

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

Date: 07/08/2017

**CIRCULAR**

Meeting of Anti Ragging Committee is scheduled on 08/08/2017 at 10.30 AM in the Principals chamber. All the members are informed to attend the meeting.

The meeting agenda is as follows:

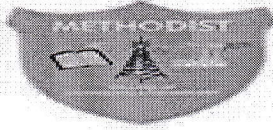
1. To discuss the measures being taken to prevent ragging in the college.
2. Regarding monitoring measures for prevention and prohibition of ragging in the college campus.
3. Discuss roles and responsibilities of the committee

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: 08/02/2017

## Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 08/02/2017, 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 problems of female students and staff in the college
2. To discuss the efficacy of laws pertaining to property and marital rights of women in India.
3. Any other matter related to ICC.

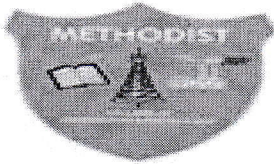
I request you to kindly make it convenient to attend the meeting.

### 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 'AB'.

ICC Co-ordinator



# **METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY**

Affiliated to Osmania University - College Code - 1607

Date: 14/09/2017

## **Circular**

This is to inform you that a meeting of Mentoring & Grievance redressal committee will be held on 15/09/2017, Tuesday, from 12.00 p.m. at the Principal Chamber. All members are requested to attend the meeting to discuss the following agenda.

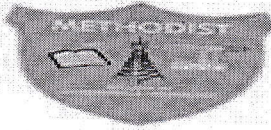
1. Facilities in Girls waiting hall

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: 16/09/2017

**Circular**

This is to inform you that a meeting of Internal Complaints Committee will be held on 16/09/2017 Saturday, 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 issue of cyber safety for girls and women in the college
2. To discuss the feasibility of conducting a workshop on “violence against women”
3. To sensitize the boy students and male faculty about the gender issues.
4. Any other matter related to the Cell

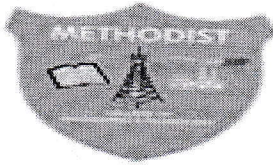
I request you to kindly make it convenient to attend the meeting.

**Copy to:**

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

**ICC Co-ordinator**





# METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 15/09/2017

## Minutes of meeting

The meeting of the Students' Mentoring & Grievances Redressal Committee started at 03.00 p.m. in the Principal's Chamber.

Following members were present for the meeting.

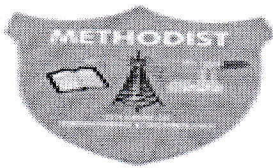
S.No	Name	Dept	Designation	Signature
1	Dr.k.Anuradha Reddy	HoD H&S Dept	Coordinator	
2	Dr.A. Rajasekhar	HoD/Mech	Faculty Member	
3	Mrs.Rani Rajan	HoD/MBA	Faculty Member	
4	Mrs.Ch.Chandana Priya	CE	Faculty Member	
5	Mr.T.Sravan Kumar	ECE	Faculty Member	
6	Mr. P.Rajini Kanth	EEE	Faculty Member	
7	Mrs.Vani	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 29/09/2016 were read out and all the members confirmed the minutes.
2. Girl students complained that they medical facilities first aid kit in the waiting room and in case of any emergency they need proper facilities to take rest
3. Mrs.Vani and Mrs.V.Sailaja addressed the problems faced by girls during emergency and suggested that they need a spacious comfortable waiting hall in each department with beds and all facilities.
4. Dr.k.Anuradha Reddy mentioned that proper sanitation should be done in waiting hall.
5. Mrs.V.Sailaja also mentioned that proper tables and indoor games should be provided in waiting halls
6. 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: 09/08/2017

## Minutes of meeting

Minutes of the Meeting of the College Anti-Ragging Committee for the academic year 2017-2018 held on 9<sup>th</sup> August 2018 in the Principal's Office at 10.30 A.M to discuss on the agenda. Following members were present for the meeting.

S.No.	Name	Designation	Committee designation	Signature
1	DR. RAVINDER G REDDY	Principal	Chairman	
2	DR. M LAKSHMIPATHI RAO	Director	Convener	
3	DR.S. VENKATESHWAR	Dean	Member	
4	Prof. P. RAJENDRA PRASAD REDDY	Vice Principal	Member	
5	Dr. N.H.SHOBHA REDDY	HOD/ECE	Member	
6	Mrs. P.LAVANYA	HOD/CSE	Member	
7	DR .A. RAJASEKHAR	HOD/MCEH	Member	
8	DR. AKSHAY .S.K. NAIDU	HOD/CIVIL	Member	
9	Mrs. Y MASTANAMMA	HOD/EEE	Member	
10	DR. K.ANURADHA REDDY	HOD/H&S	Member	
11	Mrs. RANI RAJAN	HOD/MBA	Member	
12	Mr. C.V.R.SRIILALIT NARAYANA	Assoc. Prof./EEE	Member	
13	Mr. K.VEERABHADRA RAO	Asst. Prof./H&S	Member	
14	Mr. A.SACHENDRANATH	A.O/ADMN	Member	
15	Mr. NAGESHWAR RAO	SWO/ADMN	Member	
16	Mr. SHAMEEM			

The Meeting of the Anti-Ragging Committee of the college for the session 2018-2019 started at 10.30 a.m. under the Chairmanship of Dr. Ravinder G Reddy, Principal and Chairperson. Initially, the Convener welcomed all the members and then the meeting started by taking the items of the agenda.

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



2. Members of anti-ragging committee should create awareness on ragging and its consequences to students.
3. Separate timings should be followed for First year students so that seniors don't get chance to interact with juniors.
4. Members of the committee should instruct First year students to be alert and if they face any kind of ragging it should be immediately reported to higher officials.
5. It was decided that Telephone no's of Anti-ragging committee should be printed on a sheet and it should be given to every fresh student admitted.
6. Members should make frequent rounds in the college campus and surroundings.
7. A committee of teachers should be formed from each department to monitor the activities of students in the campus.. Posters, rules and regulations of Anti-Ragging should be put up in and around the college to generate awareness amongst students on ragging.



Coordinator



## Minutes of the Meeting:

The meeting of Women Development Cell Committee was held on 16.09.17 in the M.B.A staff Room from 2.00 pm to 3.00 pm.

Members who attended the meeting:

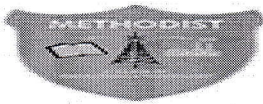
S.No	Name	ICC Designation	Designation	Department	Mobile No.	Signature
1	Mrs.Rani Rajan	Co-ordinator	Associate Professor & HOD	DBM(MBA)	9985733465	
2	Ms.A.Swathi	Member	Assistant Professor	DBM(MBA)	9505224454	
3	Mrs.V.Sailaja	Member	Associate Professor	CSE	9948489320	
4	Mrs.V.Saketha	Member	Assistant 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 make posters on cyber safety to bring awareness among the girls and women staff of the college
- Decided to conduct some special drives to appraise the staff of the violence against women
- Decided to bring some posters on Gender sensitization so that the male staff and the boys of the college are sensitised with the gender issues
- 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 29.03.18 in the M.B.A staff Room from 2.00 pm to 3.00 pm.

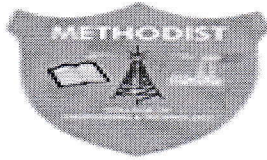
Members who attended the meeting:

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:

- Discussed and decided to conduct rural camps and bring awareness among the parents regarding "Beti bachao and Beti padhao"
- Discussed and decided to prepare a skit and enact it by the girl students on the leadership qualities among women and how they are beneficial to the entire family.
- Discussed and decided to make the WDC meetings more meaningful by including points which are more relevant to the women's issues.

Co-ordinator



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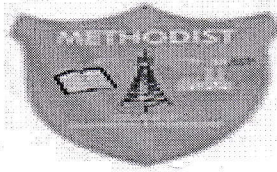
Date: 9/08/2017

## REPORT

Members of anti-ragging committee were asked to create awareness on ragging and its consequences to students. Separate timings should be followed for First year students so that seniors don't get chance to interact with juniors. Members of the committee should instruct First year students to be alert and if they face any kind of ragging it should be immediately reported to higher officials.

It was decided that Telephone no's of Anti-ragging committee should be printed on a sheet and it should be given to every fresh student admitted. Members should make frequent rounds in the college campus and surroundings. A committee of teachers should be formed from each department to monitor the activities of students in the campus.. Posters, rules and regulations of Anti-Ragging should be put up in and around the college to generate awareness amongst students on ragging.

  
Coordinator



# **METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY**

Affiliated to Osmania University - College Code - 1607

**Date: 16-09-2017**

## **REPORT**

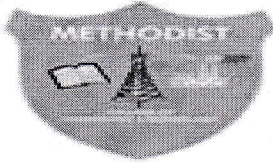
Many students reported that there were no proper rest rooms for them in the college. A meeting was convened by the ICC on 16th of September, 2017, in the MBA Block. All the committee members were present.

ICC Co-ordinator Mrs.Rani Rajan HOD-MBA discussed the issue with the students and assured that the matter will be discussed with the Management and will see that proper measures will be taken shortly.

A handwritten signature in blue ink, consisting of stylized initials and a surname, positioned above the title of the ICC Co-ordinator.

**ICC Co-ordinator**





# **METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY**

Affiliated to Osmania University - College Code - 1607

**Date:**15/09/2017

## **REPORT**

Students lodged an opinion regarding Facilities in Girls waiting hall and sanitation Students requested that they need medical facilities first aid kit in the waiting room and in case of any emergency they need proper facilities to take rest So the student submitted the grievance about the issue to the principal.

Students Grievance redressal committee meeting was held on 15<sup>th</sup> September 2017 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 Facilities in Girls waiting hall came up for discussion and a meeting was called for with in 3 days. Mrs.Vani and Mrs.V.Sailaja addressed the problems faced by girls during emergency and suggested that they need a spacious comfortable waiting hall in each department with beds and all facilities.Dr.k.Anuradha Reddy mentioned that proper sanitation should be done in the waiting hall.Mrs.V.Sailaja also mentioned that proper tables and indoor games should be provided in waiting halls.

The committee discussed all the matters in detail with members and decided to do the needful to the students.

  
**Coordinator**