

(Autonomous Institution – UGC Govt. of India)

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Approved by AICTE, Affiliated to JNTUH, ISO 9001:2015Certified 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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Malla Reddy Engineering College for Word UGC AUTONOMOUS INSTITUTION Maisammaguda, Dhulapally (Post) (Via) Kompally, Secundarabad-500 108

ACADEMIC YEAR 2023-24



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COMPOSITION OF INTERNAL COMPLAINTS COMMITTEE A.Y 2023-24

S.No	Name	Designation	Role
1.,	Dr.Y.Madhavee Latha	Principal,MRECW	Chair Person
2.	Dr. N.Sreekanth	Vice Principal	Member Secretary
3.	Dr. K.Sudhakar	HOD, ECE	Member
4.	Dr.M.Vanitha	HOD, CSE(A&B)	Member
5.	Dr.Y.Geetha Reddy	HOD, CSE(C&D)	Member
6.	Dr. B.Subba Reddy	HOD, IT	Member
7.	Dr.Vijaya Madhavi	HOD, EEE	Member
8.	Dr. Mirona	HOD, H&S	Member
9.	Dr. G. Kalpana	HOD, AI&ML	Member
10.	Dr. V. Pradeep	HOD, DS	Member
11.	Dr. P.Sri Vani	HOD, CS	Member
12.	Dr. S. Pradeep	HOD, IOT	Member
13.	Dr. P.Suvarchala Devi	HOD, MBA	Member
14.	Dr L.Malliga	COE	Member
15.	Dr N.Jagadeeshan	Addl. COE	Member

Malla Reddy Engineering College for Women UGC AUTONOMOUS INSTITUTION Maisammaguda, Dhulapally (Post) (Via) Kompally, Secundarabad-900 100



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Circular

Date: 01-08-2023

All the members of the Internal Complaints Committee are hereby informed that the Internal Complaints Committee meeting is scheduled to be held on 03-08-2023 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 COMPLAINTSCOMMITTEEMEMBERS (A.Y 2023-24)

S.No	Name	Designation	Role	Signature
1,0	Dr.Y.Madhavee Latha	Principal,MRECW	Chair Person	Umb159
2.	Dr. N.Sreekanth	Vice Principal	Member Secretary	N. Seath
3.	Dr. K.Sudhakar	HOD, ECE	Member	K8.8
4.	Dr.M.Vanitha	HOD, CSE(A&B)	Member	m. voutr
5.	Dr.Y.Geetha Reddy	HOD, CSE(C&D)	Member	Sleede
6.	Dr. B.Subba Reddy	HOD, IT	Member	BSpeedy
7	Dr. Vijaya Madhavi	HOD, EEE	Member	S V mollow
8.	Dr. Mirona	HOD, H&S	Member	8
9.	Dr. G. Kalpana	HOD, AI&ML	Member	Reg
10.	Dr. V. Pradeep	HOD, DS	Member	Merch
11.	Dr. P.Sri Vani	HOD, CS	Member	Psilla
12.	Dr. S. Pradeep	HOD, IOT	Member	Joe Da
13.	Dr. P.Suvarchala Devi	HOD, MBA	Member	bi rsb
14.	Dr L.Malliga	COE	Member	800
15.	Dr N.Jagadeeshan	Addl. COE	Member	& JRK



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INTERNAL COMPLAINTS COMMITTEE MINUTES OF MEETING

Date: 03-08-2023

The Internal Complaints Committee meeting was held on 03-08-2023 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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2.	Dr. N.Sreekanth	Vice Principal	Member Secretary	N. Sedle
3,	Dr. K.Sudhakar	HOD, ECE	Member	K80
4.	Dr.M.Vanitha	HOD, CSE(A&B)	Member	m. voits
5.	Dr.Y.Geetha Reddy	HOD, CSE(C&D)	Member	8 keda
6.	Dr. B.Subba Reddy	HOD, IT	Member	Bsloody
7,,	Dr. Vijaya Madhavi	HOD, EEE	Member	Symadlar
8.	Dr. Mirona	HOD, H&S	Member	8
9.	Dr. G. Kalpana	HOD, AI&ML	Member	Reg
10.	Dr. V. Pradeep	HOD, DS	Member	1/7
11.	Dr. P.Sri Vani	HOD, CS	Member	Psulia
12.	Dr. S. Pradeep	HOD, IOT	Member	Jeede
13.	Dr. P.Suvarchala Devi	HOD, MBA	Member	dr. P82
14.	Dr L.Malliga	COE	Member	8~
15.	Dr N.Jagadeeshan	Addl. COE	Member	B3-6



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INTERNAL COMPLAINTSCOMMITTEE ACTION TAKEN REPORT

Date: 05-08-2023

The Internal Complaints Committee Meeting was held on 03.08.2023 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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