

ACADEMIC YEAR

2020-21



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 2020-21)

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.Vijaya Madhavi	HOD, EEE	Member
6.	Dr. Mirona	HOD, H&S	Member
7.	Dr. P.Sri Vani	HOD, CSE(Specializations)	Member
8.	Dr. P.Suvarchala Devi	HOD, MBA	Member
9.	Dr L.Malliga	COE	Member
10.	Dr N.Jagadeeshan	Addl. COE	Member


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Circular

Date: 08-08-2020

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 10-08-2020 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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ATTENDENCE SHEET

INTERNAL COMPLAINTS COMMITTEE MEMBERS (A.Y. 2020-21)

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.	Dr. K.Jayarajan	HOD, IT	Member	
5.	Dr. Vijaya Madhavi	HOD, EEE	Member	
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INTERNAL COMPLAINTS COMMITTEE

MINUTES OF MEETING

Date: 10-08-2020

The Internal Complaints Committee meeting was held on 10-08-2020 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 discussed and addressed internal complaints received.

Complaint:

N. Pravallika of I year CSE-AI&ML has expressed complaint for CAMBRIDGE Certification Training.

- The ICC committee members discussed the complaint with the English department and requested to arrange the faculty for the CAMBRIDGE Certification Training.
- 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

Date:11-08-2020

The Internal Complaints Committee Meeting was held on 10.08.2020 in the Principal Conference Hall. The following are the action taken.

Complaint:

N. Pravallika of I year CSE-AI&ML has expressed complaint for CAMBRIDGE Certification Training.

Action Taken:

1. The committee resolved the complaint with the help of English Department.

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: 05-01-2021

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 07-01-2021 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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MINUTES OF MEETING

Date: 07-01-2021

The Internal Complaints Committee meeting was held on 07-01-2021 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

Date: 09-01-2021

The Internal Complaints Committee Meeting was held on 07.01.2021 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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