



# 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

### *Notices of constitution and formation of Student Grievances Redressal Cell. (2017-18 to 2021-22)*

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

- Phone: +91-9829255102, +91-9414728922 • E-mail: [principal.pce@poornima.org](mailto:principal.pce@poornima.org)
- Website: [www.pce.poornima.org](http://www.pce.poornima.org)



# 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

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





# 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

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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
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Director  
Poornima College of Engineering  
ISI-6, FIICO Institutional Area  
Gulapura, JAIPUR



# 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

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ISI-6, FIICO Institutional Area  
Gulapura, JAIPUR





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## 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

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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
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Director, PCE

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



# 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

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& Notice Boards

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Director, PCE

  
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Director  
Poornima College of Engineering  
ISI-6, RILCO Institutional Area  
Gulapura, JAIPUR





# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2021-22/01

Date: 20<sup>th</sup> July, 2021

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

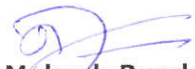
As per the AICTE Notification issued vide F. No. 35-3/Legal/2012 Dated 25.05.2012 [ANNEXURE: III], the term "Student Grievance" refers to the grievance at individual level, which has occurred because of some oversight on the part of institution/university, its administration/ employees, students etc.,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

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

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

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

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

  
Dr. Mahesh Bunde  
Director



# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2020-21/01

Date: 17<sup>th</sup> July, 2020

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Director





# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2019-20/01

Date: 01<sup>st</sup> July, 2019

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**Dr. Mahesh Bunde**  
Director



# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2018-19/01

Date: 11<sup>th</sup> July, 2018

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

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

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(Dr. Om Prakash Sharma)  
Director





# POORNIMA

## COLLEGE OF ENGINEERING

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

PCE/Admin/PR/2017-18/01

Date: 17<sup>th</sup> July, 2017

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