

Academic Year

2019 – 2020



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

COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE(A.Y 2019-20)

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.	Dr. K. Jayarajan	HOD, IT	Member
5.	Dr. A.Ganga Dinesh	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: 05-08-2019

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 07-08-2019 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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ATTENDENCE SHEET

INTERNAL COMPLAINTS COMMITTEE MEMBERS (A.Y2019-20)

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	
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INTERNAL COMPLAINTS COMMITTEE

MINUTES OF MEETING

Date: 07-08-2019

The Internal Complaints Committee meeting was held on 07-08-2019 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 07.08.2019 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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Circular

Date: 04-01-2020

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 06-01-2020 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: 06-01-2020

The Internal Complaints Committee meeting was held on 06-01-2020 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 observed the complaints.

Complaint:

Students of II-year EEE have expressed their grievance related to the non-functioning of fan in Block-I G24 classroom.

- The ICC members discussed the issue with the Admin Dept. and called Electrician to solve as early as possible.
- 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 06.01.2020 in the Principal Conference Hall. The following are the action taken.

Complaint:

Students of II-year EEE have expressed their complaint related to the non-functioning of fan in Block-I G24 classroom.

Action Taken:

1. The committee resolved the complaint with the help of admin department and insisted to make a thorough checking of the fans in all the rooms periodically so that no such complaints would come.

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

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