

**ACADEMIC YEAR**

**2021-22**



# 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 21-22

S.No	Name	Designation	Role
1.	Dr.Y.Madhav 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. B.Subba Reddy	HOD, IT	Member
5.	Dr.Vijaya Madhavi	HOD, EEE	Member
6.	Dr. Mirona	HOD, H&S	Member
7.	Dr. G. Kalpana	HOD, AI&ML	Member
8.	Dr. P.Sri Vani	HOD, CS	Member
9.	Dr. S. Pradeep	HOD, IOT	Member
10.	Dr. P.Suvarchala Devi	HOD, MBA	Member
11.	Dr L.Malliga	COE	Member
12.	Dr N.Jagadeeshan	Addl. COE	Member

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## Circular

Date: 05-08-2021

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 09-08-2021 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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## ATTENDANCE SHEET

### INTERNAL COMPLAINTS COMMITTEE MEMBERS (A.Y 2021-22)

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. B.Subba Reddy	HOD, IT	Member	
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### **INTERNAL COMPLAINTS COMMITTEE**

#### **MINUTES OF MEETING**

Date:09-08-2021

The Internal Complaints Committee meeting was held on 09-08-2021 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: 11-08-2021**

The Internal Complaints Committee Meeting was held on 09.08.2021 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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### **Circular**

Date: 03-01-2022

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 05-01-2022 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: 05-01-2022

The Internal Complaints Committee meeting was held on 05-01-2022 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 and action plan was discussed for the internal complaints received.

#### Complaint:

P.Srithraya (20RH1A06728) of II-year CSE(DS) has expressed her complaint related to the submission of Assignments. She complained that the faculty are pressurizing for the submission of Assignments with in the time for which she is feeling difficult to fulfill due her to personal problems.

- The ICC members discussed with the concerned department HOD and faculty, instructed the faculty to give extra time to her for the submission of assignments by considering genuine reasons.
- 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: 07-01-2022

The Internal Complaints Committee Meeting was held on 05.01.2022 in the Principal Conference Hall. The following are the action taken.

#### Complaint:

P.Srithraya (20RH1A06728) of II-year CSE(DS) has expressed her complaint related to the submission of Assignments. She complained that the faculty are pressurizing for the submission of Assignments with in the time for which she is feeling difficult to fulfill due her to personal problems.

#### Action Taken:

Complaint given by the student was noted.

1. The committee resolved the complaint with the help of faculty.

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

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