



# 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

### *5.1.4.2 Notices, Circulars & Minutes of Meetings*

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• Website: [www.pce.poornima.org](http://www.pce.poornima.org)

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# Poornima College of Engineering, Jaipur

Date: 18/08/2021

## Notice for the Meeting of Anti-Ragging Proctorial Board

(18/08/2021, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 21/08/2021 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on action points emerging out of previous meeting.
2. Undertaking Status of student.
3. Affidavit by students as undertaking.
4. Report of Anti-Ragging Squad and Vigilance Team
5. Various other measures to prevent the ragging.
6. Reporting of any major instance which occurred since last meeting.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 20/08/2020

## Notice for the Meeting of Anti-Ragging Proctorial Board

(20/08/2020, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 22/08/2020 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Working strategy of Anti-Ragging committee.
2. To discuss about Anti-Ragging Squad and Vigilance Team.
3. Measures for prevention and prohibition of ragging.
4. Monitoring and reporting mechanism for prevention and prohibition of ragging.
5. Reporting of any major instance which occurred till date.

  
(Chief Proctor)



# Poornima College of Engineering, Jaipur

Date: 17/01/2020

## Notice for the Meeting of Anti-Ragging Proctorial Board

(17/01/2020, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 18/01/2020 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on action points emerging out of the last meeting.
2. Discussion on various security measures to be taken during the College fest.
3. Report of Patrolling carried out in the previous semester.
4. Reporting of any major instance which occurred since last meeting.
5. Observation of faculty and staff during rounds.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 21/01/2019

## Notice for the Meeting of Anti-Ragging Proctorial Board

(21/01/2019, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 24/01/2019 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on action points emerging out of the last meeting.
2. Discussion on Patrolling carried out in the previous semester.
3. Discussion on full preventive measures to be taken during the upcoming fest.
4. Reporting of any major instance which occurred since last meeting.
5. Observation of faculty and staff during rounds.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 24/07/2019

## Notice for the Meeting of Anti-Ragging Proctorial Board

(24/07/2019, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 27/07/2019 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on preventive measures for ragging in the new academic session 2019-20.
2. Undertaking and awareness among the students of higher classes. Planning of some special lectures for the same.
3. Deputation of faculty/ staff in the anti-ragging committee as well as in the transport buses of college.
4. Discussion on Patrolling by the Anti-Ragging Committee.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 18/01/2018

## Notice for the Meeting of Anti-Ragging Proctorial Board

(18/01/2018, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 20/01/2018 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on action points emerging out of the last meeting.
2. Reporting and Discussion about action taken on complaints from student.
3. Reporting and Discussion of Patrolling carried out in the previous semester.
4. Discussion on further meetings to be held and full preventive measures to be taken during the upcoming fest.
5. Reporting of any major instance which occurred since last meeting.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 19/07/2018

## Notice for the Meeting of Anti-Ragging Proctorial Board

(19/07/2018, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 21/07/2018 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on preventive measures for ragging in the new academic session.
2. Undertaking and awareness among the students of higher classes.
3. Deputation of faculty/ staff in the anti-ragging committee as well as in the transport buses of college.
4. Discussion on Patrolling by the Anti-Ragging Committee.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 07/01/2017

## Notice for the Meeting of Anti-Ragging Proctorial Board

(07/01/2017, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 12/01/2017 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on feedback from the anti-ragging committee about the previous semester.
2. Discussion on Observations to be looked during the various upcoming College Functions.
3. Observation of faculty and staff during rounds.
4. Discussion on Patrolling by the Anti-Ragging Committee.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 14/07/2017

## Notice for the Meeting of Anti-Ragging Proctorial Board

(14/07/2017, at 02:30 pm)

The meeting of Anti-Ragging Proctorial Board for students will be held on 15/07/2017 at 11:00 am in the office of Chief Proctor the committee members are requested to be present.

### Agenda Items:

1. Discussion on anti-ragging measures to be incorporated in the system.
2. Monitoring and rounds during the evening hours in the hostels & campus.
3. Interaction and motivation to the newly admitted students in the college.
4. Motivating the higher classes' students for not getting involved in any type of ragging and take proper measures for the same.

  
(Chief Proctor)





# 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:- 24/07/2021

Time:- 10:00 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. Surendra Yadav	Professor	Member	9314178386	Surendra.yadav@poornima.org
6	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
7	Dr. Rekha Nair	Professor	Member	9928015794	Rrekhanair@poornima.org

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

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

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

Thanking you

(Dr. Mahesh Bundeale)  
Director, PCE





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:- 28/07/2020

Time:- 10:00 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. Virendra Sangtani	Professor	Member	9799884938	virendra.sangtani@poornima.org
5	Dr. Surendra Yadav	Professor	Member	9314178386	Surendra.yadav@poornima.org
6	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
7	Dr. Rekha Nair	Professor	Member	9928015794	Rrekhanair@poornima.org

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

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

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

Thanking you

  
(Dr. Mahesh Bundeale)  
Director, PCE



# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:- 11/07/2019

Time:- 10:00 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:


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2	Amit Gupta	Chief Proctor	Secretary	9001893265	amitgupta@poornima.org
3	Punit Shukla	Registrar	Member	9829255102	Punit.shukla@poornima.org
4	Dr. Virendra Sangtani	Professor	Member	9799884938	virendra.sangtani@poornima.org
5	Dr. Surendra Yadav	Professor	Member	9314178386	Surendra.yadav@poornima.org
6	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
7	Dr. Rekha Nair	Professor	Member	9928015794	Rrekhanair@poornima.org

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

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

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

Thanking you

  
(Dr. Mahesh Bundeale)  
Director, PCE





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:- 09/07/2018

Time:- 10:00 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. Om Prakash Sharma	Director	Chairman	9829364944	opsharma@poornima.org
2	Rajeev David	Chief Proctor	Secretary	9829855518	david@poornima.org
3	Punit Shukla	Registrar	Member	9829255102	Punit.shukla@poornima.org
4	Dr. Virendra Sangtani	Professor	Member	9799884938	virendra.sangtani@poornima.org
5	Dr. Ajay Khunteta	Professor	Member	9828596101	khutetaajay@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. Om Prakash Sharma)  
Director, PCE



# 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:- 03/07/2017

Time:- 10:00 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
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4	Dr. Virendra Sangtani	Professor	Member	9799884938	virendra.sangtani@poornima.org
5	Dr. Ajay Khunteta	Professor	Member	9828596101	khutetaajay@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. Om Prakash Sharma)  
Director, PCE



**Minutes of Meeting Held on Aug. 21, 2021 at Chief  
Proctor's Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Pravin Sonwane
3. Dr. Surendra Yadav
4. Mr. Devendra Somwanshi

Absentees : Dr. Shuchi Dave

**Following points were discussed and decisions taken as below:**

1. Undertaking from the students of B. Tech II Year was collected.
2. Posters regarding Anti ragging Awareness and mobile no. of anti-ragging committee members were displayed at various location in the campus.
3. Anti- ragging committee will take rounds on their respective floors every hour (Mainly in Break).
4. Patrolling by Anti-ragging committee at morning, lunch break and evening is to be done at vulnerable time.
5. Interaction with B. Tech. I Year students by tutor, Proctor on regular basis is to be done. If during this interaction session some students need motivation, it is to be done on individual basis.
6. College transport & Hostel anti-ragging committee has been formulated.
7. One suggestion box has been placed in the campus for any grievance/suggestions.
8. Anti-ragging committees will regularly meet as and when required for action for prevention and prohibition of ragging.
9. No case was reported till date.

All concerned officials of the departments and members of anti-ragging, committees & anti ragging squads are hereby requested to adhere to the stipulations and effectively monitor and comply with the provisions made in the directives.

  
(Chief Proctor)

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

**Minutes of Meeting Held on Jan. 18, 2020 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Surendra Yadav
4. Dr. Shuchi Dave
5. Mr. Devendra Somwanshi

Absentees : None

**Following points were discussed and decisions taken as below:**

1. A general feedback was discussed over any case of ragging but no case was reported in the previous semester.
2. It was decided to form a special team of faculty/ staff members headed by Chief proctor who will deputed at various locations of the college during the college fest.
3. Patrolling by the Anti-Ragging Committee should be carried out by the Proctor and his team.
4. No major case of any type of ragging/ indiscipline was reported.

  
(Chief Proctor)

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

**Minutes of Meeting Held on Aug. 22, 2020 at Chief  
Proctor's Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Surendra Yadav
4. Mr. Devendra Somwanshi

Absentees : Dr. Shuchi Dave

**Following points were discussed and decisions taken as below:**

1. Deliberation on Supreme Court directives.
2. Deliberation and circulation of AICTE/UGC and RTU guidelines.
3. Various posters about awareness of effect & punishment for ragging and mobile no. of anti-ragging committee members to be prepared and displayed at various location.
4. During the Covid-19 hard time, the committee members were ask to aware the students regarding Covid-19 precautionary guidelines (issued by the Govt. of India).
5. College transport and hostels anti- ragging committee shall be formulated.
6. No case was reported till date.

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

  
(Chief Proctor)

**Minutes of Meeting Held on July 27, 2019 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Surendra Yadav
4. Dr. Shuchi Dave
5. Mr. Punit Shukla

Absentees : None

**Following points were discussed and decisions taken as below:**

1. Adopting different anticipatory measures and procedures for ragging free campus like:
  - a) Carrying out regular rounds during different timings by the faculty/ staff on their respective floors.
  - b) Regular surprise visit by the chief proctor & team for checking out any type of issues.
  - c) Interaction with the hostel students in the evening hours by the chief warden and faculty advisors.
  - d) Surprise interaction with the faculty & staff members deputed in anti-ragging committee about the status of any type of indiscipline.
2. The faculty and staff members designated for the anti-ragging squad were asked to monitor their floors/ buses & hostels especially during the college timings. The faculty members are deputed in the student buses to avoid any type of nuisance.
3. The patrolling committee members were informed that no case of indiscipline /Ragging was found.

  
(Chief Proctor)

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



**Minutes of Meeting Held on Jan. 24, 2019 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Ajay Khunteta
4. Dr. Shuchi Dave
5. Mr. Punit Shukla

Absentees : None

**Following points were discussed and decisions taken as below:**

1. A general feedback was discussed over any case of ragging but no case was reported in the previous semester.
2. As per the last meeting, a special team of faculty/ staff members who will be deputed at various locations in the college during the various programs.
3. Patrolling by the Anti-Ragging Committee should be carried out by the Proctor and his team.
4. No major case of any type of ragging/ indiscipline was reported.

  
(Chief Proctor)

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

**Minutes of Meeting Held on July 21, 2018 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Ajay Khunteta
4. Dr. Shuchi Dave
5. Mr. Punit Shukla

Absentees : None

**Following points were discussed and decisions taken as below:**

1. Adopting different preventive measures methodologies for ragging free campus like:
  - a) Carrying out regular rounds during different timings by the faculty/ staff on their respective floors.
  - b) Surprise visit by the chief proctor & team for checking out any issues, no case of indiscipline was found.
  - c) Interaction with the hostel students in the evening hours by the chief warden and faculty advisors.
  - d) Surprise interaction with the faculty & staff members deputed in anti-ragging committee about the status of any type of indiscipline.
2. The faculty and staff members designated for the anti-ragging squad were asked to monitor their floors/ buses & hostels especially during the lunch hours and at the time of college off.
3. The Anti-ragging committee members were asked to take proper rounds during morning, lunch break and evening.

  
(Chief Proctor)

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

**Minutes of Meeting Held on Jan. 20, 2018 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Ajay Khunteta
4. Dr. Shuchi Dave
5. Mr. Punit Shukla

Absentees : None

**Following points were discussed and decisions taken as below:**

1. A general feedback was discussed over, if any case of ragging and the committee informed about the same and the action taken by the Authorities and Director of the college.
2. In this case the reply was done within no time and the situation was found under control.
3. It was decided to form a special team of faculty/ staff members who will deputed at various locations of the college during the fest.
4. Patrolling by the Anti-Ragging Committee should be carried out by the Proctor and his team.
5. No major case of any type of ragging/ indiscipline was reported.

  
(Chief Proctor)

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

**Minutes of Meeting Held on July 15, 2017 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Shuchi Dave
4. Mr. Punit Shukla

Absentees : Dr. Ajay Khunteta

**Following points were discussed and decisions taken as below:**

1. Adopting various preventive measures for ragging like:
  - a) Carrying out regular rounds during different timings by the faculty/ staff on their respective floors.
  - b) Surprise visit by the chief proctor & team for checking out any issues.
  - c) Interaction with the hostel students in the evening hours by the chief warden and faculty advisors.
2. The faculty and staff members designated for the anti-ragging squad were asked to monitor their floors especially during the lunch hours.
3. The Patrolling head covered by the Anti-ragging committee which used to take proper rounds during morning, lunch break and evening were asked to restart the process as it was followed in the past years.
4. It was also discussed that all the students of higher classes should behave properly and keep their eyes on every small action in the campus.

  
(Chief Proctor)

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

**Minutes of Meeting Held on Jan. 12, 2017 at Chief Proctor's  
Office from 02:30 -3.30 PM**

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

1. Dr. Rekha Nair
2. Dr. Virendra Sangtani
3. Dr. Ajay Khunteta
4. Dr. Shuchi Dave
5. Mr. Punit Shukla

Absentees : None

**Following points were discussed and decisions taken as below:**

1. A general feedback was discussed over any case of ragging if occurred in the College but no case was reported.
2. Discussion on disciplinary measures was carried out in context to the upcoming College functions.
3. It was assisted that the patrolling by the Anti-Ragging Committee should be carried out by the Chief Proctor and his team in the coming semester also.
4. The patrolling head cover the entire campus & took the information of every pity issues and found the ok.

  
(Chief Proctor)

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





# 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:-22/07/2021

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	Chief Warden (Boys Hostel)	Member	9829255103	ashwini@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. Sudha Jain	Chief Warden (Girls Hostel)	Member	9928017669	sudhajain@poornima.org

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

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

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

Thanking you

(Dr. Mahesh Bundeale)  
Director, PCE



# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering		
Dept.:- Director's Office		
From:- Director, PCE		
To:- Director, Chief Proctor, All HOD's		
Date:-20/07/2020	Time:- 10:00 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	Chief Warden (Boys Hostel)	Member	9829255103	ashwini@poornima.org
5	Mr. Ajmeet Singh	Asst. Professor	Member	7597714528	ajmeet.singh@poornima.org
6	Ms. Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Mr. Amitesh Kumar	Asst. Professor	Member	9529262120	amiteshk@poornima.org
8	Ms. Sudha Jain	Chief Warden (Girls Hostel)	Member	9928017669	sudhajain@poornima.org

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

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

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

Thanking you

(Dr. Mahesh Bundeale)  
Director, PCE





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:-03/07/2019

Time:- 10:00 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	Chief Warden (Boys Hostel)	Member	9829255103	ashwini@poornima.org
5	Mr. Ajmeet Singh	Asst. Professor	Member	7597714528	ajmeet.singh@poornima.org
6	Ms. Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Mr. Amitesh Kumar	Asst. Professor	Member	9529262120	amiteshk@poornima.org
8	Ms. Sudha Jain	Chief Warden (Girls Hostel)	Member	9928017669	sudhajain@poornima.org

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

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

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

Thanking you

  
(Dr. Mahesh Bundeale)  
Director, PCE





# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:- 12/07/2018

Time:- 10:00 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. Om Prakash Sharma	Director	Chairman	9829364944	opsharma@poornima.org
2	Mr. Rajeev David	Chief Proctor	Secretary	9829855518	david@poornima.org
3	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
4	Mr. Ashwini Lata	Chief Warden (Boys Hostel)	Member	9829255103	ashwini@poornima.org
5	Mr. Brij Raj Singh	Asst. Professor	Member	9829533943	brijraj@poornima.org
6	Ms. Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Mr. Prashant Hemrajani	Asst. Professor	Member	9785556360	Prashant.hemrajani@poornima.org
8	Ms. Sudha Jain	Chief Warden (Girls Hostel)	Member	9928017669	sudhajain@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. Om Prakash Sharma)  
Director, PCE



# 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:- 18/07/2017

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. Om Prakash Sharma	Director	Chairman	9829364944	opsharma@poornima.org
2	Mr. Rajeev David	Chief Proctor	Secretary	9829855518	david@poornima.org
3	Dr. Shuchi Dave	Professor	Member	8058402483	shuchi.dave@poornima.org
4	Mr. Ashwini Lata	Chief Warden (Boys Hostel)	Member	9829255103	ashwini@poornima.org
5	Mr. Brij Raj Singh	Asst. Professor	Member	9829533943	brijraj@poornima.org
6	Ms. Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Mr. Sanjay Kumar Gupta	Asst. Professor	Member	9829011904	skgupta@poornima.org
8	Ms. Sudha Jain	Chief Warden (Girls Hostel)	Member	9928017669	sudhajain@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. Om Prakash Sharma)  
Director, PCE



**Minutes of Meeting Held on December 13, 2021 at  
Chief Proctor's Office from 02:30 -3.30 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. Mrs. Sudha Jain

Absentees : None

**Points Discussed as below:**

- Discussion over the students' grievance Mechanism.
- Discuss about the serious illness of Students in Hostel and other students suffering from Typhoid & Dengue respectively.
- Solving routine problems of students at tutor or HoD level.
- Spray of Pesticides in hostels to prevent seasonal disease.
- Discussion over the general issues like regular attendance, satisfaction level, discipline etc. of the students.

**Suggestion:** The committee suggested to hostel wardens ensure regular pesticides spray in all the hostel.

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



**Minutes of Meeting Held on July 27, 2021 at Chief  
Proctor's Office from 02:30 -3.30 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. Mrs. Sudha Jain

Absentees : None

**Points Discussed as below:**

- Counseling of senior students for ragging free environment by tutors & higher authorities.
- Student were aware about pandemic on regular basis by the respective class faculty.
- Interaction with first year students and solve daily routine problems.
- Discussion with Hostel wardens to provide homely environment at hostels.
- Counseling by female hostel wardens for all female students.
- Discuss general issues like regular attendance, satisfaction level, discipline etc.

**Suggestion:** Dr. Shuchi Dave suggested that special attention and guidance must be provided to Hindi medium students of first year.

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



**Minutes of Meeting Held on July. 09, 2020 at Chief  
Proctor's Office from 02:30 PM -3:30 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. Mr. Amitesh Kumar
5. Mrs. Sudha Jain

Absentees : Mr. Ajmeet Singh

**Points Discussed as below:**

- Discussion about the student's problem due to the Covid-19 and lockdown.
- General Discussion related to contact the students and aware them about the online studies and motivate them regarding this pandemic situation.
- Discussion about solving routine problems of students at tutor level or HoD level at online mode.
- Discussion with Hostel Wardens regarding contact through online medium with students for precautions against Covid-19.

Copy To:

The Director, PCE

Registrar, PCE

All HOD's

All Committee Members



**Minutes of Meeting Held on Jan. 17, 2020 at Chief  
Proctor's Office from 02:30 PM -3:30 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. Mr. Ajmeet Singh
5. Mr. Amitesh Kumar
6. Mrs. Sudha Jain

Absentees : None

**Points Discussed as below:**

- Some type of in-disciplinary issues were found but resolved at departmental level.
- General issues of hostellers occurred but they were resolved at the warden level. .
- No serious issues occurred in both side neither in academic block nor in hostel.
- Meeting with students should be organized and instruct them how to maintain discipline in the campus and also instruct them to be regular in the classes to maintain their attendance.

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



**Minutes of Meeting Held on July 10, 2019 at Chief  
Proctor's Office from 02:30 PM -3:30 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. Mr. Ajmeet Singh
5. Mr. Amitesh Kumar
6. Mrs. Sudha Jain

Absentees : None

**Points Discussed as below:**

- Students were aware /warned about the consequences due to indiscipline.
- Disobeying the teacher or misbehaving and Quarrelling or fighting in the campus will be considered as an indiscipline activity.
- No type of serious misconduct or issue was reported to the Proctor Office in the previous semester.
- Important telephone numbers are to be displayed in the campus.
- It is discussed that some flex and posters are to be pasted on walls to make aware students about the consequence of Ragging.

**Suggestion:** The committee members suggested the tutors to pay special attention to students having low attendance and informed their parents regarding the same.

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





**Minutes of Meeting Held on Jan. 29, 2019 at Chief  
Proctor's Office from 02:30 PM -3:30 PM**

Meeting called By : Chief Proctor (Mr. Rajeev David)

Subject : Students' Grievance

Attendees : All Committee Members

1. Dr. Shuchi Dave
2. Ms. Shazia Haque
3. Mr. Ashwini Lata
4. Mr. Prashant Hemrajani
5. Mrs. Sudha Jain
6. Mr. Brijraj Singh

Absentees : None

**Points Discussed as below:**

- In last month hostel warden found some pity issues which were settled easily, no serious issue was occurred.
- A small fight was observed among students during mess hrs. Since, the warden was on regular round and it was resolve on the spot.
- It is also decided that some posters or slogans can be pasted on notice board or in the corridor, just for awareness.
- In further discussion the committee members express their views that in the account of discipline we have a under control situation.
- It was also decided that if any serious issue occurs, then a meeting will be called upon on same instant to resolve the issue.
- No case was reported till date.

Copy To:

The Director, PCE

Registrar, PCE

All HOD's

All Committee Members





**Minutes of Meeting Held on Jan. 20, 2018 at Chief  
Proctor's Office from 02:30 PM -3:30 PM**

Meeting called By : Chief Proctor (Mr. Rajeev David)

Subject : Students' Grievance

Attendees : All Committee Members

1. Dr. Shuchi Dave
2. Ms. Shazia Haque
3. Mr. Ashwini Lata
4. Mrs. Sudha Jain
5. Mr. Brijraj Singh

Absentees : Mr. Sanjay Gupta

**Points Discussed as below:**

- Counseling of students about intoxication like smoking / alcohol consumption.
- Counseling of I year students about issues related I Sem. Examination and Result.
- Interaction with first year students and solve daily routine problems.
- On the Complaint of Boys Hostel the Cleaning supervisor was instructed to look into the matter and resolve it as soon as possible, along with, the Hostel warden was also instructed to report such issues on time and try to resolve the same on time.
- Discuss about the general issues like students attendance, students satisfaction level, discipline related issues etc.

**Suggestion:** The Senior Faculty members suggested that special focus must be given on first year students.

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



**Minutes of Meeting Held on July 24, 2018 at Chief  
Proctor's Office from 02:30 PM -3:30 PM**

Meeting called By : Chief Proctor (Mr. Rajeev David)

Subject : Students' Grievance

Attendees : All Committee Members

1. Dr. Shuchi Dave
2. Ms. Shazia Haque
3. Mr. Ashwini Lata
4. Mrs. Sudha Jain
5. Mr. Brijraj Singh

Absentees : Mr. Prashant Hemrajani

**Points Discussed as below:**

- General Discussion about the short comings & deficiency faced by the students in the placement drives.
- Discussion about the illness of students during the academic session.
- Spray of Pesticides & proper cleaning of washrooms in hostels to prevent seasonal disease.
- Discuss general issues like regular attendance, satisfaction level, discipline etc.

**Suggestion:** The Senior Faculty members suggested that the warden must regularly motivate the final year students for their upcoming placement drives.

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



**Minutes of Meeting Held on July 20, 2017 at Chief  
Proctor's Office from 02:30 PM -3:30 PM**

Meeting called By : Chief Proctor (Mr. Rajeev David)

Subject : Students' Grievance

Attendees : All Committee Members

1. Dr. Shuchi Dave
2. Ms. Shazia Haque
3. Mr. Ashwini Lata
4. Mr. Sanjay Gupta
5. Mrs. Sudha Jain
6. Mr. Brijraj Singh

Absentees : None

**Points Discussed as below:**

Next Academic year Session 2017-18 planning:-

- Counseling of students (especially fresher's) of first year about intoxication like smoking / alcohol consumption.
- Counseling of senior students by tutors & higher authorities for making ragging free environment.
- Counseling of I year students about issues related I Sem. result of Session 2016-17.
- The students of Second Year Emphasize/Demand for Additional classes of English.
- Interaction with first year students and solve daily routine problems.
- Discussion with Hostel wardens to provide homely environment at hostels.
- Counseling by girls hostel wardens for all female students.
- Discuss general issues like regular attendance, satisfaction level, discipline etc.

**Suggestion:** Sh. Ashwani Lata suggested that special focus must be given on the soft skills to improve and overcome the communication problem.

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



# Poornima College of Engineering, Jaipur

Date: 25/07/2021

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 27/07/2013 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Campus as ragging free Zone.
2. Discussion on Students routine grievances.
3. Discussion on Hostel related issue.
4. Counseling of students in hostel.
5. Various other student related issues.

  
(Chief Proctor)



# Poornima College of Engineering, Jaipur

Date: 10/12/2021

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 13/12/2021 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Students related grievance.
2. Problem Solving Mechanism for day to day issues.
3. Any Specific issue of any student.
4. To resolve mosquito problem.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 14/01/2020

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 17/01/2020 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. General Discussion about any discipline related issue.
2. Discussion about any Hostel related issue.
3. Any other issue.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 07/07/2020

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 09/07/2020 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Discussion related to students awareness about Covid-19 situation.
2. Discussion on Online studies and the related issues.
3. Discussion with warden office for any hostel related issue.
4. Discussion about academic grievances due to Covid-19.
5. Any Other Issue.

  
(Chief Proctor)



# Poornima College of Engineering, Jaipur

Date: 08/07/2019

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 10/07/2019 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Discussion about the student's behavior pattern.
2. General discussion about student's awareness.
3. Discussion about the usage of cell phones during the classes.
4. Discussion on low attendance of students in class.
5. Any other issue.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 27/01/2019

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 29/01/2019 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Discussion on Hostel and college related issues.
2. Discussion on Students awareness activity.
3. Discussion about any discipline related issues (If any).
4. Any other issue.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 18/01/2018

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 20/01/2018 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Discussion on Next semester planning.
2. Counseling of students of Higher Classes.
3. Discussion of issues of First year students.
4. Any Hostel related issues (Like Cleaning, water etc.)
5. Any issue related Discipline.

  
(Chief Proctor)



# Poornima College of Engineering, Jaipur

Date: 22/07/2018

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 24/07/2018 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Discussion about issues occurred during Placement drives.
2. Discussion related to any specific issue.
3. Campus Cleaning issues if any.
4. General Discussion about student's behavior patterns.

  
(Chief Proctor)

# Poornima College of Engineering, Jaipur

Date: 18/07/2017

## Notice for the Meeting of Grievance Redressal Committee for students

The meeting of Grievance Redressal Committee for students will be held on 20/07/2017 at 02:30 pm in the office of Chief Proctor the Committee members are requested to be present.

### Agenda Items:

1. Discussion on Next semester planning
2. Interaction with senior students
3. Counseling of First year students.
4. Hostel related issues.
5. Any issue related to Girls Hostel.

  
(Chief Proctor)



# 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





# 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





# 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	drmathur@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





# 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



# 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



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

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

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 Bundele**  
Director





# 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



# POORNIMA

## COLLEGE OF ENGINEERING

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

Date: 12<sup>th</sup> July, 2021

### 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
Mr. Harsh Meena, (III Year Student, EE)	: Member

#### **For any inquire & Feedback please Contact undersigned:**

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

  
(Dr. Mahesh Bundeale)  
Director

**Minutes of Meeting Held on July. 20, 2021 at Office of  
Director from 02:30 -3.30 PM**

Meeting called By : Director (Dr. Mahesh Bunde)

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. Mr. Harsh Meena, (Student)

Absentees : None

**Points Discussed as below:**

- The Chief Proctor explains the Functions of the ST/SC Monitoring Cell as well as the Chief proctor read out the guidelines issued by the Govt. regarding the formation of such cell.
- In view of Secretary of the cell, an Awareness campaign may be started to aware the 1st Year students.
- The committee members reported that no any case reposted till date.

  
(Director)

Copy To:

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





# POORNIMA

## COLLEGE OF ENGINEERING

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

Date: 11<sup>th</sup> July, 2020

### 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, (Asso. Prof.)	: Secretary
Mr. Devendra Somwanshi, (Registrar)	: Member
Dr. Shuchi Dave, (Professor)	: Member
Mr. Nemi Chand Koli, (Technical Supervisor)	: Member
Mr. Harsh Meena, (II Year Student, EE)	: Member

#### **For any inquire & Feedback please Contact undersigned:**

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

  
(Dr. Mahesh Bundeale)  
Director



**Minutes of Meeting Held on July. 21, 2020 at Office of  
Director from 02:30 -3.30 PM**

Meeting called By : Director (Dr. Mahesh Bunde)

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. Mr. Harsh Meena, (Student)

Absentees : None

**Points Discussed as below:**

- The committee members introduced with each other.
- The director explains the requirement and need of such kind of cell in any institute.
- The cell members were advised to explain the students about the requirement and need of such kind of cell in any institute.
- The Chief Proctor instruct all the members that if any case found about any cast related discrimination are immediately reported to committee and an immediate meeting must be called to resolve the issue.
- The committee members are instructed by the authority to spread awareness about such cell among students.
- The Chief proctor reported that till date no any case reported under such category.

  
(Director)

Copy To:

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



Date: 13<sup>th</sup> July, 2019

### 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 Bunde, (Director)	: Chairman
Mr. Amit Gupta, (Chief Proctor)	: Vice Chairman
Mr. Raj Kumar, (Asso. Prof.)	: Secretary
Mr. Punit Shukla, (Registrar)	: Member
Dr. Shuchi Dave, (Professor)	: Member
Mr. Nemi Chand Koli, (Technical Supervisor)	: Member
Mr. Suraj Meena, (IV Year Student, ME)	: Member

#### **For any inquire & Feedback please Contact undersigned:**

Mr. Amit Gupta  
(Chief Proctor)  
E-mail: [amitgupta@poornima.org](mailto:amitgupta@poornima.org)  
Mob. No. 9001893265

  
(Dr. Mahesh Bunde)  
Director

**Minutes of Meeting Held on July. 17, 2019 at Office of  
Director from 02:30 -3.30 PM**

Meeting called By : Director (Dr. Mahesh Bunde)

Subject : ST/SC/OBC Monitoring Cell

Attendees : All Committee Members

1. Mr. Amit Gupta
2. Dr. Raj Kumar
3. Mr. Punit Shukla
4. Dr. Shuchi Dave
5. Mr. Nemi Chand Koli
6. Mr. Suraj Meena, (Student)

Absentees : None

**Points Discussed as below:**

- The committee members introduced with each other.
- The Director explains the cell members about the Acts formed by The Govt. of India and also instruct all the members to study all the relevant rules and regulations.
- The Director instruct all the members that if any case found about any cast related discrimination, should be immediately reported to the committee and an immediate action should be taken to resolve the issue.
- The committee members are were also advised to spread awareness about ST/SC/OBC Monitoring Cell among the students.
- The Chief proctor informed that no such case was reported under such category.

  
(Director)

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





# POORNIMA

## COLLEGE OF ENGINEERING

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

Date: 12<sup>th</sup> July, 2018

### 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. Om Prakash Sharma, (Director)	: Chairman
Mr. Rajeev David, (Chief Proctor)	: Vice Chairman
Mr. Atul Kumar Verma, (Asst. Prof.)	: Secretary
Mr. Punit Shukla, (Registrar)	: Member
Dr. Shuchi Dave, (Professor)	: Member
Mr. Nemi Chand Koli, (Technical Supervisor)	: Member
Mr. Suraj Meena, (III Year Student, ME)	: Member

#### **For any inquire & Feedback please Contact undersigned:**

Mr. Rajeev David  
(Chief Proctor)  
E-mail: [david@poornima.org](mailto:david@poornima.org)  
Mob. No. 9829855518

  
(Dr. Om Prakash Sharma)  
Director



**Minutes of Meeting Held on July. 18, 2018 at Office of  
Director from 02:30 -3.30 PM**

Meeting called By : Director (Dr. Om Prakash Sharma)

Subject : ST/SC/OBC Monitoring Cell

Attendees : All Committee Members

1. Mr. Rajeev David
2. Mr. Atul Kumar Verma
3. Mr. Punit Shukla
4. Dr. Shuchi Dave
5. Mr. Nemi Chand Koli
6. Mr. Suraj Meena, (Student)

Absentees : None

**Points Discussed as below:**

- The committee members introduced with each other.
- The Director instruct the cell members that they must explain the students about the requirement and need of such kind of cell in any institute.
- The Director also instruct that how this cell is help full for the students. The committee members are instructed by the authority to spread awareness about such cell among students.
- The Chief Proctor explains the Functions of the ST/SC Monitoring Cell.
- The committee members discussed about some cases that may be reported under such cell.
- The Chief proctor reported that till date no any case reported under such category.

  
(Director)

Copy To:

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



Date: 18<sup>th</sup> July, 2017

### 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. Om Prakash Sharma, (Director)	: Chairman
Mr. Rajeev David, (Chief Proctor)	: Vice Chairman
Mr. Atul Kumar Verma, (Asst. Prof)	: Secretary
Mr. Punit Shukla, (Registrar)	: Member
Dr. Shuchi Dave, (Professor)	: Member
Mr. Nemi Chand Koli, (Technical Supervisor)	: Member
Mr. Suraj Meena, (II Year Student, ME)	: Member

#### **For any inquire & Feedback please Contact undersigned:**

Mr. Rajeev David  
(Chief Proctor)  
E-mail: [david@poornima.org](mailto:david@poornima.org)  
Mob. No. 9829855518

  
**Dr. Om Prakash Sharma**  
Director

**Minutes of Meeting Held on July 22, 2017 at Office of  
Director from 02:30 -3.30 PM**

Meeting called By : Director (Dr. Om Prakash Sharma)

Subject : ST/SC/OBC Monitoring Cell

Attendees : All Committee Members

1. Mr. Rajeev David
2. Mr. Atul Kumar Verma
3. Mr. Punit Shukla
4. Dr. Shuchi Dave
5. Mr. Nemi Chand Koli
6. Mr. Suraj Meena, (Student)

Absentees : None

**Points Discussed as below:**

- Primarily, the director introduced all the Cell members.
- The Director explains the requirement and need of ST/SC/OBC Monitoring Cell in any institute in which a person belongs with such category may report his/her issue direct to the cell and the cell members ensures secrecy of such issue and try to resolve on priority.
- The committee members were instructed by the authority to spread awareness about such cell among students.
- The committee members discussed about examples of some cases that may be reported in such cell.
- The Chief proctor reported that till date, no any case reported ST/SC/OBC Monitoring Cell.

  
(Director)

Copy To:

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