



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Poornima Standard Administrative
Procedure (Poornima SAP) for students &
alumni of PIET & PSOM

Poornima Standard Administrative Procedure (Poornima SAP) for students & alumni of PIET & PSOM

ISSUED IN STUDENTS' INTEREST BY OFFICE OF REGISTRAR

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

Please Note

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

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

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

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

Transfer Certificate (TC)

IN PERSON / IN CAMPUS MODE

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

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

ONLINE / VIRTUAL MODE

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Character Certificate (CC)

IN PERSON / IN CAMPUS MODE

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

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

ONLINE / VIRTUAL MODE

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Bonafide Certificate

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

Or

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Loan Document

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

Or

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Migration Certificate

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Mark sheet(s)

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Consolidated Mark sheet

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Provisional Degree

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Degree

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

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

Email ID for PIET & PSOM - registrar.piet@poornima.org

Letter of Recommendation

ALUMNI PIET & PSOM – Email your request with a sample letter of recommendation (as desired) along with necessary documents to prove the need of LOR to **registrar.piet@poornima.org**

RTU Exam Form

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

RTU Exam Reevaluation Form

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

RTU Marks Improvement Form

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

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

Send request email with details such as your institution registration number/ RTU enrollment number, contact number to **yatendra@poornima.org** & copy to **registrar.piet@poornima.org** along with scanned copy of your Aadhar card or Driving License to confirm your identity.

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

Send request email with details such as your institution registration number/ RTU enrollment number, contact number to **yatendra@poornima.org** & copy to **registrar.piet@poornima.org** along with scanned copy of your Aadhar card or Driving License to confirm your identity.

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

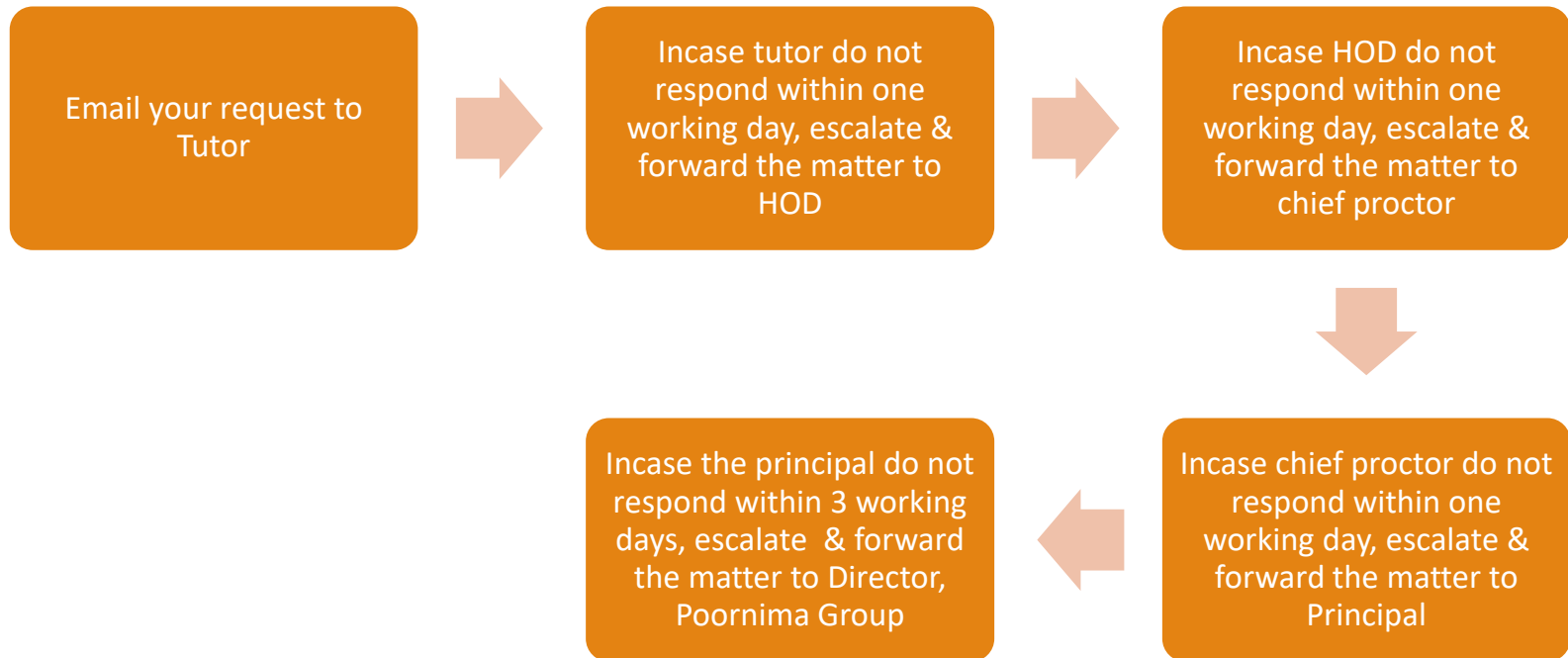
ALUMNI PIET & PSOM - Send request email with snapshots of errors/ issues being faced along with details such as your institution registration number/ RTU enrollment number, contact number to **registrar.piet@poornima.org**

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

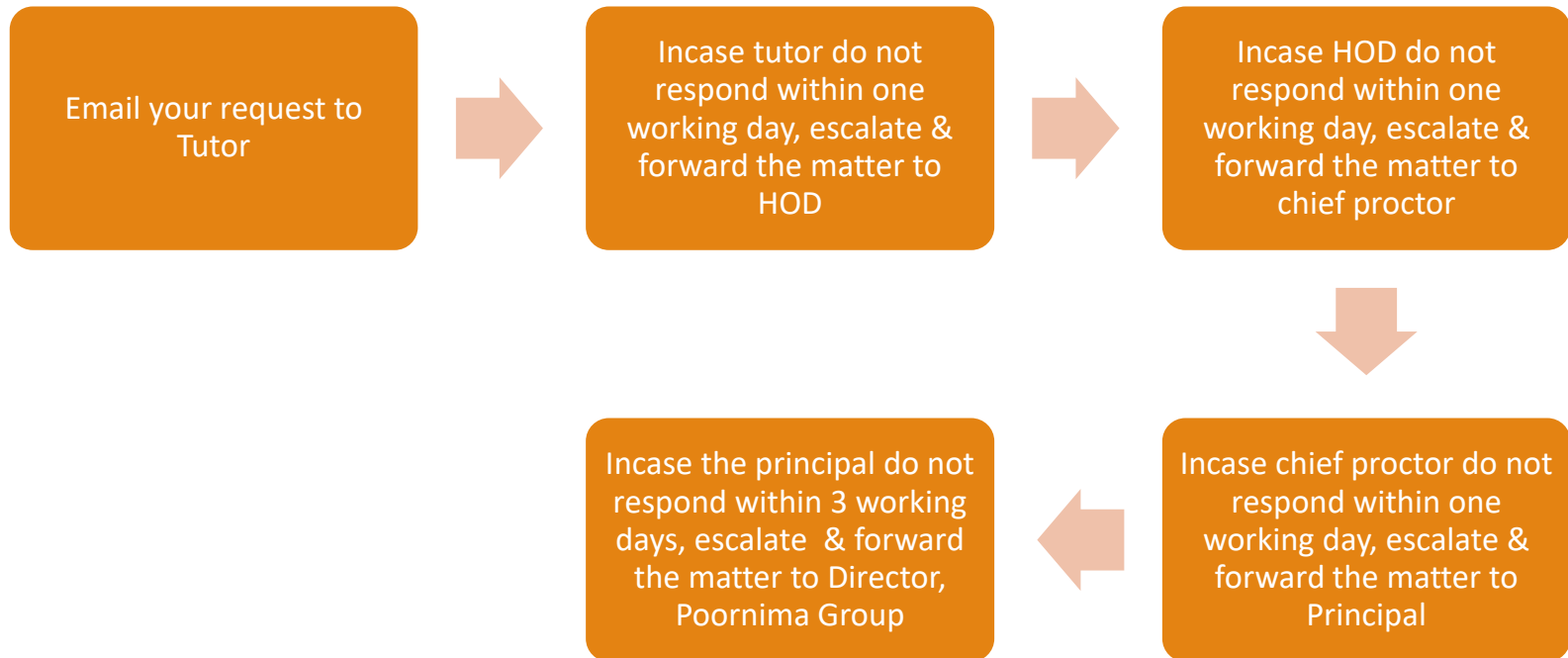
Poornima ERP database update

ALUMNI PIET & PSOM Download Form S-20 from <https://www.poornima.org/download-forms-3/> , fill it, scan it and send the completely filled form along with all desired attachments to **registrar.piet@poornima.org**

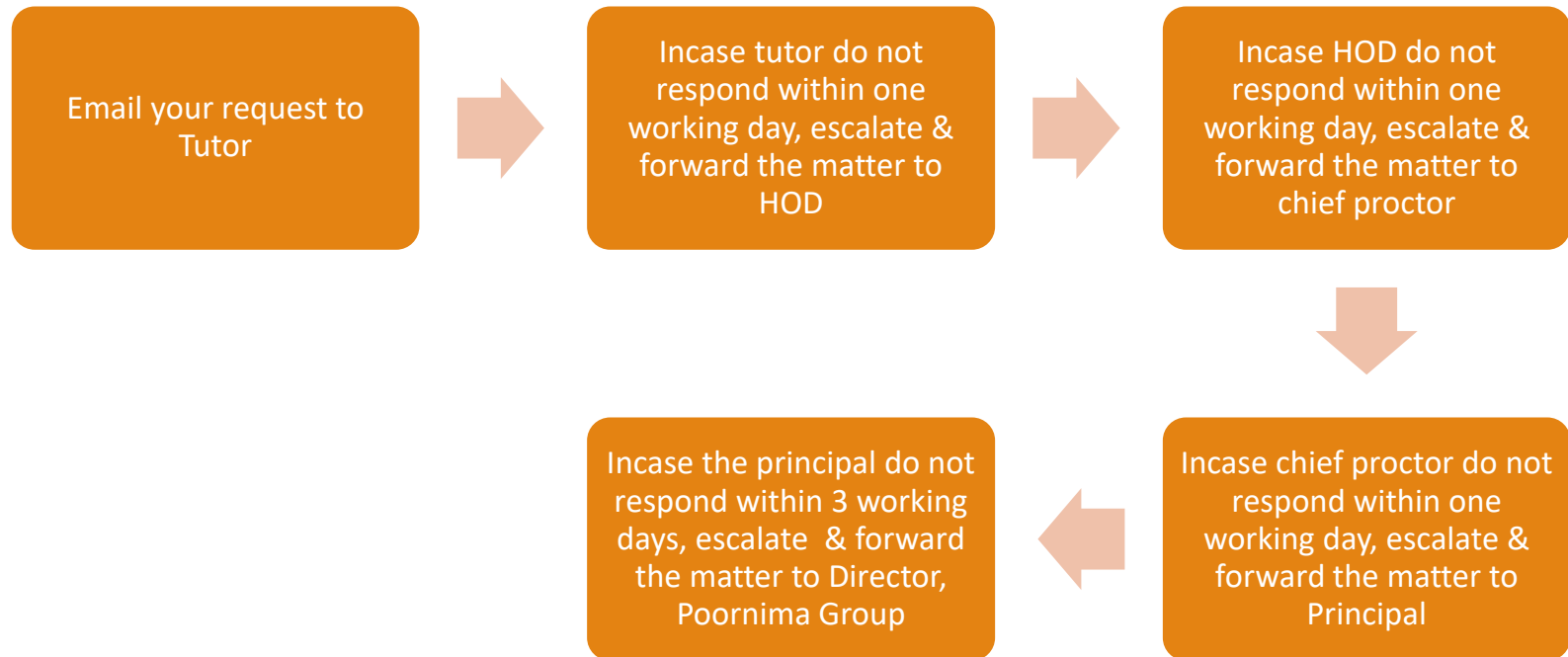
Attendance related grievance



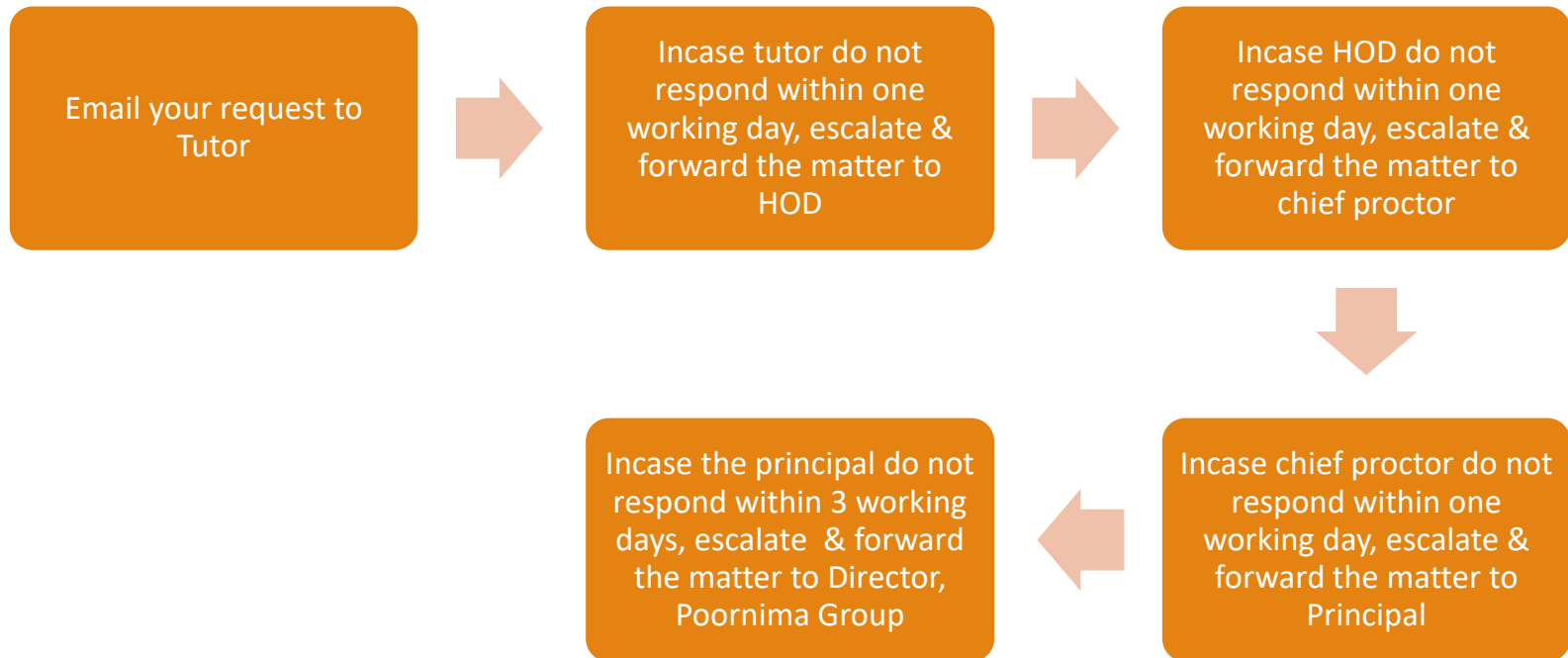
Classes/ Lab related grievance



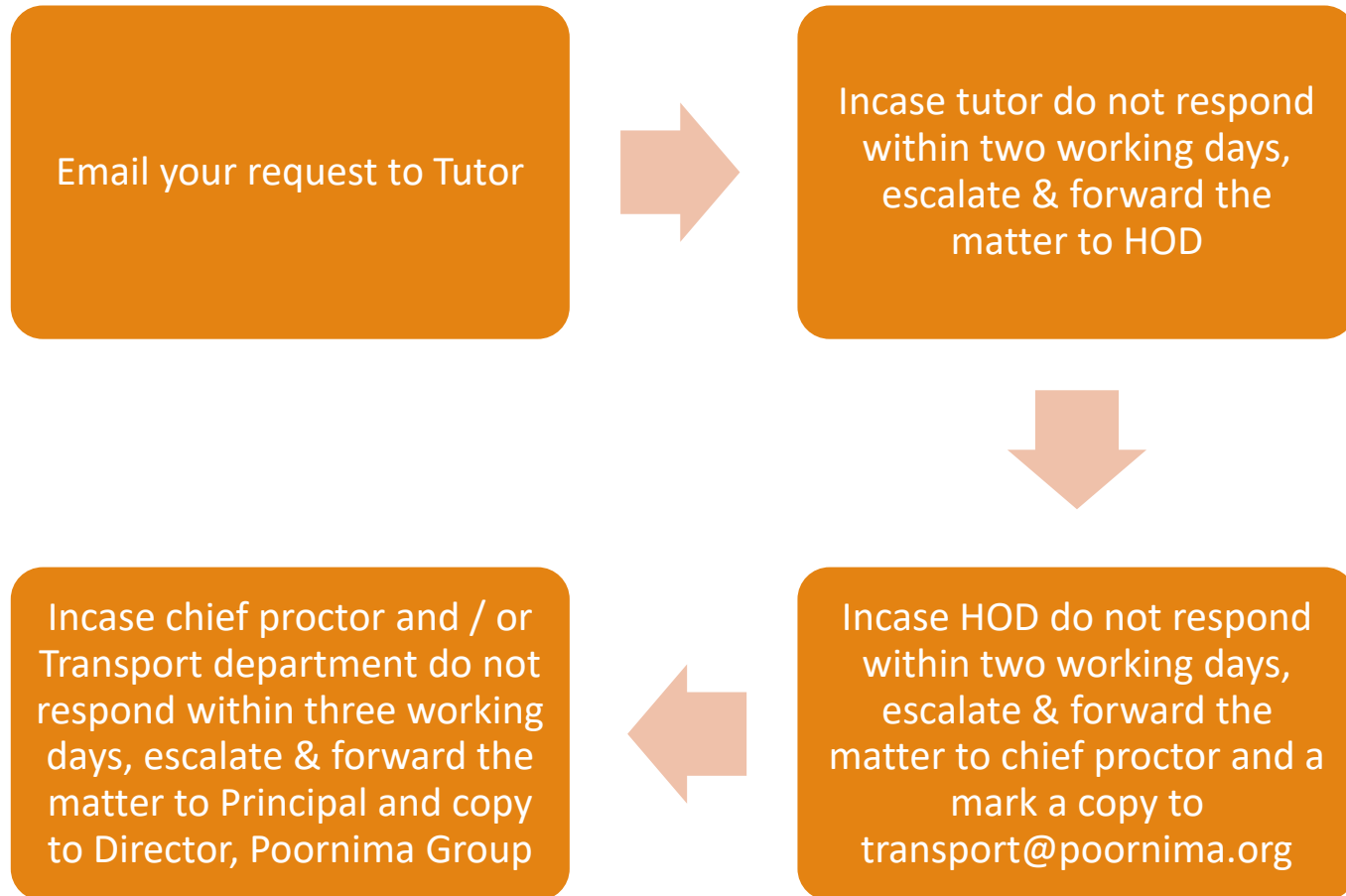
Medical leaves related grievance



Stationary/ Uniform related grievance



Transportation related grievance



Library related grievance

Email your request to Chief Librarian
at pietlibrary@poornima.org for PIET



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



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

Training & Placement related grievance

Email your request to
HOD



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



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

Training & Placement related grievance

Email your request to
HOD



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



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

Any other grievance

Email your
grievance to Tutor



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



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

Important Email IDs & Contact Number

Name	Designation	Email ID	Contact Number
Dr. Gautam Singh	Registrar & Chief Proctor, PIET	registrar.piet@poornima.org	+919001893262
Dr. Dinesh Goyal	Principal & Director, PIET	principal.piet@poornima.org	+919928015792
Mr. Rahul Singhi	Director, Poornima Group	rahulsinghi@poornima.org	+919829000071