



# **MALLA REDDY ENGINEERING COLLEGE FOR WOMEN**

(Autonomous Institution-UGC, Govt. of India)

Accredited by NBA & NAAC with 'A' Grade

Approved by AICTE, Permanently Affiliated to JNTUH, ISO 9001:2015 Certified Institution

Maisammaguda, Dhulapally, Secunderabad 500100.

## **COMPOSITION OF MINORITY CELL MEMBERS 2019-20**

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
1	Dr. Y. Madhavee Latha	PRINCIPAL	Chair person
2	Dr.T.S. Ghouse Basha	Associate Professor	Convener
3	Mr Abdul Raheem	Assistant Professor	Member
4	Mr.D. Issac	Assistant Professor	Member
5	Mr G. Prabhakar	Assistant Professor	Member
6	Shaik Soni	Student	Member
7	Shaik Cherishma	Student	Member

  
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(Via) Kompally, Secunderabad-500 100

Copy to:

1. All members of the Cell
2. IQAC File



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## **Circular**

**Date:** 26 -07-2019

All members of the Minority Cell are hereby notified that a meeting is scheduled on 29-07-2019 at 11:30 AM in the Principal's office. All cell members are requested to attend the meeting to discuss the following points for the academic year 2019-2020.

### **Agenda:**

- Awareness -programs available for the community welfare schemes and rules.
- Identifying grievances of Minority students and employees.
- Organizing special language classes.
- Organizing special computer classes and labs.
- To encourage enrolling for career orientation programmers, this would empower and equip them with the necessary skills to choose a career option.

  
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**Date: 29-07-2019**

## **MINUTES OF THE MEETING**

The Minority Cell meeting was held on 29-07-2019 at 11:30 AM in the principal's office under the chairmanship of the Principal, Dr. Y. Madhaveelatha. The following discussions were held and actions taken during the meeting.

1. Minutes of the previous meeting were confirmed by the Cell members.
2. The report of the action taken after the previous meeting was presented to the cell.
3. The chairperson advised to identify promptly the grievances of Minority students and employees, if any in order to resolve them immediately. No grievances were reported since the previous meeting.
4. Special Classes and Labs were planned to be conducted for better skill development of Minority students.
5. Discussion on various Scholarship schemes and rules..
6. Personality Development Programmes were planned to be conducted by eminent experts for all round development.

These were the discussion made and actions taken by the Minority Cell Meeting which was held on 29-07-2019.

CC to all the members of Minority Cell.

  
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## **Action Taken Report**

The previous Minority Cell Meeting was organized on 29.07.2019 during which decisions were made to organize several activities. The following is the list of all the activities which were successfully organized by the Cell for Minority during the year.

- No grievances were received from any Minority students and employees.
- Extra guidelines were given to students to improve programming skills along with extra practice.
- Provided career guidance for the students based on their category.
- Collecting data about students who have received scholarships.
- Motivational and Personality Development Training Programmes were conducted.

  
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# MALLAREDDY ENGINEERING COLLEGE FOR WOMEN

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Date: 29-07-2019

The Minority Cell Committee meeting was held on 29-07-2019 at 11:30 AM in the Principal's office under the chairmanship of the Principal, Dr. Y. Madhavee Latha.

## Committee 2019-2020

The following members attended the meeting

S.No	Name	Designation	Position	Signature
1	Dr. Y. Madhavee Latha	Principal	Chair person	
2	Dr. T.S. Ghouse Basha	Associate Professor	Convener	
3	Mr. Abdul Raheem	Assistant Professor	Member	
4	Mr. D. Issac	Assistant Professor	Member	
5	Mr. G. Prabhakar	Assistant Professor	Member	
6	Shaik Soni	Student	Member	
7	Shaik Cherishma	Student	Member	

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## **Circular**

Date: 23-01-2020

All members of the Minority Cell are hereby notified that a cell meeting is scheduled on 24-01-2020 at 11:30 AM in the Principal's office. All cell members are requested to attend the meeting to discuss the following points for the academic year 2019-2020

### **Agenda:**

1. Confirmation of minutes of the previous meeting.
2. Presentation of Action Taken Report of the previous meeting.
3. Identifying grievances of Minority students and employees.
4. Planning Special Training Programmes for Minority students.
5. Organizing special language classes.
6. Providing career counseling.
7. Conducting Special Personality development Programmes.

Any other discussion with the permission of the chair.

  
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Date: 24-01-2020

## **MINUTES OF THE MEETING**

The Minority Cell meeting was held on 24-01-2020 at 11:30 AM in the principal's office under the chairmanship of the Principal, Dr. Y. Madhaveelatha.

1. Minutes of the previous meeting were confirmed by the cell members.
2. The report of the action taken after the previous meeting was presented to the cell.
3. The chairperson advised to identify promptly the grievances of Minority students and employees, if any in order to resolve them immediately. No grievances were reported since the previous meeting.
4. The cell planned to organize special Training Programmes for Minority candidates.
5. Special Computer classes and Labs were planned to be conducted for better skill development.
6. Special Career Counseling Programmes were planned to be conducted.
7. Personality Development Programmes were planned to be conducted by eminent experts for all round development.

These were the discussion made and actions taken by the Minority Cell Meeting which was held on 10-08-2020.

CC to all the members of Minority Cell.

  
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Date: 24-01-2020

The Minority Cell Committee meeting was held on 24-01-2020 at 11:30 AM in the principal's office under the chairmanship of the Principal, Dr. Y. Madhavee Latha.

## Committee 2019-2020

The following members attended the meeting

S.No	Name	Designation	Position	Signature
1	Dr. Y. Madhavee Latha	Principal	Chair person	
2	Dr.T.S. Ghouse Basha	Associate Professor	Convener	
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## **Action Taken Report**

Minority Cell Meeting was held on 24.01.2020. The following are the actions taken for the discussions held and suggestions given during the meeting.

- Motivated the students to utilize the resources.
- Computer Labs Sessions were provided in the evenings to enhance programming and coding abilities.
- Special language Classes were conducted to improve language proficiency.
- Career Counseling is provided to explain about future scope and opportunities.
- Motivational and Personality Development Training Programmes were conducted.

  
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