



# POORNIMA

## COLLEGE OF ENGINEERING

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

### GUIDELINES FOR PARTICIPATION IN CONFERENCE/ SEMINAR/ WORKSHOP/ TRAININGS/SYMPOSIA ETC.

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

#### Criteria for participation –

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

Category A – Skill & Knowledge Enhancement					
Category & Designation	Suggestive List of Programs (PS: the list is a brief suggestive list, other programs related to job role may be considered)	Grades	Maximum Exposure	Maximum Grant (in INR)	Max. OD Leaves
A.1 Protocol Holders	<ul style="list-style-type: none"> <li>Enhancing Performance of Staff</li> <li>Managerial Skills for Principals</li> <li>Effective Curriculum Implementation</li> <li>Developing Healthy Work Culture in Technical Institutions</li> <li>Developing Values, Attitudes and Managerial Skills in Teachers</li> </ul>	AA/ A+	International	50000	10
		A	International	40000	7
A.2 Professors/ Dean / HODs /Associate Professor	<ul style="list-style-type: none"> <li>Effective Curriculum Implementation</li> <li>Tools for Engineering Research</li> <li>Personality Development</li> <li>Enhancing Performance of Staff</li> <li>Developing Values, Attitudes and Managerial Skills in Teachers</li> <li>Intellectual Property Rights and Patenting</li> <li>Project Planning, Execution &amp; Evaluation</li> <li>Academic support for weak Students</li> <li>Strengthening Institutions to produce high quality engineers for better employability</li> </ul>	AA/ A+	International	30000	10
		A	International	25000	10



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	<ul style="list-style-type: none"> <li>• Training on Management Capacity Enhancement</li> </ul>	B	National	10000	5
	<ul style="list-style-type: none"> <li>• Enhancement of R&amp;D and institutional consultancy activity</li> </ul>	New	National	5000	3
<b>A.3</b> Assistant Professor /Research Associate/ Lecturer	<ul style="list-style-type: none"> <li>• Tools for Engineering Research.</li> <li>• Effective Curriculum Implementation.</li> <li>• Mentoring Coaching and Counseling</li> <li>• Preparing Students for Job Interview</li> <li>• Academic support for weak Students</li> <li>• Training of faculty for effective</li> <li>• Teaching Enhancement of R&amp;D and institutional consultancy activity</li> </ul>	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3
		New	National	4000	3
<b>A.4</b> Technical Officers /Technical Assistants	Laboratory Practices.	AA/ A+	National	8000	5
		A	Regional	6000	3
		B	Regional	4000	3
		New	Regional	2000	3
<b>A.5</b> Registrar /Proctor /Officers	<ul style="list-style-type: none"> <li>• Training Program to enhance the administrative skills</li> <li>• Effective Office Administration &amp; Management.</li> <li>• Developing Healthy Work Culture in Technical Institutions.</li> <li>• Organizing Student Centered Activities.</li> <li>• Mentoring Coaching and Counseling.</li> <li>• Preparing Students for Job Interview</li> <li>• Personality Development</li> </ul>	AA/ A+	International	30000	10
		A	National	20000	8
		New	National	5000	4
<b>A.6</b> Dy. HOD /Tutor /Dy. Tutor /Warden	<ul style="list-style-type: none"> <li>• Placement Preparatory Program.</li> <li>• Preparing Students for Job Interview</li> <li>• Career Guidance and Counseling</li> <li>• Academic support for weak Students</li> </ul>	AA/ A+	National	10000	6
		A	National	10000	6
		B	Regional	7000	3
		New	Regional	5000	3
<b>A.7</b> Executives /Office Executives	<ul style="list-style-type: none"> <li>• Office Executives Training Program</li> <li>• Effective Listening Skills</li> <li>• Effective Communication Skills (oral and written)</li> <li>• Telephone Handling Skills (making and receiving calls, leaving message on voicemail)</li> <li>• Database Management</li> <li>• Report Preparation</li> <li>• Standard Office Procedure</li> <li>• Customer service interpersonal relations</li> </ul>	AA/ A+	National	10000	5
		A	National	8000	5
		B	Regional	4000	3
		New	Regional	2000	1
<b>A.8</b> Library Staff	<ul style="list-style-type: none"> <li>• Digital Library Management</li> <li>• Cloud Computing and Libraries</li> <li>• Digital Library with KOHA and GSDL</li> </ul>	AA/ A+	National	8000	5
		A	National	6000	3
		B	Regional	4000	3
		New	Regional	2000	1



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

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

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

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



2 Decades • 8 Institutions • 31000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

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Achieving Excellence Together

**E18A**

## APPLICATION FOR PARTICIPATION

**Reference: Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of Poornima Group**

Session: 20\_\_ – 20\_\_ Semester : ☐ ODD ☐ EVEN

Name of Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Institute: \_\_\_\_\_ Department: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Poornima Email ID: \_\_\_\_\_@poornima.org Activity participating in: \_\_\_\_\_

Organizing Institution: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Pin: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

**Category –** ☐ **A: Skill & Knowledge Enhancement** ☐ **B: Technical**  
**Participating for** ☐ **1<sup>st</sup> 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) **4.** Travel, Lodging & Boarding details

Registration Fee \_\_\_\_\_ + Traveling Expense \_\_\_\_\_ + DA \_\_\_\_\_ = Total Expenditure \_\_\_\_\_

Duration of absence from college (in hrs) \_\_\_\_\_

Signature of Applicant

Recommended by HOD / Dean / Reporting Officer	Under Category _____ (Ex. A.1, B.2)	Date, Name & Signature
Validation of performance by Registrar	Performance Grade _____ (Ex. P, A, B, C, New)	Date, Name & Signature
Approval by Campus Director	For Maximum Amount _____ (As per category & grade)	Date, Name & Signature





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**E18B**

**B : APPLICATION FOR REIMBURSEMENT**

**Reference: Guideline for participation in conference/ seminar/ workshop/ trainings/ symposia etc. by faculty & staff of Poornima Group**

Session: 20\_\_ – 20\_\_ Semester : ☐ ODD ☐ EVEN  
Name of Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Designation: \_\_\_\_\_ Date of Joining: \_\_\_\_\_  
Institute: \_\_\_\_\_ Department: \_\_\_\_\_ Mobile number: \_\_\_\_\_  
Poornima Email ID: \_\_\_\_\_@poornima.org Activity participating in: \_\_\_\_\_  
Organizing Institution: \_\_\_\_\_ Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
Pin: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

**Category –** ☐ **A: Skill & Knowledge Enhancement** ☐ **B: Technical**  
**Participated for** ☐ **1<sup>st</sup> 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 HOD / Dean / Reporting Officer	submitted on _____	Name & Signature (within 5 working days)
Soft copy of report, certificate, paper & photographs of participation emailed on pic@poornima.org with CC to HOD / Dean / Reporting Officer	submitted on _____	Name & Signature (within 7 working days)
All documents verified by Registrar	<input type="checkbox"/> YES <input type="checkbox"/> NO Amount to be Reimbursed _____ (Double check category & grant)	Date, Name & Signature (within 10 working days)
Final Approval by Campus Director	Amount _____	Date, Name & Signature (within 12 working days)
Verified for reimbursement by Accounts Officer	<input type="checkbox"/> YES <input type="checkbox"/> NO For Amount _____	Date, Name & Signature (within 15 working days)