



MALLA REDDY ENGINEERING COLLEGE FOR WOMEN

(Autonomous Institution – UGC Govt. of India)

Accredited by NBA and NAAC, GOVT. of India

*Approved by AICTE, Affiliated to JNTUH, ISO 9001:2015 Certified Institution
Maisammaguda, Dhulapally, Secunderabad-500100*

FUNCTIONS OF INTERNAL COMPLAINTS COMMITTEE

- To receive and take cognizance of complaints made in the campus and give every complaint serious consideration.
- Implementation of the Internal Complaints Committee relating to the prevention of sexual harassment.
- It is empowered to initiate an inquiry into the complaints in the campus according to the Internal Complaints Committee advices.
- ICC has the power to summon witnesses and parties to state the committee.
- Initiate and conduct an inquiry as per the ICC.
- Submit findings and recommendations of all such inquiries.
- Coordinate with the complainant in implementing appropriate action.
- Maintain strict confidentiality throughout the process as per established guidelines of the Internal Complaints Committee.
- Submit reports in the prescribed format if any action taken towards complaint.
- Keep the identity of the complainant confidential throughout the process.
- Internal Complaints Committee has to create a fearless environment.

Frequency of the Meeting: Twice in a year


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**Academic Year
2018-19**



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COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE A.Y 2018-19

S.No	Name	Designation	Role
1.	Dr.Y.Madhavee Latha	Principal,MRECW	Chair Person
2.	Dr. N.Sreekanth	HOD, ECE	Member Secretary
3.	Dr.C V P R Prasad	HOD, CSE	Member
4.	Miss D.Srivalli	I/C HOD, IT	Member
5.	Mr. V. Brahmam Yadav	I/C HOD, EEE	Member
6.	Dr. Mirona	HOD, H&S	Member
7.	Dr. P.Suvarchala Devi	HOD, MBA	Member
8.	Dr L.Malliga	COE	Member
9.	Dr N.Jagadeeshan	Addl. COE	Member


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Circular

Date: 06-08-2018

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 08-08-2018 at 11:30 AM in the Principal Conference Hall. All the committee members are requested to attend the meeting to discuss the following agenda.

Agenda:

- Confirmation of the minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Addressing internal Complaints.

Any other discussion with the permission of the chair


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ATTENDENCE SHEET

INTERNAL COMPLAINTS COMMITTEE MEMBERS (A. Y 2018-2019)

S.No	Name	Designation	Role	Signature
1.	Dr.Y.Madhavee Latha	Principal,MRECW	Chair Person	
2.	Dr. N.Sreekanth	HOD, ECE	Member Secretary	
3.	Dr.C V P R Prasad	HOD, CSE	Member	
4.	Miss D.Srivalli	I/C HOD, IT	Member	
5.	Mr. V. Brahmam Yadav	I/C HOD, EEE	Member	
6.	Dr. Mirona	HOD, H&S	Member	
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INTERNAL COMPLAINTS COMMITTEE

MINUTES OF MEETING

Date: 08-08-2018

The Internal Complaints Committee meeting was held on 08-08-2018 at 11:30 am in the Principal Conference Hall under the chairmanship of the Principal, Dr. Y. Madhavee Latha. The following discussions were held during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The committee members received and observed the complaints.

Complaint:

Students of III-year CSE Section-A have expressed their complaint related to bolt of bathroom door in the Block-II Second floor along with malfunctioning of flush faucet.

- The Internal Complaints Committee members discussed about the complaint and the committee requested the Admin of MRECW to ensure the functioning of faucet and fixing of bolt for the door.
- The members also planned for the further smooth conduction of all Academic and Institutional activities to avoid any complaints even in future.

CC to all the Internal Complaints Committee members.

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INTERNAL COMPLAINTS COMMITTEE

ACTION TAKEN REPORT

The Internal Complaints Committee Meeting was held on 08.08.2018 in the Principal Conference Hall. The following are the action taken.

Complaint:

Students of III year CSE Section-A have expressed their complaint related to bolt of bathroom door in the Block- II second floor along with malfunctioning of flush faucet.

Action Taken:

1. The committee resolved the complaint with the help of admin.
2. Committee also implemented a thorough checking of the bolts in all the bathrooms periodically so that no such complaints would come.

The committee assured for monitoring the smooth flow of all academic and non-academic activities further.

CC to all the Internal Complaints Committee members.


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Circular

Date: 02-01-2019

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 04-01-2019 at 11:30 AM in the Principal Conference Hall. All the committee members are requested to attend the meeting to discuss the following agenda.

Agenda:

- Confirmation of the minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Addressing internal Complaints.

Any other discussion with the permission of the chair


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INTERNAL COMPLAINTS COMMITTEE

MINUTES OF MEETING

Date: 04-01-2019

The Internal Complaints Committee meeting was held on 04-01-2019 at 11:30 am in the Principal Conference Hall under the chairmanship of the Principal, Dr. Y. Madhavee Latha. The following discussions were held during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The committee members were happy that there are no internal complaints received.
- The members also planned for the further smooth conduction of all Academic and Institutional activities to avoid any complaints even in future.

CC to all the Internal Complaints Committee members.


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INTERNAL COMPLAINTS COMMITTEE

ACTION TAKEN REPORT

The Internal Complaints Committee Meeting was held on 04.01.2019 in the Principal Conference Hall. The following are the action taken.

As there are no complaints received, the committee concluded that there were no issues related to academic and non-academic activities. The committee is happy and assured for monitoring the smooth flow of all academic and non-academic activities further.

CC to all the Internal Complaints Committee members.


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