



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

5.1.5.2 Notices, Circulars & Minutes of Meetings

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

Poornima College of Engineering
ISO-9001:2015 Institutional Area
Sikar, RAIPUR



POORNIMA

COLLEGE OF ENGINEERING

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

NOTICE

No. FR/PCE/2023/01

Date: 10-Aug.-2023

Sub.: Formation of College Level Anti-ragging committee and squads- Reg.

Ref: Directives of the Supreme Court of India, dated May 16, 2007 in SLP No. (s) 24295 of 2006. University of Kerala Vs Council, Principals', Colleges, Kerala & Ors with SLP(C) No. 24296-99/2004 & W.P. (Crl) No. 173/2006 and SLP (C) No. 14356/2005) and Civil Appeal no. 887 of 887 of 2009 dated May 8, 2009.

The Hon'ble Supreme Court of India admitted and heard the above referred SLPs in relation to the menace of ragging in Technical Institutions/Universities/Colleges in the Country. In this connection, a committee headed by Dr. R.K. Raghavan, former Director of CBI, for giving specific recommendations on effective prevention of ragging in educational institutions was constituted by the apex court. Accordingly, the Committee had carried out a very detailed study on the various factors contributing for ragging and collected the public opinion. Further, the Committee had submitted a detailed report with suitable recommendations and measures required to effectively curb the menace. The recommendations of the Committee were duly accepted. The following directives have been issued to all the educational institutes for necessary implementation by the Hon'ble Court and this institute proposes to follow them.

I. Factors enlisted by committee:

1. Primary responsibility for curbing ragging rests with academic institutions themselves.
2. Ragging adversely impacts the standards of higher education.
3. Incentives should be available to institution for curbing the menace and there should be disincentives for failure to do so.
4. Enrolment in academic pursuits or a campus life should not immunize any adult citizen from penal provisions of the laws of the land.
5. Ragging needs to be perceived as failure to inculcate human values from the schooling stage.
6. Behavioral patterns among students, particularly potential 'raggers', need to be identified.
7. Measures against ragging must deter its recurrence.
8. Concerted action is required at the level of the school, higher educational institution, district administration, university, State and Central Governments to make any curb effective.
9. Media and the Civil Society should be involved in this exercise.

II. Recommendations approved by the Supreme Court:

1. The punishment to be meted out has to be exemplary and justifiable harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging where the victim or his parent/guardian or the Head of Institution is not satisfied with the institutional arrangement for action, a First Information Report must be filled without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the

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police, that will not absolve the institutional authority from the requirement of filing the FIR.

3. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.
4. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken, for example, denial of any grant-in-aid or assistance from the State Governments.
5. Anti-ragging committees and Squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.
6. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

III. Institute Level Anti-ragging Squads (Proctorial Committee): -

(A) ANTI RAGGING COMMITTEE:-

"ACADEMIC BLOCK -III"

BLOCK INCHARGE: -

Dr. Rekha Nair	9928015794
Dr. Ratnesh Sharma	9887371157
Mr. Manoj Sharma	9887901464
Mr. Amarjeet Bharti	9782189702

FLOORWISE: -

Basement	Dr. Inderjeet Singh	9828664787
	Mr. Dinesh Sharma	9928451003
Ground Floor	Dr. Ankit Srivastava	8595960341
	Dr. Siddharth	9352955060
First Floor	Mr. Dinesh Sharma	9928451003
	Dr. Sarveen Sachdeva	9950040575
Second Floor	Ms. Riddhi Srivastava	9785216549
	Ms. Nikita Gautam	9983071805
Third Floor	Ms. Anu Arora	9784055571
	Dr. Meena Tekriwal	9413928194
	Mr. Abhishek Singh	9557210581

(B) ANTI RAGGING COMMITTEE:-

"ACADEMIC BLOCK & CENTRAL BLOCK"

BLOCK INCHARGE: -

Mr. Amit Gupta, Chief Proctor

9001893265

"स्वच्छ भारत.....समृद्ध भारत"

FLOORWISE: -

Basement (Acad. Block-I)	Dr. Narayan Lal Jain	9414728922
	Dr. Surendra Kumar Saini	7408719492
	Mr. Sanjay Kumawat	9784384269
Basement (Acad. Block-II)	Dr. Gajendra Singh	9414719108
	Ms. Shazia Haque	9829318125
	Ms. Maina Cangeriwal	9782641192
Ground Floor (Acad. Block-I)	Dr. Pran Nath Dadhich	9460907039
	Mr. Amol Saxena	9982776883
	Mr. Pratik Sharma	7014337097
Ground Floor (Acad. Block-II)	Mr. Balwan Sheshma	9079245861
	Mr. Ritu Raj Singh Rathore	7974150748
	Dr. Santanu Mallik	7005538772
First Floor (Acad. Block-I & II)	Mr. Manish Dubey	9887501342
	Dr. Nikita Jain	9413069023
	Dr. Abhishek Sharma	9897257571
	Mr. Shrish Mohan Dubey	9425757459
Second Floor (Acad. Block-I & II)	Ms. Reena Sharma	8233912546
	Dr. Kamlesh Gautam	9928197492
	Ms. Apoorva Bansal	7599293058
	Mr. Gaurav Sharma	9413107600
Third Floor (Acad. Block-I & II)	Dr. Pravin Sonwane	8805868462
	Dr. Garima Mathur	9829393517
	Dr. Pankaj Gakhar	7737764255
	Dr. Payal Bansal	9785487195

(C) ANTI RAGGING COMMITTEE - PATROLLING:

Mr. Ashwini Lata, DSW	9829255103
Mr. Amit Gupta, Chief Proctor	9001893265
Dr. Devendra Somwanshi, Registrar	9829255102

(D) ANTI RAGGING COMMITTEE - BOYS HOSTELS:

Mr. Mahesh Kr. Sharma, Warden	8890095376
Mr. Dinesh Kr. Sharma, Warden	9929013218
Mr. Ker Singh, Warden	9828104490

(E) ANTI RAGGING COMMITTEE - GIRLS HOSTELS:

Ms. Tulsi Yadav, Warden	9928017669
Ms. Nitu Singh, Warden	9784638412


(Dr. Mahesh M. Bunde)
Director, PCE

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POORNIMA

COLLEGE OF ENGINEERING

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

PCE/Admin/APB/2023-24/01

Date: 24th July, 2023

Notice: Formation of Anti-ragging Proctorial Board for students.

An Anti-ragging Proctorial Board is required to be constituted for prevention of ragging and implementation of UGC and Judicial guidelines and to deal with student complaints in this regard. The following will be the constitution of the committee.

As per instruction received from RTU/ various competent authorities it was decided to constitute Anti-ragging Proctorial Board. The constitution of the Anti-ragging Proctorial Board will be as follows:-

S. No.	Name	Position	Category
1	Principal of the College	Chairman	Senior faculty/Principal
2	One Senior Faculty Member	Secretary	Chief Proctor/Member Counsellor
3	One Senior Faculty Member	Member	Other senior faculty
4	Senior Faculty Member	Member	Other senior faculty
5	Senior Faculty Member	Member	Other senior faculty
6	Senior Faculty Member	Member	Other senior faculty
7	Senior Faculty Member	Member	Other senior faculty

The Anti-ragging Proctorial Board in the Colleges will endeavor to resolve issues/ grievance relating to ragging of students in the college, locally.

The Registrar is advised to go through the norms for Anti-ragging Proctorial Board and do the necessary for the functioning of board as soon as possible.

Terms of Reference:

1. As per Supreme Court Orders
2. As per State Govt. orders
3. As per UGC Draft Regulations and Guidelines


Dr. Mahesh Bunde
Director



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

To:- Director, Chief Proctor, Dean, All HOD's

Date:- 25/07/2023

Time:- 10:30 AM

Reference: Constitution of Anti-ragging Proctorial Board for students.

C.C.:- Registrar, PCE & Chief Proctor, PCE C.C. & Notice Boards

Dear Sir/Ma'am,

In continuation of previous committee formation, with reference to the circular number PR/APB/2013/01 dated July 03, 2013 regarding constitution of committee for Anti-ragging of students, kindly find herewith the details of the committee composition as mentioned below:

S.No.	NAME	DESIGNATION	POSITION	CONTACT No.	E-MAIL ID
1	Dr. Mahesh Bundeale	Director	Chairman	9898999440	maheshbundeale@poornima.org
2	Amit Gupta	Chief Proctor	Secretary	9001893265	amitgupta@poornima.org
3	Devendra Somwanshi	Registrar	Member	9829255102	Registrar.pce@poornima.org
4	Dr. Pravin Sonwane	Professor	Member	8805868462	pravin.sonwane@poornima.org
5	Dr. Nikita Jain	Asso. Prof.	Member	9413069023	nikita.jain@poornima.org
6	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
7	Dr. Rekha Nair	Professor	Member	9928015794	Rrekhanair@poornima.org

All the above members are required to meet once in a month or as per need. The minutes will be maintained by Secretary of the committee and will periodically discuss with Director PCE.

All Dean, HoD's and Dy. HoD's are hereby requested to make note and do needful for solving the Anti-ragging of students.

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

Thanking you

(Dr. Mahesh Bundeale)
Director, PCE

Poornima College of Engineering, Jaipur

Date: 28/07/2023

Notice for the Meeting of Anti-Ragging Proctorial Board

(28/07/2023, at 11:00 am)

The meeting of Anti-Ragging Proctorial Board for students will be held on 31/07/2023 at 10:30 am in the office of Chief Proctor the committee members are requested to be present.

Agenda Items:

1. A discussion of the action items from the prior meeting.
2. A student's undertaking status.
3. Anti-Ragging Squad and Vigilance Team Report.
4. Various other measures to prevent the ragging.
5. Reporting of any significant occurrences since the previous meeting.


(Chief Proctor)

**Minutes of Meeting Held on July 31, 2023 at Chief Proctor's
Office from 10:30 -11.30 AM**

Meeting called By : Chief Proctor (Mr. Amit Gupta)
Subject : Anti Ragging
Attendees : All Committee Members

1. Dr. Rekha Nair
2. Mr. Devendra Somwanshi
3. Dr. Pravin Sonwane
4. Dr. Nikita Jain
5. Dr. Suchi Dave

Absentees : None

Following points were discussed and decisions taken as below:

1. An anti-ragging committee has been established.
2. Undertakings from B. Tech II Year students will be collected.
3. Posters with anti-ragging committee members' phone numbers have been displayed.
4. Every hour, the anti-ragging committee would make rounds on their respective floors.
5. The Anti-ragging Committee will patrol at vulnerable times such as the morning, lunch break, and nighttime.
6. Regular communication with B. Tech. I Year students by tutor and Proctor is required. If any students require motivation during this interaction session, it will be done on an individual basis.
7. A college transport and hostel anti-ragging committee is being formed, and a notice has been issued.
8. A comment box at the main gate area has been provided for any complaint or idea.
9. Anti-ragging committees will meet on a regular basis as needed to take steps to prevent and prohibit ragging.
10. To yet, no case has been documented.

All pertinent department officials, as well as members of anti-ragging committees and squads, are hereby requested to follow the guidelines and effectively monitor and comply with the directions.


(Chief Proctor)

Copy To:
The Director, PCE
Registrar, PCE
All HOD's
All Committee Members

Poornima College of Engineering, Jaipur

Date: 17/01/2024

Notice for the Meeting of Anti-Ragging Proctorial Board

The meeting of Anti-Ragging Proctorial Board for students will be held on 20/01/2024 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

Agenda Items:

1. Review progress on previously decided measures.
2. Address any pending issues or follow-up actions.
3. Coordination with local law enforcement and emergency services.
4. Setup of security checkpoints and surveillance during the College Fest.
5. Summary of incidents reported and actions taken.
6. Feedback from students and staff on patrolling effectiveness.
7. Discussion on the response and measures taken.
8. Evaluation of current protocols and areas for improvement.
9. Suggestions for improving monitoring and support systems.


(Chief Proctor)

**Minutes of Meeting Held on Jan. 20, 2024 at Chief Proctor's
Office from 11:00 -11.45 AM**

Meeting called By : Chief Proctor (Mr. Amit Gupta)
Subject : Anti Ragging
Attendees : All Committee Members

1. Dr. Rekha Nair
2. Mr. Devendra Somwanshi
3. Dr. Pravin Sonwane
4. Dr. Nikita Jain
5. Dr. Suchi Dave

Absentees : None

Following points were discussed and decisions taken as below:

- 1. General Feedback on Ragging Cases**
 - a. Discussed general feedback.
 - b. No ragging cases reported in the previous semester.
- 2. Formation of Special Team for College Fest**
 - a. Decided to form a special team of faculty/staff.
 - b. Team to be headed by the Chief Proctor.
 - c. Team to be deputed at various college locations during the fest.
- 3. Patrolling by the Anti-Ragging Committee**
 - a. Patrolling to be conducted by the Proctor and his team.
- 4. Report on Major Cases**
 - a. No major cases of ragging or indiscipline reported.
- 5. Suggestions for Improving Monitoring and Support Systems**
 - a. Propose new strategies for better monitoring of campus activities.
 - b. Enhance support systems for students, including counseling and helplines.
 - c. Implement technology solutions, such as surveillance cameras and mobile reporting apps.
 - d. Encourage a more active role for student representatives in promoting a safe campus environment.


(Chief Proctor)

Copy To:
The Director, PCE
Registrar, PCE
All HOD's
All Committee Members



POORNIMA

COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2023-24/01

Date: 21st July, 2023

Notice: Formation of Student Grievance Redressal Committee at the College Level

As per the AICTE Notification issued vide F. No. 35-3/Legal/2012 Dated 25.05.2012 [ANNEXURE: III], the term "Student Grievance" refers to the grievance at individual level, which has occurred because of some oversight on the part of institution/university, its administration/ employees, students etc., which lead to some discontent or dissatisfaction on the part of student(s). In order to ensure transparency by Technical Institutions imparting technical education, in admission and with Paramount Objectives of preventing unfair practices, all colleges/ institutions are required to provide a mechanism to innocent students for redressal of their grievances.

As per instruction received from RTU/ various competent authorities it was decided to constitute Student Grievance Redressal Committee. The constitution of the Student Grievance Redressal Committee will be as follows:-

S. No.	Name	Position	Category
1	Principal of the College	Chairman	Senior faculty/HOD
2	One Senior Faculty Member	Secretary	Chief Proctor/Member Counsellor
3	One Senior Faculty Member	Member	Other senior faculty
4	Senior Faculty Member	Member	Chief warden boys hostel
5	Senior Faculty Member	Member	Other senior faculty
6	Senior Faculty Member	Member	Other senior faculty
7	Senior Faculty Member	Member	Proctor/Student Counsellor
8	Senior Faculty Member	Member	Chief warden girls hostel

The **Student Grievance Redressal Committee** in the Colleges will endeavor to resolve issues/ grievance relating to student of the college, locally.

The Registrar is advised to go through the norms for **Student Grievance Redressal Committee** and do the necessary for the functioning of cell as soon as possible.

Dr. Mahesh Bundeale
Director



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

To:- Director, Chief Proctor, All HOD's

Date:-24/07/2023

Time:- 10:30 AM

Reference: Constitution of Grievance Redressal Committee for students.

C.C.:- Registrar, PCE & Chief Proctor, PCE

C.C.

& Notice Boards

Dear Sir/Ma'am,

In continuation of previous committee formation, with reference to the circular number PCE PCE/2013-14/PR/GRC/001 dated July 22, 2013 regarding constitution of committee for grievance of students, kindly find herewith the details of the committee composition as mentioned below:

S. No.	NAME	DESIGNATION	POSITION	CONTACT No.	E-MAIL ID
1	Dr. Mahesh Bundeale	Director	Chairman	9828999440	maheshbundeale@poornima.org
2	Mr. Amit Gupta	Chief Proctor	Secretary	9001893265	amitgupta@poornima.org
3	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
4	Mr. Ashwini Lata	DSW	Member	9829255103	dsw@poornima.org
5	Dr. Pankaj Gakhar	Asst. Professor	Member	7737764255	pankaj.gakhar@poornima.org
6	Ms. Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Mr. Mayank Sharma	Asst. Professor	Member	6350644933	mayanksharma@poornima.org
8	Ms. Tulsi Yadav	Chief Warden (Girls Hostel)	Member	8890360740	tulsi.yadav@poornima.org

All the above members are required to meet once in a month or as per need. The minutes will be maintained by Secretary of the committee and will periodically discuss with Director PCE.

All Dean, Hods and Dy. Hods are hereby requested to make note and do needful for solving the grievance of students.

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

Thanking you

(Dr. Mahesh Bundeale)
Director, PCE

Poornima College of Engineering, Jaipur

Date: 26/07/2023

Notice for the Meeting of Grievance Redressal Committee for students

(27/07/2023 at 12:30 pm)

The meeting of Grievance Redressal Committee for students will be held on 27/07/2023 at 12:30 pm in the office of Chief Proctor the Committee members are requested to be present.

Agenda Items:

1. Planning for the upcoming academic year, which is 2023-24.
2. Campus as ragging free Zone..
3. A discussion of common issues facing students.
4. Talk about hostel-related issues.
5. Student counselling in the hostels.
6. Discussion of other problems impacting students.


(Chief Proctor)

**Minutes of Meeting Held on July 27, 2023 at Chief
Proctor's Office from 12:30 -01.30 PM**

Meeting called By : Chief Proctor (Mr. Amit Gupta)

Subject : Students' Grievance

Attendees : All Committee Members

1. Dr. Shuchi Dave
2. Ms. Shazia Haque
3. Mr. Ashwini Lata
4. Dr. Pankaj Gakhar
5. Mr. Mayank Sharma
6. Ms. Tulsi Yadav

Absentees : None

Points Discussed as below:

- Senior students will be guided by teachers and higher authorities for a ragging-free environment for the upcoming academic year, session 2023-2024.
- Interaction with first-year students to resolve issues that arise on a regular basis.
- Talking with hostel wardens on creating a cozy atmosphere in the hostels.
- Counseling by female hostel wardens for all female students.
- Talk about general concerns including attendance, satisfaction level and discipline.

Suggestion: The committee members recommended that tutors pay close attention to pupils who have low attendance rates and let their parents know about it.

Copy To:
The Director, PCE
Registrar, PCE
All HOD's
All Committee Members



Poornima College of Engineering, Jaipur

Date: 10/01/2024

Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 13/01/2024 at 12:30 pm in the office of Chief Proctor the Committee members are requested to be present.

Agenda Items:

1. Address hostel facilities and maintenance concerns.
2. Discuss college infrastructure and amenities feedback.
3. Engage students in awareness programs.
4. Review any recent indiscipline incidents and actions taken.
5. Discuss measures to prevent future issues.
6. Address any additional concerns or topics raised by members.
7. Summarize decisions and action points.


(Chief Proctor)

**Minutes of Meeting Held on Jan. 13, 2024 at Chief
Proctor's Office from 12:30 PM -01:30 PM**

Meeting called By : Chief Proctor (Mr. Amit Gupta)

Subject : Students' Grievance

Attendees : All Committee Members

1. Dr. Shuchi Dave
2. Ms. Shazia Haque
3. Mr. Ashwini Lata
4. Dr. Pankaj Gakhar
5. Mr. Mayank Sharma
6. Ms. Tulsi Yadav

Absentees : None

Points Discussed as below:

1. Minor issues found by the warden were easily settled, no serious issues occurred.
2. The Cleaning Supervisor was instructed to address and resolve the cleanliness issue promptly. The Hostel Warden was also instructed to report such issues timely and attempt to resolve them quickly. Decision to put up posters or slogans on notice boards and in corridors for awareness.
3. Actively involve students in various awareness initiatives and encourage their participation.
4. Committee members agreed that the discipline situation is under control.
5. Agreement to call a meeting immediately if any serious issue arises.
6. No cases reported to date.


(Chief Proctor)

Copy To:
The Director, PCE
Registrar, PCE
All HOD's
All Committee Members



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

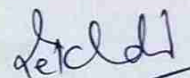
The 1st Meeting of the ICC of Poornima College of Engineering was held on Wednesday, August 28, 2023 at 2:00 PM in 3102.

The following members of ICC, were present:

Sr. No.	Name	Position of ICC	Remarks
1.	Dr. Rekha Nair	Chairperson	Professor
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

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

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

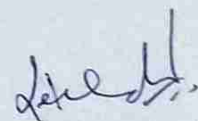
The 2nd Meeting of the ICC of Poornima College of Engineering was held on Thursday, December 16, 2023 at 2:00 PM in 3102.

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

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

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

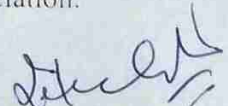
Minutes of 3rd Meeting of the PWWA held at Poornima College of Engineering, Jaipur on Friday, March 9th, 2023

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

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

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

PCE/Admin/ST-SC/2023-24/01

Date: 17th July, 2023

Notice: Formation of ST/SC Monitoring Cell in the College for Redressal of Grievances.

The Scheduled Castes and the Scheduled Tribes (Prevention Of Atrocities) Act, 1989 No. 33 Of 1989 [11th September, 1989.]

"An Act to prevent the commission of offences of atrocities against the members of the Scheduled Castes and the Scheduled Tribes, to provide for Special Courts for the trial of such offences and for the relief and rehabilitation of the victims of such offences and for matters connected therewith or incidental thereto".

As per instruction received from RTU/ various competent authorities it was decided to constitute ST/SC Monitoring Cell. The constitution of the ST/SC Monitoring will be as follows:

Principal of the College	:	Chairman
One Senior Faculty Member	:	Vice Chairman
One Faculty Member (Preferably from ST/SC)	:	Secretary
Office Superintendent/Administrative Assistant	:	Member
One Female Faculty Member	:	Member
One Male Faculty Member (ST/SC)	:	Member
One Institution Student (ST/SC)	:	Member

The ST/SC Monitoring Cell in the Colleges will endeavor to resolve issues/ grievance relating to ST/SC student of the college, locally.

The Registrar is advised to go through the norms for ST/SC Monitoring Cell and do the necessary for the functioning of cell as soon as possible.

(Dr. Mahesh Bundeale)
Director



POORNIMA

COLLEGE OF ENGINEERING

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

PCE/Admin/ST-SC/2023-24/02

Date: 18th July, 2023

Subject: Formation of ST/SC Monitoring Cell in the College for Redressal of Grievances.

The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 No. 33 of 1989 [11th September, 1989.]

With reference to notice PCE/Admin/ST-SC/2023-24/01 dated 17th July, 2023, the ST/SC Monitoring Cell has been constituted with following members:-

Dr. Mahesh Bunde, (Director)	:	Chairman
Mr. Amit Gupta, (Chief Proctor)	:	Vice Chairman
Dr. Raj Kumar, (Professor)	:	Secretary
Mr. Devendra Somwanshi, (Registrar)	:	Member
Dr. Shuchi Dave, (Professor)	:	Member
Mr. Nemi Chand Koli, (Technical Supervisor)	:	Member
Ms. Devanshi Meena, (II Year Student, Civil)	:	Member

The first introductory meeting of ST/SC Monitoring Cell shall be plan on 20th July, 2023 at Director Office, PCE. The agenda for the meeting will be as follows:-

- Introduction of ST/SC Monitoring Cell Members
- Discussion about need of the ST/SC Act
- Channelize the issue in the campus for fast working.
- Discussion about Awareness among the student.
- Importance of ST/SC Monitoring Cell in any Technical Campus
- Any other

The ST/SC Monitoring Cell members are requested to attend the same.

(Dr. Mahesh Bunde)
Director



POORNIMA

COLLEGE OF ENGINEERING

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

Date: 18th July, 2023

SC/ST/OBC Student Grievance Cell

Objectives of the Cell: SC/ST/OBC Cell has been constituted in the Institute to resolve all the affairs and problems related to the SC/ST/OBC Officers, Employees, and Students of the Institute. Following are the important work under SC/ST/OBC Cell:

1. All affairs related to SC/ST/OBC.
2. All affairs related to SC/ST/OBC reservation implemented in the Institute according to Indian Government Policy.
3. Registering the complaints in writing from of SC/ST/OBC teachers, officers, employees, and students and address it to concerned department, person, section for its peaceful resolution.
4. Nomination of SC/ST/OBC students for Cell at Institute level.

Members of the Cell:

Dr. Mahesh Bundeale, (Director)	: Chairman
Mr. Amit Gupta, (Chief Proctor)	: Vice Chairman
Mr. Raj Kumar, (Professor)	: Secretary
Mr. Devendra Somwanshi, (Registrar)	: Member
Dr. Shuchi Dave, (Professor)	: Member
Mr. Nemi Chand Koli, (Technical Supervisor)	: Member
Ms. Devanshi Meena, (II Year Student, Civil)	: Member

For any inquire & Feedback please Contact undersigned:

Mr. Amit Gupta
(Chief Proctor)
E-mail: chiefproctor.pce@poornima.org
Mob. No. 9001893265

(Dr. Mahesh Bundeale)
Director

**Minutes of Meeting Held on July. 20, 2023 at Office of
Director from 12:30 -01.30 PM**

Meeting called By : Director (Dr. Mahesh Bundele)

Subject : ST/SC/OBC Monitoring Cell

Attendees : All Committee Members

1. Mr. Amit Gupta
2. Dr. Raj Kumar
3. Mr. Devendra Somwanshi
4. Dr. Shuchi Dave
5. Mr. Nemi Chand Koli
6. Ms. Devanshi Meena, (Student)

Absentees : None

Points Discussed as below:

- The director began by introducing each member of the Cell.
- The Director outlines the need for a ST/SC/OBC Monitoring Cell in every institution where a member of that group may report a problem directly to the cell, which will keep the problem confidential and attempt to remedy it as soon as possible.
- The committee's leadership gave the members instructions to inform students about this cell.
- Members of the committee talked about some examples of cases that might be referred to such a cell.

The Chief Proctor noted that no cases have been reported to the ST/SC/OBC Monitoring Cell up to this point.


(Director)

Copy To:

The Director (PCE), Chief Proctor, Registrar (PCE), All Committee Members