



POORNIMA

COLLEGE OF ENGINEERING

INTERNAL COMPLAINT COMMITTEE

SESSION: 2023 - 2024

POORNIMA COLLEGE OF ENGINEERING (PCE)

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)

Telefax: +91-141-2770790, 91, 92

E-Mail: info@poornima.org, Website: www.pce.poornima.org


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

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

ABOUT ICC

Internal Complaint Committee

Women are the foundation of every society. Women can do a lot in society, what is needed; she herself should identify her strengths and work on it to build a strong society. A woman can not only change anything but also can change everything. "Women are the real Architect of Society". So, women at PCE have clasped and formed a club Women in Science and Engineering (WISE) to propagate importance and relevance of women education in science and engineering. Every year activities of WISE have been organized with the coordination of the concerned department to encourage the maximum participation of girls in various activities and to promote their overall development.

Vision

- To improve the status of women in our society and to make them aware of their rights

MISSION

- To evolve and develop skill based systems in PCE showcasing different activities to groom women's overall personality.

OBJECTIVE

- To increase the number of women pursuing and graduating in science, technology, engineering
- To promote the recruitment and advancement of woman who have chosen Engineering as their career.


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

Poornima College of Engineering
ISI-0, RILCO Institutional Area
Gulapura, JAIPUR



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

Dept.: ICC	
From:- Director, PCE	
To:- Director, Chairperson(ICC), Chief Proctor, Dean, All HOD's	
Date:- 20/07/2023	
Reference:- Constitution of ICC	Time : 10:00 AM
C.C.:- Registrar, PCE & Chief Proctor, PCE	

Dear Sir/Ma'am,

In continuation of previous committee formation, with reference to the circular number PR/ICC/2023/1065 regarding constitution of committee **Internal Complaint Committee (ICC)** has been formed for the session 2023-24.

Kindly find herewith the details of the committee composition as mentioned below:

S. No.	Name	Designation	Position	E-Mail Id
1	Dr. Rekha Nair	Professor	Chairperson	rekhanair@poornima.org
2	Dr. Sarveen Kaur Sachdeva	Associate Professor	Vice Chairperson	sarveen.sachdeva@poornima.org
3	Dr. Garima Mathur	Professor	Senior Member	drg.mathur@poornima.org
4	Mr. Amit Gupta	Chief Proctor	Member	chiefproctor.pce@poornima.org
5	Mr. Mayank Sharma	Deputy Head (Outreach)	Member	mayank.s@poornima.org
6	Dr. Shilpi Jain	Professor	Member	shilpi.jain@poornima.org
7	Dr. Meena Tekriwal	Associate Professor	Member	meenatekriwal@poornima.org
8	Ms. Reena Sharma	Assistant Professor	Member	reena.sharma@poornima.org
9	Ms. Kalpana Sharma	Assistant Professor	Member	kalpana@poornima.org
10	Ms. Shivani Jain	Assistant Professor	Member	shivani.jain@poornima.org
11	Ms. Tulsi Yadav	Warden, Girls Hostel	Member	tulsi.yadav@poornima.org
12	Ms. Nitu Singh	Warden, Girls Hostel	Member	nitul.singh@poornima.org
13	Mr. Mahesh Sharma	Warden, Boys Hostel	Member	maheshsharma@poornima.org
14	Ms. Pragya Shekhawat (Student)	Captain	Member	2022pcecepragya017@poornima.org
15	Ms. Vidhi Ramnani (Student)	Vice-captain	Member	2023pceecvidhi031@poornima.org

The committee shall meet at least once in a month, discuss and plan various activities. The minutes will be maintained by the Chairperson and will periodically discuss the plan with the Director and organize the activities.

This is for your kind information, reference & doing needful. Thanking you

(Dr. Mahesh Bundele)
Director, PCE

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Director
Poornima College of Engineering
ISO 9001:2015 Institutional Area
Gulapura, JAIPUR

3. Notice



POORNIMA
COLLEGE OF ENGINEERING

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

PCE/ICC/2022/248

Date: 19th July, 2022

Notice: Establishment of Internal Complaint Committee (ICC) at the College Level.

As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, it is the responsibility of every Technical Institution to constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment.

The ICC shall have the following composition

S.No.	Name	Position	Category
1	Presiding Officer	Chairperson	Professor
2	Female Faculty member	Vice-Chairperson	Associate Professor
3	Two non-teaching employees	Member	Chief-Proctor and Outreach Member
4	Hostel Wardens	Member	Other senior faculty
5	Female Faculty Member	Member	Other senior faculty (All Departments)
6	Two students	Member	Captain and Vice-Captain

The Association in the Colleges will endeavor to resolve issues/ grievances relating to problems of students in the college locally.

The Chairperson and Vice-Chairperson are advised to go through the norms for the Association and do the necessary for the functioning of it as soon as possible.

Terms of Reference:

1. As per Supreme Court Orders
2. As per State Govt. orders
3. As per Section 4 All India Council for Technical Education Regulations, 2016

(Dr. Mahesh Bunde)
Director, PCE

PCE/ICC/2023-24/01

Date: 26th August, 2023

NOTICE

It is requested to all the committee members to gather for the meeting at 2:00 PM on 26th August 2023 in Room Number 3102.



Dr Rekha Nair

Chairperson, ICC

Poornima College of Engineering, Jaipur

Copy to:

- 1) PA to Director Sir for kind information.
- 2) All Members of ICC.

PCE/ICC/2023-24/02

Date: 15th December, 2023

NOTICE

It is requested to all the committee members to gather for the meeting at 2:00 PM in 3102.

Chairperson, ICC

Poornima College of Engineering, Jaipur

Copy to:

- 1) PA to Director Sir for kind information.
- 2) All Members of ICC.



POORNIMA COLLEGE OF ENGINEERING, JAIPUR

ISI-6, RIICO Institutional Area, Goner Road, Sitapura, Jaipur (Raj.) – 302022

Minutes of Meeting 2nd of the ICC held at Poornima College of Engineering, Jaipur on Thursday, December 16, 2023

The 2nd Meeting of the ICC of Poornima College of Engineering was held on Thursday, December 16, 2023 at 2:00 PM in 3102.

The following members of ICC, were present:

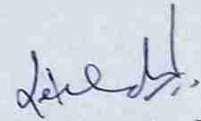
S.No.	Name	Designation	Position
1	Dr. Rekha Nair	Professor	Chairperson
2	Dr. Sarveen Kaur Sachdeva	Associate Professor	Vice Chairperson
3	Dr. Garima Mathur	Professor	Senior Member
4	Mr. Amit Gupta	Chief Proctor	Member
5	Mr. Mayank Sharma	Deputy Head (Outreach)	Member
6	Dr. Shilpi Jain	Professor	Member
7	Dr. Meena Tekriwal	Associate Professor	Member
8	Ms. Reena Sharma	Assistant Professor	Member
9	Ms. Kalpana Sharma	Assistant Professor	Member
10	Ms. Shivani Jain	Assistant Professor	Member
11	Ms. Tulsi Yadav	Warden, Girls Hostel	Member
12	Ms. Nitu Singh	Warden, Girls Hostel	Member
13	Mr. Mahesh Sharma	Warden, Boys Hostel	Member
14	Ms. Pragya Shekhawat (Student)	Captain	Member
15	Ms. Vidhi Ramnani (Student)	Vice-captain	Member


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

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

The minutes of the meeting are as follows:

1. The Association will focus more on the upgrade the knowledge of the students.
2. Member representatives of ICC from each department were asked for any redressal issues.
3. Any activity which has been conducted by WISE Club, the report has to be submitted in the office of ICC.
4. In case of any redressal issues, the Member representatives of ICC will take the responsibility and manage it at first level and if problem still exist, the coordinator has to inform the committee and solve the issues.
5. Suggestions and directions were taken by the members for the smooth conduction of the association by the Chairperson.



Dr. Rekha Nair

Chairperson, ICC

JAI JAI POORNIMA SANSTHAN



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

Poornima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

PCE/ICC/2023-24/03

Date: 8th March, 2024

NOTICE

It is requested to all the committee members to gather for the meeting at 2:00 PM in 3102.

Chairperson, ICC

Poornima College of Engineering, Jaipur

Copy to:

- 1) PA to Director Sir for kind information.
- 2) All Members of ICC.



POORNIMA COLLEGE OF ENGINEERING, JAIPUR

ISI-6, RIICO Institutional Area, Goner Road, Sitapura, Jaipur (Raj.) – 302022

Minutes of 3rd Meeting of the PWWA held at Poornima College of Engineering, Jaipur on Friday, March 9th, 2023

The 3rd Meeting of the PWWA of Poornima College of Engineering was held on Friday, March 9th, 2023 from 2:00 PM to 3:00 PM.

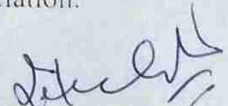
The following members were present:

S.No.	Name	Designation	Position
1	Dr. Rekha Nair	Professor	Chairperson
2	Dr. Sarveen Kaur Sachdeva	Associate Professor	Vice Chairperson
3	Dr. Garima Mathur	Professor	Senior Member
4	Mr. Amit Gupta	Chief Proctor	Member
5	Mr. Mayank Sharma	Deputy Head (Outreach)	Member
6	Dr. Shilpi Jain	Professor	Member
7	Dr. Meena Tekriwal	Associate Professor	Member
8	Ms. Reena Sharma	Assistant Professor	Member
9	Ms. Kalpana Sharma	Assistant Professor	Member
10	Ms. Shivani Jain	Assistant Professor	Member
11	Ms. Tulsi Yadav	Warden, Girls Hostel	Member
12	Ms. Nitu Singh	Warden, Girls Hostel	Member
13	Mr. Mahesh Sharma	Warden, Boys Hostel	Member
14	Ms. Pragya Shekhawat (Student)	Captain	Member
15	Ms. Vidhi Ramnani (Student)	Vice-captain	Member


Dr. Mahesh Bundele
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Director

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

1. The Association will focus more on conducting activities to upgrade the knowledge of the female students. The activities will be planned and executed by department WISE coordinators and will be executed for all so that everyone will get benefit out of it.
2. Member representatives of ICC & WISE from each department were asked for any redressal issues and no issues were reported
3. In case of any redressal issues, the department WISE coordinator will take the responsibility and manage it at first level and if problem still exist, the coordinator has to inform the committee and solve the issues.
4. It is suggested to conduct an Awareness sessions based on Government schemes available for the female students
5. Files should be prepared by every member of the department about the activities or sessions organized and conducted
6. The activities, sessions and achievements of Female Faculty and Student members will be promoted and publicized at Poornima level.
7. It is also suggested to motivate girl students when and where required and ensure success in their career.
8. It has been decided to plan semester long activities under ICC & WISE. The member coordinators of each department are required to submit planning of activities of their department for the current semester. They will be responsible for the smooth conduction of activities planned and it will be a part of activity calendar of the department.
9. Suggestions were taken by the members for the smooth conduction of the association.


Dr. Rekha Nair

Chairperson

ICC & WISE

JAI JAI POORNIMA SANSTHAN



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

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To:- Director, Chairperson(ICC), Chief Proctor, Dean, All HOD's	
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3	Dr. Garima Mathur	Professor	Senior Member	drg.mathur@poornima.org
4	Mr. Amit Gupta	Chief Proctor	Member	chiefproctor.pce@poornima.org
5	Mr. Mayank Sharma	Deputy Head (Outreach)	Member	mayank.s@poornima.org
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9	Ms. Kalpana Sharma	Assistant Professor	Member	kalpana@poornima.org
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Director, PCE

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

PCE/ICC/2023-24/01

Date: 26th August, 2023

NOTICE

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Chairperson, ICC

Poornima College of Engineering, Jaipur

Copy to:

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POORNIMA COLLEGE OF ENGINEERING, JAIPUR

ISI-6, RIICO Institutional Area, Goner Road, Sitapura, Jaipur (Raj.) – 302022

Minutes of Meeting 1st of the ICC held at Poornima College of Engineering, Jaipur on Thursday, August 28, 2023.

The 1st Meeting of the ICC of Poornima College of Engineering was held on Wednesday, August 28, 2023 at 2:00 PM in 3102.

The following members of ICC, were present:

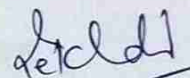
Sr. No.	Name	Position of ICC	Remarks
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2.	Dr. Sarveen Kaur Sachdeva	Vice-Chairperson	Associate Professor
3.	Ms. TulsiYadav	Member	Warden, Girls Hostel
4.	Ms. Nitu Singh	Member	Warden, Girls Hostel
5.	Mr. Mahesh Sharma	Member	Warden, Boys Hostel
6.	Mr. Mayank Sharma	Member	Deputy Head (Outreach)
7.	Dr. GarimaMathur	Senior Member	Professor
8.	Mr. Amit Gupta	Member	Chief Proctor
9.	Ms. Reena Sharma	Member	Assistant Professor
10.	Dr. MeenaTekriwal	Member	Associate Professor
11.	Dr. Shilpi Jain	Member	Professor
12.	Ms. Kalpana Sharma	Member	Assistant Professor
13.	Ms. ShivaniSaxena	Member	Assistant Professor
14.	Ms. Prerna Pandey (Student)	Member	Captain
15.	Ms. AditiChoudhary(Student)	Member	Vice-captain


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5. Suggestions and directions were taken by the members for the smooth conduction of the association by the Chairperson.



Dr. Rekha Nair

Chairperson, ICC

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