

MALINENI LAKSHMAIAH WOMENS ENGINEERING COLLEGE

PULLADIGUNTA, GUNTUR

POLICY DOCUMENT FOR ESTABLISHING

VARIOUS COMMITTEES



VISION

To be a pioneer institute in engineering education, fostering academic excellence, and producing empowered women engineers, blended with ethics and values, to serve the society.

MISSION

- To achieve academic excellence through innovative teaching-learning practices
- To inculcate self-discipline, ethics and values amongst the learners
- To bridge the gap between industry and academia through industry institute interface
- To promote research and inculcate entrepreneurial attitude amongst the learners.

PRINCIPAL
MALINENI LAKSHMAIAH

1 WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-522017

S.NO	DESCRIPTION	PAGE NO.
1	INTRODUCTION	3
2	ANTI-RAGGING COMMITTEE	4
3	GRIEVANCE REDRESSAL COMMITTEE	6
4	INTERNAL COMPLAINT COMMITTEE	7
5	COMMITTEE FOR SC/ST STUDENTS	8



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1. INTRODUCTION

Malineni Lakshmaiah Women's Engineering College, Pulladigunta, Guntur, AP 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 and JNTUK University, the management of Malineni Lakshmaiah Women's Engineering College has established the following committees and has been supporting the students.

1. Anti-Ragging Committee
2. Grievance Redressal Committee
3. Internal Complaint Committee
4. Committee for SC/ST Students



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Anti-ragging Committee:

- As per the directions of Hon'ble Supreme Court/AICTE/UGC/University to curb with ragging our institution has constituted Anti-Ragging Committee.
- All measures are taken including the help of the help of the local Police & Parents to tackle this menace On/Off Campus.
- The committee creates awareness among the senior students about the consequences and penal punishments to be imposed on such students indulging in any kind of ragging, by way of Posters, Police lectures and by taking an undertaking letters.

Functions & Responsibilities:

- The main function of this cell is to make "Ragging Free" Institution.
- To create awareness by displaying the charts and other materials related to the punishment of Ragging.
- To accept complaints from the students and conduct immediate enquiry and submit the reports to the Principal.
- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on acts amounting to ragging;

Members of Anti-ragging Committee

S.No	Name of the Member	Designation	Position
1.	Dr. J.Apparao	Principal	Chairman
2.	Ms. O. Bhaveena Sri	Assistant Professor, S&H	Coordinator
3.	Dr. K.Gouthami	Professor, HOD,ECE	Member
4.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member
5.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member
6.	Mrs. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member
7.	Mr. P.Venu Babu	Asst. Professor, CSE	Member
8.	Mrs. M. Prathyusha	Asst. Professor, CSE	Member
9.	Mrs. G. Nirmala Kumari	Asst. Professor, ECE	Member
10.	Mr. G. Suresh	Asst. Professor, S&H	Member
11.	Circle Inspector	CI	Member
12.	Sub Inspector	SI	Member

13.	Mr. Babu Rao Eenadu	Media Representative	Member
14.	Mr.M. Samba Siva Rao	Hostel In-charge	Member
15.	Gude Jahnavi 20KE1A1220	Student Member	Member
16.	Girada Priyanka 20KE1A0525	Student Member	Member
17.	Shaik Lubna 20KE1A0484	Student Member	Member

Mechanism of Anti Ragging Cell:

1. Ragging in all its forms is totally banned in this institution including in the departments, all its premises (academic, residential, sports, canteen etc.,) whether located within the campus or outside.
2. Anti-Ragging Committee consists of coordinator, senior faculty, headed by the Principal.
3. Committee has allotted duties to all the staff members at almost all areas in and around the college i.e. canteen, parking places, local area bus stop, etc. and ensure that the faculty members will be present at particular timings (morning & evening) in all the locations to avoid ragging activities.
4. The Institution follows the policy of zero tolerance to ragging.
5. If found guilty, first warn, and in subsequent incidents take strong actions like punishments and fines.
6. To keep vigilance/ check regularly to stop/ prevent/ avoid ragging among students.
7. Wide canvassing about anti-ragging, is being done in the forms of Flexes, Posters and Boards in college premises, surrounding areas and hostel where there is a chance of ragging.
8. Orientation program for fresher's regarding Anti-Ragging measures.
9. Awareness programs about Anti Ragging are being conducted by the Committee to the students & faculty.
10. Frequent and surprise raid by Anti-Ragging members at college and hostel premises.
11. Any student who is a victim of ragging may lodge a complaint with the college authorities or the committee members. All information will be Confidential.

Frequency of Meeting: Twice in year

2. Grievances and Redressal Cell:

As suggested by AICTE and UGC New Delhi, the College has established a Grievance Redressal Cell to look into the complaints lodged by any student, staff and judge its merit. The students can state their grievance regarding any academic and non- academic matter within the campus through the online by filling Google form (<https://forms.gle/tqQdgpuebX5vhpDX6>) or by submitting a letter to the Principal.

Functions & Responsibilities:

- All the grievances of the students & staff members received are redressed.
- It ensures that the grievances are resolved on time impartially and confidentially.

Members of Grievance and Redressal Committee

S. No.	Name of the Member	Designation	Position
1.	Dr. J.Apparao	Principal	Chairman
2.	Dr. K.Gouthami	Professor, ECE	Member
3.	Dr. G.Ramaswamy	Professor, HOD,CSE	Member
4.	Dr. A.S.K.Chaitanya	Professor, HOD,S&H	Member
5.	Dr. S. Satheesh	Professor, ECE	Member
6.	Mrs. V. Jhansi Lakshmi	Assistant Professor, HOD, IT	Member
7.	Dr. K. Sunitha	Associate Professor, CSE	Member
8.	P.Srividya(19KE1A0476)	Student	Member
9.	Mrs. P. Jahedunnisa, Assistant Professor, S&H	Assistant Professor, S&H	Coordinator

Frequency of Meeting: As an when required

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3. Internal Complaints Committee:

(Gender Sensitization Committee against Sexual Harassment-GSCASH)

Internal Complaints Committee is constituted to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places and to provide congenial atmosphere to all the staff and students of the college.


Functions & Responsibilities

1. To create awareness for the prevention of sexual harassment by promoting gender amity among staff, students and other employees.
2. The committee will follow relevant Acts, Rules of Governments of India and Court Order etc as applicable from time to time

Members of Internal Complaints Cell

S.No.	Name of the Member	Designation	Position
1.	Dr. P.Srilakshmi	Professor, S&H	Presiding Officer
2.	Mrs. K.Sarada	Assistant Professor, ECE	Member
3.	Ms. J. Nandhini	Assistant Professor, CSE	Member
4.	Mrs. K.Santha Kumari	Assistant Professor, CSE	Member
5.	L. Anjali (19KE1A0456)	Student Representative	Member
6.	G. Heemasree (19KE1A0540)	Student Representative	Member
7.	G. Bhagya Lakshmi (19KE1A1215)	Student Representative	Member

Frequency of Meeting: Twice in a year


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4. Committee for SC/ST Cell:

Objectives of Cell:

1. 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.
2. Institutions like ours have planned out initiatives as per the UGC guidelines in order to support and empower students belonging to SC/ST.
3. 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 defense.

Functions of the Cell :

1. Monitoring of Scholarships to SC/ST students and endowment benefits to the students
2. It continuously monitors the reservation policies intended for SC/ST Welfare by the government of Andhra Pradesh
3. Effective implementation of the Welfare schemes
4. To promote technical education among SC/ST students
5. The students are provided with certain extra facilities by the college management like bus fee concession on case to case

Members of SC/ST Cell:

S.No	Name of the Member	Designation	Position
1.	Dr. J. Apparao	Principal	Chairman
2.	Mrs. G. Nirmala Kumari	Assistant Professor, ECE	Member
3.	Ms. M. Mary Lavanya	Assistant Professor, CSE	Member
4.	Mrs. K. Santha Kumari	Assistant Professor, S&H	Member
5.	Mrs. B. Sujatha	Assistant Librarian	Member
6.	Kurra Jyothi Priya	Student (20KE1A0455)	Student Member
7.	Battula Anjali	Student(20KE1A0507)	Student Member
8.	Bapathu Poojitha	Student (20KE1A1203)	Student Member
9.	Mrs. B.Sravya	Assistant Professor, S&H	Coordinator