



POORNIMA
COLLEGE OF ENGINEERING

An autonomous institution approved by RTU, AICTE & UGC • NAAC A+ Accredited



Working of Different Institutional Committees (Sample)

ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)
• Phone: +91-9829255102, +91-9414728922 • E-mail: principal.pce@poornima.org
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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

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Anti-Ragging Cell



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. Bundeale)
Director, PCE

“स्वच्छ भारत.....समृद्ध भारत”



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

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

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

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 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, 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

Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Gulapura, JAIPUR

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

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

ST/SC Student Grievance Cell



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



POORNIMA

COLLEGE OF ENGINEERING

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

Date: 13th July, 2022

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



POORNIMA

COLLEGE OF ENGINEERING

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

PCE/Admin/ST-SC/2022-23/01

Date: 12th July, 2022

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 Bunde) 
Director



POORNIMA

COLLEGE OF ENGINEERING

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

PCE/Admin/ST-SC/2022-23/02

Date: 13th July, 2022

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/2022-23/01 dated 12th July, 2022, 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 19th July, 2022 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

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

Meeting called By : Director (Dr. Mahesh Bundeale)
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

**Minutes of Meeting Held on July. 19, 2022 at Office of
Director from 02:30 -3.30 PM**

Meeting called By : Director (Dr. Mahesh Bundeale)

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 committee members made introductions to one another.
- The Director instructs everyone in the cell to read all applicable laws and regulations and informs them of the Acts created by the Indian government.
- The Director gives a directive to all of the members that any instances of cast-related prejudice should be reported right away to the committee, and appropriate action should be done right once to address the problem.
- The committee members were also urged to educate pupils about the ST/SC/OBC Monitoring Cell.

No such case had been reported within such a category, the Chief Proctor was informed.

(Director)

Copy To:

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

Grievance Redressal Committee for students


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

Poonima College of Engineering
ISI-0, FIICO Institutional Area
Sikapura, JAIPUR



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 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, 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

Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Gulapura, JAIPUR

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, 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



Internal Complaint Committee (ICC)



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.



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 Bunde)
Director, PCE

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

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISO 9001:2015 Institutional Area
Gulapura, JAIPUR

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.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



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

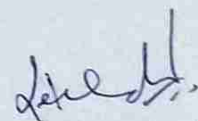
The 2nd Meeting of the ICC of Poornima College of Engineering was held on Thursday, December 16, 2023 at 2:00 PM in 3102.

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.


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

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



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.

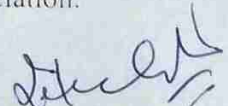
The following members were present:

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


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, 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 Bundeale)
Director, PCE

Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Sitapura, JAIPUR

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.

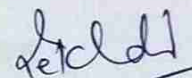
The 1st Meeting of the ICC of Poornima College of Engineering was held on Wednesday, August 28, 2023 at 2:00 PM in 3102.

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



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

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

Research & Development (R&D) Cell



POORNIMA

COLLEGE OF ENGINEERING

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

PCE/ADMN/DO/2023-24/0300

Dated : 20/03/2024

OFFICE ORDER

Dr. Shilpi Jain, Professor (Maths), Department of Science & Humanities is being nominated as **Coordinator – Research & Development**, who will conduct activities related to Research and Development across the departments.

She will also liaison with Industries to facilitate Industry based research projects in the Institution and support faculty members to get funding under the guidance and approval of Principal & Director, PCE.

CC :

- To All Concerned
- Registrar Office

(Dr. Mahesh Bundeale)
Principal & Director

Dr. Mahesh Bundeale

B.E., M.E., Ph.D.

Director

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



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

PCE/ADMN/DO/2023-24/0316

Dated : 08/04/2024

OFFICE ORDER

This is to notify to all concerned that following members are being nominated as the constituent members of the **Research and Development Cell (R&D Cell)**. These members will work with **Dr. Shilpi Jain**, Coordinator (R&D Cell) and coordinate the requirements in their respective departments.

S. No.	Department	Faculty Name
1	IT	Dr. Brijraj Singh Solanki
2	CE	Dr. Amit Pandey and Dr. Neha Mahala
3	ECE	Dr. Nitesh Mudgal
4	EE	Mr. Vineet Sharma
5	ME	Dr. Akshay Jain
6	Civil	Dr. Santanu Mallik
7	Ist Year	Dr. Ratnesh Sharma

They should meet every week and review the requirements and compliances for preparation of R&D Cell Activities. Dr. Shilpi Jain shall report the progress to the undersigned from time to time.

CC :

- To All Concerned
- Registrar Office

(Dr. Mahesh Bunde)
Principal & Director

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

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



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Minutes of Meeting Research & Development Cell

Day & Date: Saturday, April 13, 2024

Time: 11:00 AM

Venue: 1013-B(Board Room)

The following members were present:

1. Dr. Shilpi Jain
2. Dr. Amit Pandey
3. Dr. Neha Mahala
4. Mr. Vineet Sharma
5. Dr. Akshay Jain
6. Dr. Santanu Mallik
7. Dr. Aunrika Mehta

The following members were absent:

1. Dr. Nitesh Mudgal
2. Dr. Brijraj Singh Solanki

Dr. Shilpi Jain (Coordinator of R&D Cell), welcomes all members of R&D Cell. After the formal introduction meeting has proceeded with the following agendas:

Agenda 1 : Research and Development Activities – Dr. Shilpi Jain requested all the department coordinators to list out organized R&D activities such as DP/Seminar/Workshop/Conferences in their respective departments to date in the academic session 2023-24.

On the same time she requested to identify and prepare a plan for the R&D activities such as FDP/Seminar/Workshop/Conferences for their respective departments till June 2024.

Agenda 2 : Research Projects- Dr. Shilpi Jain requested to all the department coordinators to list out ongoing and past research project details including funding agency/topic of project/funds/involved faculty member details in their respective departments.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-0, FIICO Institutional Area
Sitapura, JAIPUR

She also requested to prepare the key areas for research projects with faculty details in their respective departments.

Agenda 3: Funding Agencies-Dr. Jain requested to all the department coordinators to explore the AICTE/UGC/DST/SERB etc., funding agency websites and list out call for funding applications.

She also asked about the planned conferences that will be organized by the departments and asked to apply for conference funding in DST, NBHM, etc. If there is any difficulty regarding filling the application form then will discuss it.

Agenda 4: Collaborations and Partnerships-Dr. Jain requested to all the department coordinators to list out ongoing and past MOU and collaboration details with the research organizations, and industry with their respective departments.

She also requested that prepare the list of research organizations, and industry partners to build and maintain partnerships for their departments. That can involve organizing joint research projects, workshops, and conferences.

Agenda 5: Resource Allocation- Dr.Shilpi Jain requested all the department coordinators to make a list of the resources available in their respective departments such as laboratory facilities, Equipment, and personnel to support research activities effectively.

Agenda 6: Research Paper Writing-Dr. Jain requested to all the department coordinators to prepare details of number of papers published from July 2023 to till date.

She also informs them, R&D cell will going to organizing research paper writing expert talk soon.

Agenda 7: Promotion- Dr. Jain requested all the department coordinator to promote the research activities and achievements of their colleagues through various social sites.

Agenda 8: Suggestions if any- R&D cell members suggested to organize research paper and project writing FDP.

Dr.Shilpi Jain

Coordinator, R&D Cell



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Research and Development Cell

Session 2024-25

Odd Semester

Meeting at Board Room (1013-B)

Saturday, 24 March ,2024

S.No.

Agenda Item

1. Research and Development Activities
2. Research Projects
3. Funding Agencies
4. Collaborations and Partnership
5. Submission of student project and checking plagiarism
6. Research Paper writing
7. Promotion
8. Suggestions if any



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Minutes of Meeting

Research & Development Cell

Day & Date: Saturday, August 24, 2024

Time: 11:00 AM

Venue: 1013-B(Board Room)

The following members were present:

1. Dr. Shilpi Jain
2. Dr. Neha Mahala
3. Dr. Akshay Jain
4. Dr. Nitesh Mudgal
5. Dr. Aunrika Mehta
6. Mr. Vineet Sharma

The following members were absent:

1. Dr. Santanu Mallik
2. Dr. Brijraj Singh Solanki
3. Dr. Amit Pandey

Dr. Shilpi Jain (Coordinator of R&D Cell), welcome all members of R&D Cell. After that meeting has proceed with the following agendas:

Agenda 1 : Research and Development Activities -

Dr. Shilpi Jain requested to all the department coordinators to conduct R&D activities in their respective departments in the academic session 2024-25. Dr. Jain also asked to submit the data

of R&D activity organised by department coordinator . Dr. Jain requested to submit the data as soon as possible.

R & D Cell and Electrical department organised jointly one expert lecture “Role of Capacitor Banks in Distribution System” on July 29, 2024 .

Agenda 2 : Research Projects- Dr. Shilpi Jain requested to all the department coordinators to ensure that maximum faculty of their respective department submit the proposal in AICTE AURA scheme 2024 .

She also requested to prepare the at least 2 project proposal and submit for the funding agency.

Agenda 3: Funding Agencies- She also asked about the planned conferences that will be organized by the departments and asked to apply for conference funding in DST, NBHM, etc.

Computer Department Coordinators informed that they organised one conference in the month of October and applied for funding in DST.

Agenda 4: Collaborations and Partnerships- Dr. Jain requested to the all department coordinator for try to collaboration with the other research organizations, and industry.

Agenda 5 : Submission of student project and checking plagiarism -

Dr. Jain requested to all department coordinators to submit the project by the students in AICTE AURA and other funding agencies. Dr. Jain also discussed that ensure the plagiarism of project before submitting.

She reviewed the process for monitoring plagiarism rates in student.

She again requested to ensured communication with students regarding expectations for originality and proper citation.

Agenda 6: Research Paper Writing- Dr. Jain requested to all the department coordinator to encourage the respective faculty members to write the research paper and submit in reputed Journals.

Agenda 7: Promotion- Dr. Jain requested to all the department coordinators to promoting the research activities and achievements of the colleagues through various social sites.

Agenda 8: Suggestions if any- Dr. Shilpi Jain opens the house for any advice or suggestions from attendees for the betterment of the Department.

Dr. Shilpi Jain

Coordinator, R&D Cell

Intellectual Property Rights (IPR) Cell



INTELLECTUAL PROPERTY RIGHTS (IPR) CELL

1. INTRODUCTION OF IPR CELL

The Poornima College of Engineering's IPR Cell is established to motivate, encourage, and recognize the contributions of students and faculty members towards intellectual property rights (IPR). This cell is dedicated to providing support on prior-art searches, providing opinions on the patentability of research work, drafting patent specifications as per the requirement of the IP agency, assembling filing materials, submitting applications, and following up, on pursuing filed applications. In addition to responding to FERs and other office actions, prosecuting filed applications, providing advisory services on various IPRs, managing IP, reviewing the College's IP policy, and organizing workshops, conferences, and expert talks on IPR is also managed by this cell. As the cell accumulates expertise, it will also serve as a think tank on IPR policy concerns in India, focusing particularly on local challenges.

The main goal of an IPR Cell is to integrate IPR with the educational process to nurture critical thinking, propagate a culture of preserving rights, ensure prompt and accurate identification and protection of innovations resulting from research work conducted in the college, facilitate knowledge transfer from the College to industry, and broaden the scope of their commercialization. The Cell also intends to help regional innovators at the grassroots level realize the economic advantages of their discoveries.

2. AIMS & OBJECTIVES

The IPR policies of PCE are formulated to establish an environment that encourages faculty, students, supervisors, and researchers in the college to recognize and value their research, creativity, and innovation while also assisting in the orderly translation of such inventions, and technologies for the use of industry and societal benefit, which in turn transforms into services for the largest possible audience.

It will cover the IP properties technological concepts and products produced by the individual student, team of students and faculty members, etc. Any such IP from the labor of the innovators will be successfully handled throughout its life cycle period. The IPR policies are meant to act as a set of rules for the students, faculties, and staff members and the following are the key features of the IPR Cell of the institute.



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- To improve the culture of innovation and research as the center for academic research.
- To promote the sharing of ideas by honoring and celebrating among academics, staff, inventors, and researchers.
- To create an atmosphere in the institution, that encourages innovation by making the necessary resources accessible to increase innovative capacity.
- To defend and protect the rights of innovators, such as students, researchers, teachers, and ultimately the college, by submitting in proper format to the relevant IP authorities.
- To ensure commercialization of granted IP to raise funds for additional research and to distribute the profits from the exchange of IP to all the innovators.
- To establish a system of IP ownership, its management, and proper distribution so that it is transparent and increases compliance with the existing IP laws and regulations.

3. OWNERSHIP

IP ownership is determined by several factors and by each specific situation. It all relies on how the innovators have conducted their research. There may be a single invention or IP to which numerous individuals made varying contributions, or they may be supported by outside organizations. Therefore, it is crucial to establish ownership and assignment rights for any creative works produced as a result of sponsored and/or collaborative activity or based on special requirements relating to Intellectual Property assets emerging from contracts controlling such activity. If the conditions of such ownership and assignment rights are not made clear before the creation of any creation or innovation at the college, whether it was done alone or with others, with or without a significant contribution from the college, the college will hold the intellectual property rights. However, the ownership of IP shall be determined as under:

- Any IP must belong to the PCE where its resources are primarily utilized for the conduction of research activities
- If a faculty member, staff, student individual, or team creates any IP during their course duration (for students) or normal working hours, such rights will be reserved by PCE only.
- If an IP is proposed and processed through some sponsored research, then ownership of such IP will be determined according to the terms & conditions of the sponsoring agency.



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- However, inventors must bring this matter to the IPR cell.
- The committee must be consulted in any controversy involving IP ownership. The committee's decision on this matter shall be final and binding upon all parties.

3. ROLES & RESPONSIBILITIES

3.1 Institute Responsibilities

- To educate the faculty and students about IP through the IPR cell by Organising different events around the year.
- To offer financial and essential legal assistance for submitting an IP application or existing IP commercialization.
- The promotion and commercialization of college-owned IP, as well as legal assistance for inventors to prevent improper use of college IP.
- To equally distribute the profits from the commercialization of existing IP to innovators.
- Keeping IP records up to date for their life cycle and making sure that any conflicts between sponsors, institutes, and inventors are resolved.

3.2 Inventor Responsibilities

- The IP owner must disclose all inventions and associated documentation that belong to the college by the policy.
- Invention documents, including notebooks and digital recordings related to research efforts, must be kept by the inventor and made available to the institute and should made available as and when required.
- By the policy, the inventor must also transfer IP rights to the college and assist with technology transfer initiatives and related legal proceedings.
- All potential conflicts of interest must be immediately disclosed by the inventor to the IPR cell.

4. IPR COMMITTEE

The Policy shall be administered by an IPR Cell consisting of the following members appointed on the recommendation of CG members. The composition of the IPR Cell shall be as follows:


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



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- The Director (Chairman)
- The Vice Principal (Vice Chairman)
- Head, IPR Cell
- 2 to 3 Faculty Members

The committee will primarily look after and recommend

- The conduction of awareness and training activities regarding the creation of IPR and its importance throughout the year.
- review the existing IP Policies and submit an annual report to the Registrar's office.
- Review on evaluate procedures of IP proposal applications to encourage the innovators.
- Resolve the disputes between the innovators and institutes.
- The appointment of The Head, IPR Cell, or committee members who will look after the management and working of IPR cell activities.

Inventors who believe they have generated an IP using college resources should approach the IPR Cell with all the information, manuscripts, sketches, drawings, data, results, and prototype products. The documentation on the technology product that has been developed must include a thorough specification, information on the IP, a list of all inventors, and other necessary information. Additionally, the creators should attest to the work's uniqueness and ensure no other researcher has ever published it.

5. IPR CELL STANDING COMMITTEE

S. No.	Name	Role
1	Dr. Mahesh M. Bundeale, Principal and Director, PCE	Chairman
2	Dr. Pankaj Dhemla, Vice Principal, PCE	Co-Chairman
3	Dr. Raj Kumar Satankar, Associate Professor, ME, PCE	Head, IPR Cell
4	Dr. Devendra Somwanshi, Registrar, PCE	Adviser
5	Dr. Narayan Lal Jai, Professor & Head, ME, PCE	Adviser
6	Dr. Shilpi Jain, Professor, Coordinator R&D Cell, PCE	Member


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

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



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6. LIST OF CONDUCTED EVENTS (SESSION 2023-24)

1. A User Awareness Session “India Patent Act: Important Schedule & Recent Amendments on Saturday, October 14, 2023
2. A Workshop on Patent Search and Patent Data Access on Thursday, June 6, 2024; 9.00 AM-11.00 AM
3. A Report on Workshop on Introduction to Drafting of Patent Specifications Friday, April 26, 2024
4. One-day workshop on Intellectual Property Rights and IP management for Startup on May 16, 2024

LIST OF PROPOSED ACTIVITIES (2024-25)

1. A Proposal for Conducting the IPR Awareness Workshop and Training Programme on December 7, 2024, has been submitted to DST Rajasthan
2. Five Days Faculty Development Program on patent drafting, and filing of Patents from Educational Institutions, January 22-26, 2025.
3. World Intellectual Property Day Celebration on Friday, 26 April, 2025.



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

PCE/ADMN/DO/2021-22/0064

Dated : 27/12/2021

OFFICE ORDER

This is to notify to all concerned that consequent to relieving of Dr. Mohammad Israr, Professor, Department of Mechanical Engineering, and Head, IPR Cell on Sabbatical Leave, the following committee is constituted to run the IPR Cell and its activities in Poornima College of Engineering.

- 1) **Dr. Raj Kumar Satankar** – Head, IPR Cell
Associate Professor, ME
- 2) **Dr. Mohammad Israr** – Member, IPR Cell
for Remote Support and Assistance
- 3) **Dr. Payal Bansal** – Member
Associate Professor, ECE
- 4) **Dr. Monika Goyal** – Member
Assistant Professor, CSE

The Committee will have regular meetings for planning and execution of IPR Cell activities from time to time and report to the undersigned.

The Committee will be responsible for regular journal publication, filing patents and organizing IPR related activities in the institute.


(Dr. Mahesh Bunde)
Director & Principal

CC :

- To All Concerned
- Registrar Office



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A REPORT ON WORKSHOP ON INTRODUCTION TO DRAFTING OF PATENT SPECIFICATIONS

***NAME OF ACTIVITY:** “A Workshop on Introduction to Drafting of Patent Specifications”

***DATE & DURATION:** Friday, April 26, 2024, 11:00 AM-1:00 PM

***MODE: OFFLINE**

***ACTIVITY OBJECTIVE:**

- Introduce participants to the fundamentals of patents, including what patents are, their importance, and different types of patents (utility, design, plant).
- Provide a detailed overview of the structure of a patent specification, including the title, abstract, background, summary, detailed description, claims, and drawings.
- Teach effective techniques for drafting patent specifications, focusing on clarity, precision, and adherence to legal standards.

Students can able to learn about:

- ***PROGRAM OUTCOME:**

After attending this session, Participants can able to understand:

- Attendees will acquire practical skills in drafting various sections of a patent specification, particularly the claims.
- Participants will become familiar with the legal standards and requirements for patent specifications,
- Participants will develop the ability to critically analyze existing patents and use this analysis to

improve their patent drafts. enabling them to draft legally sound documents.

FLYER / POSTER/BROCHURE:



BRIEF DETAILS ABOUT CHIEF SPEAKER:

Dr. Payal Bansal is a distinguished academician and researcher serving as the Professor and Head of Research & Outreach at the Poornima Institute of Engineering & Technology in Jaipur, India. With a profound dedication to advancing engineering education and research, she has made significant contributions to her field. **Dr. Bansal** holds an impressive academic record with advanced degrees in engineering, demonstrating her expertise and commitment to the discipline.

Over the years, she has accumulated extensive experience in teaching, research, and academic administration, making her a pivotal figure in her institution. Her research interests span various domains within engineering, and she has published numerous papers in reputed journals and conferences. **Dr. Bansal** is known for her innovative research projects and her ability to secure funding for impactful research initiatives.

As the Head of Research & Outreach, Dr. Bansal plays a crucial role in fostering a research-oriented environment at Poornima Institute of Engineering & Technology. She actively collaborates with industry partners, governmental bodies, and academic institutions to promote research and development. Her leadership in outreach programs has significantly enhanced the institution's visibility and reputation in the academic and industrial communities.

*ABSTRACT/BRIEF DETAIL OF THE ACTIVITY:

At the beginning of the event, Dr. Pankaj Dhemia, Vice Principal, PCE welcomed the speaker at the opening ceremony. In his opening remarks, he emphasized the importance of cultivating and

protecting ideas and intellectual property to prevent misuse. He outlined the workshop's aims and objectives, highlighting the value and wealth of information these activities would provide to the participants.

Dr. Payal Bansal then discussed the basics of Intellectual Property Rights (IPR), covering trademarks, copyrights, designs, brands, logos, and patents. She explained how IPR safeguards designs, trademarks, songs, literature, symbols, and names, allowing inventors to retain ownership rights and gain monetary advantages for varying periods. Dr. Bansal captivated the audience with engaging videos, graphics, and illustrations related to patent application drafting.

She stressed the significance of patents in enhancing the institution's NAAC and NIRF rankings. Dr. Bansal further clarified the National Intellectual Property Rights Policy 2016, its objectives, and different forms of IPR with relevant examples. An interactive session followed, where the audience enthusiastically participated in identifying IP protection for provided images.

The session covered patents, non-patentable subject matter, patentability criteria, patent procedures including steps and fees, and the role of the Patent Office. Copyrights and the procedure for obtaining them, particularly in cases of plagiarism, were also discussed. Dr. Bansal concluded by outlining career opportunities in the IP field for both science and art stream students.

The program ended with a valuable feedback session and a vote of thanks by Professor Mukesh Didwania, Convener (PIIC).

***GLIMPSES:**



***ATTENDANCE SHEET:**

ATTENDANCE SHEET

FACULTY ATTENDANCE

Sumit Sharma	ME	
Bhavmesh Chandra Sharma	1 st year (EE)	
Rachit Saxena	EE	
Dr. Ankit Mandal	MIS	
Ajay Pangare	ME	
Mamuj Sharma	ME ME	
Dr. Rakesh Kumar Sharma	ME	
Bashir Narang	CSE	
Neha Shrivastava	CSE	
Harsika Vignani	CSE	
Gaurav Sharma	CSE	
Dr. Veena Yadav	CSE	
Dr. Siddharth	1 st year (Civil)	
Dr. Priyanka Lodha	1 st year	
Dr. Divya Jain	CSE	
Geeta Tinsai	CSE	
Archana Soni	CSE	
Dr. Piyush Somvanshi	1 st year (Maths)	
Nikita Gaudam	1 st year (EC)	
Riddhi Shrivastava	1 st year (C)	
Richa Chaudhary	1 st year (EE)	
Shreyansh Mishra	CSE	
Dr. Niranjan del Pan	ME	
Supriya Bansal	CE	
Rituraj S. Rathore	CE	
Dr. Chandini Khanna	EE	

STUDENT ATTENDANCE

PCE23CE044	TRILOK CHAUHAN	Trilok
PCE23ME002	ADITYA TRIPATHI	Aditya
PCE23ME004	ANIL UCHENIYA	Anil Ucheniya
PCE23ME008	DILBAG	Dilbag
PCE23ME020	PARVEEN KUMAR	Parveen
PCE23ME022	PRIYANSHU CHAUDHARY	Chaudhary
PCE23CA003	ANKITA CHOUDHARY	Ankita
PCE23CA005	ANURAG MAHARSHI	Anurag Maharshi
PCE23CA010	ARYAN SUTHAR	Aryan
PCE23CA011	CHAYAN MEGHWAL	Chayan
PCE23CA013	GARVIT DEV BAGDA	Garvit
PCE23CA017	HITESH GURJAR	Hitesh
PCE23CA018	HITESH KUMARI	Hitesh

PCE23CS116	PIYUSH SONI	Piyush
PCE23CS117	PIYUSH SUTHAR	Piyush
PCE23CS118	PRACHI JAIN	Prachi
PCE23CS121	PRAGYAY SHARMA	Pragya
PCE23CS122	PRAKRITI	Prakriti
PCE23CS124	PRANJAL JAIN	Pranjal
PCE23CS128	PRIYANSHI AGARWAL	Priyanshi
PCE23CS129	PRIYANSHU SHARMA	Priyanshu
PCE23CS131	PULKIT BAROLA	Pulkat
PCE23CS133	RAGHAV KAUSHIK	Raghav
PCE23CS135	RAVEENA DHAKAR	Raveena
PCE23CS137	RAVI MAHAWAR	Ravi
PCE23CS138	RAVI RATHOR	Ravi
PCE23CS141	RITU RANI	Ritu
PCE23CS143	ROHIT	Rohit
PCE22CS144	ROHIT KUMAR	Rohit



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A REPORT

ON

Workshop on Patent Search and Patent Data Access

***NAME OF ACTIVITY:** A Workshop on Patent Search and Patent Data Access

***DATE & DURATION:** Thursday June 6, 2024; 9.00AM-11.00 AM

***MODE:** OFFLINE

***ACTIVITY OBJECTIVE:**

Students can able to learn about:

- How to Search the existing patents, and cite them in a new patent document.
- What are the different types of Patent Forms to prepare at first stage of patent filing
- How to check the Patent Status for filed, existing patents using application number.
- How to create an account on the patent filing portal, and activate the same.

• ***PROGRAM OUTCOME:**

After attending this session, students can able to understand:

- Searching and getting access to existing patent documents at national and international level.
- Preparing, patent filing documents using Form-2.
- Creating an account on the IP India website.

FLYER / POSTER/BROCH URE:





A WORKSHOP

ON

PATENT SEARCH AND PATENT DATA ACCESS



RESOURCE PERSON

DR. RAJ KUMAR SATANKAR
HEAD, IPR CELL, PCE

DATE & TIME

THURSDAY, JUNE 6, 2024

9.00 AM TO 11.00 AM

VENUE

COMPUTER LAB, ACADEMIC BLOCK-11, PCE

ORGANISED BY

POORNIMA INNOVATION AND INCUBATION CELL
&
DEPARTMENT OF MECHANICAL ENGINEERING, IPR CELL

***BRIEF DETAILS ABOUT CHIEF SPEAKER:**

Dr. Raj is an Associate Professor in the Department of Mechanical Engineering, at Poornima College of Engineering, Jaipur, Rajasthan. He is Head of IPR cell at Poornima College of Engineering, and mentoring faculty members and students on patent filing.

***ABSTRACT/BRIEF DETAIL OF THE ACTIVITY:**

At the beginning of the session, Dr. Raj demonstrated the process of reviewing the existing patents to ensure they are relevant to the proposed invention. He explained using the official websites of the United States Patent and Trademark Office (USPTO), European Patent Office (EPO), IP India, and Google Patents using an online patent database. He informed the participants about the keywords and classification codes to narrow their search, and how one can cite the relevant patents in a new patent document, acknowledging prior art and demonstrating the novelty of any invention.

Later He explained that several forms need to be prepared before filing a patent application. These forms may vary depending on the jurisdiction, but common forms he listed includes

- **Application form:** Provides basic information about the applicant, inventor, and invention.
- **Declaration or oath:** Affirms the inventorship and ownership of the invention.
- **Specification:** Describes the invention in detail, including its features, advantages, and embodiments.
- **Drawings:** Visual representations of the invention to aid in understanding.

He mentioned that an applicant should ensure to fill out these forms accurately and completely to avoid delays or rejections in the patenting process. Monitoring the status of filed or existing patents is essential to stay informed about their progress. The inventor may follow the following steps to check the patent status using the application number:

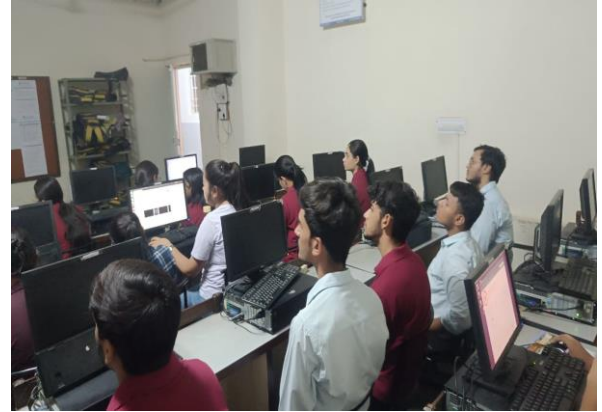
- Visit the official patent office website, such as the IP India office, in case the patent is filed in India.
- Navigate to the patent search or application status section.
- Enter the application number or patent number.
- Review the status updates, including examination progress, publication, and grant.

Regularly monitoring the patent status helps track the progress of your patents and stay informed about competitors' patents. To file patents electronically, creating an account on the respective patent filing portal is necessary. Here's a guide to creating and activating your account:

- Visit the official website of the patent office, such as the USPTO or EPO.
- Locate the "Sign Up" or "Create Account" option.
- Provide the required personal and contact information.
- Verify your email address or phone number through the verification link or code sent.
- Follow the prompts to set up your account password and security questions.
- Log in to your account using the created credentials.

Activating your account enables you to access various patent services, including filing new applications, checking status, and managing existing patents. In the end, he demonstrated the published patents, of existing students and staff of the institute

***GLIMPSES:**



ATTENDANCE SHEET

THURSDAY, JUNE 6, 2024

A WORKSHOP ON PATENT SEARCH AND PATENT DATA ACCESS

PCE23CA032	PRACHI AGARWAL	Prachi
PCE23CA038	RISHAB KUMAR	Rishab Kumar
PCE23CA047	SANSKRITI SAIN	Sans
PCE23CA051	SHRUTI JAIN	Shruti
PCE23CA054	TANISHA NAGAR	Tanisha N.
PCE23CA059	VIKHYAT AGRAWAL	(Vikhyat)
PCE23CA060	VINAYAK SHARMA	Vinayak.
PCE23AD007	ANUJ SHARMA	Anuj
PCE23AD009	ARYAN OJHA	Aryan
PCE23AD012	ASHVIN SHAKYA	Ashvin
PCE23AD013	ASHWIN JAISON	Ashwin
PCE23AD014	AVANI AGRAWAL	Avani
PCE23AD016	BHAVIN PRAJAPAT	Bhavin
PCE23AD017	DEEPAK PRAJPAT	Deepak
PCE23AD019	DHRUV SINGH RAWAT	Dhruv
PCE23AD022	HARSHU GOYAL	Harshu
PCE23AD024	HIMANI AGARWAL	Himani
PCE23AD026	HIMANSHU	Himanshu
PCE23AD028	MANAS SINGH BISHT	Manas
PCE23AD030	MAYANK JANGID	Mayank
PCE23AD032	NAMAN SHARMA	Naman
PCE23AD042	RISHABH SAH	Rishabh
PCE23AD045	RUDRA AGRAWAL	Rudra
PCE23AD054	SRAJAN GUPTA	Srajan
PCE23AD060	VIDHI AGGARWAL	Vidhi
PCE23AD061	VIJAY TIWARI	Vijay
PCE23CY003	ALISHA VIDYARTHY	Alisha
PCE23CY005	ANIRUDH TIWARI	Anirudh
PCE23CY009	ARPITA GUPTA	Arpita
CL23CY012	AYUSHI GUPTA	Ayushi
CL23CY014	BHAVYA CHHABRA	Bhavya
CL23CY018	DIVYANI BHATI	Divyani Bhati

PCE23CS165	SRISHTI SHARMA	Srishti
PCE23CS169	TANISHA KUMAWAT	Tanisha
PCE23CS171	TANISHKA SINGHAL	Tanishka
PCE23CS175	TUSHALI JAIN	Tushali
PCE23CS188	YUVIKA AGARWAL	Yuvika
PCE23CR001	AADISH JAIN	Aadish
PCE23CR014	AYUSH GUPTA	Ayush
PCE23CR030	KIRTI AGARWAL	Kirti
PCE23CR031	LOKENDRA SINGH RAO	Lokendra
PCE23CR032	MAHENDRA SINGH TOMAR	Mahendra
PCE23CR035	MOHIT RAJ	Mohit
PCE23CR040	PALAK CHOUDHARY	Palak
PCE23CR051	RIYA BHARGAVA	Riya
PCE23CR059	VATSAL SHARMA	Vatsal
PCE23IT001	AARUSHI KHANDELWAL	Aarushi
PCE23IT003	AAYUSHI GOYAL	Aayushi
PCE23IT028	MANSI SHARMA	Mansi
PCE23IT011	MS.AVISHA GOYAL	Avisha
PCE23IT047	MS.RASHI JAIN	Rashi
PCE23IT033	NIDHI PRAJAPATI	Nidhi
PCE23IT040	PALCHIN JAIN	Palchin
PCE23IT013	BHUMI SINGHAL	Bhumi
PCE23IT055	SHIVANI KUMARI	Shivani
PCE23IT056	SUHANI GUPTA	Suhani
PCE23IT060	TRAPTI JAIN	Trapiti
PCE23CE004	ABHISHEK MEENA	Abhishek
PCE23CE013	BHEEM SINGH	Bheem



POORNIMA

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A

User Awareness Session

“India Patent Act: Important Schedule & Recent Amendments

Speaker and Event Coordinator

Dr. Raj Kumar Satankar

Head, IPR Cell



Saturday, October 14, 2023

9:30 AM-11:00 AM

Conference Hall, Academic Block-I

POORNIMA COLLEGE OF ENGINEERING

ISI-6, RIICO INSTITUTIONAL AREA, SITAPURA, JAIPUR – 302033, RAJASTHAN, INDIA

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ABOUT THE EVENT

The workshop was IPR Cell, Poornima College of Engineering, Jaipur **Saturday, October 14, 2023**. The user awareness session on the "India Patent Act: Important Schedule & Recent Amendments" aimed to provide participants with comprehensive insights into key schedules of the India Patent Act and the recent amendments that have been introduced. The session aimed to enhance the understanding of participants regarding the legal framework governing patents in India. The following topics were discussed at the event

- Introduction to the India Patent Act
- Overview of Important Schedules
- Recent Amendments to the Patent Act
- Impact of Amendments on Patent Procedures

EVENT POSTER

POORNIMA
COLLEGE OF ENGINEERING

A
user awareness session
on
“India Patent Act: Important
Schedule & Recent
Amendments

DESIGN PATENTS INVENTION AUTHORSHIP LAW COPYRIGHT PROTECTION BRAND

EVENT SCHEDULE
Saturday, October 14, 2023
9:30 AM-11:00 AM
Conference Hall, Academic Block-I

ORGANISED BY
IPR Cell, Poornima College of Engineering



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SESSION SPEAKER

The session was taken by Dr. Raj Kumar Satankar, Head IPR Cell, Poornima College of Engineering

ABOUT THE EVENT:

The user awareness session on the "India Patent Act: Important Schedule & Recent Amendments" successfully provided participants with a deeper understanding of the key schedules within the India Patent Act and the implications of recent amendments. A total of 45 faculty members, and dignitaries attended the session. Dr. Mahesh M. Bunde in his opening remark mentioned about the importance of IP policies, in the current scenario. The interactive Q&A session facilitated clarification of doubts and encouraged active participation. The session contributed to enhancing user awareness and knowledge in navigating the intricacies of the India Patent Act. The participants requested to organize similar sessions periodically to keep stakeholders updated on any further amendments. Dr. Pankaj Dhemla is his remark appreciated the initiative by IPR department to make faculty members aware about the patent act.

EVENT PHOTOGRAPHS




Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
131-0, FIICO Institutional Area
Sitapura, JAIPUR

PARTICIPANTS LIST

S.No.	NAME	DEPARTMENT
1	DR. MAHESH BUNDELE, Director & Principal	-
2	DR. PANKAJ DHEMLA, Vice Principal	-
3	Dr. GAURAV JAIN	ELECTRICAL ENGINEERING
4	DR. ANKIT TYAGI	MECHANICAL ENGINEERING
5	Dr. EKATA SHARMA	ELECTRICAL ENGINEERING
6	Dr. GAJENDRA SINGH RAJAWAT	INFORMATION TECHNOLOGY
7	Dr. KAMLESH GAUTAM	COMPUTER ENGINEERING
8	DR. MEETU NAG	ELECTRONICS & COMMUNICATION ENGG
9	DR. MUKESH DIDWANIA	MECHANICAL ENGINEERING
10	DR. NARAYAN LAL JAIN	MECHANICAL ENGINEERING
11	DR. NIKITA JAIN	COMPUTER ENGINEERING
12	Dr. NITESH MUDGAL	ELECTRONICS & COMMUNICATION ENGG
13	DR. PANKAJ GAKHAR	ELECTRICAL ENGINEERING
14	Dr. PAYAL BANSAL	ELECTRONICS & COMMUNICATION ENGG
15	Dr. PIYUSHA SOMVANSHI	FIRST YEAR
16	DR. PRAN NATH DADHICH	CIVIL ENGINEERING-HoD
17	Dr. PRAVIN SONWANE	ELECTRICAL ENGINEERING
18	Dr. SHALINI SHAH	FIRST YEAR
19	DR. SHUCHI DAVE	FIRST YEAR
20	Dr. SURENDRA KUMAR SAINI	MECHANICAL ENGINEERING
21	MR. AMOL SAXENA	INFORMATION TECHNOLOGY
22	MR. BALWAN	CIVIL ENGINEERING
23	Mr. BHAVANESH CHANDRA SHARMA	ELECTRICAL ENGINEERING
24	MR. DEVENDRA NATH PATHAK	COMPUTER ENGINEERING
25	MR. DURGESH KUMAR	ELECTRONICS & COMMUNICATION ENGG
26	Mr. GHANSHYAM SINGH	ELECTRONICS & COMMUNICATION ENGG
27	MR. SIDDHARTH	CIVIL ENGINEERING
28	MR. SUMIT SHARMA	MECHANICAL ENGINEERING
29	MS. ANU ARORA	FIRST YEAR
30	MS. APPOORVA BANSAL	COMPUTER ENGINEERING
31	Ms. BARKHA NARANG	COMPUTER ENGINEERING
32	MS. KALPANA SHARMA	FIRST YEAR
33	MS. NEHA SHROTRIYA	COMPUTER ENGINEERING
34	MS. SONAM GOUR	ELECTRONICS & COMMUNICATION ENGG
35	Ms. SUPRIYA BANSAL	CIVIL ENGINEERING
36	MS. SHAZIA HAQUE	INFORMATION TECHNOLOGY
37	DR. SHILPI JAIN	FIRST YEAR
38	Mr. MANOJ SHARMA	FIRST YEAR
39	DR. MEENA TEKRIWAL	FIRST YEAR
40	DR. KULDIP SHARMA	FIRST YEAR
41	MR. DHANANJAY KUMAR	MECHANICAL ENGINEERING
42	DR. AMIT KUMAR MANDAL	MECHANICAL ENGINEERING
43	DR. RATNESH KUMAR SHARMA	MECHANICAL ENGINEERING
44	DR. GARIMA MATHUR	ELECTRONICS & COMMUNICATION ENGG
45	Dr. PEEYUSH VATS	MECHANICAL ENGINEERING

Library Committee



MINUTES OF MEETING(2023-24)

LIBRARY COMMITTEE



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

<https://www.pce.poornima.org>



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Date: 15/06/2023

To,
The members
Library Committee
Poornima College of Engineering, Jaipur

Subject: Meeting of the Library Committee on July 07, 2023 at 01:00 p.m. at Conference Hall, PCE, Jaipur

Dear Sir / Madam,

Poornima College of Engineering, Jaipur

We are organizing meeting of the Library Committee, which will be held on **July 07, 2023 at 01:00 P.m.** at the Conference Hall, .PCE, Jaipur. You are cordially invited to attend the meeting.

Agenda of the meeting:

No. 1. Improvement / Utilization in library services and resources.

No. 2. Increases of books, Journals and Magazines.

No. 3. Subscription of membership of J-Gate, IEEE, Delnet e-journal resources.

No. 4. Successful conduction of 2 days **Online International Symposium** on the Topic of Role of Digital Library Services: Enhancement of Professional Value & Ethics in E-Learning Environment.

No. 5. Successful conduction of **Online National Workshop on LMS – KOHA.**

No. 6. Successful conduction of different library activity.

No. 7. Successful conduction of national digital library activity.

We seek your presence for your kind support and suggestions.

Thanking you,
Sincerely,

Member Secretary
Library Committee

Copy to: 1. The Principal
2. All members of Library Committee



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

PCE/ADMIN/DO/2023-24/0015

Date: 15/06/2023

NOTICE

Library committee has been constituted for the Academic Session 2023-24.

NAME	DESIGNATION	DEPARTMENT	POSITION
Dr. Pankaj Dhemla	Vice Principal	PCE	Chairman
Ms. Neema Shukla	Chief Librarian	PCE	Member Secretary
Ms. Namita Sharma	Librarian	PCE	Member
Mr. Sanjay Kumawat	Assistant Professor	DEPARTMENT OF MECHANICAL, PCE	Member
Dr. Nikita Jain	Assistant Professor	DEPARTMENT OF COMPUTER, PCE	Member
Ms. Shazia Haque	Assistant Professor	DEPARTMENT OF INFORMATION TECHNOLOGY, PCE	Member
Dr. Garima Mathur	Professor	DEPARTMENT OF ELECTRONICS & COMMUNICATION, PCE	Member
Dr. Gaurav Jain	Associate Professor	DEPARTMENT OF ELECTRICAL, PCE	Member
Dr. Pran Nath Dadhich	Professor	DEPARTMENT OF CIVIL, PCE	Member


Dr. M. Bunde
Principal & Director, PCE

MINUTES OF MEETING OF LIBRARY COMMITTEE

SESSION 2023-24

Date : July 07, 2023
Time : 01:00 P.M
Venue : Conference Hall, Poornima College of Engineering, Jaipur

The meeting of Library Committee was held on **July 07, 2023 at 01:00 p.m.** at Conference Hall, PCE, Jaipur. The meeting was attended by the following members:-

Chaired by	Dr. Pankaj Dhemla
Member Secretary	Neema Shukla
Members	Mr. Sanjay Kumawat, Ms. Namita Sharma, Dr. Nikita Jain, Ms. Shazia Haque, Dr. Garima Mathur, Mr. Durgesh Kumar, Dr. PranNath Dadhich, Dr. Gaurav Jain

Agenda of the meeting:

- No. 1.** Improvement / Utilization in library services and resources.
- No. 2.** Increases of books, Journals and Magazines.
- No. 3.** Subscription of membership of J-Gate, IEEE, Delnet e-journal resources.
- No. 4.** Successful conduction of 2 days **Online International Symposium** on the Topic of Role of Digital Library Services: Enhancement of Professional Value & Ethics in E-Learning Environment.
- No. 5.** Successful conduction of **Online National Workshop on LMS – KOHA**.
- No. 6.** Successful conduction of different library activity.
- No. 7.** Successful conduction of national digital library activity.

The Chairman welcomed to the members of the Library Committee and instructed the Member Secretary to proceed with the agenda.

She informed the members about the details of library and expenditure during 2023-24

S. No.	Particular
1a	Total No. of Titles
1b	Total No. of Volume
1c	Total no. of Reference books
2	Total No. of Periodicals
2a.	Total No. of International Journals

2b.	Total No. of National Journals
2c.	Total No. of Magazines
3	News Letters
4a.	Books CDs/ DVDs
4b.	Magazines CDs/ DVDs
5	Project Reports
6	e-resources
7	Library utilization: Library activities

Following points were discussed and the minutes were recorded as given below:

- 8 How will us successful conduction of different library activity. Like Poster making, slogan writing, Essay writing competition etc.
- 9 Chief Librarian must send request to all the departments for requirement of books of respective department. After that recommend compiled list of books put up for approval to competent authority.
- 10 Chief Librarian must send request to all the departments for requirement of journals of respective department. After that put to competent authority for approval of subscription
- 11 Identify new magazines of respective courses and put to competent authority for approval of subscription.
- 12 How will us successful conduction of different National Digital Library activity. Like Special lectures on different topics, Yoga Session, Motivational session etc.
- 13 J-Gate, IEEE, Delnet and some e-magazines subscription, e- journal resources and put up details to competent authority for approval of subscription

The meeting ended with a vote of thanks to the chairperson.

Following members were present.

Name	Designation	Department	Position	Signature
Dr. Pankaj Dhemla	Vice Principal	PCE	Chairman	
Ms. Neema Shukla	Chief Librarian	Library	Member Secretary	
Ms. Namita Sharma	Librarian	Library	Member	
Mr. Sanjay Kumawat	Assistant Professor	DEPARTMENT OF MECHANICAL, PCE	Member	
Dr. Nikita Jain	Assistant Professor	DEPARTMENT OF COMPUTER, PCE	Member	
Ms. Shazia Haque	Assistant Professor	DEPARTMENT OF INFORMATION TECHNOLOGY, PCE	Member	
Dr. Garima Mathur	Professor	DEPARTMENT OF ELECTRONICS & COMMUNICATION, PCE	Member	
Dr. Gaurav Jain	Associate Assistant Professor	DEPARTMENT OF ELECTRICAL, PCE	Member	
Dr. Pran Nath Dadhich	Professor	DEPARTMENT OF CIVIL, PCE	Member	