



# POORNIMA

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## COLLEGE OF ENGINEERING

**Approved by AICTE**  
**Affiliated to Rajasthan Technical University, Kota**  
**Recognized by UGC under Section 2(f) of the UGC Act, 1956**

### *Women Grievance Cell Details*

**ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)**  
• **Phone: +91-9829255102, +91-9414728922 • E-mail: principal.pce@poornima.org**  
• **Website: [www.pce.poornima.org](http://www.pce.poornima.org)**



# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/PWWA/2017/0009

Date: 03<sup>rd</sup> July, 2017

### Notice: Formation of PWWA 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.

Institute will constitute Poornima Women Welfare Association (PWWA) which will work on the same mechanism. PWWA 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)
7	Two students	Member	Captain and Vice-Captain

The Association in the Colleges will endeavor to resolve issues/ grievance 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. Om Prakash Sharma**  
Director





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:-PWWA

From:- Director, PCE

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

Date:- 04/07/2017

Time:- 10:00 AM

-

Reference: Constitution of PWWA

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/PWWA/2012-13/PO7514 dated March 25, 2013 regarding constitution of committee, kindly find herewith the details of the committee composition as mentioned below:

S. No.	NAME	DESIGNATION	POSITION	E-MAIL ID
1.	Dr. Shuchi Dave	Professor	Chairperson	shuchi.dave@poornima.org
2.	Mr. Rajeev David	Chief Proctor	Member	chiefproctor@poornima.org
3.	Dr. Garima Mathur	Professor	Member	drgmthur@poornima.org
4.	Dr. Shilpi Jain	Professor	Member	shilpi.jain@poornima.org
5.	Mrs. Meena Tekerwal	Assistant Professor	Member	meenatekriwal@poornima.org
6.	Ms. Sita Gupta	Assistant Professor	Member	sita.gupta@poornima.org
7.	Ms. Riddhi Shrivastava	Assistant Professor	Member	riddhishrivastava@poornima.org
8.	Dr. Dipti Mathur	Assistant Professor	Member	dipti.mathur@poornima.org
9.	Mrs. Sudha Jain	Chief-Warden (Girls Hostel)	Member	sudhajain@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. Om Prakash Sharma)  
Director, PCE

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

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

PCE/PWWA/2018/0012

Date: 9<sup>th</sup> July, 2018

### Notice: Formation of PWWA for students.

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.

Institute will constitute Poornima Women Welfare Association (PWWA) which will work on the same mechanism. PWWA 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 than senior faculty
5	Female Faculty Member	Member	Other senior faculty(All Departments)
7	Two students	Member	Captain and Vice-Captain

The Association in the Colleges will endeavor to resolve issues/ grievance 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. Om Prakash Sharma**  
Director

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





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:-PWWA

From:- Director, PCE

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

Date:- 10/07/2018

Time:- 10:00 AM

-

Reference: Constitution of PWWA

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/PWWA/2012-13/PO7514 dated March 25, 2013 regarding constitution of committee, kindly find herewith the details of the committee composition as mentioned below:

S. No.	NAME	DESIGNATION	POSITION	E-MAIL ID
1.	Dr. Shuchi Dave	Professor	Chairperson	shuchi.dave@poornima.org
2.	Mr. Rajeev David	Chief Proctor	Member	chiefproctor@poornima.org
3.	Dr. Garima Mathur	Professor	Member	drmathur@poornima.org
4.	Dr. Shilpi Jain	Professor	Member	shilpi.jain@poornima.org
5.	Mrs. Meena Tekerwal	Assistant Professor	Member	meenatekriwal@poornima.org
6.	Ms. Sita Gupta	Assistant Professor	Member	sita.gupta@poornima.org
7.	Ms. Riddhi Shrivastava	Assistant Professor	Member	riddhishrivastava@poornima.org
8.	Dr. Dipti Mathur	Assistant Professor	Member	dipti.mathur@poornima.org
9.	Mrs. Sudha Jain	Chief-Warden (Girls Hostel)	Member	sudhajain@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. Om Prakash Sharma)  
Director, PCE

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



# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/PWWA/2019/0015

Date: 10<sup>th</sup> July, 2019

### Notice: Formation of PWWA 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.

Institute will constitute Poornima Women Welfare Association (PWWA) which will work on the same mechanism. PWWA 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)
7	Two students	Member	Captain and Vice-Captain

The Association in the Colleges will endeavor to resolve issues/ grievance relating to problems of officers, functionaries, faculty and 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





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.: -PWWA

From:- Director, PCE

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

Date:- 10/07/2019

Time:- 10:00 AM

-

Reference: Constitution of PWWA

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/PWWA/2012-13/PO7514 dated March 25, 2013 regarding constitution of committee, kindly find herewith the details of the committee composition as mentioned below:

S. No.	NAME	DESIGNATION	POSITION	E-MAIL ID
1.	Dr. Shuchi Dave	Professor	Chairperson	shuchi.dave@poornima.org
2.	Mr. Rajeev David	Chief Proctor	Member	chiefproctor@poornima.org
3.	Dr. Garima Mathur	Professor	Member	drgmthur@poornima.org
4.	Dr. Shilpi Jain	Professor	Member	shilpi.jain@poornima.org
5.	Mrs. Meena Tekeriwal	Assistant Professor	Member	meenatekriwal@poornima.org
6.	Ms. Sita Gupta	Assistant Professor	Member	sita.gupta@poornima.org
7.	Ms. Riddhi Shrivastava	Assistant Professor	Member	riddhishrivastava@poornima.org
8.	Dr. Dipti Mathur	Assistant Professor	Member	dipti.mathur@poornima.org
9.	Mrs. Sudha Jain	Chief-Warden (Girls Hostel)	Member	sudhajain@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  
ISI-6, RICO Institutional Area  
Ghatapada, JAIPUR



# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/PWWA/2020/116

Date: 29<sup>th</sup> August, 2020

### Notice: Formation of PWWA 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.

Institute will constitute Poornima Women Welfare Association (PWWA) which will work on the same mechanism. PWWA shall have the following composition

S. No.	Na me	Position	Categ ory
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)
7	Two students	Member	Captain and Vice-Captain

The Association in the Colleges will endeavor to resolve issues/ grievance relating to problems of officers, functionaries, faculty and students, in the college, locally.

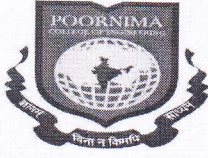
The Chairperson and Vice-Chairperson are advised to go through the norms for the Association and do the necessary for the functioning of it as soon as possible.

#### 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





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.: -PWWA

From:- Director, PCE

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

Date:- 31/08/2020

Time:- 10:00 AM

-

Reference: Constitution of PWWA

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/PWWA/2012-13/PO7514 dated March 25, 2013 regarding constitution of committee, 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. Shilpi Jain	Professor	Vice Chairperson	shilpi.jain@poornima.org
3.	Mr. Amit Gupta	Chief Proctor	Member	amitgupta@poornima.org
4.	Dr. Garima Mathur	Professor	Member	drgmthur@poornima.org
5.	Dr. Neelam Chaplot	Professor	Member	neelam.chaplot@poornima.org
6.	Dr. Anila Dhingra	Associate Professor	Member	anila.dhingra@poornima.org
7.	Dr. Deepika Chauhan	Assistant Professor	Member	deepika.chauhan@poornima.org
8.	Ms. Asha Kumawat	Assistant Professor	Member	asha.kumawat@poornima.org
9.	Ms. Sita Gupta	Assistant Professor	Member	sita.gupta@poornima.org
10.	Mrs. Sudha Jain	Chief-Warden (Girls Hostel)	Member	sudhajain@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  
ISI-6, RICO Institutional Area  
Gulapura, JAIPUR



# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/ICC/2021/1063

Date: 02/09/21

### 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/ grievance relating to problems of officers, functionaries, faculty and 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





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering		
Dept.:- ICC		
From:- Director, PCE		
To:- Director, Chairperson(ICC), Chief Proctor, Dean, All HOD's		
Date:- 03/09/2021	Time:- 10:00 AM	-
Reference: Constitution of ICC		
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/ICC/2021/1063 regarding constitution, an **Internal Complaint Committee (ICC)** (previously known as Poornima Women Welfare Association (PWWA)) has been formed for the **session 2021-22**.

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. Shilpi Jain	Professor	Vice Chairperson	shilpi.jain@poornima.org
3.	Mr. Amit Gupta	Chief Proctor	Member	amitgupta@poornima.org
4.	Dr. Garima Mathur	Professor	Member	drgmathur@poornima.org
5.	Dr. Neelam Chaplot	Professor	Member	neelam.chaplot@poornima.org
6.	Dr. Meena Tekriwal	Associate Professor	Member	meenatekriwal@poornima.org
7.	Ms. Kalpana Sharma	Assistant Professor	Member	kalpana@poornima.org
8.	Ms. Sita Gupta	Assistant Professor	Member	sita.gupta@poornima.org
9.	Mrs. Sudha Jain	Chief-Warden (Girls Hostel)	Member	sudhajain@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  
ISI-6, RICO Institutional Area  
Gulapura, JAIPUR



# 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 Bundeale)  
Director, PCE





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- ICC

From:- Director, PCE

To:- Director, Chairperson(ICC), Chief Proctor, Dean, All HOD's

Date:- 20/07/2022

Time:- 10:00 AM

-

Reference: Constitution of ICC

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/ICC/2022/248 regarding constitution of committee an **Internal Complaint Committee (ICC)** has been formed for the session 2022-23.

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 Saxena	Assistant Professor	Member	shivani.saxena@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. Purna Pandey (Student)	Captain	Member	2021pcecapurna038@poornima.org
15.	Ms. Aditi Choudhary (Student)	Vice-captain	Member	2022pcecsaditi@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  
ISI-6, RICO Institutional Area  
Gulapura, JAIPUR