

## **STUDENT GRIEVANCE AND REDRESSAL CELL**

Methodist College of Engineering & Technology has an effective Mechanism in order to settle genuine grievances of students, parents up to a satisfaction level so as to create a healthy relationship among the students, parent's, employees and employer. The grievance will include any matter relating to student . The committee is requested to contribute effectively to dispose the grievances at the earliest. Students Grievance Redressal Committee is established in MCET in accordance with the AICTE act 1987 .

The Students Grievance Redressal Committee of the Institute has been constituted with the aim to provide all the genuine grievances of students of the college. All Grievances should be filed by writing on paper, to the Committee Chairman of the college. The Committee will meet at least once in a month to resolve the grievances, to take inclusive decision and submit recommendations to the deciding authority for removal of alleged grievances. The student shall bring up his grievance in prescribed format immediately to the Grievance Cell without fail. In case the person is unwilling to appear in self, grievances may be dropped in writing at the Complaint box/suggestion box of the Grievance Cell.

Grievance submitted by the students are addressed systematically with active involvement and cooperation of the respective college/office connected with the grievance maintaining necessary confidentiality in handling process. Students Grievance Redressal Committee at MCET has emerged into an appropriate forum providing support and encouragement to all the students

### **OBJECTIVES :**

The main objective of the Students Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational environment on the campus. The objectives of the Students Grievance Redressal Cell are :

- To develop an organizational framework to resolve grievances of students and other Stakeholders
- To provide the students access to immediate, hassle free recourse to have their grievances redressed.
- To institute a monitoring mechanism to oversee the smooth functioning of the College.
- Ensures that the grievances are resolved on time impartially and confidentially.
- Grievance shall be considered at the earliest but in any case not later than a week.
- The cell shall hear the concerns of all parties involved.
- Complainants and Respondents shall be present in person before the cell for all hearings.
- The cell shall be committed to maintain the confidentiality of information throughout the process.
- Grievance with legal complexity like sexual harassment/misconduct or of other criminal nature shall be dealt with after taking advice from appropriate legal consultants/authorities.

- The grievance cell will find the facts and evolve a solution which is submitted to the Principal for further action.

## **FUNCTIONS OF THE CELL**

The major function of the cell is to look into the complaints lodged by any student, and judge its merit. The grievance cell also looks into matters of harassment. Anyone with genuine grievance may approach any grievance cell committee member. Grievance may also be sent through email to the coordinator of Students' Grievance Cell.

FO1 The committee will look into the complaints lodged by any student, and judge its merit.

FO2 To ensure effective solution to the student's grievances with an impartial and fair approach.

FO3 To develop a responsive and accountable attitude among all stakeholders, there by maintaining a harmonious atmosphere in college.

FO4 The cases will be solved immediately on receipt of written grievances from the students.

FO5 To develop co-ordination between students and Departments Sections to redress the grievances.

## **STUDENT GRIEVANCE AND REDRESSAL CELL**

### **Members of the Committee – 2020-21 – Faculty**

<b>S. No</b>	<b>Name of the Faculty</b>	<b>Dept.</b>	<b>Designation</b>
1	Ms. Ch. Chandana Priya	CE	Coordinator
2	Ms. V. Shailaja	CSE	Member
3	Mr. C.V.R. Sri Lalit Narayan	EEE	Member
4	Ms. O. Ameena	ECE	Member
5	Ms. Gayathri Lahari	MECH	Member
6	Ms. A. Swathi	MBA	Member
7	Ms. Ronal Vani	H & S	Member

### **Members of the Committee – 2020-21 – Students**

S. No	Roll No.	Name of the Student	Department
1	160717732008	A. MEGHANA	CE
2	160717733008	T. SAI CHARAN REDDY	CSE
3	160717734004	HEMADRI PRANEETHA	EEE
4	160717735004	PATLLOLA RAVALI	ECE
5	160717736013	GOGULAPATI PAVANI	MECH

### **Roles & Responsibilities of Committee Members**

a) **Coordinator :**

Coordinator has to conduct a meeting of the committee members in the beginning of the academic year and to take stock of the list of existing Complaints if any, that need immediate attention.

b) **Faculty Member :**

Faculty members are advised to bring any Student Complaint to the notice of cell coordinator or other members.

c) **Student Member :**

Student members have to report Complaints if any, to the members of the Student Grievance and Redressal Committee at the earliest..

### **Mechanism of Resolving Students' Grievances :**

As soon as the Committee receives a complaint, the Committee members take it to the notice of the concerned authority or the person who could help in resolving the problem directly.

The members discuss about the problem, either through a formal meeting or through an informal channel of communication, like Whatsapp Group, depending upon the nature of the issue or complaint.

If there is a need to conduct a meeting in a formal fashion, we send a Circular and call for a scheduled meeting.

All the members sit together and discuss at length and see to it that the problem is resolved at the earliest.



Estd : 2008

# METHODIST

## COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE New Delhi | Affiliated to Osmania University, Hyderabad

Address : King Koti Road, Abids, Hyderabad, Telangana, 500001 | Email : principal@methodist.edu.in

## **ANTI RAGGING COMMITTEE**

The College has Constituted the Anti Ragging Committee in the year 2014-15. The instructions were framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline in the college. All 'new comers' should attend counselling sessions organized for them from time to time by the college staff.

### **OBJECTIVES**

1. To aware the students of dehumanizing effect of ragging inherent in its perversity.
2. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
3. To promptly and stringently deal with the incidents of ragging brought to our notice

### **Functions of Anti Ragging Committee**

FO1. To educate the senior students how to conduct themselves with respect to juniors

FO2. To make them aware of existing anti ragging laws of the land.

FO3. At the time of admission when the first year students arrive in the campus, all the fresher's are informed and educated about the anti ragging committee members and their contact numbers on the orientation day.

FO4. Some senior students take oath on the dias which conveys the message that senior students do not rag the juniors.

FO5. To ensure effective solution to the students complain with a impartial and fair approach.



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### Members of the Committee – 2020-21

S. No	Name of the faculty	Dept.	Designation
1	Dr. Swathi Mathur	H&S	Coordinator
2	Dr.M Lakshmipathy Rao	Director	Member
3	Dr. Rajendraprasad Reddy	H&S Dept	Member
4	Dr. Akshay.S.K.Naidu	CE, HOD	Member
5	Mrs. P.Lavanya	CSE,HOD	Member
6	Mrs.Y.Mastanamma	EEE,HOD	Member
7	Dr NH Shobha Reddy	ECE,HOD	Member
8	Dr.A.Rajashekar	MECH,HOD	Member
9	Rani Rajan	MBA,HOD	Member
10	Dr.Anuradha Reddy	H&S,HOD	Member

### Facilities of the Cell :

A room is provided to conduct the meetings of the cell of Anti Ragging Cell.

The cell operates from the room allotted to the coordinator with a desk top computer, Printer with scanning and Common Data Entry Operator. Complaint box is installed in the college campus.

### Members of Anti-Ragging Squad

S. NO	Name of the Staff	Position	Designation
1	Dr.Rajendra Prasad Reddy	Vice Chairman	Vice Principal
2	Dr.K.AnuradhaReddy	Member	Heads of H&S Dept
3	Dr. Swathi Mathur	Coordinator	Associate Professor
4	Mr. Bharat Naik	NSS Officer	Assistant Professor
5	Mr.K.Veerabhadra Rao	Member	In-charge of Examination
6	Mr A Sachendranath	Member	Assistant Registrar
7	Mr.Isthari	Member	Librarian
8	Mr.Nageshwar Rao	Coordinator	Student Advisor
9	D.Jaganmohini	Member	Student Volunteer
10	Sachin Raj Yadav	Member	Student Volunteer
11	R. Mahendar	Member	Student Volunteer

## **DUTIES AND RESPONSIBILITIES OF THE COMMITTEE**

1. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
2. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
3. Conduct workshops against ragging menace and orient the students;
4. To provide students the information pertaining to contact address and telephone numbers of the persons identified to receive complaints/distress calls.
5. To create awareness among the students about Anti ragging.
6. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

### **Roles & Responsibilities of Committee Members**

a) **Coordinator :**

Coordinator has to conduct a meeting of the committee members in the beginning of the academic year and review the happenings in and outside the college with respect to ragging of our college students either by senior or other college students in the hostels they reside

b) **Faculty Member :**

Faculty members are advised to bring any incident of ragging to the notice of cell coordinator or other members. They have to supervise canteen when the juniors and seniors meet at the lunch time and they have to reach the hostel or the bus stop near the college if any incident of ragging occurs and report.

c) **Student Member :**

Student member have to report to the members of the anti ragging committee if they come across the incidents instantly

d) **PD/Student Welfare Officer :**

Physical Director and Student Welfare Officer who keep watch and vigil are expected to report the ragging incidents to the cell members. They also involve and solve problems as and when they notice any, in and around the college campus.





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**A.Y: 2020-21**

### **Internal Complaints Committee (ICC)**

At **Methodist College of Engineering and Technology** we truly believe in providing the best safe academic environment to all the students and its employees, particularly women. We have been actively working towards empowering women, to sensitize all such related issues and to make the college campus a protected place for women.

In compliance with the official gazette of GOI related to “**The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013**”, an “**Internal Complaints Committee**” has been established by the college. The ‘Women Development Cell/Women Welfare Cell’ which was established initially in the college to create awareness of the Women’s rights and to empower women, has been now taken over by “**Internal Complaints Committee**”.

#### **Functions of the cell**

1. To promote and nourish a thriving culture for its stakeholders (female students & employees).
2. To create awareness pertaining to gender sensitization.
3. To provide a conducive platform for the stakeholders to air their grievances and ensure timely redressal through the ‘Grievance Redressal System’ in place.

#### **General Roles and Responsibilities:**

- (1) Dissemination of information and awareness generation (i.e. to create & communicate a detailed policy).
- (2) To constitute a sub- committee at the departmental level comprising of faculty and student members for the welfare of women .
- (3) Ensure that the members are trained in both skill & capacity in striving for an equal, safe and harmonious environment.
- (4) To address and resolve grievances if any, on a timely basis.
- (5) Prepare an annual report of the departmental women welfare activities and submit to the authorities.



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### Internal Complaints Committee (ICC)

#### Co-ordinator:

1. Preparing the Almanac of ICC, constitute sub-committees of faculty & student members for execution of work on women welfare.
2. Organize meetings at regular intervals and at times as per the immediate requirement of complaints received for effective functioning of the cell.
3. Preparing Annual Report and submission to the concerned authority.
4. Procurement of adequate resources for administration & functioning of the cell.
5. Inspire the members to make efforts to maintain gender parity, sexual harassment-free and positive environment in the college campus.

#### Faculty Members:

1. Execute the work assigned during meetings for functioning of the cell.
2. Monitor & support the student members for dissemination of information for awareness generation.
3. Provide training in skill & capacity to all the members in striving for equal, safe & harmonious environment.
4. To address & resolve grievances if any on a timely basis.
5. Prepare reports of sub-committees of the activities undertaken and submit to Co-ordinator.

#### Student Members:

1. Report to faculty members for taking up the work assigned in relation to the functioning of the cell.
2. Seek the guidance & support of the faculty & cell co-ordinator for execution of tasks related to the cell.
3. Remain vigilant while in the campus for prevention of any unwarranted behavior among the students and report the same to faculty/Co-ordinator on a timely basis in case it is observed.
4. Provide assistance to faculty members in the execution of their tasks related to the cell.
5. Inculcate discipline among all the students for a grievance free & friendly college environment.





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### Internal Complaints Committee (ICC)

The ICC Comprises of Following Committee Members (Faculty) A.Y: 2020-21

S.No	Name	ICC Designation	Designation	Department	Mobile No.	email-Ids	
1	Mrs.Rani Rajan	Co-ordinator	Assoc. Prof & HOD	DBM(MBA)	9985733465	hodmba@methodist.edu.in	ranir70@gmail.com
2	Ms.A.Swathi	Member	Assistant Professor	DBM(MBA)	9505224454	swathiallibada@methodist.edu.in	swathiallibada@gmail.com
3	Mrs.V.Sailaja	Member	Associate Professor	CSE	9948489320	vsailaja@methodist.edu.in	sailaja.bha@gmail.com
4	Mrs.Mary Soujanya	Member	Assistant Professor	Civil	9948566791	marysoujanya@methodist.edu.in	marysoujanya18@gmail.com
5	Mrs.V.Saketha	Member	Assistant Professor	EEE	9703836191	vsaketha@methodist.edu.in	dsakethareddy@gmail.com
6	Mrs.Sonalaxmi	Member	Associate Professor	H&S	7799011112	sona.iruvanti@methodist.edu.in	sonairuvanti@gmail.com
7	Dr.Manilal	Member	Associate Professor	H&S	9848122463	nagamanilal@methodist.edu.in	drtnm1al@gmail.com
8	Mrs.O.Ameena	Member	Assistant Professor	ECE	8919611095	ameenaashraf11@gmail.com	ameenafarhat@yahoo.com
9	I.Sowjanya	Member	Assistant Professor	Mech	7799865586	itikyalapadusowjanya@methodist.edu.in	itikyalapadusowjanya@gmail.com

Co-ordinator



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S. No.	Name of the Event	Date	No. Of Participants	Resource Person Details
1	The struggle of women to strike a fine balance at home and work during the pandemic	14.09.2020	192	Mrs. Ramya Raman, Freelancer & Trainer at Ramakrishna Math, Hyderabad
2	International Women's Day 2021	08.03.2021	196	Dr. Shoba Reddy HoD- ECE, MCET

**ICC Co-ordinator**



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**Date: 14.09.2020**

The Internal Complaints Committee (ICC) organised a Program for Female Students & Faculty of Methodist college of Engineering and Technology on **14<sup>th</sup> September 2020**. A Seminar was scheduled with the contemporary issue titled –‘ **The struggle of women to strike a fine balance at home and work during the pandemic**’.The speaker of the seminar was **Mrs.Ramya Raman, Freelancer & Trainer at Ramakrishna Math, Hyderabad**. The event went on successfully with a total of **192 participants** who were students and also faculty.

The speaker sought the attention of the audience with a lively and interactive session. The theme was intended to highlight the struggle of women world over to cope with the health issue of herself, family and at the same time strike a fine balance between her work and family chores.



A handwritten signature in blue ink, likely belonging to the ICC Co-ordinator.

**ICC Co-ordinator**



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Date: 08.03.2021

The Internal Complaints Committee (ICC) organised a Program for celebrating the International Women's Day for Female Students & Faculty of Methodist college of Engineering and Technology on **8<sup>th</sup> March 2021**. The chief guest of the program was **Dr.Shoba Reddy, HoD-ECE, MCET**. Also Women HoDs of all the departments also attended the program to encourage the students and the faculty. All the participants extended their support for the International Women's Day **theme #ChooseToChallenge** by raising their hands and to show their support and that they commit to choose to challenge and call out inequality. A video display was scheduled highlighting the women achievers in various fields. Various games were conducted as part of the program to the female students. The program was conducted successfully with a total of **196 participants** who were students and also faculty from all the engineering branches and also MBA.

The faculty and students were asked to speak about their challenging journey so far and how they overcame through their tough times to reach their goals in life. Many faculty and students actively participated and made the event successful.

A handwritten signature in blue ink, consisting of stylized initials and a surname, is placed on a light blue rectangular background.

ICC Co-ordinator



**International Women's Day Celebration 08.2021**









A handwritten signature in blue ink, appearing to be 'S. S.', is written on a white rectangular background.

**ICC Co-ordinator**