

METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 18/09/2014

CIRCULAR

Meeting of Anti Ragging Committee is scheduled on 19/09/2014 at 11.30 AM in the Principals chamber. All the members are informed to attend the meeting.

The meeting agenda is as follows:

- 1 Regarding monitoring measures to prevent ragging in the college campus.
2. Early measures to be taken to further consolidate prevention and prohibition of ragging in the college.

We request you to kindly make it convenient to attend the meeting.

Copy to :

1. All the committee members
2. Director/Principal/Dean/Vice Principal
3. All Heads of Department
4. Administrative Officer
5. Student Welfare Officer

Coordinator



**METHODIST COLLEGE OF
ENGINEERING & TECHNOLOGY**
Affiliated to Osmania University - College Code - 1607

Date: 28/10/2014

Circular

This is to inform you that a meeting of Students Mentoring & Grievance redressal committee will be held on 29/10/2014, Wednesday, from 03:00 P.M. at the Principal's Chamber.

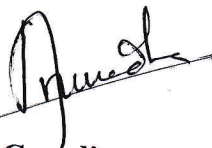
All members are requested to attend the meeting to discuss the following agenda.

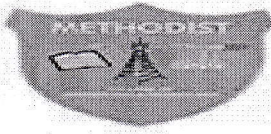
1. Cleanliness in college environment

We request you to kindly make it convenient to attend the meeting of MCET Students Mentoring & Grievance redressal committee.

Copy to:

2. All the committee members
3. Director/Principal/Dean of the college
4. All the Heads of Department


Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

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Date: 29/10/2014

Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 29/10/2014, Wednesday, from 02:00 p.m. in the MBA Block.

All members are requested to attend the meeting to discuss the following agenda.

1. Activity Calendar
2. Poster design and display
3. Workshop discussion
4. Any other matter related to the cell.

I request you to kindly make it convenient to attend the meeting.

Copy to:

- All the committee members
- Director/Principal/Dean of the college
- All the Heads of Department

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ICC Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

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Date: 29/10/2014

Minutes of meeting

The meeting of the Students Grievances Redressal Committee started at 3.00 p.m. under the Chairmanship Dr. Giridhar Akula(Principal).

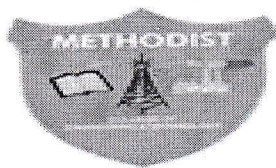
Following members were present for the meeting.

S.No	Name	Dept	Designation	Signature
1	Dr.k.Anuradha Reddy	HoD H&S Dept	Coordinator	
2	T Prakruthi	MECH	Faculty Member	
3	Ms. J.Sneha	CE	Faculty Member	
4	Mr. T Sravan Kumar	ECE	Faculty Member	
5	Mr.P.Rajinikanth	EEE	Faculty Member	
6	Sujatha Gopal	H&S	Faculty Member	
7	Mrs. V. Sailaja	CSE	Faculty Member	
8	Mrs.Rani Rajan	HOD/MBA	Faculty Member	

1. Students reported grievances regarding Cleanliness in college environment. A regular cleaning schedule on college campus is must. Dr.k.Anuradha Reddy HoD H&S Dept discussed about requirement of separate dustbins in classrooms and corridors. In each block there must be trash bin and regular disposal of wastage is needed. All the boards in the classroom must be thoroughly cleaned daily.
2. Mr. T Sravan Kumar ECE reported about cleanliness of tables in the classroom. Proper sanitation in classroom and corridors is needed. So the above mentioned grievances are noted and discussed with supervisor and ensured that the grievance will be sorted out within a week after discussing with all committees.

As there were no more grievances to discuss, the meeting ended with a vote of thanks.

Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

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Date: 19/09/2014

Minutes of meeting

Minutes of the Meeting of the College Anti-Ragging Committee for the academic year 2014-2015 held on 19th September, in the Principal's Office at 11.30 A.M to discuss on the agenda. Following members were present for the meeting.

S.N o.	Name	Designation	Committee designation	Signature
1	DR. V.S.Giridhar Akula	Principal	Chairman	
2	DR.S. Venkateshwar	Director	Convener	
3	Prof. P. Rajendra Prasad Reddy	Vice Principal	Member	
4	Dr. N.H.Shobha Reddy	HOD/ECE	Member	
5	Mrs. P.Lavanya	HOD/CSE	Member	
6	Dr. U.S.Vara Prasad	HOD/MECH	Member	
7	Dr. K.Anuradha Reddy	HOD/H&S	Member	
8	Ms.Rani Rajan	HOD/MBA	Member	
9	Mr C.V.R.Sriilalit Narayana	Assoc. Prof./EEE	Member	
10	Mr. K.Veerabhadra Rao	Asst. Prof./H&S	Member	
11	Mr. A.Sachendranath	A.O/ADMN	Member	
12	Mr. Nageshwar Rao	SWO/ADMN	Member	

The Meeting of the Anti-Ragging Committee of the college for the session 2014-2015 started at 11.30 a.m. under the Chairmanship of Dr. V.S.Giridhar Akula , Principal and Chairperson. Initially, the Convener welcomed all the members and then the meeting started by taking the items of the agenda.

1. The chairman welcomed all the participants of the meeting.
2. Resolved to confirm the minutes of the previous meeting .
3. There shall be student representatives in any committee related to ragging.
4. The committee discussed that mischievous elements shall be identified and mischievous behaviour shall be liable for punishment as per the rules of the institution.

5. The committee discussed and instructed the supervisor to erect notice boards in all conspicuous places and to display Anti-Ragging provisions and penalties.
6. It was discussed that it is the responsibility of senior students to guide the fresher's whenever they approach them for any kind of help.
7. Seniors must ensure that no ragging is taking place anywhere in campus. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials.
8. The committee decided to have different lunch timing so that seniors cannot have contact with juniors.

The meeting ended with vote of thanks.



Coordinator



Agenda for the ICC Meeting (A.Y:2014-15)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 29.10.2014

Duration : 1 hr

Venue : Block A (M.B.A Staff Room)

Points to be discussed:

- Activity Calendar
- Poster design and display
- Workshop discussion
- Any other matter related to Women Development Cell

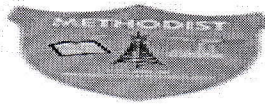
All are requested to bring relevant documents/information/report for the discussion in the meeting

Minutes of the Meeting:

The meeting of Women Development Cell Committee was held on 29.10.2014 in the room(M.B.A Staff Room) From:2.00 pm to 3.00 pm.

Members who attended the meeting:

S.No	Name	ICC Designation	Designation	Department	Mobile No.	Signature
1	Mrs.Rani Rajan	Co-ordinator	Associate Professor & HOD	DBM(MBA)	9985733465	
2	Mrs.Shiba Rani Manjula	Member	Assistant Professor	DBM(MBA)	7799372279	
3	Mrs.V.Sailaja	Member	Associate Professor	CSE	9948489320	
4	Mrs.V.Saketha	Member	Assistant Professor	EEE	9703836191	
5	Mrs.Sonalaxmi	Member	Associate Professor	H&S	7799011112	
6	Mrs.O.Ameena	Member	Assistant Professor	ECE	8919611095	
7	Ms.Sireesha Rani	Member	Assistant Professor	Mech	9177111566	

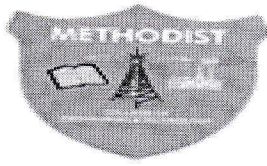


The following points were discussed:

- Role and responsibility of WDC in college
- Role and responsibility of the WDC members
- Identified and discussed the members and their profiles
- Discussed how to make the students aware of this WDC
- Students discussed their problems
- Discussed how to go about the promotional activities like Workshop and all

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Co-ordinator



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Date: 19/09/2014

REPORT

The committee members decided that there shall be student representatives in any committee related to ragging. The mischievous elements shall be identified and mischievous behaviour shall be liable for punishment as per the rules of the institution. The committee discussed and instructed the supervisor to erect notice boards in all conspicuous places and to display Anti-Ragging provisions and penalties.

It was instructed that it is the responsibility of senior students to guide the fresher's whenever they approach them for any kind of help. They must ensure that no ragging is taking place anywhere in campus. If any incident of ragging occurs it is the duty of senior students to bring it to the notice of higher officials. The committee decided to have different lunch timing so that seniors cannot have contact with juniors.


Coordinator



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Date: 29-10-2014

REPORT

Student's grievance regarding a comment by a boy on her physique is reported. A meeting was convened by ICC on 29th October 2014, in the MBA Block. All the committee members were present.

ICC Co-ordinator Mrs.Rani Rajan HOD-MBA discussed the issue with the student and assured that warning will be given to that boy & counselling will be done to mend his behaviour.

ICC Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

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Date:29/10/2014

REPORT

Student's grievances regarding Cleanliness in college environment are reported. Students Grievance redressal committee meeting was held on 29th October 2014 in the Principal's Chamber at 3:30pm. All the committee members were present on the day of the meeting. Dr.k.Anuradha Reddy HoD H&S Dept discussed about requirement of separate dustbins in classrooms and corridors. In each block there must be trash bin and regular disposal of wastage is needed. All the boards in the classroom must be thoroughly cleaned daily.

Mr. T Sravan Kumar ECE reported about cleanliness of tables and benches in the classroom. A regular cleaning schedule on college campus is must. It was discussed in the meeting that as requested by students need good clean Environment and the chairperson of the committee informed that the matter will be discussed with the management and will see that the grievance will be solved within a week.


Coordinator