



POORNIMA

COLLEGE OF ENGINEERING

Approved by AICTE
Affiliated to Rajasthan Technical University, Kota
Recognized by UGC under Section 2(f) of the UGC Act, 1956

Effective Welfare Measures

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)
• **Phone: +91-9829255102, +91-9414728922 • E-mail: principal.pce@poornima.org**
• **Website: www.pce.poornima.org**

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Proof of Effective Welfare Measures (Sample)

| Sr. No. | Particulars | Remark | Page No. |
|---------|---|---|----------|
| 1. | Annual Faculty & Staff Excursion | Annually Conducted | 3 |
| 2. | Gym Facility | Facility Within Campus | 6 |
| 3. | Subsidized Faculty/ Staff Accommodation | Facility Within Campus | 8 |
| 4. | Subsidize Transport Facility | As Per the Policy- Academic Manual | 9 |
| 5. | Free Internet and Wi-Fi Facility | Free Wifi | 10 |
| 6. | Free Uniform Scheme | Every Year | 15 |
| 7. | Fee waiver Scheme | As Per the Policy | 17 |
| 8. | ICC Internal complain Committee | Women Welfare Cell | 19 |
| 9. | Employees Provident Fund (PF) | As Per the Policy- Institute Policies Rules and Regulations | 21 |
| 10. | Gift to Employee Getting Married | As Per the Policy- Institute Policies Rules and Regulations | 23 |
| 11. | Sponsorship for Higher Studies | As Per the Policy- Institute Policies Rules and Regulations | 27 |
| 12. | Financial support- participation in FDP, Conference | As Per the Policy- Institute Policies Rules and Regulations | 30 |
| 13. | Study Leave (SL) | As Per the Policy- Institute Policies Rules and Regulations | 33 |
| 14. | Centralized reprography facility (Xerox) for Teaching & Non-Teaching staff. | As per the issue of Slips by HoD | 36 |
| 15. | Faculty Group Insurance | As Per the Policy- Institute Policies Rules and Regulations | 38 |
| 16. | Technical & Academic Performance Incentive | Along with Long Service award & Corona Warrior award | 40 |


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

Poomma College of Engineering
 ISI-6, Full CO Institutional Area
 Sitapura, JAIPUR

Annual Faculty & Staff *Excursion*



POORNIMA

COLLEGE OF ENGINEERING

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

NOTICE

Date:- December 03, 2017

OUTSTATION VISIT

Saturday, December 09, 2017 to Sunday, December 10, 2017

It is a matter of great pleasure that excursion of Faculty & Staff Members has finally taken concrete shape. The zeal and spirit is reflected in high numbers of nominations received. The final itinerary will be as below:

1. Program will commence on **Saturday, December 09, 2017 to end on Sunday, December 10, 2017.**
2. All participants will depart from Jaipur in morning of Saturday, December 09, 2017. Designated buses will pick up you at around 07.30 AM (+/- 15 minutes). Exact schedule will be communicated by Transport Office of PGC in such a way that each bus reach to Harmada Toll Point at 08.15 AM.
3. A midway halt will be at Khatu Shyamji, where we plan to reach by 10.15 AM and to stay till 12.15 PM for Darshan and Lunch.
4. All buses will leave for Doondlod, where we plan to reach by 02.00 PM. A comfortable stay, which includes high tea, dinner, breakfast and lunch is arranged at Shekhawati Engineering College, Doondlod. All programs will be staged/organized there.
5. You will leave Doondlod for Jaipur on Sunday, December 10, 2017 at 02.30 P.M.
6. All faculty and staff will observe **Monday, December 11, 2017** as compensatory holiday in lieu of Sunday, December 10, 2017.
7. All those faculty & staff member who are not participating visit will be **treated on holiday for two days** (Saturday, December 09, 2017 and Sunday, December 10, 2017) and will observe weekly off on **Monday, December 11, 2017.**
8. Any staff, who has been assigned duties in Campuses at Jaipur will be treated on duty as per rules.
9. All stakeholders/organizing committee members will put every efforts to plan and undertake all activities to fullest of delight of all participants.
10. Advisory: (a) Don't carry valuables, (b) No Smoking No Alcohol, (c) Bring one lock, (d) Carry Winter Cloths, (c) Keep easy to carry baggage.

We wish this excursion enhances the feeling of togetherness among us all.

(Dr. Om Prakash Sharma)
Director

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

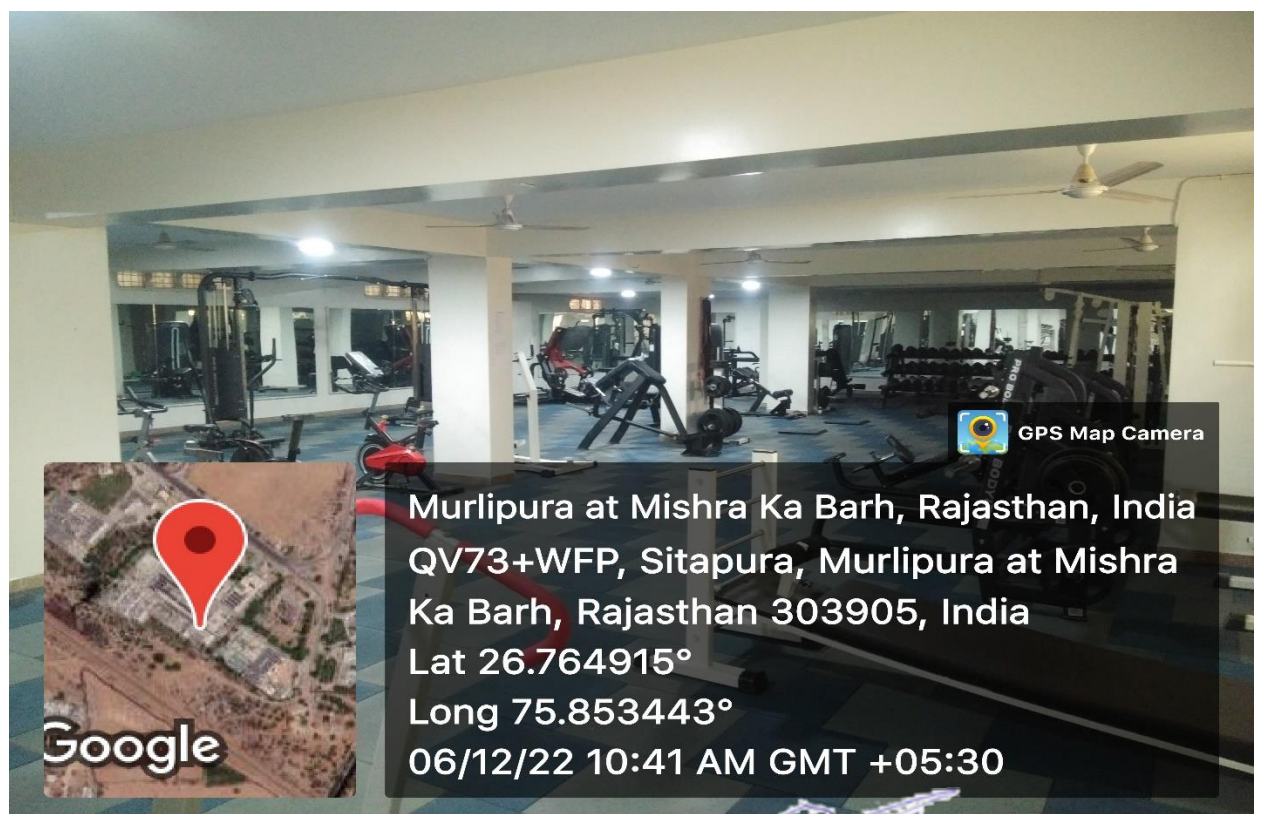
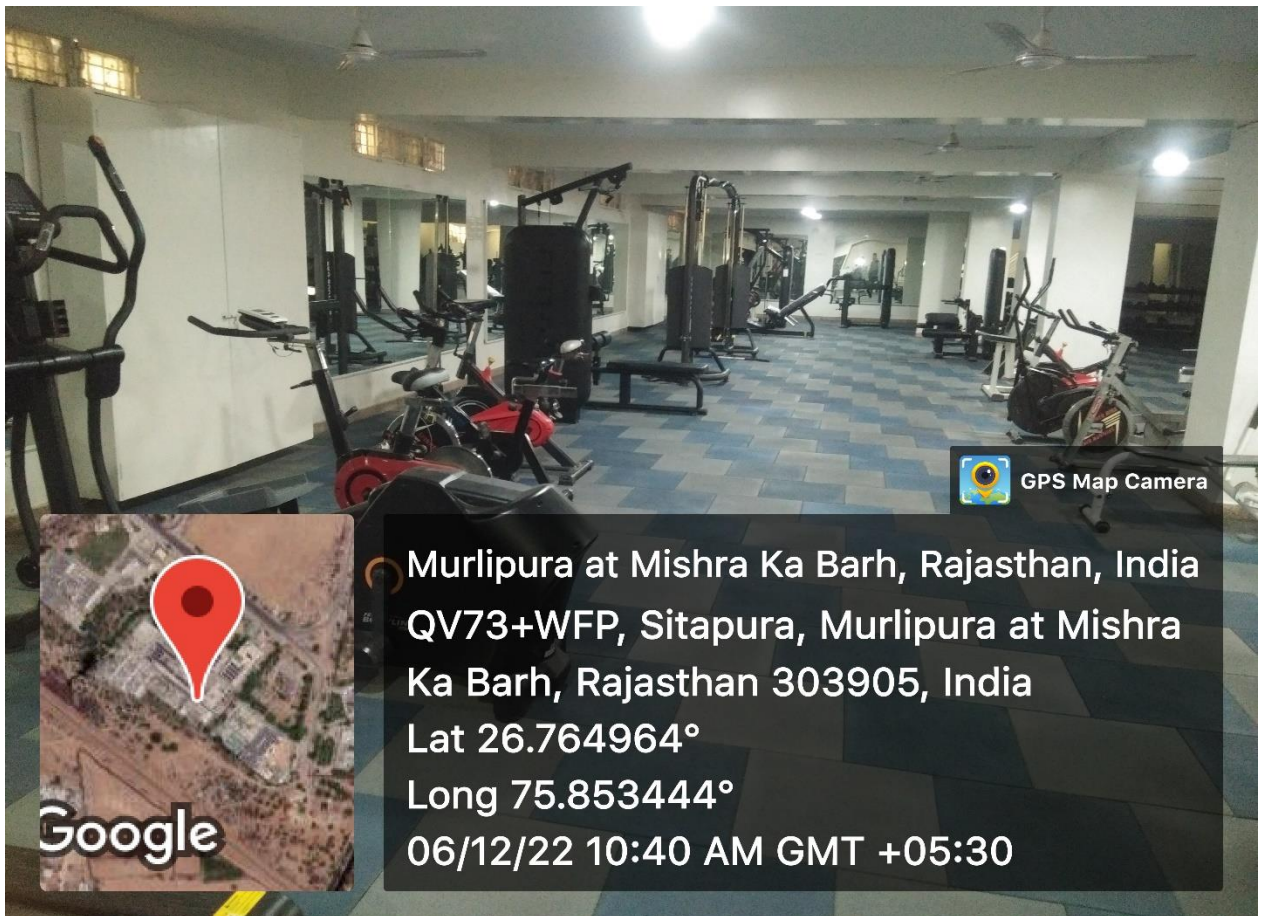
Poornima College of Engineering
ISI-6, RICO Institutional Area
Sitapura, JAIPUR



The annual faculty & staff excursion is being organized on February 27 & 28, 2022 (2 day, 1 night).
Mandawa in Jhunjunu District.

(Signature)
Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director
Poomma College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR

Gym Facility- Facility **within Campus**



Subsidized Faculty/ Staff Accommodation - Facility within Campus



POORNIMA

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CHARGES FOR RESIDENTIAL SERVICES

This is to inform all faculty and staff residents of Poornima Group that following charges will be applied for respective services with effect from Friday, July 1, 2022

| Services | Category / Salary Range | Per month Charges (in INR) |
|----------------------------------|--|----------------------------|
| Fixed Common Maintenance Charges | Gross Salary INR 0 to INR 25000 | 250 |
| | Gross Salary INR 25001 to INR 50000 | 500 |
| | Gross Salary more than INR 50000 | 750 |
| Minimum Electricity Charges | Gross Salary INR 0 to INR 25000 | 250 |
| | Gross Salary INR 25001 to INR 50000 | 500 |
| | Gross Salary more than INR 50000 | 750 |
| Accommodation Rental | Single occupancy room with common bathroom | 1000 |
| | Single occupancy room with attached bathroom | 2000 |
| | Double occupancy room with common bathroom | 750 Per person |
| | Double occupancy room with attached bathroom | 1500 Per person |
| | 2 BHK family apartment | 2000 |
| Mess Charges Category | Fixed | 4000 |
| | Coupon | Coupon |

Note: -

1. All **Grade 4** staff like Attendants, Drivers, Security guard, Mess staff residing in Poornima Campuses and part of residential services is exempted to pay any of the above charges.
2. All staff other than the Grade 4 staff who are part of residential services will be required to pay the fixed common maintenance charges and electricity charges (minimum or as per actual whichever is higher).
3. All faculty and staff other than the above two categories will be required to pay the fixed common maintenance charges, electricity charges (minimum or as per actual whichever is higher), accommodation rental and applicable mess charges.
4. The list of all such faculty and staff will be created and maintained by respective registrar with the help of Mr. Ashwini Lata, Director (Student Welfare).


(Dr. Mahesh Bunde)
Director

Subsidize Transport **Facility- As Per the** **Policy**



POORNIMA

COLLEGE OF ENGINEERING

E8

APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES

Name Dr. Peeyush Vats Designation Professor

Department MECTst Year Campus PCE

Pickup Point NRI Route No. _____ Registration Charges (Rs. 100)

1. Father's / Husband's Name: Shri Devendra Vats

2. Present Address: C-625, Sainik Vihar

Near Nangla Tashi Kenker Khara

Meerut - 250001



Mobile No.: 9829745834 E-mail ID: peeyushvats @poornima.org

I Peeyush Vats S/o / D/o / W/o / Sh. Devendra Vats do hereby undertake to abide by the rules and regulations framed by the Poornima Management from time to time (given overleaf) for availing transport facility during the session 2022-23 I shall continue to avail this facility during the whole session. In case I decide to discontinue, I shall not claim any refund of charges.

Date 5-7-2022

Signature of employee

UNDERTAKING BY FACULTY / STAFF MEMBER

I Peeyush Vats do hereby undertake that I am availing transport facility provided by the Poornima Management at my own risk. In case of any mishap / accident or any damage / loss of life due to accident, Poornima Management shall not be held responsible.

Date 5-7-2022

Place Jaipur

Signature of Employee

Dr. Mahesh Bunde

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

Director

Poornima College of Engineering
ISI-6, FULCO Institutional Area
Sitapura, JAIPUR



APPLICATION FORM FOR TRANSPORT FACILITY FOR EMPLOYEES

RULES TO BE FOLLOWED BY TRANSPORT FACILITY USER ENROLLED FROM 1ST JULY 20....

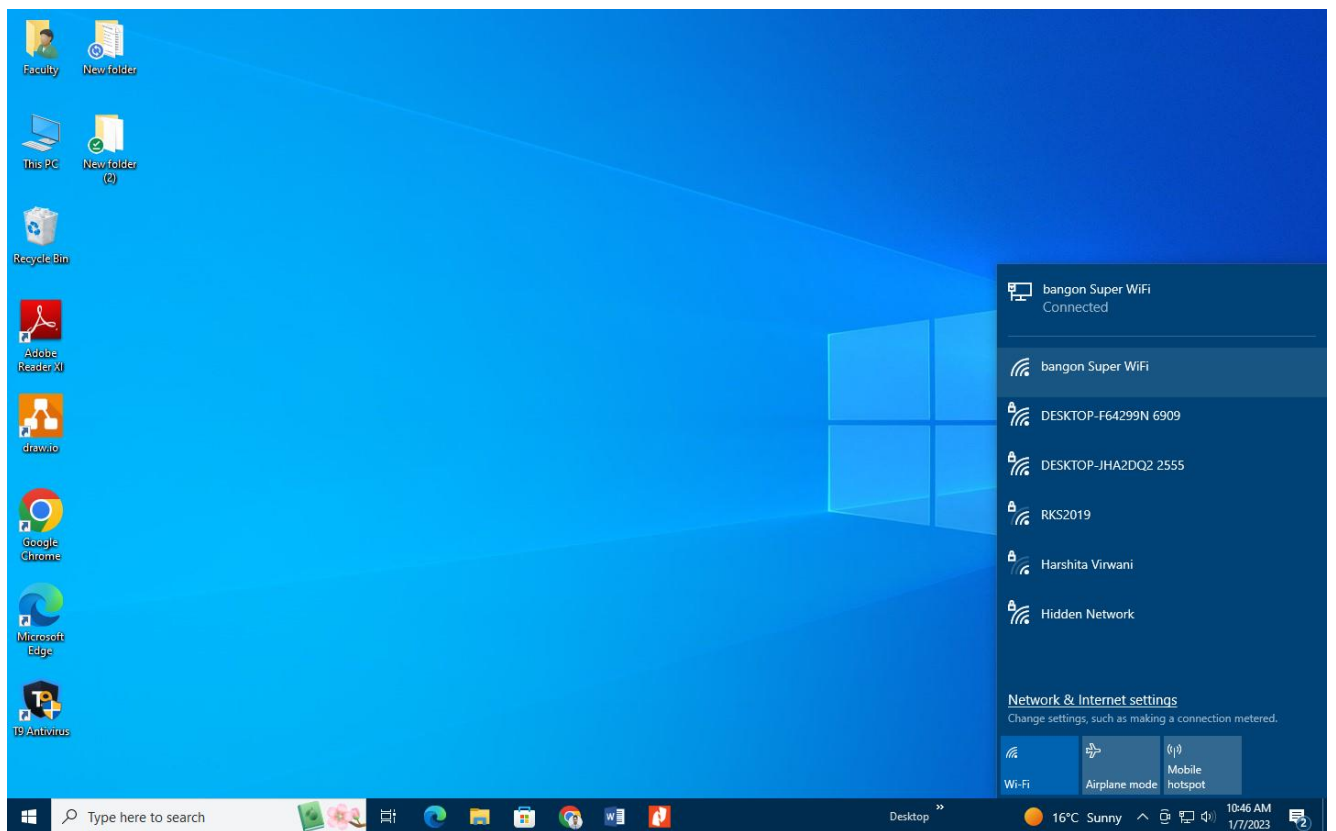
1. Pickup points / boarding point and routes would be decided by the Poornima Management, every one is required to board the bus from these points only.
2. No facility of transport vehicle would be provided by the Poornima Management on holidays.
3. It is not necessary for the Poornima Management to provide transport facility to the persons missing the bus for any reason.
4. It is also advised to all members that pickup time from every point is fixed and transport vehicle would not wait on pickup point.
5. No deviation in prescribed route is allowed.
6. The Poornima Management is not responsible for any kind of theft / loss of property during traveling in bus.
7. In case of brake down of the bus, no charges against conveyance would be provided. Every one is required to reach their destination by their own arrangements.
8. No one would be compensated for the distance covered by him for boarding the bus.
9. For keeping travel time at minimum level, it is also notified that Poornima Management may avoid routes with railway crossing or heavy traffic areas. Every person affected, required to arrange his/her own way to board the bus from other pickup point.
10. Every person joining transport facility is advised to travel only in prescribed buses for their routes; they are not allowed to switch over to other route buses (student buses) with out prior written permission.
11. The boarding is entirely at risk of the person boarding. The Poornima Management does not treat any type of responsibility to compensation in any nature whatsoever.
12. No boarding will be allowed without transport card.
13. When bus is not plying on road due to Sunday / holiday / vacation, the Poornima Management is not liable to provide alternative transport arrangement even if he / she is to attend college. He / she will have to make his / her own arrangement for reaching on duty place.
14. In case of any emergency contact bus in-charge / transport in-charge.
15. For Efficient Planning & optimizations of the working of transport department, all faculty & staff members are required to fill the transport form on the day of joining/reporting or within a week of start of new session whichever is earlier with a nominal fee of Rs. 100/- per year. In case anybody fails to fill the form within one week of start of new session, a penalty of Rs. 400/- will be levied making a total of Rs 500/- as transport charges per year.

Please Note : The amount shall be deducted from your salaried account only.

I have read and understood the above rules promise to abide by the same.

Signature & Name of Employee

Free Internet and Wi-Fi **Facility**



Free Uniform Scheme- ***Every Year***

Sanjay Kumawat <sanjay.kumawat@poornima.org>

Uniform related issue (if Any)

1 message

Chief Proctor PCE <chiefproctor.pce@poornima.org>

25 November 2022 at 10:29

To: PCE - Students - Batch 2021-2025 <pce.students.2025@poornima.org>, PCE Family <pcefamilly@poornima.org>, PCE- Students- Batch 2020-2024 <pce.students.2024@poornima.org>

Dear All,

Please note that uniform vendor is available for uniform (Blazer) related issues (if any) at WL-08 behind the Admission Cell. For all Students, faculty and staff.

Date: 25/11/2022**Time :12:00 Noon to 01:00 PM.**--
With Best Regards,

Amit Gupta
Chief Proctor,
Poornima College of Engineering
Mob. No.- 9001893265

Sanjay Kumawat <sanjay.kumawat@poornima.org>

Faculty Uniform Blazers for Distribution List-03

1 message

Chief Proctor PCE <chiefproctor.pce@poornima.org>

23 December 2022 at 15:31

To: PCE Family <pcefamilly@poornima.org>

Dear All,

As per the Following list-02 Faculty Uniform Blazers are available for Distribution, Please check your name in the list, and collect it from the office of Chief Proctor.

Time: 03:30 PM to 04:00 PM

| PCE FACULTY BLAZER LIST-3 | | | | | | |
|---------------------------|-------|------|--------------------------|---------|-------|------------------|
| C.NO. | S.NO. | ID | NAME | BRANCH | O.NO. | BLAZER SIGNATURE |
| 236 | 1 | 7231 | Abhishek Parashar | CS & IT | 1 | 1-BLAZER |
| 237 | 2 | 1290 | Amit Gupta | ADM. | 10 | 1-BLAZER |
| 238 | 3 | 1118 | Anu Arora | MATHS | 14 | 1-BLAZER |
| 239 | 4 | 5939 | Archika Jain | CS & IT | 18 | 1-BLAZER |
| 240 | 5 | 1131 | Durgesh Kumar | ECE | 34 | 1-BLAZER |
| 241 | 6 | 6377 | Ekata Sharma | EE | 35 | 1-BLAZER |
| 242 | 7 | 7115 | Gajanand Gupta | CS & IT | 38 | 1-BLAZER |
| 243 | 8 | 6065 | Gaurav Jain | EE | 39 | 1-BLAZER |
| 244 | 9 | 1465 | Girdhar Singh | INFR. | 43 | 1-BLAZER |
| 245 | 10 | 5696 | Jitendra Kumar Kanwar | CS & IT | 51 | 1-BLAZER |
| 246 | 11 | 7311 | Krishan Avtar Sharma | ADM. | 60 | 1-BLAZER |
| 247 | 12 | 7261 | Manoj Kumar Saini | CS & IT | 72 | 1-BLAZER |
| 248 | 13 | 1165 | Meetu Nag | ECE | 79 | 1-BLAZER |
| 249 | 14 | 2757 | Neema Shukla | Libr. | 90 | 1-BLAZER |
| 250 | 15 | 6977 | Nitu Singh | Hostel | 97 | 1-BLAZER |
| 251 | 16 | 7019 | Piyusha Somvanshi | MATHS | 104 | 1-BLAZER |
| 252 | 17 | 7082 | Rajendra Singh Pahalawat | CS & IT | 113 | 1-BLAZER |
| 253 | 18 | 4532 | Ratnesh Kumar Sharma | ME | 120 | 1-BLAZER |
| 254 | 19 | 6931 | Richa Chaudhary | EE | 123 | 1-BLAZER |
| 255 | 20 | 3012 | Riddhi Shrivastava | Chem. | 124 | 1-BLAZER |
| 256 | 21 | 7275 | Rohit Singh Rajput | CS & IT | 126 | 1-BLAZER |
| 257 | 22 | 3554 | Sanjay Kumawat | ME | 127 | 1-BLAZER |
| 258 | 23 | 1220 | Shilpi Jain | MATHS | 135 | 1-BLAZER |
| 259 | 24 | 7129 | Shirish Mohan Dubey | CS & IT | 136 | 1-BLAZER |
| 260 | 25 | 6846 | Sonam Gour | ECE | 145 | 1-BLAZER |
| 261 | 26 | 7274 | Suchit Bhai Patel | CS & IT | 148 | 1-BLAZER |
| 262 | 27 | 7263 | Sumit Sharma | ME | 150 | 1-BLAZER |
| 263 | 28 | 5499 | Sunil Kumar Sain | CS & IT | 152 | 1-BLAZER |
| 264 | 29 | 7017 | Sunder Hans | ECE | 155 | 1-BLAZER |
| 265 | 30 | 6963 | Tulsi Yadav | Hostel | 160 | 1-BLAZER |
| 266 | 31 | 6148 | NEHA SHROTRIYA | CSE | 166 | 1-BLAZER |
| 267 | 32 | 7272 | NEETU JOSHI | CSE | 167 | 1-BLAZER |

--
With Best Regards,

Amit Gupta
Chief Proctor,
Poornima College of Engineering
Mob. No.- 9001893265


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

Poornima College of Engineering
ISI-6, Full CO Institutional Area
Ghatapura, JAIPUR

Fee waiver Scheme- As **Per the Policy**

POORNIMA COLLEGE OF ENGINEERING

APPLICATION FOR GRANT OF SCHOLARSHIP

Date: 11/2/2019

Dear Sir,

In terms of provision of Finance Division Circular No 05 dated 01/03/2012, I am applying to take benefit of Scholarship and/or Waiver of College Caution Money as per rules. My information is as under:

| S. | Particulars | Submission | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---|--------|-----------|--------|-----|-----------|--------|------|--------|------|---|-----------|--|--|--|--|--|--|--|--|--|
| 1 | Name of Student | Bhavika Chauhan | | | | | | | | | | | | | | | | | | | | |
| 2 | Name of Father | Vivak Chauhan | | | | | | | | | | | | | | | | | | | | |
| 3 | Name of College/University | PCE | | | | | | | | | | | | | | | | | | | | |
| 4 | Registration Number | PCE18C5041 | | | | | | | | | | | | | | | | | | | | |
| 5 | Whether any back paper till last result | Yes/No NO | | | | | | | | | | | | | | | | | | | | |
| 6 | Relationship with Staff Member | Brother's daughter | | | | | | | | | | | | | | | | | | | | |
| 7 | Date of Joining (PGC/PU) | 17/01/2017 | | | | | | | | | | | | | | | | | | | | |
| 8 | Details of Fees Paid | <table border="1"> <thead> <tr> <th>Campus</th> <th>CCM</th> <th>Hostel</th> <th>HCM</th> <th>Transport</th> </tr> </thead> <tbody> <tr> <td>PCE</td> <td>7500</td> <td>86,000</td> <td>7500</td> <td>X</td> </tr> <tr> <td>Any Other</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Campus | CCM | Hostel | HCM | Transport | PCE | 7500 | 86,000 | 7500 | X | Any Other | | | | | | | | | |
| Campus | CCM | Hostel | HCM | Transport | | | | | | | | | | | | | | | | | | |
| PCE | 7500 | 86,000 | 7500 | X | | | | | | | | | | | | | | | | | | |
| Any Other | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Fees not deposited so far/still due | Rs _____/= | | | | | | | | | | | | | | | | | | | | |
| 10 | Scholarship Claim | <table border="1"> <thead> <tr> <th>Fees</th> <th>CCM</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>10,000</td> </tr> </tbody> </table> | Fees | CCM | Total | - | - | 10,000 | | | | | | | | | | | | | | |
| Fees | CCM | Total | | | | | | | | | | | | | | | | | | | | |
| - | - | 10,000 | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |

I undertake to **REFUND FULL SCHOLARSHIP**, if I am otherwise found ineligible to avail facility under any provision of the Scheme. I also confirm that none of my family members are taking any benefit of this scheme including exemption to deposit college Caution Money by Staff Member.

Signature of Employee: [Signature] Designation: Asst. Prof.

Name of Employee: DEEPIKA CHAUHAN Employee No. 1810

| |
|---|
| Recommendations of HOD/Reporting Officer <u>Recommended & forwarded to Campus Director, PCE</u> <u>Umesha</u> <u>11-2-19</u> |
| Recommendations of Campus Director <u>[Signature]</u> <u>Director</u> |
| Final Processing at HR Department <u>Poornima College of Engineering</u> <u>ISI-6, RIICO Institutional Area</u> <u>Sitapura, Jaipur (Raj.)-302022</u> |


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

Poornima College of Engineering
 ISI-6, RIICO Institutional Area
 Sitapura, JAIPUR

ICC Internal complain
Committee (Women
Welfare Cell)



POORNIMA
COLLEGE OF ENGINEERING

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

A health related awareness programme on 'Female Health Awareness'



Dr Abha Aggrawal

Swasthya Kalyan Homoeopathic
Medical College & Research Centre

Organized by:

Poornima Women Welfare Association (PWWA)
Women in Science and Engineering (WISE)



Friday, February 11, 2022

TIME 03:00 PM - 04:00 PM

RSVP:

Dr. Rekha Nair

(Chairperson-PWWA & WISE)

☎ : +91-9928014794

Dr. Sarveen Kaur Sachdeva

(Vice-Chairperson PWWA and WISE)

☎ : +91-9950040575

Venue: CG-05, Poornima College of Engineering



POORNIMA
COLLEGE OF ENGINEERING

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A Session on 'Breast Cancer Awareness'



Prof. Anurag Srivastava

MS, FRCS, Ph.D., MPH

Director (Prof.) Surgical Disciplines & Incharge,
Breast Services, National Institute of Medical Sciences
University Hospital NIMS, Jaipur, Ex-HOD, Department
of Surgical Disciplines AIIMS, New Delhi

Organized by:

Poornima Women Welfare Association (PWWA)
Women in Science and Engineering (WISE)



Tuesday, October 04, 2022

TIME 1:30 PM to 3:00 PM

RSVP

Dr. Sarveen Kaur Sachdeva

(Vice-Chairperson PWWA and WISE)

☎ : +91-9950040575

COORDINATORS

Ms. Tripti Verma

☎ : +91-9982678585

Ms. Kalpana Sharma

☎ : +91-9413077523

Venue: ARBUDA CONVENTION CENTRE, PLOT, JAIPUR

Dr. Mahesh Bundele
B.E., M.E., Ph.D.

Director

Poornima College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR

Employees Provident Fund (PF) - As Per the Policy

Modify Basic Details x

Secure | https://unifiedportal-mem.epfindia.gov.in/memberinterface/modifyBasicDetails/loadMemberDetails?_HDIV_STATE_=20-0-81738C09B933A65FC9AB424E49148478

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1001 7055 8723 /Mr. JAGDISH MEENA

Home View Manage Account Online Services

Changes requested saved successfully.

Pending requests

| Ref. No. | Establishment Name | Details | | | Present Status | Action |
|------------------------------|---------------------------------|---------|-------------------|----------------------|---------------------|--------|
| 1 RJRAJ00133470000000170_278 | POORNIMA COLLEGE OF ENGINEERING | Entity | Available Details | Changes Requested | Pending at employer | + |
| | | AADHAAR | -- | 787508117468 | | |
| | | Name | JAGDISH MEENA | JAGDISH PRASAD MEENA | | |

Page 1 of 1

Contact Us FAQs

©2015. Powered by EPFO Mon 12, Mar 2018 (PV 1.2.19)

Windows Taskbar: 12:53 PM 3/14/2018

EPFO For Employees x Modify Basic Details x

Secure | https://unifiedportal-mem.epfindia.gov.in/memberinterface/modifyBasicDetails/loadMemberDetails?_HDIV_STATE_=20-0-43905DACB9E4B608EF1062495A9C2465

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

UAN : 1004 3450 0574 /Mr. SANJAY C KUMAWAT

Home View Manage Account Online Services

Changes requested saved successfully.

Pending requests

| Ref. No. | Establishment Name | Details | | | Present Status | Action |
|------------------------------|---------------------------------|---------|-------------------|-------------------|---------------------|--------|
| 1 RJRAJ00133470000000500_269 | POORNIMA COLLEGE OF ENGINEERING | Entity | Available Details | Changes Requested | Pending at employer | + |
| | | AADHAAR | -- | 342425519516 | | |
| | | Name | SANJAY C KUMAWAT | SANJAY KUMAWAT | | |

Page 1 of 1

Contact Us FAQs

©2015. Powered by EPFO Fri 09, Mar 2018 (PV 1.2.18)

Windows Taskbar: 2:12 AM 3/10/2018

Dr. Mahesh Bunde
Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR

Gift to Employee Getting **Married- As Per the** **Policy**



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

Dept.: Administration

From:- Registrar Office

To:- Asst. Director (Finance)

Date:- 22/11/2022

Time

Reference – Marriage Fund Reimbursement

C.C.

C.C.

Dear Sir,

Please reimburse the Rs. 5100/- to Mr. Mayank Gupta (6962). His marriage is on 02nd December, 2022. His application and invitation card are attached with the IOM. Please do the needful as per norms.

Thanks and regards,


Devendra Somwanshi
Registrar


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

Director

Poornima College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

Dept.: Administration

From: Registrar Office

To: Asst. Director (Finance)

Date: 13/07/2021

Time

Reference – Marriage Fund Reimbursement


C.C.

C.C.

Dear Sir,

Please reimburse the Rs. 5100/- to Mr. Dhananjay Kumar (3222). His marriage was on 23rd April, 2021. His application and invitation card are attached with the IOM. Please do the needful as per norms.

Thanks and regards,


Devendra Somwanshi
Registrar


Dr. Mahesh Bunde

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

Director

Poornima College of Engineering
ISI-6, FULCO Institutional Area
Sitapura, JAIPUR

To
The Registrar,
Poornima College of Engineering
Jaipur

Subject: Marriage amount as per Poornima Norms.

Respected Sir,

I Dhananjay Kumar working as Asst. Prof. (3222), Department of Mechanical Engineering, Poornima College of Engineering from 25-June-2012. My marriage was held on 23-Apr-2021. I request you to provide me marriage amount as per Poornima Norms.

Looking forward for your kind support in this matter.

Thanking You

Dhananjay Kumar (3222)

Assistant Prof.

Department of Mechanical Engineering

Poornima College of Engineering

Enclosed:

Marriage Card



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

Director

Poornima College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR

Sponsorship for Higher Studies- As Per the Policy

(Please send under sealed confidential envelop along with required documents)

SPONSORSHIP / NO OBJECTION CERTIFICATE

(Required by IIT Roorkee from Ph.D candidates under QIP scheme only)

The undersigned is pleased to confirm that Mr./Ms. RAHUL SHARMA Who is working in this Institute/organization for the last 2.6 years (from 02/Jan/2020 to till date) and is presently holding the position/designation of ASSISTANT PROFESSOR sponsored by this Institute/organization for pursuing Ph.D. programme in the Department of MECHANICAL & INDUSTRIAL ENGINEERING at Indian Institute of Technology Roorkee under QIP scheme.

Details of Work:

| S.No. | Designation | Period From | To |
|-------|----------------------------|--------------------|---------------------|
| 1. | <u>ASSISTANT PROFESSOR</u> | <u>02/Jan/2020</u> | <u>to till date</u> |
| 2. | | | |
| 3. | | | |

His/Her conduct and character is good.

In addition, the following information may please be furnished:

1. Mr. / Ms. RAHUL SHARMA is still working in our Institute/Organization (Please write Yes/No) YES.
2. Institute / Organization agrees to sponsor Mr. / Ms. RAHUL SHARMA (Please write Yes/No.) YES.
3. The candidate is a full-time regular/permanent faculty member of our Institute/Organization and is not on deputation to/from any other Institution (Please write Yes/No) YES.
4. Our Institution/Organization will relieve him/her for the period of _____ full time for the programme on deputation.
5. The Institute/Organization will pay Full Salary and Allowances during the tenure of his/her sponsorship (Please write Yes/No) YES.
6. The sponsorship for admission will not be withdrawn midway.

Place: JAIPUR

Date: 07/06/2022

Signature of the Head of the Institution/Organization with seal.

Name Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
Deemed to be University
Sector-8, Industrial Area
Jaipur, JAIPUR

Designation PRINCIPAL
POORNIMA COLLEGE OF ENGINEERING,
JAIPUR.

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

Poornima College of Engineering
ISI-6, RICO Institutional Area
Jaipur, JAIPUR



POORNIMA

COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

PCE/ADMIN/2020-21/258

Date: 13/10/2020

NO OBJECTION CERTIFICATE

This is to certify that **Ms. Reena Sharma** Daughter of **Mr. V. B. Sharma** residing at **Jaipur** is employed with our organization **Poornima College of Engineering** since **September, 2019**.

She has an experience of **01 year** in our organization. We allow/relieve her to join Ph.D. in **CCE Department at Manipal University, Jaipur** in the session 2020-21 on Part-time basis.

Also, an academic leave for one semester will be granted to him/her to complete the mandatory residential requirement at Manipal University Jaipur.

(Signature & Seal)
Head of Organization
Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302 022 (Rajasthan)
Phone : +91-141-2770790 • E-mail : info@poornima.org • Website : www.poornima.org

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

Financial support-
participation in FDP,
Conference - As per the
Policy



POORNIMA

COLLEGE OF ENGINEERING

E7B

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

TRAVEL EXPENSES REPORT

| | | | |
|--|--|---|--|
| Name of Institute:- <u>Poornima College of Engineering</u> | | 1. Purpose of journey:- <u>FDP on MOOC</u> | |
| Department :- <u>Name:- Shirish Nagar</u> | | 2. Permitted by:- <u>Principal, PCE</u> | |
| Designation:- <u>Assistant Professor</u> | | 3. Journey Verified by:- <u>HoD-IT, PCE</u> | |
| Employee ID:- <u>1685</u> | | Signature:- <u>[Signature]</u> <u>19.9.18</u> | |

(A) Details of Journey:-

| Departure: | | | Arrival | | | Mode & Class | Ticket/PNR No: | Amount (INR) |
|------------|------|---------|---------|---------|---------|--------------|----------------|--------------|
| Date | Time | Station | Date | Time | Station | | | |
| 13/9/18 | 2-PM | Jaipur | 13/9/18 | 9:30 PM | Udaipur | 3AC | 2151320741 | 760/- |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total (A) | | | | | | | | 760/- |

(B) Halting Allowance / Hotel / Food Expenses:

| Station | Place of Stay | Rent DA | No of Days: | Amount (INR) |
|-----------|-----------------------------|---------|-------------|----------------|
| | Jaipur - Udaipur (Snacks) | | | 230/- |
| | Water | | | 40/- (no bill) |
| | Udaipur - Dinner on 15/9/18 | | | 240/- |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total (B) | | | | 510/- |

(C) Local Conveyance & Other Charges:

| | Amount (INR) |
|--|---------------------------|
| 1) PCE to Jaipur Railway Station (13/9/18) | 246/- |
| 2) Udaipur Railway Station to GITS Udaipur (13/9/18) | 330/- |
| 3) GITS Udaipur to Udaipur Rly Stn by Auto Rideshaw | 270/- (no bill) [15/9/18] |
| 4) Jaipur Rly Stn to Home Jaipur 16/9/18 | 89/- |
| 5) | |
| 6) | |
| 7) | |
| 8) | |
| 9) | |
| 10) Total (C) | 935/- |

| | |
|---|---------------------|
| I undertake & confirm that: | Grand Total (A+B+C) |
| 1. This bill has been prepared as per prevailing norms. | 2205/- |
| 2. No claim for this bill has been made so far. | |
| 3. Necessary details of expenses & purpose of journey is enclosed | |

Signature of Claimant:- [Signature]

Date:- 19/09/2018

Advance taken on _____ Rs.

Net Amount Payable / Receivable _____

Approved for Rs. 2205/-

In words: Two Thousand 205/- only

Authorised Signature: [Signature] 20/9/18

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

Poornima College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR

Date of Joining -> 04/08/2018



POORNIMA

COLLEGE OF ENGINEERING

E18

A : APPLICATION FOR PARTICIPATION

Reference: Revised Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of constituent institutions of Poornima Foundation

Session: 20 17 - 20 18

Category - A-2
Appraisal Grade - A

Semester: ☐ ODD ☒ EVEN

Name of Employee: Prine Dawar

4 Digit Employee ID: 3453

Designation: Asst. Professor

Previous Appraisal Grade: A

Campus: PCE

Department: ME

Mobile number: 8440964941

Poornima Email ID: prine.dawar@poornima.edu

Activity participating in: Workshop

Organizing Institution: MNIT Jaipur

Department: English CS

Address: MNIT Jaipur

Pin: 302030

Dates: From 24/1/18 to 28/1/18

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

This opportunity will enhance my skills in Research related aspects which may be beneficial for my students also.

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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO Under Category <u>A-2</u> (Ex. A.1, B.2) | Date, Name & Signature |
| Recommended by Reviewing Officer | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, Category: <u>A-2</u> Amount: <u>N.A.</u> | <u>only 2D</u> <u>Not registration fee</u> Date, Name & Signature <u>19-02-18</u> |
| Approval by Registrar/ CF & AO | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO For Maximum Amount <u>Applicable to be refunded: Rs. 1500</u> (As per category & grade) | Date, Name & Signature |

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

Poornima College of Engineering
ISI-6, FICO Institutional Area
Sitapura, JAIPUR

Study Leave (SL) - As **Per the Policy**



Study Leave

POORNIMA
COLLEGE OF ENGINEERING

E2B

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

Permission for 5 days Study Leave

Name: Pannuji Kumar Date: 21-11-2022
Department: Electronics Last Qualification: M.E. Emp. ID: 6872
Qualification for which permission is required: Ph.D. (Vivo-Voc) Year of Passing: 2016
Date of Commencement: 22-11-2022 Duration of Course: 27/11/2022 (05 days)
Mode of Education (full time / part time): P.T.
Name of Institution: Poojab Engrg. College Chandigarh City: Chandigarh

Any other request for permission of study leave:

leave requested from 22/11/2022 to 27/11/2022
Post-Phd work (24-26) (05-days)
Nov, 2022

Pannuji Kumar
Signature of Applicant

forwarded for approval.

[Signature]

Remarks, Name & Signature of HOD/ Dean as recommending authority

[Signature]
Remarks & Signature of Approval by Campus Director

[Signature]
Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poornima College of Engineering
ISI-6, FULCO Institutional Area
Sitapura, JAIPUR

To

Dr. Mahesh Bunde

Director & Principal

Poornima College of Engineering

Jaipur

Subject: Regarding study leave for Advance admission to PHD Program 2022-23 under QIP Scheme at MNIT, Jaipur leading to final admission in 2023-24.

Respected Sir,

I am pleased to inform you that I have been selected for the Pre-PhD program in the EE Department of MNIT Jaipur. My advanced PhD program requires me to attend MNIT for a preparatory work period of 60 days between 1.11.2022 and 30.12.2022, to finalize the plan of supervision for research. However, from January 01, 2023, I will rejoin the PCE.

My full-time admission for PHD program will begin in July 2023. I have already received NOC from the College regarding my sponsored seat in QIP PHD program.

I will handover subjects & lab documents to the department head before leaving for study leave. It is requested to approve my leave from the period of 01.11.2022 and 30.12.2022.

Thanking you sir

DA:

1. Offer letter from MNIT
2. Result Mail copy from CEP Office, IIT Kharagpur
3. Copy of Mail Received from MNIT
4. NOC from PCE for sponsored QIP PHD Program 2023-24

Yours Sincerely

Ajit Singh Rajawat

Assistant Professor (EE)

Department of Electrical Engineering

Poornima College of Engineering

Employee ID: 6849


Dr. Mahesh Bunde

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

Director

Poornima College of Engineering
ISI-6, Full CO Institutional Area
Sitapura, JAIPUR

Centralized reprography
facility (Xerox) for
Teaching & Non-
Teaching staff.



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

Director

Poornima College of Engineering
ISI-6, FULCO Institutional Area
Sitapura, JAIPUR

Faculty Group **Insurance- As Per the** **Policy**

Faculty Group Insurance- Academic Manual


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, FULCO Institutional Area
Sitapura, JAIPUR

GROUP INSURANCE SCHEME FOR FACULTY & STAFF

Every Poornima Group staff/faculty/students that are on roll (regularly updated) and are in 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 of tenability of any claim under the policy.

54

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 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 transport department for availing the facility.

TRAVEL RULES

Travel rules:

All Faculty & Staff of Poornima Group are broadly categorized in four categories for purpose of reimbursement against travel for official purposes.

- **TADA:** 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) |


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

Poornima College of Engineering
ISI-6, RIIICO Institutional Area
Sitapura, JAIPUR

Technical & Academic **Performance Incentive**

Sanjay Kumawat <sanjay.kumawat@poornima.org>

PCE: Incentive Recipients list under all categories on Teachers Day Celebration

1 message

Devendra Somwanshi <registrar.pce@poornima.org>

2 September 2022 at 10:40

To: "PCE Family" <pcefamilly@poornima.org>

Cc: Mahesh Bundeale <maheshbundeale@poornima.org>, VICE PRINCIPAL PCE <viceprincipal.pce@poornima.org>

Dear PCE Staff members,

Poornima is going to celebrate Teacher's Day with the teachers on 5th September. Please find the attached award recipients list of PCE. Kindly grace the event to celebrate the occasion together.

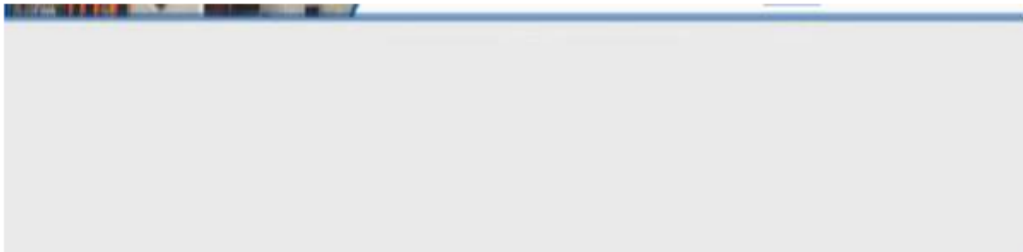
1. ACADEMIC PERFORMANCE INCENTIVES RECIPIENTS FOR SESSION 2021-22
2. CRISP SCHEME INCENTIVES RECIPIENTS FOR SESSION 2021-22
3. PATENTS-COPYRIGHTS INCENTIVES RECIPIENTS FOR SESSION 2021-22
4. PUBLICATION INCENTIVES RECIPIENTS FOR SESSION 2021-22
5. SP5 SCHEME INCENTIVES RECIPIENTS FOR SESSION 2021-22






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Thanks & Regards**Devendra Somwanshi**

Registrar

Poornima College of Engineering, Jaipur

+91-9829255102

**5 attachments**

-  **PUBLICATION INCENTIVES RECIPIENTS FOR SESSION 2021-22.pdf**
20K
-  **SP5 SCHEME INCENTIVES RECIPIENTS FOR SESSION 2021-22.pdf**
164K
-  **PATENTS-COPYRIGHTS INCENTIVES RECIPIENTS FOR SESSION 2021-22.pdf**
162K
-  **ACADAMIC PERFORMANCE INCENTIVES RECIPIENTS FOR SESSION 2021-22.pdf**
43K
-  **CRISP SCHEME INCENTIVES RECIPIENTS FOR SESSION 2021-22.pdf**
152K