



POORNIMA
COLLEGE OF ENGINEERING

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



7.1.8.2 Notices of constitution and formation of Student Grievance Redressal cell

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POORNIMA

COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2023-24/01

Date: 21st July, 2023

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

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

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

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

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

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

Dr. Mahesh Bundeale
Director



POORNIMA

COLLEGE OF ENGINEERING

INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:-24/07/2023

Time:- 10:30 AM

Reference: Constitution of Grievance Redressal Committee for students.

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

C.C.

& Notice Boards

Dear Sir/Ma'am,

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

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

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

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

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

Thanking you

(Dr. Mahesh Bundeale)
Director, PCE