



# POORNIMA

## COLLEGE OF ENGINEERING

### INTER OFFICE MEMO

College:- Poornima College of Engineering

Dept.:- Director's Office

From:- Director, PCE

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

Date:-19/07/2021

Time:- 10:30 AM

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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	Mr. Ashwini Lata	Director-Students Welfare	Member	9829255103	dsw@poornima.org
4	Dr. Rekha Nair	Professor	Member	9928015794	rekhanair@poornima.org
5	Dr. Garima Mathur	Professor	Member	9829393517	drg.mathur@poornima.org
6	Ms. Shazia Haque	Asst. Professor	Member	9829318125	shazia@poornima.org
7	Mr. Shailendra kasera	Asst. Professor	Member	9983144773	shailendrakasera@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