

# **METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY**

Affiliated to Osmania University - College Code - 1607

Date: 07/09/2016

## **CIRCULAR**

Meeting of Anti Ragging Committee is scheduled on 08/09/2015 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 functions and duties of the committee.
2. To discuss the measures for prohibition of ragging at the college level.

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: 28/03/2016

## Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 28/03/2016, Monday, 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 the ways of self-defence for girls and women
2. Creating awareness on traffic rules and regulations among girl students and women faculty members.
3. Discuss how to cope up with stress both in the college and home
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 Departments

ICC Co-ordinator



# METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 28/09/2016

## Circular

This is to inform you that a meeting of Mentoring & Grievance redressal committee will be held on 29/09/2016, Thursday, from 03.00 p.m. at the Principal Chamber. All members are requested to attend the meeting to discuss the following agenda.

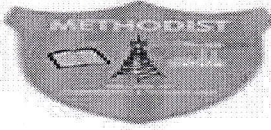
1. Issue regarding Sanitation of washrooms.

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 ENGINEERING & TECHNOLOGY**

Affiliated to Osmania University - College Code - 1607

Date: 29/09/2016

## **Circular**

This is to inform you that a meeting of Internal Complaints Committee will be held on 29/09/2016, Thursday, 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 the challenges and opportunities at workplace for the women faculty members
2. To discuss the work culture and ethics to be followed in the college by both girl students and women faculty members.
3. Any other matter related to ICC.

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

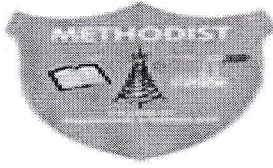
### **Copy to:**

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

A handwritten signature in blue ink, appearing to be 'A'.

**ICC Co-ordinator**





# METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date:29/09/2016

## Minutes of meeting

The meeting of the Students' Mentoring & Grievances Redressal Committee started at 03.00 p.m. under the Chairmanship of Dr.M.Lakshmi pathi Rao . (Director)

Following members were present for the meeting.

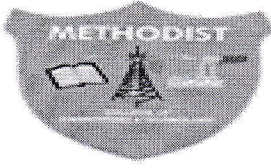
S.No	Name	Dept	Designation	Signature
1	Dr.k.Anuradha Reddy	HoD H&S Dept	Coordinator	
2	Dr.A. Rajasekhar	HoD/Mech	Faculty Member	
3	Mrs.Rani Rajan	HoD/MBA	Faculty Member	
4	Mrs.Ch.Chandana Priya	CE	Faculty Member	
5	Mr.T.Sravan Kumar	ECE	Faculty Member	
6	Mr.J.Bhumaiah	EEE	Faculty Member	
7	Mrs. Vani	H&S	Faculty Member	
8	Mrs.V.Sailaja	CSE	Faculty Member	

Following are the minutes of the meeting.

1. Minutes of the last meeting held on 11/09/2015 were read out and all the members confirmed the minutes.
2. Students complained regarding sanitation of washrooms. They want separate hand sanitizer and hand dryers in washrooms. They also complained that they need separate dustbins and waste disposal should be done regularly.
3. Mrs.Ch.Chandana Priya CE suggested that for every 3 hrs gap cleaning should be done and room freshener should be provided in order to avoid stink.
4. Dr.k.Anuradha Reddy mentioned proper hygiene is required and tissues should be provided for girls wasroom.
5. The committee discussed all the matters in detail with members and decided to do the needful to the students.

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: 09/09/2016.

## Minutes of meeting

Minutes of the Meeting of the College Anti-Ragging Committee for the academic year 2016-2017 held on 8<sup>th</sup> 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. Rajashekar A	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, V.V	HOD/CIVIL	Member	
11	Mr. C.V.R.Sriilalit Narayana	Asst. 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 2016-2017 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. The faculty and members of anti ragging committee shall further inform the students about the consequences of ragging and ensure that no incident of ragging takes place in the college and other vulnerable places.
4. The principal and HOD'S shall make efforts that no class should be left unattended by the teacher which gives scope for seniors for ragging.
5. It was decided that Anti-Ragging committee should take rounds at different locations i.e, corridors, canteen, parking places, hostels, playground etc to avoid ragging activities.
6. The committee also decided that 1<sup>st</sup> year students should be kept separately from senior students as far as possible during lunch break, intervals and while going home.
7. To organize meeting with students to advise them to regulate their own movements and interactions, specially strangers or undesirable characters.
8. Coordinator is directed to conduct meeting frequently and discuss day to day situation in the campus and inform to the higher authorities.

The meeting ended with vote of thanks.



Coordinator



## Minutes of the Meeting:

The meeting of Women Development Cell Committee was held on 29.09.16 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	Ms.A.Swathi	Member	Assistant Professor	DBM(MBA)	9505224454	
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 create awareness about challenges and opportunities in the workplace by conducting some workshops
- Regarding work culture and ethics it was decided to conduct programmes in the college and appraise the women staff of ethics.
- Discussed and decided to make the WDC meetings more meaningful by including points which are more relevant to the women's issues.

Co-ordinator





## Minutes of the Meeting:

The meeting of Women Development Cell Committee was held on 08.02.17 in the M.B.A staff Room from 2.00 pm to 3.00 pm.

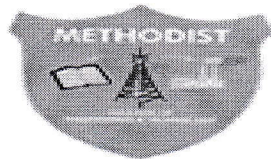
Members who attended the meeting:

S.No	Name	ICC Designation	Designation	Department	Mobile No.	Signature
1	Mrs.Rani Rajan	Co-ordinator	Associate Professor & HOD	DBM(MBA)	9985733465	
2	Ms.A.Swathi	Member	Assistant Professor	DBM(MBA)	9505224454	
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 sensitize the students on the issues related to female students & staff.
- Sensitizing the women staff and girl students on their Rights and Responsibilities with regard to marriage and property inheritance.
- Discussed and decided to make the WDC meetings more meaningful by including points which are more relevant to the women's issues.

Co-ordinator



# **METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY**


Affiliated to Osmania University - College Code - 1607

Date: 9/09/2016

## REPORT

The committee members decided that there should be student representatives from each branch in the Anti-Ragging committee. The faculty and members of anti ragging committee shall further inform the students about the consequences of ragging and ensure that no incident of ragging takes place in the college and other vulnerable places. The principal and HOD'S shall make efforts that no class should be left unattended by the teacher which gives scope for seniors for ragging.

It was decided that Anti-Ragging committee should take rounds at different locations i.e, corridors, canteen, parking places, hostels, playground etc to avoid ragging activities. The committee also decided that 1<sup>st</sup> year students should be kept separately from senior students as far as possible during lunch break, intervals and while going home. To organize meeting with students to advise them to regulate their own movements and interactions, specially strangers or undesirable characters. The coordinators were directed to conduct meeting frequently and discuss day to day situation in the campus and inform to the higher authorities.



Coordinator



# **METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY**

Affiliated to Osmania University - College Code - 1607

**Date:29/09/2016**

## **REPORT**

Students lodged an opinion regarding sanitation of washrooms. They want separate hand sanitizer and hand dryers in washrooms. They also complained that they need separate dustbins and waste disposal should be done regularly. So the student submitted the grievance about the issue to the principal.

Students Grievance redressal committee meeting was held on 29<sup>th</sup> September 2016 at 03:00pm 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 sanitation of washrooms came up for discussion and a meeting was called for within 3 days. Mrs.Ch.Chandana Priya CE suggested that for every 3 hrs gap cleaning should be done and room freshener should be provided in order to avoid stink. Dr.k.Anuradha Reddy mentioned proper hygiene is required and tissues should be provided for girls washroom. The committee discussed all the matters in detail with members and decided to do the needful to the students.

**Coordinator**