



Malla Reddy College of Engineering for Women

(Approved by AICTE New Delhi and Affiliated to JNTUH)

(An ISO 9001 : 2015 Certified Institution)

Maisammaguda, Medchal, Hyderabad -500100, Telangana.

Tel: 9346118802 Email : rg.mrcew@gmail.com, www.mrcew.ac.in

EAMCET Code:

MREW

JNTUH Code:

RG

POLICY DOCUMENT FOR ESTABLISHMENT OF VARIOUS COMMITTEES



PRINCIPAL

Malla Reddy College of Engineering for Women
(An UGC Autonomous Institution)
Maisammaguda, Gundlupochampally
Medchal (Mdl & Dist), Hyderabad-500100, Telangana

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1. INTRODUCTION

Malla Reddy College of Engineering for Women, Hyderabad, Telangana is committed to support all the students for their all-round development and growth. To attend and solve the grievances of students and as per the guidelines of the AICTE New Delhi and JNTU Hyderabad, the management of the MRCEW has established the following committees and has been supporting the students.

- i. Grievance Redressal Committee
- ii. Internal Complaint Committee (Sexual harassment of Women at work place)
- iii. Anti-ragging committee
- iv. Committee for SC/ST students (To look after the problems of SC/ST students)
- v. Women Protection Committee



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(i) GRIEVANCE REDRESSAL COMMITTEE

As per the AICTE notification No. PG/07/ (01)/2012 & Establishment of Mechanism or Grievance Redressal, the Grievance Redressal Committee is constituted in the college for the purpose of addressing the grievances of Students, Parents and others.

Establishment of Internal Complaint Committee: The committee is established with Principal as chairman, one Professor as convenor and three other senior faculty members.

Objective

To provide opportunity for Redressal of certain grievances of the students enrolled in the college and maintain good relations and the harmony in the institute.

Duration of the committee members: Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability/other assignments.

Frequency of meeting: As and when required or at least once in a semester.

Grievance Redressal Process: Complaints effecting one or more individual students in respect of the course content, lectures, availability of books, transportation and other facilities, Internal evaluation, tussle between students, teasing, insulting through colour, caste/religion etc, are received for redressal.

Stages for Redressal of grievances are:

First stage (Section Department level)

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Department, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 15 days.



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Second stage (Administration level)

If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department b. Legal Advisor c. Principal

Along with concerned HOD, anyone among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned students within 15 days.

The representation will be disposed of in the Grievance redressal Meeting which meets as per the Requirement or at least once in a semester.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.



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(ii) INTERNAL COMPLAINT COMMITTEE

As per section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at the college and to make Malla Reddy College of Engineering for Women a free zone from sexual harassment, the following measures have been initiated at college level.

Establishment of Internal Complaint Committee: The committee is established with a lady professor as presiding officer with following eight members. Two female faculty, two non-teaching members three student members and one member from NGO.

Objective Internal Complaint Committee

- To deal with the problems faced by the women in the campus.
- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

Duration of the committee members: The members can be continued, added or retired every year, as per the availability/other assignments.

Frequency of meeting: As and when required or at least once in a semester.

Grievance Redressal Mechanism: This committee is established with an aim and objective to provide women a safe, harassment-free and comfortable working environment with easy and readily accessible mechanism for prompt disposal of their grievances, Complaints from affecting women in respect of Sexual Harassment, Eve Teasing, misbehaving, insulting through other means etc., are received by the committee for necessary action.

Steps in Redressal of Complaints

Step1 (Department level):

The aggrieved woman represents her grievance either in person or through Online or Writing to the concerned Person In-charge in the Department, which is acknowledged. At this level, inquiries are conducted and try to resolve the issue with the conscience of the Chairman (ICC). Otherwise, the complaint is forwarded to the Chairman (ICC committee) for redressal.



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Step2 (Committee level):

The Chairman (ICC committee) will organize the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the suitable action against the repeaters of such acts and may handover the case to the police for necessary action.

The complaint will be generally disposed of within a week's time. All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by women.



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(iii) ANTI-RAGGING COMMITTEE

The management of the Malla Reddy College of Engineering for Women has taken various precautions as per AICTE / JNTUH Norms to prevent ragging and ensure 100% no-ragging. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc.,

Establishment of Anti-ragging committee: Anti-Ragging Committee with Principal as Chairman, HODs, the faculty and staff members including SHO, MRO and students are constituted in accordance with the following statutory bodies/regulations

- AICTE Anti-Ragging Notification
- UGC Regulations on Curbing the Menace of Ragging in Higher Educations
- Anti-Ragging Affidavit (Proforma)
- AICTE – Anti-ragging Public Notice
- Prohibition of Ragging as per Act 26 of A.P. Legislative Assembly, 1997.

Prohibition Of Ragging

- Ragging is prohibited in the college, as per the above acts & statutory bodies.
- Ragging entails heavy fines and / or imprisonment.
- Ragging invokes suspension and dismissal from the College.
- Outsiders are prohibited from entering the college/Canteen/Library etc., without permission.
- All the students must carry their Identity Cards and show them when demanded.

Duration of the committee members: Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability / other assignments.

Frequency of meeting: As and when required or at least once in a semester.



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Objective of Anti-Ragging Committee:

- Creating ragging free atmosphere in and outside of the college campus.
- Committee to allot duties to all the staff members at almost all areas in the college (i.e. , Departmental Buildings, Canteen, Library, parking places, play grounds, nearby bus-stops etc.) to avoid ragging activities.
- To form Anti-ragging squads comprising of faculty members, non-teaching staffs and senior and to make surprise visits to very sensitive location within the campus and outside the campus.
- Wide canvassing about anti-ragging, is to be done in the forms of display of Flexi banners, meetings, and Boards in college, Canteen, corridors and surrounding areas where there is a chance of ragging.
- Awareness programs to be conducted by Malla Reddy College of Engineering for Women team and through meetings with the students.
- To restrain Senior students from ragging activities and create
 - (i) cordial relations among students for fulfilling organizational mission and vision.
 - (ii). awareness among students regarding ragging-free campus.
- To provide number of display boards giving detail descriptions of anti-ragging activities, Supreme Court directives and penalty liable to be imposed on those involved in such activities at various places within the campus.
- **Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of Complaints affecting one or more individual students in respect of their ragging, Eve Teasing, Insulting Through color, Caste / Religion, Sexual Harassment etc., are received for redressal.

Stages for Redressal of grievances:

- First stage (Section Department level)

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD WITHIN 15 DAYS.



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- Second stage (Administration level)

If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

- Along with concerned HOD, anyone among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the committee will be communicated to the concerned students within 15 days.
- All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.



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(iv) COMMITTEE FOR SC/ST STUDENTS

As per the UGC guidelines (as per the scheduled Caste and her Scheduled Tribes prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled Caste (SC) and the Scheduled Tribes (ST) Cell is constituted at institute, for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

The committee consists of Principal as chairman and other 7 faculty members, out of which two members belong to SC/ST category.

Duration of the committee members: Principal is the permanent member and chairman of the committee. Other members can be continued, added or retired every year, as per the availability / other assignments.

Objectives:

- To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

Frequency of meeting: As and when required or at least once in a semester.

Grievance Redressal System

Grievance Redressal Process: This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of day-to-day grievances of SC/ST students. Complaints affecting one or more individual students in respect of their teasing, insulting through color, caste/religion etc., are received for redressal.



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Stages for Redressal of grievances are:

First stage (Section Department level):

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Department, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 7 days.

Second stage (Administration level):

If the student is not satisfied, he/she may request the Person In-charge / HOD to forward his/her grievance to the SC/ST grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, anyone among the other two (b and c) would address the issue/grievance and after thorough screening, the committee will communicate to the concerned student within 15 days.

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(v) WOMEN PROTECTION COMMITTEE

As per the UGC guidelines the women protection cell is constituted at institute, for promoting the special interests of women staff & students. It is expected to provide special inputs in areas where women staff & students experience difficulties.

The committee consists of Principal as chairman and other 7 faculty members, out of which 4 members belong to women.

Duration of the committee members: Principal is the permanent member and chairman of the committee. Other members can be continued, added or retired every year, as per the availability / other assignments.

Objectives:

- To counsel and guide women students and help them to manage academic and personal issues of college life effectively
- To ensure provisions of an environment where all such women staff & students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.

Frequency of meeting: As and when required or at least once in a semester.

Stages for Redressal of grievances are:

First stage (Section Department level):

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Department, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 7 days.

Second stage (Administration level):

If the student is not satisfied, he/she may request the Person In-charge / HOD to forward Women Protection committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

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MECHANISMS FOR SUBMISSION OF ONLINE/OFFLINE STUDENT'S GRIEVANCES

(i) GRIEVANCE REDRESSAL COMMITTEE

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SUBMISSION OF ONLINE STUDENT'S GRIEVANCES

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MRCEW-COMMITTEES List :

- Anti-Ragging Committee
- Internal Complaints Committee
- Grievance Redressal Committee
- SC/ST Welfare Committee
- Industry Institute Interaction Cell Committee
- Entrepreneurship Development Cell (EDC)

ONLINE GRIEVANCE REDRESSAL

Name :

Category :

Mobile Number :

ONLINE GRIEVANCE REDRESSAL
(Enter Maximum of 1000 Characters only)

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- Internal Complaints Committee
- Grievance Redressal Committee
- SC/ST Welfare Committee
- Industry Institute Interaction Cell Committee
- Entrepreneurship Development Cell (EDC)

ONLINE GRIEVANCE REDRESSAL

Name :

Category :

Mobile Number :

ONLINE GRIEVANCE REDRESSAL
(Enter Maximum of 1000 Characters only)

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Dummy

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Date:

Format for Internal Exam Grievances

Academic Year:

Semester: I / II

To

The Subject Teacher

Sir.

I _____ with Roll No. ___RG1A0___ Studying
In B.Tech Branch (CSE/ECE), Year of Study _____, Semester (I / II) request
you to consider the following correction in my answer script.

Counting mistake/ Marks not included in total/Answer not corrected.

(Mention section and question number)

Student Name:

Roll number:

Class:

Semester:

Subject:

Subject Teacher Comment:

Subject Teacher Signature:

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MRCEW VISION

To educate and empower young women in progressive areas of chosen fields and enable them to take up challenges as ethical and responsible global citizens.

MRCEW MISSION

An institution is aimed:

- ❖ To ignite the young minds with technical knowledge and essential skills to meet the requirements of industry and society.
- ❖ To provide value-based education to make young women competent and confident to achieve ideal empowerment.
- ❖ To offer the effective teaching learning practices that blends theoretical fundamentals and hands-on experience with modern infrastructural facilities.
- ❖ To Provide a safe and secure environment in which each student is delighted to learn with ethical values.

VISION OF CSE

To produce globally competent women professionals in the field of Computer Science & Engineering.

MISSION OF CSE

1. To Provide advanced infrastructural facilities to enhance technology based learning.
2. To Encourage faculty to adopt innovative teaching and learning practices to groom the students with upcoming technologies.
3. To develop social and ethical values among the students to become responsible citizens of our nation.

VISION OF ECE

To create Women graduates with excellent domain knowledge in the field of Electronics and Communication Engineering to serve industry, academic and societal needs of our nation.

MISSION OF ECE

1. To Encourage students to enhance the technical and professional skills for their successful career in the related fields of Electronics & Communication Engineering.
2. To adopt good teaching learning practices that motivates the students to bring innovative ideas.
3. To improve leadership qualities and ethical values to work in multidisciplinary environments.



DR. RETURI KANAKA DURGA
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