

METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 28/09/2015

CIRCULAR

Meeting of Anti Ragging Committee is scheduled on 29/09/2015 at 12.00 PM in the Principals chamber. All the members are informed to attend the meeting.

The meeting agenda is as follows:

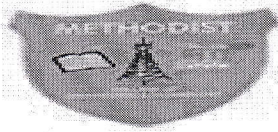
1 .To discuss the measures being taken to prevent ragging in the college and enforce protocol ,steps to safe guard the newly admitted students.

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
6. Physical Director


Coordinator



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

Date: 12/02/2015

Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 12/02/2015, Thursday, from 02:00 p.m. in the MBA Block.

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

1. Conducting workshop for students
2. Conducting awareness program on legal guidelines
3. Developing awareness on immunisation and general health for women faculty and students
4. Any other matter related to ICC.

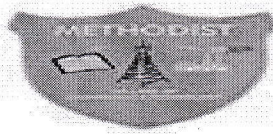
I request you to kindly make it convenient to attend the meeting.

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**
Affiliated to Osmania University - College Code - 1607

Date: 22/09/2015

Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 22/09/2015, Tuesday, from 02:00 p.m. in the MBA Block.

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

1. To discuss on the execution of resolutions of earlier meeting
2. Awareness of sexual harassment
3. How to come out with that harassment-orientation programme

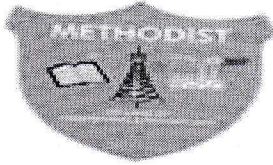
I request you to kindly make it convenient to attend the meeting.

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

Affiliated to Osmania University - College Code - 1607

Date:10/09/2015.

Circular

This is to inform you that a meeting of Mentoring & Grievance redressal committee will be held on 11/09/2015, Wednesday, from 11:00 A.M. at the Principal Chamber. All members are requested to attend the meeting to discuss the following agenda.

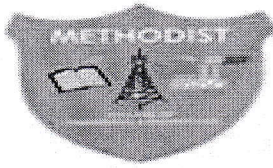
3. Confirmation to the minutes of the last meeting held on 29/10/2014.
4. Issue regarding drinking water facility. Water purifier should be cleaned regularly

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

Copy to:

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


Coordinator



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

Date: 11/09/2015

Minutes of meeting

The meeting of the Students' Mentoring & Grievances Redressal Committee started at 11.00 a.m. under the Chairmanship of Dr. Giridhar Akula(Principal).

Following members were present for the meeting.

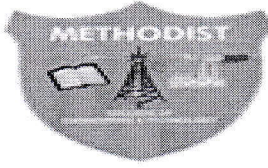
S.No	Name	Dept	Designation	Signature
1	Dr.k.Anuradha Reddy	HoD H&S Dept	Coordinator	
2	T Prakruthi	MECH	Faculty Member	
3	Ms. J.Sneha	CE	Faculty Member	
4	Mr. T Sravan Kumar	ECE	Faculty Member	
5	Mr.P.Rajinikanth	EEE	Faculty Member	
6	Sujatha Gopal	H&S	Faculty Member	
7	Mrs. V. Sailaja	CSE	Faculty Member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

Following are the minutes of the meeting.

1. Minutes of the last meeting held on 29/10/2014 were readout and all the members confirmed the minutes.
2. Students complained regarding drinking water facility. They want separate water facility in each floor. They also complained that the water purifiers should be cleaned on a regular basis as the water stinks.
3. Mrs. V. Sailaja CSE discussed that there must be thorough monitoring in cleaning of purifiers and water should be germ free. All refrigerators must be cleaned and area should be sanitised.
4. Mrs.Rani Rajan suggested that at least two refrigerators must be provided separately for girls and boys in each floor.
5. The committee discussed the issue in detail with the supervisor and instructed him to arrange water on each floor and to check that the water purifiers are cleaned everyday so that there will be no problem for students regarding drinking water

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

Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 29/09/2015.

Minutes of meeting

Minutes of the Meeting of the College Anti-Ragging Committee for the academic year 2015-2016 held on 29th September, in the Principal's Office at 12.00 PM to discuss on the agenda. Following members were present for the meeting.

S.No.	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. Ramesh	HOD/EEE	Member	
10	Mr. Vijay kumar	HOD/CIVIL	Member	
11	Mr. C.V.R.Sriilalit Narayana	Assoc. Prof./EEE	Member	
12	Mr. K.Veerabhadra Rao	Asst. Prof./H&S	Member	
13	Mr. A.Sachendranath	A.O/ADMN	Member	
14	Mr. Nageshwar Rao	SWO/ADMN	Member	
15	Mr.Shameen Ilyas	PD	Member	


The Meeting of the Anti-Ragging Committee of the college for the session 2015-2016 started at 12.00 p.m. under the Chairmanship of Dr. V.S.Giridhar Akula , Principal and Chairperson. Initially, the Convener welcomed all the members and following points were discussed.

The chairman welcomed all the participants of the meeting.

1. Minutes of the previous meeting were read out and confirmed by all the members.

2. It was decided that there should be student representatives from each branch in the Anti-Ragging committee.
3. Anti-Ragging committee members are advised to address 2nd, 3rd, and 4th year students regarding ragging and its implications
4. It was decided that the Members of the Anti-Ragging Committee will act as squad members for overall monitoring and supervision in the classrooms as well in the campus. Any student found indulge in such cases may immediately brought into the notice of the authority.
5. In every department a committee of teachers should be formed to monitor the activities of students especially during lunch hours/recess and also in bus stops.
6. The non-teaching staff in every department should also remain alert towards incidents of ragging. They should report promptly any case, which comes to their notice.
7. Members of anti-ragging committee should make frequent rounds in the college campus and surroundings.
8. To establish cordial relationship between seniors and junior students it was decided to organise Fresher's day in the last week of October.

The meeting ended with vote of thanks.



Coordinator



Agenda for the Meeting (A.Y:2015-16)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 28.03.16

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- Discussing the ways of Self Defence for girls and women
- Creating awareness on Traffic rules and regulations among girl students and women faculty members
- Discussing how to cope up with stress both in the college and home
- Any other matter related to Women Development Cell

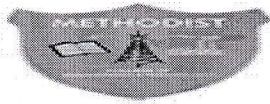
All are requested to bring relevant documents/information/report for the discussion in the meeting

Minutes of the Meeting:

The meeting of Women Development Cell Committee was held on 28.03.16 in the 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	Mrs.G.Swetha	Member	Assistant Professor	Mech	9177111566	

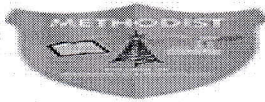


The following points were discussed:

- Decided to conduct awareness programme by the Woman faculty members and girl students to teach the ways of self defence
- Awareness programmes on traffic rules and regulations to be conducted
- Coping stress with yoga classes and energy healing sessions in the college.

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Co-ordinator



Agenda for the Meeting (A.Y:2015-16)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 12.02.2015

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- Conducting workshop for students
- Conducting awareness program on legal guidelines
- Developing awareness on immunisation and general health for women faculty and students
- Any other matter related to Women Development Cell

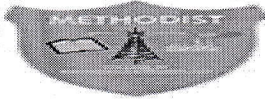
All are requested to bring relevant documents/information/report for the discussion in the meeting

Minutes of the Meeting:

The meeting of Women Development Cell Committee was held on 12.2.15 in the MBA room on staff 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	Mrs.G.Swetha	Member	Assistant Professor	Mech	9177111566	



The following points were discussed:

- Title of the workshop to be finalised while discussing with the students
- Awareness programmes on legal guidelines will be conducted
- Health awareness program for faculty and students will be organised with consultation with Principal/Director of the college.

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Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

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Date: 29/09/2015

REPORT

The committee members decided that there shall be student representatives from each branch in the Anti-Ragging committee. The members are advised to address 2nd, 3rd, and 4th year students regarding ragging and its implications. It was decided that the Members of the Anti-Ragging Committee will act as squad members for overall monitoring and supervision in the classrooms as well in the campus. Any student found indulge in such cases may immediately brought into the notice of the authority.

In every department a committee of teachers should be formed to monitor the activities of students especially during lunch hours/recess and also in bus stops. The non-teaching staff in every department should also remain alert towards incidents of ragging. They should report promptly any case, which comes to their notice. Members of anti-ragging committee should make frequent rounds in the college campus and surroundings.

Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

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Date: 22-09-2015

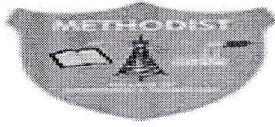
REPORT

Female Student's grievance regarding an offensive song sung by a boy is reported. A meeting was convened by the ICC on 22nd of September, 2015, 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 and in future he should behave properly.

A handwritten signature in blue ink, appearing to be "Rani Rajan", written in a cursive style.

ICC Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 11/09/2015

REPORT

Students lodged an opinion regarding drinking water facility. They want separate water facility in each floor. They also complained that the water purifiers should be cleaned on a regular basis as they the water stinks. So the student submitted the grievance about the issue to the principal.

Students Grievance redressal committee meeting was held on 11th September 2015 at 11:00am in the Principal Chamber to discuss the above mentioned issue. All the committee members were present on the day of the meeting. Students complaints regarding drinking water facility came up for discussion and a meeting was called for within 3 days. The committee members Dr.A.Rajasekhar, Mrs. V. Sailaja & Mrs.Vani discussed the issue in detail with the supervisor and instructed him to arrange water on each floor and to check that the water purifiers are cleaned everyday so that there will be no problem for students regarding drinking water. All refrigerators must be cleaned and area should be sanitised. Mrs.Rani Rajan suggested that at least two refrigerators must be provided separately for girls and boys in each floor.


Coordinator