

ADMINISTRATIVE MANUAL



MALLA REDDY ENGINEERING COLLEGE FOR WOMEN
(Autonomous Institution - UGC, Govt. Of India)
Maisammaguda, Dhullapally, Secunderabad - 500100.
www.mallareddyecw.com

ADMINISTRATION STRUCTURE
INDEX

| S. No. | Administration Structure | Page Number |
|---------------|---|--------------------|
| 1 | Vision | 1 |
| 2 | Mission | 1 |
| 3 | Quality Policy | 1 |
| 4 | Organisational Chart | 2 |
| 5 | Organisational Setup | 3 |
| 6 | Chairman | 3 |
| 7 | Secretary | 3 |
| 8 | Malla Reddy Educational Society | 3 |
| 9 | Principal | 4 |
| 10 | Heads of the Departments | 5 |
| 11 | Governing Body | 7 |
| 12 | Academic Council | 8 |
| 13 | Internal Quality Assurance Committee (IQAC) | 9 |
| 14 | Research and Development Cell Committee | 11 |
| 15 | Counseling and Mentoring Cell | 12 |
| 16 | Global Education and Career Guidance Committee | 13 |
| 17 | Entrepreneurship Development Cell and IIC | 14 |
| 18 | Industry Institute Partnership Cell Committee | 15 |
| 19 | Training and Placement Committee | 16 |
| 20 | Finance, Budget & Procurement Committee | 17 |
| 21 | Infrastructure & Facilities Maintenance Committee | 18 |
| 22 | Grievances & Redressal Cell | 19 |
| 23 | Anti-Ragging Committee | 20 |

| | | |
|----|-------------------------------|----|
| 24 | Women Protection Cell | 21 |
| 25 | Anti-Sexual Harassment Cell | 21 |
| 26 | SC/ST Committee | 22 |
| 27 | Internal Complaints Committee | 23 |
| 28 | Minority Cell | 24 |
| 29 | OBC Cell | 25 |
| 30 | Library Committee | 26 |

MRECW-VISION AND MISSION

VISION

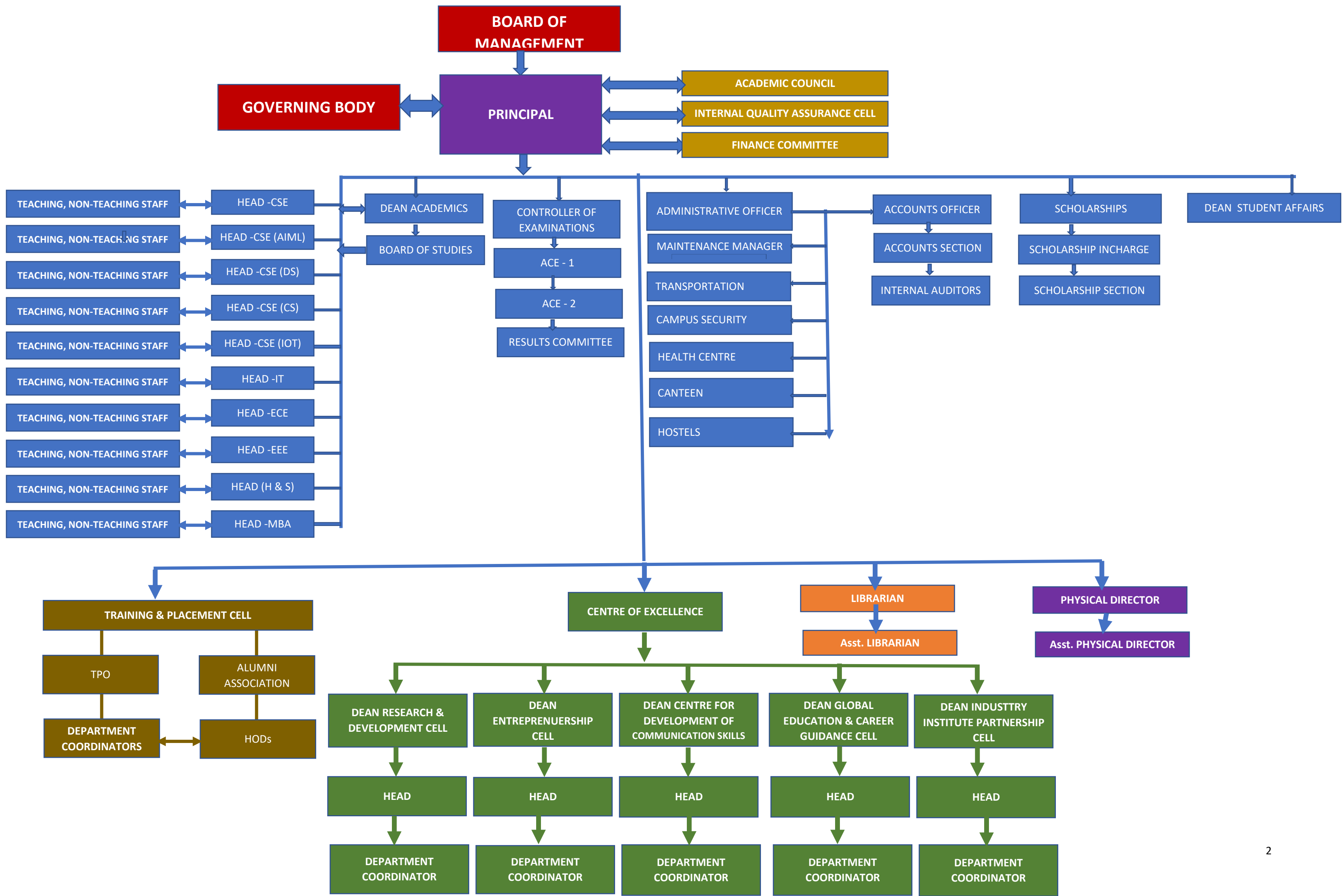
- Visualizing a great future for the intelligentsia by imparting state-of the art Technologies in the field of Engineering and Technology for the bright future and prosperity of the students.
- To offer world class training to the promising Engineers.

MISSION:

- To nurture high level of Decency, Dignity and Discipline in women to attain high intellectual abilities.
- To produce employable students at National and International levels by effective training programmes.
- To create pleasant academic environment for generating high level learning attitudes.

QUALITY POLICY -MRECW

- To undertake Research & Development activities in emerging areas.
- To introduce new innovative courses based on the industry and societal demands collaborating with National & International Institutions, Research & Development Organizations and Industries.
- To develop in each student the mastery of fundamentals, motivation for learning, discipline and self-reliance for professional achievement.
- To provide Innovative Professional Education with social responsibilities.



Administrative Manual

ORGANISATIONAL SET-UP

Chairman

The Chairman is the chief of administrator of Malla Reddy Engineering College for Women (UGC Autonomous). He chairs all the decision-making meetings of this institution. He executes all his decisions through the Secretary.

Secretary

The Secretary is the ultimate authority in all matters concerning the Malla Reddy Engineering College for Women (UGC Autonomous) Campus.

1. He formulates all the policy guidelines for the proper functioning of the institution.
2. He regularly monitors all the day to day activities of all institutions in the Group and takes corrective actions in this regard. Thus, he is the nerve centre for the well-being and continuous development of the institutions. To this end he operates in close cooperation with all the outside agencies like AICTE, Department of Technical Education, Universities, and Welfare Board.

Malla Reddy Educational Society

| <u>Name of the Member</u> | <u>Designation</u> |
|----------------------------------|---------------------------|
| Dr. Ch. Bhadra Reddy | President |
| Smt. Ch. Kalpana | Vice President |
| Sri.Ch. Mahender Reddy | General Secretary |
| Smt. P. V. Vasantha | Joint Secretary |
| Sri. P. Anji Reddy | Treasurer |
| Smt. N. Shalini | Executive Chair Member |
| Dr. Ch. Preeti | Executive Chair Member |

Administrative Manual

The Principal

As the head of the institution, the Principal is a leader who inspires the students and the staff and motivates them for cordial working atmosphere. This alone can make the institution perform exceedingly well.

The following are the important responsibilities:

1. Frame objectives, policies, procedures for smooth functioning of the institution.
2. Regulate and Monitor the academic and administration activities.
3. Carry out day to day correspondence with outside agencies like universities, governing bodies and other institutions for effective functioning of the institution.
4. Maintain all the records for audit and inspection by various boards such as AICTE, Department of Technical Education, TSSCHE, University and Welfare board and subsequently implement the suggestions made.
5. Monitor all the Administrative activities like student's admission, fee collection, staff attendance, salary payments, procurements, accounts and auditing.
6. Carry out the recruitment, retirement, appraisal & performance evaluation processes, meetings with all HODs at regular intervals, evaluation of feedback and take corrective actions.
7. Carry out the procurement and purchase of infrastructure facilities like Furniture & fittings, lab equipment, updating of the library and any such other requirement for the institution as per the prescribed procedures.
8. Formulate and implement the long- and short-term plans keeping in view the requirements of the top management.
9. Monitor the student discipline, attendance, syllabus coverage and regulate class and laboratory work.
10. Curb the ragging by taking appropriate corrective measures.
11. Carry out the Internal and External Examinations (Theory/Practical) procedures as per the university guidelines.
12. Monitor the script valuation process and arrange to submit the marks to the university within the stipulated time.
13. Gets student feedback with a view to monitor and provide a better learning environment for the students.
14. Maintain a good public relation among the parents/guardians, press, resource persons/

Administrative Manual

consultants from the industry and academicians.

15. Carry out industry tie-ups, signing of MOUs for placements, workshops and live projects through placement cell.
16. Resolve conflicts among
 1. Departmental Heads and
 2. Other functionaries like administration, accounts, security etc.
17. Identify the core competencies, nurture and facilitate the faculty by giving all the necessary guidance and support.

Heads of the Departments

A good departmental head is a well disciplined and dedicated person with leadership qualities. He motivates the Students and Staff to perform their respective academic / administrative duties and responsibilities.

His / Her duties are as under:

1. Check the attendance register every week and sign after verification.
2. Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, through the concerned faculty member.
3. Prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
4. Carryout the stock verification, maintenance of the lab and its equipment.
5. Recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
6. Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
7. Monitor the day to day student discipline, attendance and lab evaluation.
8. Students having shortage of attendance must be counselled and their patents are informed.
9. Meet the Director and discuss about the progress during the day and plan the next activity.

Administrative Manual

10. The overall distribution of the faculty work load should be unbiased.
11. Monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the directors.
12. Ensure and maintain the records of the sessional and practical's marks awarded are as per university guidelines.
13. Conduct the practical examination as per the academic calendars of the university and the sealed answer scripts are stored for scrutiny by university authorities.
14. The student's permissions/ leaves letters are approved only after evaluating the complexity.
15. Enforce disciplines among the students and prepare the list of indiscipline students and keep a close watch on them.
16. Participate in any additional activities entrusted by directors.

Administrative Manual

Governing Body

The Governing Body of MRECW consisting of

1. Chairman
2. Member (Nominated by MRES)
3. Member (Nominated by MRES)
4. Member (Nominated by MRES)
5. Member (Nominated by MRES)
6. Representative from Regional Office, AICTE Ex-Officio
7. Principal of the College Member Secretary
8. Nominated Academicians
9. Representative from University Ex-Officio
10. Representative from Commissioner Technical Education Ex-Officio
11. Nominated Member from Industries Ex-Officio
12. Two Senior Faculty Members on rotation for every three years
From the college Ex-Officio

FUNCTIONS:

- To ratify the decisions of the academic council.
- Approval of new courses/Programs recommended by the academic council.
- To appoint Principal/Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the universities.
- Scrutinizing and approving the budgetary proposals.
- Suggesting and approving the student development programs.
- Promoting industry institute partnership cell for student training and placement activities. To monitor and evaluate the teaching programs in the college and suggest remedial measures.
- To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.

FREQUENCY OF MEETING: Twice a year.

Administrative Manual

Academic Council

The Academic Council of MRECW consisting of

1. Chairman
2. Member (Nominated by MRES)
3. Member (Nominated by MRES)
4. Member (Nominated by MRES)
5. Member (Nominated by MRES)
6. Representative from Regional Office, AICTE Ex-Officio
7. Principal of the College Member Secretary
8. Nominated Academicians
9. Representative from University Ex-Officio
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11. Nominated Member from Industries Ex-Officio
12. Two Senior Faculty Members on rotation for every three years
From the college Ex-Officio

Functions:

- Make regulations for academic activities i.e teaching learning process, sports, and extracurricular activities.
- Make regulations for sports, Extracurricular activities and proper maintenance of play grounds hostels as per requirements.
- Recommending the proposals of New courses/Programs to Governing Body.
- Recommending for Institutional scholarships, fellowships, Awards Rewards and framing regulations.
- Perform other functions as may be assigned by the governing Body.

FREQUENCY OF MEETING: Once in a Year.

Administrative Manual

Internal Quality Assurance Committee (IQAC)

The Internal Quality Committee Consisting of Principal, Secretary, IQAC Coordinator, Dean – Academics, Senior Faculty Members, Industrialists, Local Societal member, Alumni, Parents & Student.

Vision:

- To develop systematic quality processes in the college for evolving, enhancing and sustaining excellence in its academic and administrative practices and to set benchmarks for their periodic evaluation.

Mission:

- To arrange for periodic assessment and accreditation of institute, specific academic programmes and projects.
- To stimulate the academic environment for promotion of quality of teaching-learning and research in the institute.
- To encourage self-evaluation, accountability, autonomy and innovations in the institute.
- To undertake quality-related research studies, consultancy and training programmes, and to collaborate with all stakeholders of the institute for quality evaluation, promotion and sustenance.

FUNCTIONS:

- Development and application of quality benchmarks / parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality –related institutional processes
- Dissemination of information on various quality parameters of higher education.

Administrative Manual

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various Programmes/Activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
- Development of Quality culture in the institution.

FREQUENCY OF MEETING: Four times in a year.

Administrative Manual

Research and Development Cell Committee

The Research & Development Committee Consisting of Principal, Dean-R&D, Dean-Academics, HOD's and Senior Faculty members.

Vision:

- To be the Centre of Excellence promoting Research and Development activities.

Mission:

- To encourage the faculty and students to undertake the research in newly emerging frontier areas of Engineering, Technology, Science and Humanities including multidisciplinary fields.
- To enhance the general research capability of budding technocrats by way of participating in International and National Conferences, Seminars, Workshops and Project competitions.
- To interact with industry, government, professions and the wider community on all research matters promote faculty research activities to external stakeholders

FUNCTIONS:

- To make significant contributions to Technological Advancements.
- To encourage staff members and students to publish technical papers in reputed National and International Conferences/Journals.
- To form R & D groups among the faculty members and encourage them to take up R&D activities in the area of their specialization.
- To motivate the staff members to register for Ph. Ds.
- To create awareness and opportunities in Research and Development among the students & faculty.

FREQUENCY OF MEETING: Twice a year.

Counseling and Mentoring Cell

Vision:

- To produce highly skilled, world class engineers with great leadership abilities.

Mission:

- To motivate the students who are weak academically, highlighting their strengths and showing the know how to convert weaknesses into strengths.

FUNCTIONS:

- To provide constant guidance and motivation to the students for Academic Excellence as well as participation in co-curricular and extra-curricular activities
- To counsel students to improve technical abilities, communication skills, language proficiency, interpersonal skills, presentation skills, organization skills, time management skills and team spirit.
- To identify slow learners and give proper guidance for improvement
- To identify and counsel behavioral typical students
- To conduct special counseling for hostellers.

FREQUENCY OF MEETING: Twice a year.

Administrative Manual

Global Education & Career Guidance Committee

The Global Education & Career Guidance Committee Consisting of Principal, Dean-Global Education & Career Guidance Cell, HODs, & Senior Faculty.

Vision:

- To guide the students to prospective careers.

Mission:

- To create vision in the student's mindset about their career.
- To orient the students towards their goal through Counseling Sessions, Lectures and Seminars on Higher Studies, Research oriented opportunities and jobs in private and public sector organizations.

FUNCTIONS:

- Guidance on planning careers
- Resources & information to make good education and career choices
- Career guidance & counseling by experts
- Higher education opportunities in India and Abroad through experts
- CAT, MAT, GRE, IELTS/TOEFL Awareness

FREQUENCY OF MEETING: Twice a year.

Entrepreneurship Development Cell

The Entrepreneurship Development Cell & IIC Consisting of Cell Consisting of Principal, Dean EDC Cell, HODs and Senior Faculty members.

Vision:

- Producing successful entrepreneurs imbued with leadership qualities, Technical skills and above all passionate approach by using innovative and ethical business practices to make an effective global impact.

Mission:

- Nurturing, Guiding and Supporting aspiring student entrepreneurs in their journey towards realizing and implementing their ideas, contributing to the development of a vibrant and thriving entrepreneurial ecosystem.

FUNCTIONS:

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs and Skill Development Programs.
- To organize National wide e-summit.
- To initiate Innovative Products for Smart India Hackathon, MSME, J-Hub and Kavach.
- To guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture.
- To arrange guest lectures by successful entrepreneurs.
- To organize Idea Presentations, Business Plan Competitions, Product Exhibitions and Product launch.
- To provide technological & logistical assistance and awareness on monetary fund sources to the prospective entrepreneurs.
- To organize SDPs and FDPs on e-skill development.

FREQUENCY OF MEETING: Twice in a year.

Administrative Manual

Industry Institute Partnership Cell

The Industry Institute Partnership Committee consisting of Principal, Dean-IIPC, HOD's and Senior Faculty members.

Vision:

- To empower our students to be industry ready and globally competent engineers.

Mission:

- To have perpetual interaction with the industries, provide exposure to current industry practices and update knowledge base of students in different emerging sectors.

FUNCTIONS:

- To establish academic alliances (MOUs) with leading Industries for Internships.
- To arrange industrial training for students and faculty.
- To Arrange Industry interaction for Employability Enhancement.
- To organize Industry Visits.
- To undertake Consultancy Projects.

FREQUENCY OF MEETING: Twice a year.

Training and Placements Committee

The Training and Placements Committee Consisting of Principal, TPO, HODs & Senior Faculty members.

Vision:

- To be a dynamic and student-centric Training and Placement Committee dedicated to empowering students with the skills, knowledge, and opportunities necessary for success in their chosen careers. We envision nurturing a culture of continuous learning, industry relevance and ethical professionalism, thereby enabling students to emerge as globally competitive leaders and valuable contributors to society.

Mission:

- To arrange coordinate various programmes that aim at moulding the students to meet the industry expectations in career building.
- To achieve excellent placement record in coordination with prospective employers.

FUNCTIONS:

- To interact with industry for Employability Enhancement.
- To provide Pre-Placement Training to students.
- To arrange On Campus and Off Campus interviews.
- To organize training programmes and conduct examinations for Value Added Certification courses.
- To conduct Project Based Training Programmes.
- To organize Employability Skills Enhancement Training Programmes.
- To conduct Mock Interviews.
- To organize Finishing Schools.
- To arrange Personality Development Programmes

FREQUENCY OF MEETING: Twice a year.

Administrative Manual

Finance, Budget & Procurement Committee

The Finance, Budget & Procurement Committee consisting of Principal, Dean- Academics, Dean IIPC, HODs, I/C HODs, Senior Faculty, A.O & librarian

FUNCTIONS:

- To propose the budget of the institution for construction, purchase of infrastructure, equipment, consumables etc.,
- To formulate and approve the budget estimates department-wise for purchase of lab equipment's, consumables and non-consumables, year to year.
- To estimate the probable inflows and outflows for the institution and arrive at the budget.
- To place purchase orders based on comparative statement from suppliers.

FREQUENCY OF MEETING: Twice a Year.

Administrative Manual

Infrastructure & Facilities Maintenance Committee

The Infrastructure & Facilities Maintenance Committee consisting of Principal, HODs, A.O, Transport Manager, P.D, Supervisor, librarian and System Administrator.

FUNCTIONS:

- To monitor the condition of infrastructure & facilities available.
 - To arrange for servicing and maintenance of all lab equipment when required.
 - Maintenance of Diesel Generators.
 - Maintenance of UPS Systems and its Batteries.
 - Maintenance of Building and equipment earthing-measurement of earth resistance at regular intervals.
 - Appointment of well trained and experienced drivers.
 - Ensuring safety at regular intervals by maintain proper earth connection for various equipment in the labs and class rooms.
 - Maintenance of the college buses.
 - Obtaining Necessary clearance Certificates, Insurance, Permits etc. for the college vehicles from RTA.
 - Routine checking of the condition of the vehicles.
 - Appointment of well trained and experienced drivers.
 - Ensuring safety requirements like operation of speed limiters, fire extinguishers etc.
 - Maintenance of the laws and surroundings.
 - Carrying out minor repairs of furniture, electrical and sanitary fittings.
- Maintenance of the roads, water tanks, and other services in the campus maintaining security.

FREQUENCY OF MEETING: Twice a year.

Administrative Manual

Grievances & Redressal Cell

The Grievances & Redressal Cell Consisting of Principal, Dean Academics, HODs, Senior Faculty members.

FUNCTIONS:

- Receiving and registering complaints from students regarding academic matters, facilities, discrimination, harassment, or other relevant issues.
- Investigating complaints thoroughly and impartially, ensuring confidentiality and sensitivity to all parties involved.
- Providing mediation and resolution services to address grievances promptly and fairly.
- Offering guidance and support to students on how to address their concerns and navigate the grievance process.
- Collaborating with relevant college departments and authorities to implement corrective measures and prevent recurrence of grievances.
- Periodically reviewing college policies and procedures related to student grievances and recommending updates or improvements as needed.
- Conducting awareness programs and workshops to educate students and staff about grievance procedures and their rights.
- Serving as a resource for students, faculty, and staff seeking information or assistance related to grievance resolution.

FREQUENCY OF MEETING: Twice a year

Anti-Ragging Committee

The Anti-Ragging Committee Consisting of Principal, Dean Academics, HODs, Senior Faculty members.

- Our institution is a ragging free campus.
- College takes precautionary measures for avoiding ragging in the college.
- Our institute gives a continuous assurance and confidence to the parents of new entrants of the college driving out the fear perception from their minds.
- Anti-ragging awareness programmes is conducted for every year.
- Anti-ragging awareness programmes for seniors was planned to be organized to counsel students to avoid ragging and maintain good environment with juniors.
- Individual student counselling was conducted to avoid any ragging issues.
- The senior students are motivated by class teachers, counsellors, HODs and principal to avoid ragging through personal counselling.
- Anti-ragging boards are display within the campus.
- To impose strict punishment, if anybody is found guilty.

FUNCTIONS:

- To take precautionary measure for avoiding Ragging in the college
- To give a continuous assurance and confidence to the parents of new entrants of the college driving out the fear perception from their minds.
- To impose strict punishment, if anybody is found guilty.

FREQUENCY OF MEETING: Twice a year.

Women Protection Cell

The Women Protection Cell Consisting of Principal, Dean Academics, HODs and Senior Faculty members

FUNCTIONS:

- To ensure safety of the women students.
- To provide counselling on interaction with opposite gender.
- To promote decent code of conduct in the students.
- To create an awareness of the socio-cultural, political and biological complexities of the issue.
- To enhance the understanding of the other gender.
- To enquire into complaints received from the aggrieved students including ragging or from staff of the college.

FREQUENCY OF MEETING: Twice a year

Anti-Sexual Harassment Cell

FUNCTIONS:

- To facilitate a safe environment that is free of sexual harassment.
- To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.
- To conduct awareness programs in the form of meetings and PPTs to the senior students
- To provide information regarding counseling and support services in the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment and assault

FREQUENCY OF MEETING: Twice a year

SC/ST Committee

The Primary focus of establishing a SC-ST Committee is to empower students who belong to schedule caste and schedule tribes and the backward sections of the society. In situations like ours have planned out initiatives as per the UGC guidelines in order to support and empower students belonging to SC/ST. The Committee was formed with the intention to implement various schemes meant for educational purpose through the institutional policies which provides importance to social justice, economic welfare and social defence.

FUNCTIONS:

- To ensure equal opportunity and social justice to the scheduled caste and scheduled tribes students by providing them equal opportunities in the fields of education.
- To ensure that students belonging to the category should get their due scholarship and other benefit from the various schemes of the government.
- To extend support in the form of learning opportunities by organizing extra coaching, remedial classes so as to bring them in par with good performers.
- The committee regularly organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- Registering the complaints in written from SC / ST teachers, officers, employees, and students to address it to the concerned department / person / section for its peaceful decision.
- Effective implementation of Rule of Reservation for SC/ST Candidates in admission process to various courses in the Institute.

FREQUENCY OF MEETING: Twice a year.

Internal Complaints Committee

Functions:

- ICC is responsible for receiving complaints from students, faculty, or staff regarding any form of harassment, discrimination, or misconduct within the college premises.
- Ensuring confidentiality of the complainant and the information provided during the complaint process, maintaining privacy and sensitivity throughout the proceedings.
- Conducting impartial and thorough investigations into the complaints received, ensuring fairness and adherence to established procedures.
- Providing appropriate redressal and resolution measures based on the findings of the investigation, including disciplinary action if necessary, to address the complaint effectively.
- Organizing awareness programs, workshops, and training sessions to educate members of the college community about their rights, responsibilities, and the prevention of harassment and discrimination.
- Ensuring compliance with relevant laws, regulations, and college policies pertaining to the prevention and redressal of harassment and discrimination.
- Providing support, guidance, and counseling services to complainants and respondents throughout the complaint process, ensuring their well-being and emotional support.
- Taking measures to prevent retaliation against individuals who file complaints or participate in investigations, ensuring a safe and supportive environment for all members of the college community.
- Regularly reporting on the activities and outcomes of the ICC to the college administration and monitoring the effectiveness of complaint handling procedures for continuous improvement.

FREQUENCY OF MEETING: Twice a year.

Minority Cell

The Minority Cell Consisting of Cell Consisting of Principal, Dean Academics, HODs, Senior Faculty members.

Establishment of Cell

Minority Cell in Malla Reddy Engineering College for Women was established in 2008 with the purpose to address the minority students. The Minority Cell has been constituted with the purpose of empowering the minority communities in the institute. This cell is committed to provide an environment that ensures equal opportunities and respect for all sections of minorities and ensure protection to everyone as per the provisions of constitution of India.

OBJECTIVES:

The establishment of the Minority Cell at MRECW is guided by the following objectives:

- To assure protection and reservation as provided in the constitution of India.
- To encourage enrolling in career orientation programs that would empower them with necessary skills to choose career options.
- To ensure provisions for an environment where all such students feel safe and secure.
- To aware the minority students regarding various scholarships programme of State and Central government.

FUNCTIONS:

- To ensure equal opportunities for the Education of Minorities.
- To provide timely information and financial support for the students of Minority.
- To communicate with the students and motivate them for better future planning.
- To council and guide minority students to help them for managing their academic activities.
- To encourage enrolling for career orientation programmers, this would empower and equip them with the necessary skills to choose a career option.

FREQUENCY OF MEETING: Twice a year.

OBC Cell

Establishment of Cell

The OBC Cell in Malla Reddy Engineering College for Women was established in 2010 with the purpose to empower the OBC students. The college takes special interest in facilitating financial support to students from these communities from government agencies and other sources. The cell is always engaged to solve the various problems of OBC students.

Objectives/ Agenda

OBC Cell has been created in the college to resolve issues related to the OBC Students. Following are the important Objectives/Agenda of OBC Cell:

- To aware the OBC students regarding various scholarship program of State & Central Government
- To council and guide OBC students about various issues and help them to manage academic activities.
- To ensure provisions for an environment where all such students feel safe and secure.
- To empower the faculty and students belong to minority and other backward communities (OBC).
- To handle the issues and short and long-term needs of the minorities and OBC.

Functions:

- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.

FREQUENCY OF MEETING: Twice a year.

Library Committee

The Library Committee Consisting of Principal, Dean, HODs, Senior Faculty & Librarian.

FUNCTIONS:

- To guide the Librarian in formulating general Library policies and regulations which govern the functions of the Library.
 - Proposal for purchase of books recommended by the concerned Heads of the Department.
 - To formulate policies and procedures for efficient use of Library resources.
 - To provide for proper documentation services and updating the Library collection.
 - To modernize and improve Library and Documentation services.
 - To review Library readership department wise.
 - To adopt measures to enhance readership.
 - To seek feedback on Library functions from readers.
 - To submit the annual report on the functioning of the library.
 - To Review budget proposals for books and furniture for the development of the Library.
- To take measures to increase the readers in the Library to acquire latest information.

FREQUENCY OF MEETING: Twice a year.