |
|---|--|--------|---------------|-------|----|
| | <ul style="list-style-type: none">● Training on Management Capacity Enhancement | B | National | 10000 | 5 |
| | <ul style="list-style-type: none">● Enhancement of R&D and institutional consultancy activity | New | National | 5000 | 3 |
| A.3 Assistant Professor /Research Associate/ Lecturer | <ul style="list-style-type: none">● Tools for Engineering Research.● Effective Curriculum Implementation.● Mentoring Coaching and Counseling● Preparing Students for Job Interview● Academic support for weak Students● Training of faculty for effective● Teaching Enhancement of R&D and institutional consultancy activity | AA/ A+ | National | 10000 | 6 |
| | | A | National | 10000 | 6 |
| | | B | Regional | 7000 | 3 |
| | | 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 Counseling.● 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 Counseling● 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 |

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|------------|---|-----|----------|------|---|
| 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)

3. Promotion of Research Activities

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

TECHNICAL PUBLICATION INCENTIVE SCHEME (Refer form E20)

The Management of Poonima is pleased to declare the "Technical Publications Incentive Scheme" for faculty members and others for the session 2021-22 and onward. 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 Poonima with the author's name**. The details are given below:

1. **Author Category:** It is the category where the faculty of Poonima 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:
 - 1.1) **As Supervisor or guide:** The faculty applying as Supervisor or guide must ensure that the student they are guiding must be from Poonima.
 - 1.2) **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 Poonima.
 - 1.3) **As Author:** The publications must be related with broad academic disciplines related to respective qualification or specialization and must include the name of Poonima in the publication.

2. Publication Category

| Publication Category | | Incentive | T & C |
|---|--|-----------|---|
| 2.1 Full Book | | | |
| a) Published with SCI/ Scopus Series/ Journal Publication | | 20000 | 100% for 1 st Edition & 30% for further Edition [Equally divided amongst all authors] |
| b) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press, and all other non SCI/ Scopus International Publishers | | 15000 | |
| c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc. | | 10000 | |
| Note: There has to be a significant contribution in the revised edition and proof of such modification needs to be submitted. | | | |

| | | | | | |
|---|-------------------|------------------------------|--|--|---|
| 2.2 Chapters in Book [ISSN No. / ISBN No.] | | | | | |
| a) Published with SCI/ Scopus Series/ Journal Publication | | 15000 | | 60% for being 1st / Corresponding Author 40% for being co-author | |
| b) Published in Int'l reputed publishers like McGraw Hill, Prentice Hall, Oxford University Press | | 10000 | | | |
| c) Published in Nationally reputed publishers like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage etc. | | 8000 | | | |
| 2.3 Publications | Amount Rs. | Authored Publications | | Guided Publications | |
| | | 1st Author | Following Authors | PG/ PhD Scholar/ Single Author | Guide |
| High Quality Publication (Maximum Limit = INR 40000 per annum) | | | | | |
| a) SCI, SCI-E, SSCI-E SSCI, ABDC, & other Equivalent indexed Journal | 20000 | 60% | 40% (if number of co-authors are two or more than two then amount will be equally divided) | 70% | 30% (if number of guides are more than one then amount will be equally divided) |
| b) IEEE Transaction not covered in category a | 18000 | | | | |
| c) E-SCI, E-SSCI, Scopus indexed journals not covered in a & b | 15000 | | | | |
| d) IEEE, ACM, ELSEVIER, SPRINGER, EMERALD, EBSCO JOURNALS not covered in category a, b & c | 12000 | | | | |
| e) SCI/ SCOPUS indexed Conference Proceedings (IEEE, ACM, Elsevier, Springer & Others) | 10000 | | | | |
| Average Quality Publication (Maximum Limit= Rs. 10000 per annum) | | | | | |


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|--|------|------------|---|------------|---|
| f) International Conference organized outside India and not covered in category e | 5000 | 60% | 40% (if number of co-authors are more than two then amount will be equally divided) | 70% | 30% (if number of guides are more one than then amount will be equally divided) |
| g) UGC Approved Journals not covered in category a, b, c, d & e (as per latest valid List) | 4000 | | | | |
| h) International Journals Published Abroad / International Conference in India | 2000 | | | | |
| i) International Journals Published in India | 1500 | | | | |
| j) National Journals | 1000 | | | | |
| k) National Conference | 750 | | | | |
| l) Professional Article in Int'l/ Nat'l Magazine/ Newspaper | 500 | | | | |
| For Single Authored publication of any kind above, 100% incentive shall be given | | | | | |

1. Criteria for Award of Technical Incentive –

- 1.1. Incentive will be given to eligible faculty members (including non-teaching staff), 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.
- 1.2. Employees (full time/ part time/ guest/ research fellow/ research assistant etc.) other than a regular faculty are not eligible for incentive under this scheme.
- 1.3. Calculation of the incentive: The incentive to be given to an applicant 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.
- 1.4. Paper published by more than four authors will not be considered under this scheme. However, in case of high quality publications of category 2.3 (a,b,c,d,e), authors up to a maximum of five will be considered.
- 1.5. Paper guided by more than 2 supervisors or guides will not be considered under this scheme.
- 1.6. Maximum 2 papers will be considered from a single conference and journal of the same month. However, in case of category 2.3 (a,b,c,d,e), there is no such limit.
- 1.7. 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).
- 1.8. Applications with all relevant information shall be entertained in July every year for publications during the previous session / year.
- 1.9. Incomplete or not properly filled E-20 formats will not be considered for incentives.

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

- 2.1. Copy of proof of the publication category i.e. 2.3 (a), 2.3 (b), 2.3 (c) etc.
- 2.2. Copy of notification of conference / seminar
- 2.3. Copy of e-mail communication submitting the draft copy of the paper
- 2.4. Copy of the acceptance mail communication
- 2.5. Copy of the reviewer's remarks (in case of reviewed journals)
 - 2.5.1. 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)
- 2.6. Copy of Paper published in the proceedings of the journals/ conference / seminar
- 2.7. Copy of Index page of journals/ conference / seminar proceedings.
- 2.8. Copy of certificate of presentation in conference wherever applicable.

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 15th August 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)

Applicable with effect from July 1, 2018

1. Preamble

In the light of changing economic scenario, government policies and priorities of Poornima, the institute considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the institute to the sponsoring agencies broadening the experience base of the Institute community and as a tool for contributing to the country's and economic growth. Therefore, as a matter of policy, the institute encourages its faculty members to undertake research and consultancy work as a measure of scientific/ technical collaboration with outside agencies. Appropriate research and consultancy projects, in addition to providing much needed service to the government and industry, also benefit the concerned faculty members and the institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide first-hand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contribution to all categories of staff.

2. Categorization of Grants/ Projects

Category A: Government funded research projects – This type of research based project work that does not require existing institutional infrastructure but helps in creation of assets through government funded research projects and are based on the expertise of the consultant. The assignments under this category are of highly specialized nature and must be handled with utmost sincerity as they may have far reaching impact on academia as well as society. Thus, any compromise in the execution of such assignments may tarnish the image of the institution. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of the project.

Category B: Design, development & infrastructure based consultancy – This type of Consultancy will involve use of the institution's computational facilities / software / hardware, testing of sample/ component/ product against a standard and other technical, physical infrastructure by the client. The institution will undertake testing jobs provided testing facilities and expertise are available in the institution itself. The consultant must undertake any consultancy assignment under this category only after ensuring that the machine/ equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.

Category C: Skill & knowledge based consultancy – This type of consultancy will NOT involve use of the institution's computational facilities / software / hardware but is based on the expertise of the consultant. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of consultancy.


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3. 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 |

4. Important Points

- 4.1. **Individuals or Departments shall take up projects after obtaining NOC from the Director, Poornima Group via Head of Institution.**
- 4.2. All funds in connection with above mentioned consultancy/ projects should be received in the name of the Institute only. The account will be maintained & controlled by the office of Director (Admin & Finance).
- 4.3. The time spent by a faculty/ consultant on such projects should not exceed one day per working week plus one day during weekends, thus a total of 52 man days during the calendar year.
- 4.4. Report(s) and data collected/ originated out of project will be the joint intellectual property of the sponsor, consultant & Poornima Group which can be used by the sponsor, consultant & institution for its own use only and cannot be disclosed to any other party without obtaining the NOC of sponsor, consultant & institution
- 4.5. The report of the project / consultancy will be kept by the consultant for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
- 4.6. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director (Admin & Finance), on the recommendation of Head of Institution may prohibit the concerned faculty / staff member to take part in any new project as consultant till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned faculty/ staff member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.
- 4.7. All purchases under projects shall be made through the Purchase Manager, Poornima Group. In case of equipment which is to be carried outside, the same should be insured before they are taken out.
- 4.8. The faculty may engage student(s) of Poornima as student assistants for the project work
- 4.9. The most expeditious and convenient mode of travel should be used to minimize periods of absence from the Institute. Admissible DA or actual boarding & lodging expenses and expenses on local travel by taxi will be reimbursed against receipt.

5. Documents to maintain

Consultant faculty member through his team members will maintain:

- 5.1. Attendance Records of the Consultant(s), supporting staff etc. with man-hours spent during execution of project.
- 5.2. Inspection / Site Visit Register to record any site visit by the Consultant(s) are maintained. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by an external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).
- 5.3. Salary / Payment Record of all payments made to Consultant(s), supporting staff etc.
- 5.4. Consumable and Non-Consumable Register for recording hire/purchase of all equipment, materials, all consumables, non-consumables items etc. and its utilization.
- 5.5. Travel Register to record details of all expenditure incurred on travel.
- 5.6. Log books and Warranty/Guarantee Record: Log books are used to record number of hours, laboratory equipment or hired or purchased equipment have been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipment.
- 5.7. Correspondence File to maintain record of correspondence.
- 5.8. Agreement/Contract File to maintain complete record of all agreements, contracts, drawings and other legal documents.
- 5.9. Work Progress Report of monthly progress report.
- 5.10. Any Other Document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s).

At the time of completion of a consultancy project, the PI shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Registrar. **In all matters related with "CRISP", the decision of Management of Poornima would be final.**

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).
- 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 minimum 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.**

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

Travel rules:

All Faculty & Staff 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 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 100000 / 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 25000 |
| 3 | Executives, Technical and Administrative Staff having gross salary between INR 10000 to INR 25000 (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” |


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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 | 2500 | 2000 | 1500 |
| 2 | 1500 | 1000 | 750 |
| 3 | 1000 | 750 | 500 |
| 4 | 750 | 500 | 250 |

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 | 500 | 400 | 300 |
| 2 | 350 | 350 | 250 |
| 3 | 275 | 275 | 250 |
| 4 | 175 | 175 | 150 |

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 3.50 per km for two-wheeler and @ INR 7.50 per km for four-wheeler. These rates are revised in December 2021 and it will come into effect from 1.1.22.
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.

Forms for Budget Utilization


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B.E., M.E., Ph.D.
Director

Poonima College of Engineering
ISI-0, RICO Institutional Area
Sitapura, JAIPUR



POORNIMA

COLLEGE OF ENGINEERING

E7

CASH ADVANCE REQUISITION SLIP

Name: _____ Designation: _____

Department: _____ Campus: _____

Sir,

Kindly allow me a sum of Rs. _____ (Rupees _____)

as an Advance against My: SALARY ACCOUNT ☐ IMPREST ☐ EXPENSE ☐ STAFF LOAN ☐

1). Purpose _____

1). For every expense carried out authentic bill is a must. 2). Settle entire advance within 07(seven) days of completion of the work.

3). If, not settled within given time period the same may be transfer to personal account as advance and liable to deduct from salary of that particular month with interest

Approved for Rs.(in words).....)

HOD

Director

Registrar

Signature with Date



POORNIMA

COLLEGE OF ENGINEERING

E7

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HOD

Director

Registrar

Signature with Date


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director



POORNIMA

COLLEGE OF ENGINEERING

E7

TRAVEL EXPENSES REPORT

| Name of Campus:- | | | | | | Purpose of journey:- | | | | | | |
|---|------|---------------|----------------------|----------|---------|--|------------|------|------------------------------|----|-----------|--|
| Department :- | | | Name:- | | | Permitted by:- | | | Journey Verified by:- | | | |
| | | | Designation:- | | | Signature:- | | | | | | |
| (A) Details of Journey:- | | | | | | | | | | | | |
| Departure; | | | Arrival | | | Mode | Ticket no: | | Amount | | | |
| Date | Time | Station | Date | Time | Station | | | | Rs/. | P. | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Total (A) | | | | | | | | | | | | |
| (B) Halting Allowance:- | | | | | | | | | | | | |
| Station | | Place of Stay | | Rent D/A | | No of Days: | | Rs/. | | P. | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Total (B) | | | | | | | | | | | | |
| (C) Local Conveyance & Other Charges: | | | | | | | | | Rs/. | | P. | |
| 1) | | | | | | | | | | | | |
| 2) | | | | | | | | | | | | |
| 3) | | | | | | | | | | | | |
| 4) | | | | | | | | | | | | |
| 5) | | | | | | | | | | | | |
| 6) | | | | | | | | | | | | |
| 7) | | | | | | | | | | | | |
| 8) | | | | | | | | | | | | |
| 9) | | | | | | | | | | | | |
| 10) | | | | | | | | | | | | |
| Total:- C | | | | | | | | | | | | |
| I undertake that: | | | | | | Grand Total (A+B+C) | | | | | | |
| 1. This bill has been charged as per norms. | | | | | | Advance for Rs/. | | | | | | |
| 2. No claim for this bill has been made far. | | | | | | Net Amount Payable / Receivable | | | | | | |
| 3. I have enclosed separate bill for all expenses wherever. | | | | | | Approved for Rs/. | | | | | | |
| Date:- _____ Signature of Claimant:- _____ | | | | | | (in words:- _____ Authorised Signature: _____ | | | | | | |



POORNIMA

COLLEGE OF ENGINEERING

E15

UTILIZATION OF DEPARTMENT BUDGET

INTER OFFICE MEMO

| | | | |
|-----------|---|--------|--|
| CAMPUS | | COURSE | |
| FROM | | TO | |
| DATE | | TIME | |
| REFERENCE | REGARDING UTILIZATION OF DEPARTMENT BUDGET OF _____ SEMESTER, 20__-__ | | |
| C.C. | | C.C. | |

Part-I (Approval for conducting the activity)

Details of activity with date & time:.....
Approximate expenditure:.....

In case of SPL please furnish following details:

Name of Expert:..... Organization:..... Experience:.....
Topic:.....
Date & Time:..... No. of Hours: No. of Students: Expenditure:.....

HOD

Director

Part-II (Approval for Payment)

We propose to utilize the above budget to the extent of Rs. to meet expenditure on
(Detail of activity)
.....
..... to be held on
.....(Date). This will benefit (No. of students) of (Class)
and.....;..... (Faculty Name).

PRESENT STATUS OF UTILIZATION OF BUDGET IS AS UNDER:

| | | |
|---|---|-----|
| A | Budget Head | |
| B | Allocated Budget Amount | Rs. |
| C | Budget already Utilized (Expenditure made) | Rs. |
| D | Budget allocated & expenditure made | Rs. |
| E | Budget allocated but expenditure not yet made | Rs. |
| F | Budget available (B-C-D-E) | Rs. |
| G | Proposal for further utilization of budget | Rs. |

Group Coordinator /HOD

Director

Registrar Office

Accounts Department



POORNIMA

COLLEGE OF ENGINEERING

E15

BUDGET UTILIZATION LEDGER ACCOUNT

BUDGET FOR _____ SEMESTER 20 ____-____

Department : _____

Budget Utilization Ledger Account of (Name of budget head*).....

Name of Institute:-..... Name of the Course.....

Name of Department: -

| S.No. | DATE | PARTICULAR | APPROVAL DATE | EXPENDITURE | BUDGET | BALANCE | SIGN OF HOD | SIGN FINANCE DIVISION | REMARK |
|-------|------|--------------------------|------------------|-------------|--------|---------|----------------|--------------------------|--------|
| | | Description of Activity- | | | | | | | |
| | | Description of Activity- | | | | | | | |
| | | Description of Activity- | | | | | | | |
| | | Description of Activity- | | | | | | | |
| | | Description of Activity- | | | | | | | |



POORNIMA

COLLEGE OF ENGINEERING

E15

BUDGET UTILIZATION OF SUMMARY SHEET

| Budget _____ Semester 20__ - __ | | | | | | | | | | |
|---------------------------------|------------|--------|--------------|---------------------|--|-----------------------------------|-------------------|----------------------------|------------------|--------------|
| Summary Sheet | | | | | | | | | | |
| Department : | | | | | | | | | | |
| Course : | | | | | | | | | | |
| Campus & Course | | Budget | Expert visit | Faculty upgradation | Seminars/ workshops /Models (for students) | Off Campus students participation | In house training | Recreation and Refreshment | Other activities | Contigencies |
| | Allocation | | | | | | | | | |
| | Used | | | | | | | | | |
| | Remaining | | | | | | | | | |



POORNIMA

COLLEGE OF ENGINEERING

E18

A : APPLICATION FOR PARTICIPATION

Reference: Revised Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff.

Session: 20__ – 20__

Semester : ☐ ODD ☐ EVEN

Name of Employee: _____ 4 Digit Employee ID: _____

Designation: _____ Previous Appraisal Grade: _____

Campus: _____ Department: _____ Mobile number: _____

Poornima Email ID: _____ Activity participating in: _____

Organizing Institution: _____ Department: _____

Address: _____

Pin: _____ Dates: From _____ to _____

Category – ☐ A: Skill & Knowledge Enhancement ☐ B: Technical
Participating for ☐ 1st time / ☐ > one time in a session

Justification for participation explaining relevance to self, department and institution

Documents to be attached: 1. Program Brochure; 2. Copy of notification of activity; 3. Copy of E-Mail communications (acceptance / invitation)

| | | |
|-------------------------------------|--|------------------------|
| Recommended by Reporting Officer | <input type="checkbox"/> YES <input type="checkbox"/> NO Under Category _____ (Ex. A.1, B.2) | Date, Name & Signature |
| Recommended by Reviewing Officer | <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, Category: _____ Amount: _____ | Date, Name & Signature |
| Approval by Registrar/ CF & AO | <input type="checkbox"/> YES <input type="checkbox"/> NO For Maximum Amount _____ (As per category & grade) | Date, Name & Signature |



B : APPLICATION FOR REIMBURSEMENT

Reference: Revised Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff.

Session: 20__ – 20__

Semester : ☐ ODD ☐ EVEN

Name of Employee: _____ 4 Digit Employee ID: _____

Designation: _____ Previous Appraisal Grade: _____

Campus: _____ Department: _____ Mobile number: _____

Poornima Email ID: _____ Activity participating in: _____

Organizing Institution: _____ Department: _____

Address: _____

Pin: _____ Dates: From _____ to _____

Category – ☐ A: Skill & Knowledge Enhancement ☐ B: Technical

Participated for ☐ 1st time / ☐ > one time in a session

Documents to be attached: 1. Form E-18A along with Program Brochure, Copy of notification of activity & Copy of E-Mail communications (acceptance / invitation); 2. Original receipt towards payment of registration fee; 3. Copy of certificates; 4. Original travel tickets

| | | |
|---|--|--|
| Hardcopy of report submitted to Reporting Officer | <input type="checkbox"/> YES <input type="checkbox"/> NO | Date, Name & Signature (within 5 working days) |
| Soft copy of report, certificate, paper & photographs of participation emailed on pic@poornima.org with CC to reporting officer | <input type="checkbox"/> YES <input type="checkbox"/> NO | Date, Name & Signature (within 10 working days) |
| Recommended for reimbursement by Reviewing Officer | <input type="checkbox"/> YES <input type="checkbox"/> NO For Amount _____ | Date, Name & Signature (within 10 working days) |
| All documents checked & verified by Registrar | <input type="checkbox"/> YES <input type="checkbox"/> NO Amount to be Reimbursed _____ (Double check category & grant) | Date, Name & Signature (within 12 working days) |
| Approved for reimbursement by Chief Finance & Accounts | Amount _____ | Date, Name & Signature (within 15 working days) |