



# POORNIMA

## INSTITUTE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution approved by RTU, AICTE & UGC • NAAC 'A' Accredited

No. PIET/PR/2025-26/AT/02

July 10, 2025

### Internal Complaints Committee

The UGC (University Grants Commission) implemented the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, via Gazette Notification dated 02 May 2016, to address sexual harassment in higher education. These regulations are binding on all universities and colleges, and they mandate the establishment of Internal Complaints Committees (ICCs) to handle complaints. The ICCs are responsible for investigating complaints of sexual harassment and ensuring a safe and supportive environment for women

**In compliance of the same, PIET has constituted Women Protection Cell / Internal Compliance Committee/Anti Sexual Harassment Cell** as Women Grievances Redressal Committee to deal with the complaints relating to Sexual harassment at the workplace. The cell enhances understanding of issues related to women and to makes the college campus a safe place for them. The cell organises Guest lectures and seminars to address all the present issues of society and their impact on girls. Also, the cell is responsible for looking into complaints related to women filed by students and staff about women's grievances in the Institution. The grievance box is placed in the Girls' Common Room where students can drop their grievances or email the same to Principal/Registrar/Presiding Officer, or can submit on TCS-iON ERP (if any). Any grievance found, is scrutinized and necessary action is taken immediately by the cell.

### **Functions of Women Grievance Redressal Cell**

- To protect the rights of women and any sorts of violence against them.
- To effectively address workplace sexual harassment complaints, assure confidentiality, and assure non-retaliation.
- To educate all students and women employees of the institute about Sexual Harassment at the workplace, its effects, and laws against it.
- To provide a platform for listening to complaints and redressal of grievance.
- To equip the female students, faculty, and staff members with knowledge of their legal rights.
- To help in knowing the importance of good health and nutrition and facilities available for them.

This committee will meet at least once in a semester or more often as required and submit its minutes of meeting to the Principal for necessary actions.

S.No.	Position	Department	Designation	Name	Email-Id
1	Presiding Officer	Applied Sciences	HoD. Professor	Dr. Sama Jain	sama.jain@poornima.org
2	Member	Youth Activist	NGO/Outside Activist	Mr. Vivek Agarwal	artoflivingyava@gmail.com
3	Member	Legal Representative	Advocate	Mr. Rajiv Surana	Suranalawchambers@gmail.com

  
PRINCIPAL



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4	Member	Artificial Intelligence & Data Science	HoD, Professor	Dr. Budesh Kanwar	budesh.kanwar@poornima.org
5	Member	CSE (IoT)	Assistant Professor	Ms. Samiksha Agarwal	samiksha.agarwal@poornima.org
6	Member	Computer Science Engineering	Student	Ms. Anushka Jaddon	2024pietcsanushka027@poornima.org
7	Member	Computer Science Engineering	Student	Ms. Ms. Divyanshi Lohar	2024pietcsdivyanshi049@poornima.org
8	Member Secretary	Computer Science Engineering	Faculty	Ms. Shikha Gautam	shikha.gautam@poornima.org

Any person found indulging in any act of sexual harassment or misconduct towards women employees or students shall be subject to appropriate disciplinary action, in accordance with the applicable institutional rules, regulations, and legal provisions.

Dr. Dinesh Goyal  
Principal & Director

**PRINCIPAL**

Poornima Institute of Engg. & Technology  
An Autonomous Institute • NAAC A  
ISI-2, RIICO Institutional Area  
Goner Road, Sitapura, Jaipur-302022

**Copy to:**

1. Chairman Office
2. Protocol Holders
3. Hostels Office
4. All HoDs (CS, AI & DS, IOT & Applied Sciences.)
5. All members of Anti-ragging committees & Squads
6. Mess Incharge
7. All Students/Faculty Members/Staff Members through Notice Board