



# Anwarul Uloom College (Autonomous)

(Affiliated to Osmania University)

Accredited with A<sup>+</sup> Grade by NAAC

New Mallepally, Hyderabad- 500001, T.S., India.



**COORDINATOR**

Internal Quality Assurance Cell  
Anwarul Uloom College (Autonomous)  
New Mallepally, Hyderabad.

**PRINCIPAL**

Anwarul Uloom College (Autonomous)  
New Mallepally, Hyderabad-01.





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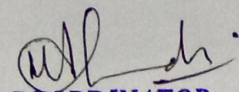
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5.1.5 - The Institution has a transparent mechanism for timely Redressal of student grievances including sexual harassment and ragging cases.

## INDEX

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The infographic features a central illustration of a man in a suit holding a tablet. Surrounding him are six hexagonal icons labeled 01 through 06, each with a specific icon and label: 01 (Student), 02 (Parents), 03 (Faculty/Staff), 04 (Grievance Redressal Cell), 05 (Grievance Cell Members), and 06 (Administration). To the right is a signpost with six directional signs: HELP (purple), TIPS (pink), ASSISTANCE (dark blue), GUIDANCE (orange), SUPPORT (light blue), and ADVICE (yellow).

# Grievance Redressal Cell

*[Signature]*  
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*[Signature]*  
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AUC/GRC 2023-2024

Date: 17-07-2023

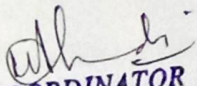
All the members of GRC are requested to attend the meeting to be held on 20 July 2023, at 11:00 AM in IQAC AUC, The Agenda of the meeting is as follows:

### Agenda:

- Proper display of seating plan before examination.
- Review of the previous grievances registered from the students.
- To ensure that the new students are aware of the grievance system and how to submit the complaints.

Copy to,

1. Administrative Department, AUC
2. HoD's of the Department
3. Committee Members

  
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## GRIEVANCE REDRESSAL COMMITTEE -2023-2024

S.NO	NAME OF THE MEMBERS	DESIGNATION	CONTACT NO'S	EMAIL ID'S
1	Mr.Mohammed Abdul Razzak,Principal	Chairperson	9848085292	<a href="mailto:principal@anwarululoom.in">principal@anwarululoom.in</a>
2	Dr. Abdul Saleem	Senior Faculty Member	9963035521	<a href="mailto:masaleemhyderabad@gmail.com">masaleemhyderabad@gmail.com</a>
3	Dr Aseem Khan	Senior Faculty Member	9391355444	<a href="mailto:Draseem.khan99@gmail.com">Draseem.khan99@gmail.com</a>
4	Mr.K.Felix	Senior Faculty Member	8179053655	<a href="mailto:Kadathatla561@gmail.com">Kadathatla561@gmail.com</a>
5	Dr.C.Shobha Rani	Senior Faculty Member	9177610961	<a href="mailto:Shobavinay09@gmail.com">Shobavinay09@gmail.com</a>
6	Dr. Mohammed Saiq Ali	Senior Faculty Member	9908907773	<a href="mailto:Mohdalsaid11@gmail.com">Mohdalsaid11@gmail.com</a>
7	Ms Javeria Azmat (B.Sc Biotech Student)	Special Invitee	7337489736	<a href="mailto:Javeriaazmat42@gmail.com">Javeriaazmat42@gmail.com</a>

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## Minutes of the Meeting (2023-2024)

Nature of Meeting	Grievance Redressal Committee
Venue	Board Room
Frequency of Meet	As and When Required
Convened on (Date)	20-07-2023
List of Members Attended	Copy Enclosed
Copies Circulated to	Committee Members

Agenda Points	Details of Discussion	Remarks by Members
1. Review of the previous grievance registered by the students.	*Progress on previous Grievance was discussed with updates provided by responsible members.	
2. To ensure that the new students are aware of the grievance system and how to submit complaints.	*Decided to organize awareness campaigns for first year students about the cell.	
4. Proper display of Seating plan before examination.	*Controller of examination has to display detail seating plan in advance and also one person was assigned to give detail guidance and counselling to the students. *As there was no other points for discussion, the meeting was concluded with vote of thanks by.	

\* Suggestions of the Committee.

\* Maintain records of complaints and resolution for

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DATE:06-07-2023

**SUBJECT: PROCEEDING OF GRIEVANCE REDRESSAL....REG**

Sir,

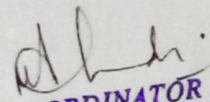
A Grievance Redressal Committee was reconstituted wide order AUC/GRC/2023-2024, Date: 10<sup>th</sup> july 2023. The committee reviewed Grievance Redressal mechanism periodically and enquired about the students and staff grievance.

**NO CASE OF GRIEVANCE HAS BEEN REPORTED TILL DATE**

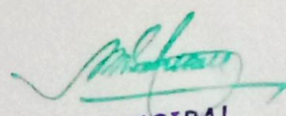
This is for your kind information.

TO,

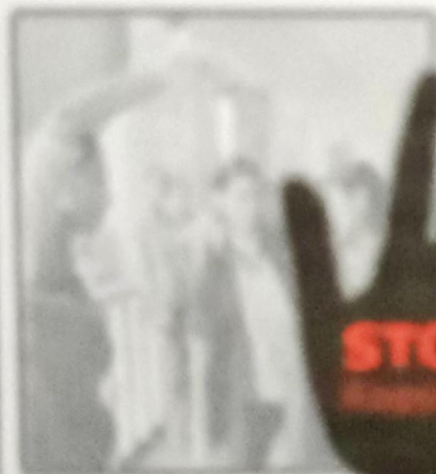
1. THE SECRETARY, AUC
2. HOD'S OF ALL THE DEPARTMENT
3. COMMITTEE MEMBERS

  
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*Ragging*  
is a **crime**


So  
**SAY**



to


**RAGGING**

2023-2024



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New Malakpet, Hyderabad.



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MEETING CIRCULAR

(2023-2024)

Date:01-08-2023

Dear Sir/Madam,

A meeting of Anti -Ragging Committee is scheduled to be held at 11:00 AM on 02 August 2023,at the Principal's office AUC, Mallepally to enquire about the Ragging complaint received from the students.

It is requested that all the members of Anti-Ragging Committee make it convenient to attend the meeting.

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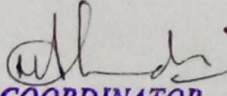
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## MEMBERS OF ANTI-RAGGING COMMITTEE

(2023-2024)

S.No	Name of the Certificate Member	Designation	Contact No.s
1.	Mr. Mohammed Abdul Razzak	Principal, Chairperson	9848085292
2.	Mr.Mohammed Siraj Basha NSS Officer	Convener	7396096994
3.	Mr.Habeeb Uddin Ahmed Retired joint Secretary, Govt of Telanaga	Member	8919116093
4.	Major Dr Sultana Khan	Member	9949884786
5.	Dr.Mogni Siddiqi 4TV news anchor	Member	9290745279
6.	Mr.Sardar Khan	Member	9959537274
7.	Mr.Anil Kumar	Member	7396013347
8.	Mrs.Hafsa Fazilat	Parent	9912288040
9.	Ms Maryam Mujeeb (M.Sc Biotechnology)	Student	9370141942

  
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## ANTI-RAGGING CELL

### MINUTES OF MEETING (2023-2024)

Date:07-08-2023

The meeting of Anti-Ragging Committee was held today in Executive council Hall under the chairmanship of Mr. Abdul Razzaq. The following members were present for the meeting.

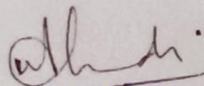
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6.	Mr.Sardar Khan	Member	9959537274
7.	Mr.Anil Kumar	Member	7396013347
8.	Mrs.Hafsa Fazilat	Parent	9912288040
9.	Ms Maryam Mujeeb (M.Sc Biotechnology)	Student	9370141942

### AGENDA OF THE MEETING:-

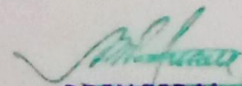
- To review the cases of ragging if any.
- To guide the day scholar students about Anti-ragging.
- Guidance to the college students.
- Any other relevant subject at the time of meeting.

### MINUTES OF THE MEETING:-

- Minutes of earlier meeting was read by Mr.Mohammed Siraj Basha and approved by the honorable Chairperson Mr. Mohammed Abdul Razzak.
- There is no case regarding ragging of students.
- All the committee members visited to all the college students at the campus and guided students regarding this issue.

  
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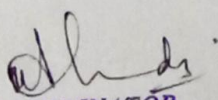
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## INTERNAL COMPLAINT COMMITTEE

### COMMITTEES

  
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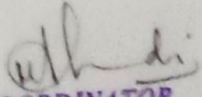


CIRCULAR

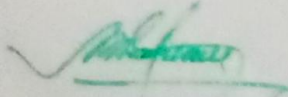
Date: 12-08-23

All the members of Internal Complaint Committee are requested to attend the meeting on (14-08-23) at 3:00 pm at the committee room AUC, to discuss the following agenda.

- Review current CCTV camera status.
- Maintenance and service schedule.
- Allocation of responsibilities.

  
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## Members of Internal Complaint Committee

S.No	Name	Designation	Contact No's	E-Mail Id
1	Mrs.Nadeem Fatima	Nodal Officer/Presiding Officer	9848474491	<a href="mailto:mailtonfa@gmial.com">mailtonfa@gmial.com</a>
2	Ms.Tahura Sadaf. Vice-president, We for you Wellfare organization	Member	7093933600	<a href="mailto:tahura258@gmail.com">tahura258@gmail.com</a>
3	Dr.Shobha Rani, Asst .Prof. Dept of Commerce	Member	9077610961	<a href="mailto:shobavinay09@gmail.com">shobavinay09@gmail.com</a>
4	Dr.Anjum Fatima. HOD, Arabic	Member	7799244628	<a href="mailto:anjumfatima004@gmail.com">anjumfatima004@gmail.com</a>
5	Mrs. Viqarunnisa HOD Public Administration	Member	9346905723	<a href="mailto:Viqarunnisa098@gmail.com">Viqarunnisa098@gmail.com</a>
6	Mrs.Nazneen Saba Quadri, Asst Prof, Dept of Commerce	Member	7013625774	<a href="mailto:Nazneen141@gmail.com">Nazneen141@gmail.com</a>
7	Dr. Yasmeen Banu HOD Business Administration	Member	9985868094	<a href="mailto:Yahmaed_banu2000@gmail.com">Yahmaed_banu2000@gmail.com</a>

The term of the members shall be three years.

Copy to:

All Concerns

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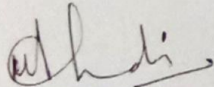
## MINUTES OF INTERNAL COMPLAINTS COMMITTEE-2023-2024

The meeting of Internal complaint committee was held on 14-08-23 at 02:30PM at Committee Room,AUC.The following members were present in the meeting.

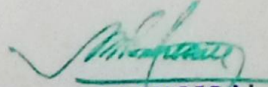
S.NO	Name of the Person	Designation	Signature
1.	Mrs.Nadeem Fatima	Nodal Officer/Presiding Officer	
2.	Ms.Tahura Sadaf.	Vice-president, We for you Wellfare organization	
3.	Dr.Shobha Rani,	Asst .Prof. Dept of Commerce	
4.	Dr.Anjum Fatima.	HOD, Arabic	
5.	Mrs.Viqarunnisa	HOD Public Administration	
6.	Mrs.Nazneen Saba Quadri,	Asst Prof, Dept of Commerce	
7.	Dr.Yasmeen Banu	HOD Business Administration	

The Chairperson welcomed to all the members and thanked them for their co-operation and valuable suggestions for the successful functioning of the ICC during the last academic year 2023-2024.

- ❖ Description of current status and performance of CCTV cameras was discussed.
- ❖ Discussion on setting up a regular maintenace and service schedule,including frequency and tasks.
- ❖ Discussion on assigning responsibilities for camers maintenance,monitoring and troubleshooting.

  
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