



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 Students 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 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 Damania 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: 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

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line with a small loop at the end.

Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 11/09/2015

Minutes of meeting

The meeting of the Students Grievance 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 of the faculty	Dept.	Designation	Signature
1	Dr. Anuradha	H&S,HOD	Coordinator	
2	Dr. A. Rajasekhar, HOD	MECH	Member	
3	Mrs. Ch.Chandana Priya	CE	Member	
4	Mr. T Sravan Kumar	ECE	Member	
5	Mr.J.Bhumajiah	EEE	Member	
6	Mrs. Vani	H&S	Member	
7	Mrs. V. Sailaja	CSE	Member	
8	Mrs.Rani Rajan	MBA,HOD	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.Vani 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



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	



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

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.

A handwritten signature in black ink, appearing to be 'CB'.

Co-ordinator



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

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 22.09.15

Duration : 1 hour

Venue : M.B.A STAFF ROOM

Points to be discussed:

- Discussion on the execution of resolutions of earlier meeting
- Awareness of sexual harassment
- How to come out with that harassment –orientation programme

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 22.09.2015 in the room on MBA Staff Room from 2.00 pm to 3.00pm.

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	



**METHODIST COLLEGE OF
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The following points were discussed:

- Conducting awareness program on legal guidelines
- Developing awareness on immunisation and general health for women faculty and students
- Safety of Women in work place

A handwritten signature in black ink, appearing to be 'H'.

Co-ordinator



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.

Co-ordinator



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 of the faculty	Dept.	Designation	Signature
1	Mr A Sachendranath	H&S	Coordinator	
2	Dr. V.S. Giridhar Akula	Principal	Member	
2	Mr. V Venkata Vijay kumar	CE	Member	
3	Mrs. P. Lavanya	CSE, HOD	Member	
4	V. Saketha Reddy	EEE	Member	
5	Dr. N.H. Shobha Reddy	ECE, HOD	Member	
6	Dr. A. Rajashekar	ME, HOD	Member	
7	Dr. Anuradha Reddy	H&S, HOD	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



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



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

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 black ink, appearing to be "Rani Rajan", is written above the typed name of the ICC Co-ordinator.

ICC Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

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**
Affiliated to Orissa University - College Code - 1607

Date: 28/10/2014

Circular

This is to inform you that a meeting of Students Grievance redressal committee will be held on 29/10/2014, Wednesday, from 03:00 P.M. at the Principal 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 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**
Affiliated to Osmania University - College Code - 1607

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

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

ICC Co-ordinator



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



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 of the faculty	Dept.	Designation	Signature
1	K Anuradha	H&S,HOD	Coordinator	
2	T Prakruthi	MECH	Member	
3	Ms. J.Sneha	CE	Member	
4	Mr. T Sravan Kumar	ECE	Member	
5	Mr.P.Rajinikanth	EEE	Member	
6	Sujatha Gopal	H&S	Member	
7	Mrs. V. Sailaja	CSE	Member	
8	Mrs.Rani Rajan	MBA,HOD	Member	

1. Students reported grievances regarding Cleanliness in college environment. A regular cleaning schedule on college campus is must.K.Anuradha Reddy HoD H&S Dept discussed 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. Mrs.A.Rani Rajan MBA 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



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

Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

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.No	Name of the faculty	Dept.	Designation	Signature
1	Mr A Sachendranath	H&S	Coordinator	
2	Dr.V.S.GiridharAkula	Principal	Member	
3	Dr.Rajendra Prasad Reddy	H&S Dept	Member	
4	Mr.V.Venkata Vijaya Kumar	CE, HOD	Member	
5	Mrs.P.Lavanya	CSE,HOD	Member	
6	K.AnuradhaReddy	H&S,HOD	Member	
7	R venkata rami reddy	ME	Member	
8	Mr.C.V.R.SrilalitNarayan	EEE	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.



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Dsmania University - College Code - 1607

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.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.

Ms.A.Rani rajan MBA 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



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

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.

A handwritten signature in black ink, appearing to be 'Rani Rajan', is written above the title 'ICC Coordinator'.

ICC Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY


Affiliated to Osmania University - College Code - 1607

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



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

07/08/2018

Circular

Meeting of Students grievance redressal committee is scheduled on 08/08/2018 in A-Block, Room No.101 at 3:30pm. All the members are informed to attend the meeting. All members are requested to attend the meeting to discuss the following agenda.

1. Confirmation to the minutes of the last meeting held on 15/09/2017.

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

Copy to:

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


Co-ordinator





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

Circular

Date: 29/03/2018

This is to inform you that a meeting of Internal Complaints Committee will be held on 29/03/2018 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 how to educate the rural people regarding educating their girl child
2. To discuss the ways of developing the qualities of leadership among women
3. 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 Darmania University - College Code - 1807

Date: 09/08/2018

Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 09/08/18 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 Women empowerment in India
2. To discuss on domestic violence and sexual violence
3. 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



Date: 23/01/2019

Circular

This is to inform you that a meeting of Internal Complaints Committee will be held on 23/01/2019, Wednesday, 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 'declining child sex ratio.'
2. To discuss the issue of gender equality.
3. To discuss the issue of development professionalism in the girl students and woman staff.
4. Any other matter related to 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 Darmania University - College Code - 1607

Date: 11/07/2018

CIRCULAR

Meeting of Anti Ragging Committee is scheduled on 12/07/2018 at 11.30 AM in the Principals chamber. All the members are informed to attend the meeting.

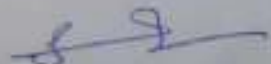
The meeting agenda is as follows:

1. To read and confirm the minutes of the previous meeting.
2. Regarding monitoring measures to prevent ragging in the college campus.
3. Early measures to be taken to further consolidate prevention and prohibition of ragging in the college.
4. Matters relating to complaint.

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: 08/08/2018

Minutes of meeting

Meeting of Students Grievance redressal committee was held on 08/08/2018 at 3:30 p.m. in A-Block, Room No. 101.

Following members were present for the meeting.

S.No	Name of the faculty	Dept.	Designation	Signature
1	Dr. Anuradha	H&S, H OD	Coordinator	
2	Mrs. Ch.Chandana Priya	CE	Member	
3	Mrs. V. Sailaja	CSE	Member	
4	Mr.CVR Sri Lalit Narayana	EEE	Member	
5	Mrs.O Arneena	ECE	Member	
6	Mrs.Gayathri Lahari	MECH	Member	
7	Ms.A.Swathi	MBA	Member	
8	Mrs.Vani	H&S	Member	

Following are the minutes of the meeting.

1. Minutes of the last meeting held on 15/09/2017 were read out and all the members confirmed the minutes.

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 - 1507

Agenda for the Meeting (A.Y:2018-19)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 09.08.18

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- To discuss on women empowerment in India
- To discuss on domestic violence and sexual violence
- Any other matter related to Women Development Cell

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



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Minutes of the Meeting:


The meeting of Women Development Cell Committee was held on 09.08.18 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.
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.Sallaja	Member	Associate Professor	CSE	9948489320
4	Mrs.Mary Soujanya	Member	Assistant Professor	Civil	9948566791
5	Mrs.V.Saketha	Member	Assistant Professor	EEE	9703836191
6	Mrs.Sonalaxmi	Member	Associate Professor	H&S	7799011112
7	Dr.Manilal	Member	Associate Professor	H&S	9848122463
8	Mrs.O.Ameena	Member	Assistant Professor	ECE	8919611095
9	Mrs.Swetha	Member	Assistant Professor	Mech	9177111566

The following points were discussed:

- Discussed and decided to bring awareness among the staff and girl students about the women entrepreneurs and encourage the girls to become successful in life .
- Discussed and decided to instil courage in the woman staff and girls to speak out any kind of violence
- Discussed and decided to make the WDC meetings more meaningful by including points which are more relevant to the women's issues.


Co-ordinator

Agenda for the Meeting (A.Y:2018-19)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 23.01.19

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- To discuss the issue of 'declining child sex ratio'
- To discuss the issue of gender equality
- To discuss the issue of developing professionalism in the girl students and woman staff
- Any other matter related to Women Development Cell

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

S.No	Name	ICC Designation	Designation	Department	Mobile No.
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.Mary Soujanya	Member	Assistant Professor	Civil	9948566791
5	Mrs.V.Saketha	Member	Assistant Professor	EEE	9703836191
6	Mrs.Sonalaxmi	Member	Associate Professor	H&S	7799011112
7	Dr.Manilal	Member	Associate Professor	H&S	9848122463
8	Mrs.O.Ameena	Member	Assistant Professor	ECE	8919611095
9	Mrs.Swetha	Member	Assistant Professor	Mech	9177111566

Handwritten signatures and initials in blue ink are present to the right of the table, corresponding to each row. Some are clearly legible, such as 'Sona' and 'Swetha', while others are more scribbled.

The following points were discussed:

- Decided to conduct a workshop on the issues related to declining ~~of~~ girl child sex ratio
- Sensitizing the male staff on gender equality by way of posters
- Decided to stress on the importance of professionalism by way of organising some skits by the girl students
- Discussed and decided to make the WDC meetings more meaningful by including points which are more relevant to the women's issues.

Handwritten signature in blue ink above the text 'Co-ordinator'.

Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Dornania University - College Code - 1607

Date: 13/07/2018

Minutes of meeting

Minutes of the Meeting of the College Anti-Ragging Committee for the academic year 2018-2019 held on 13th July 2018 in the Principal's Office at 11.30 A.M to discuss on the agenda. Following members were present for the meeting.

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

The Meeting of the Anti-Ragging Committee of the college for the session 2018-2019 started at 11.30 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. The committee read and confirmed the minutes of the previous meeting of the Anti-Ragging Committee held on 9th August 2017. The committee gave confirmation to the minutes.
2. The committee discussed regarding measures to be taken to further consolidate prevention and prohibition of ragging in the college campus, the College Authority has taken necessary steps in consolidating for prevention and prohibition of ragging from the beginning of each academic year



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CamScanner

3. Committee discussed regarding monitoring measures to prevent ragging in the college campus, 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.
4. Matters relating to complaint – since there is no single matter of complaint either from the student's sector or from the Members of staff during the session, which reflects a ragging-free campus.

Since there were no other matter to discuss, the meeting ended with a vote of thanks and regard to all the members present.


Coordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY


Affiliated to Osmania University - College Code - 1607

Date: 09-08-2018

REPORT

Many students requested for some transportation during emergency in the college timings. A meeting was convened by the ICC on 9th of August, 2018, 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.


ICC Co-ordinator





METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Osmania University - College Code - 1607

Date: 13/07/2018

REPORT

The committee discussed regarding measures to be taken to further consolidate prevention and prohibition of ragging in the college campus, the College Authority has taken necessary steps in consolidating for prevention and prohibition of ragging from the beginning of each academic year committee discussed regarding monitoring measures to prevent ragging in the college campus.

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. Matters - Since there is no single matter of complaint either from the student's sector or from the Members of staff during the session, which reflects a ragging-free campus.



Coordinator





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 Students 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 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: 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

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ICC Co-ordinator



**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

ICC Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

Affiliated to Orissa 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:29/09/2016

Minutes of meeting

The meeting of the Students Grievance redressal committee started at 03.00 p.m. under the Chairmanship of Dr.M.Lakshmipathi Rao . (Director)

Following members were present for the meeting.

S.No	Name of the faculty	Dept.	Designation	Signature
1	Dr. Anuradha	H&S,HOD	Coordinator	
2	Dr. A. Rajasekhar, HOD	MECH	Member	
3	Mrs. Ch.Chandana Priya	CE	Member	
4	Mr. T Sravan Kumar	ECE	Member	
5	Mr.P.Rajinikanth	EEE	Member	
6	Mrs.Vani	H&S	Member	
7	Mrs. V. Sailaja	CSE	Member	
8	Mrs.Rani Rajan	MBA,HOD	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

Agenda for the Meeting (A.Y:2016-17)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 29.09.16

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- To discuss the challenges and opportunities at workplace for the woman faculty members
- To discuss the work culture and ethics to be followed in the college by both girl students and women faculty members
- 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 29.09.16 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



Agenda for the Meeting (A.Y:2016-17)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 08.02.17

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- To discuss the problems of female students & staff in the college
- To discuss the efficacy of laws pertaining to property and marital rights of women in India
- Any other matter related to ICC-Women Development Cell

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



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

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: 09/09/2016.

Minutes of meeting

Minutes of the Meeting of the College Anti-Ragging Committee for the academic year 2016-2017 held on 8th 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 of the faculty	Dept.	Designation	Signature
1	Mr A Sachendranath	H&S	Coordinator	
2	Dr.V.S.GiridharAkula	Principal	Member	
2	Dr. S.Venkateshwar	CE, HOD	Member	
3	Mrs.P.Lavanya	CSE,HOD	Member	
4	Mr.J.Ramesh	EEE	Member	
5	Dr. N.H.Shobha Reddy	ECE	Member	
6	Dr.A.Rajashekar	ME,HOD	Member	
7	Dr.Anuradha Reddy	H&S,HOD	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 1st 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

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



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

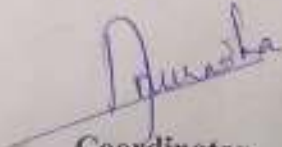
Affiliated to Osmania University - College Code - 1607

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 29th 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



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 1st 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: 14/09/2017

Circular


This is to inform you that a meeting of Students 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 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: 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

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ICC Co-ordinator



**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

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

ICC Co-ordinator



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: 15/09/2017

Minutes of meeting

The meeting of the Students Grievance redressal committee started at 03.00 p.m. in the Principal's Chamber.

Following members were present for the meeting.

S.No	Name of the faculty	Dept.	Designation	Signature
1	Dr.K.Anuradha	H&S	Coordinator	
2	Mrs. Ch.Chandana Priya	CE	Member	
3	Mrs.V. Sailaja	CSE	Member	
4	Mr.K.Maheswar Reddy	EEE	Member	
5	Mr. T Sravan Kumar	ECE	Member	
6	Dr. A.Rajasekhar	MECH,HOD	Member	
7	Mrs.Rani Rajan	MBA,HOD	Member	
8	Mrs.Vani	H&S	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

Agenda for the Meeting (A.Y:2017-18)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 16.09.17

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- To discuss the issue of cyber safety for girls and women in the college
- To discuss the feasibility of conducting a workshop on "violence against women"
- To sensitize the boy students and male staff about the gender issues
- 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 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



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

Agenda for the Meeting (A.Y:2017-18)

Name of the meeting : Internal Complaint Committee (WDC)

Date of the meeting : 29.03.18

Duration : 1 hour

Venue : M.B.A staff Room

Points to be discussed:

- To discuss how to educate the rural parents regarding educating their girl children
- To discuss the ways of developing the qualities of Leadership among women
- 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 29.03.18 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



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 9th 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 of the faculty	Dept.	Designation	Signature
1	Mr A Sachendranath	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	Member	
8	Dr.A.Rajashekar	MECH,HOD	Member	
9	Dr.Anuradha Reddy	H&S,HOD	Member	

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.



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 15th 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



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, appearing to be "Rani Rajan".

ICC Co-ordinator



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY


Affiliated to Osmania University - College Code - 1607

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