



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__ – 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 of constituent institutions of Poornima Foundation

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 Officer (Sh. CR Kothari)	Amount _____	Date, Name & Signature (within 15 working days)

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

Management of Poornima Foundation 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 constituent institutions of Poornima Foundation. 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 Foundation (Institutions) 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 Foundation (Institutions) 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 Rs.)	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 • Induction Training Programmers for Newly Recruited Teachers • Faculty Development Program for effective teaching • Performance Appraisal of Teachers • Institutional Accreditation (NBA Guidelines) and Quality Management • Strengthening Institutions to produce high quality engineers for better employability • Training on Management Capacity Enhancement 	NA	International	50000	15
A.2 Professors/ Dean / Assistant Dean / HODs / Associate Professor	<ul style="list-style-type: none"> • Effective Curriculum Implementation • 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 and Evaluation • Academic support for weak Students • Strengthening Institutions to produce high quality engineers for better employability • Training on Management Capacity Enhancement • Enhancement of R&D and institutional consultancy activity 	P1	International	30000	10
		P2	International	25000	10
		A1	International	25000	10
		A2	National	10000	5
		B1	National	10000	5
		B2	Regional	8000	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 	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	National	7000	5
		B1	Regional	7000	3
		B2	Regional	6000	3

A.4 Technical Officers /Technical Assistants	•Laboratory Practices.	P1	National	8000	5
		P2	National	6000	5
		A1	Regional	6000	3
		A2	Regional	5000	3
		B1	Regional	4000	3
A.5 Registrar /Proctor /Officers	•Training Program to enhance the administrative skills •Effective Office Administration and Management. •Developing Healthy Work Culture in Technical Institutions. •Organizing Student Centered Activities. •Mentoring Coaching and Counseling. •Preparing Students for Job Interview •Personality Development	P1	International	30000	10
		A1	National	20000	8
A.6 Dy. HOD /Tutor /Dy. Tutor /Warden	•Placement Preparatory Program. •Preparing Students for Job Interview •Career Guidance and Counseling •Academic support for weak Students	P1	National	10000	6
		P2	National	8000	5
		A1	National	10000	6
		A2	Regional	7000	3
		B1	Regional	7000	3
		B2	Regional	6000	3
A.7 Executives /Office Executives	•Office Executives Training Program •Effective Listening Skills •Effective Communication Skills (oral and written) •Telephone Handling Skills (making and receiving calls, leaving message on voice mail) •Database Management •Report Preparation •Standard Office Procedure •Customer service interpersonal relations	P1	National	10000	5
		A1	National	8000	5
		B1	Regional	4000	3
A.8 Library Staff	•Digital Library Management •Cloud Computing and Libraries •Digital Library with KOHA and GSDL	P1	National	8000	5
		A1	National	6000	3
		B1	Regional	4000	3
A.9 Attendants / Drivers /Security Guards	•Report Preparation •Effective Listening Skills •Telephone Handling Skills •Defensive Driving Safety Training •Driver Training and Development Program •Security Guards Training Program	P1	Regional	2000	3
		A1	Regional	1000	3
		B1	Regional	500	3
Category B – Technical (for all teaching staff)					
B.1	Participation, Full paper published & presented in an SCI/ IEEE or equivalent activity with proceeding available online	All	International	10000	5
B.2	Participation & Full paper published & presented in an International activity with publication in reputed journal with impact factor > .75	All	National	7000	5
B.3	Participation & Full paper published in an activity with publication available online	All	National	5000	5

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

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

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