



# Anwarul Uloom College (Autonomous)

(Affiliated to Osmania University)

**Accredited with 'A+' Grade by NAAC**

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

5.1.5



Date: 08-08-2024

## CIRCULAR

All the members of the Grievances Redressal Committee are hereby informed that a meeting of the committee will be held on July 18, 2024 at 12:00 Noon at IQAC. All members are requested to attend the meeting without fail. Agenda of the meeting is as follows:

1. To welcome the members and confirm the quorum.
2. To review any grievances received from students during the quarter.
3. To deliberate on the grievances and provide appropriate resolutions.
4. To record the proceedings of the meeting and finalize decisions.
5. Any other matter with the permission of the Chair.



PRINCIPAL

### **Copy to:**

- All Members of the Grievances Redressal Committee
- College Notice Board
- Office File



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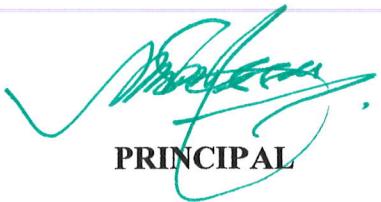
New Mallepally, Hyderabad- 500001, T.S., India.



## STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

### AGENDA OF THE MEETING

1. To welcome the members and confirm the quorum.
2. To review any grievances received from students during the quarter.
3. To deliberate on the grievances and provide appropriate resolutions.
4. To record the proceedings of the meeting and finalize decisions.
5. Any other matter with the permission of the Chair.



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**STUDENTS GRIEVANCES REDRESSAL COMMITTEE MEETING**

**Members Present:**

S. No.	Name & Designation	Role / Position	Signature
1.	Mr. Mohammed Abdul Razzak	Chairperson	
2.	Dr. Abdul Saleem, Senior Faculty Member	Member	
3.	Dr. Aseem Khan, Senior Faculty Member	Member	
4.	Mr. K. Felix, Senior Faculty Member	Member	
5.	Dr. C. Shobha Rani, Senior Faculty Member	Member	
6.	Dr. Mohammed Al Saiq Ali, Senior Faculty Member	Member	
7.	Ms. Javeria Azmat (B.Sc. Biotech Student)	Special Invitee	



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Date: 12-07-2024

## MINUTES OF THE MEETING

### STUDENTS GRIEVANCES REDRESSAL COMMITTEE

The meeting of the Grievances Redressal Committee of Anwarul Uloom College (Autonomous) was held on July 18, 2024 at 12:00 Noon in IQAC under the chairmanship of Mr. Mohammed Abdul Razzak, Principal.

#### **MEMBERS PRESENT:**

- Dr. Abdul Saleem, Senior Faculty Member
- Dr. Aseem Khan, Senior Faculty Member
- Mr. K. Felix, Senior Faculty Member
- Dr. C. Shobha Rani, Senior Faculty Member
- Dr. Mohammed Al Saiq Ali, Senior Faculty Member
- Ms. Javeria Azmat (B.Sc. Biotech Student) – Special Invitee

#### **PROCEEDINGS:**

1. The Chairperson welcomed all the members to the meeting.
2. The quorum being complete, the meeting proceeded as per the agenda.
3. No new grievances were reported during this quarter.
4. The committee resolved to continue monitoring the grievance portal and physical submissions regularly.
5. The meeting concluded with a vote of thanks to the Chair.



PRINCIPAL



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## ACTION TAKEN REPORT OF GRIEVANCES REDRESSAL COMMITTEE

MEETING HELD ON JULY 18, 2024

Action Taken Report on the Meeting of the Grievances Redressal Committee held on July 18, 2024 at 12:00 Noon at IQAC, Anwarul Uloom College (Autonomous).

1. The committee reviewed and confirmed that no grievances were pending during this quarter.
2. It was decided that the grievance collection and redressal mechanism will be further streamlined by regular notifications to students.
3. The Committee will meet in the next quarter as per schedule.

PRINCIPAL



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**Date: August 20, 2024**

## **CIRCULAR**

All the members of the Anti-Ragging Committee are hereby informed that a meeting of the Committee is scheduled on August 24, 2024, at 12:00 Noon at IQAC and agenda of the meeting as follows:

1. Welcome and introductory remarks by the Chairperson.
2. Review of UGC and AICTE guidelines on prevention of ragging.
3. Discussion on vigilance and surprise inspections across the campus.
4. Planning for display of anti-ragging posters and awareness drives.
5. Organization of counseling and sensitization programs for students.
6. Any other matter with the permission of the Chair.

All members are requested to attend the meeting without fail.



Principal

### **Copy to:**

- All Members of the Anti-Ragging Committee
- College Notice Board
- Office File



**ANTI-RAGGING COMMITTEE MEETING**

**Member Present:**

S. No.	Name & Designation	Role / Position	Signature
1.	Mr. Mohammed Abdul Razzak – Principal	Chairperson	
2.	Dr. Mohammed Siraj Basha – NSS Officer	Convener	
3.	Mr. Habeeb Uddin Ahmed – Rtd. Joint Secretary, Govt. of Telangana	Member	Not available
4.	Major Dr. Sultan Khan	Member	
5.	Dr. Mogni Siddiqui – 4TV News Anchor	Member	
6.	Mr. Sardar Khan	Member	Not available
7.	Mr. Anil Kumar	Member	
8.	Mrs. Hafsa Fazilat – Parent	Member	
9.	Ms. Maryam Mujeeb (M.Sc. Biotechnology) – Student	Member	



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### ANTI-RAGGING COMMITTEE

#### Agenda of Anti-Ragging Committee Meeting:

1. Welcome and opening remarks by the Chairperson.
2. Introduction of members of the Anti-Ragging Committee.
3. Review of UGC and AICTE guidelines on prevention of ragging.
4. Discussion on measures to ensure vigilance in and around campus.
5. Planning of surprise checks in vulnerable areas.
6. Ensuring display of anti-ragging posters and helpline numbers at prominent places.
7. Counseling and awareness programs for students.
8. Any other matter with the permission of the Chair.
9. Concluding remarks.



Principal



## **MINUTES OF THE MEETING (MOM) ANTI-RAGGING COMMITTEE MEETING**

**Date: August 24, 2024**

**Time: 12:00 Noon**

**Venue: IQAC**

### **MEMBERS PRESENT:**

1. Mr. Mohammed Abdul Razzak – Principal, Chairperson
2. Dr. Mohammed Siraj Basha – NSS Officer, Convener
3. Mr. Habeeb Uddin Ahmed – Rtd. Joint Secretary, Govt. of Telangana, Member
4. Major Dr. Sultan Khan – Member
5. Dr. Mogni Siddiqui – 4TV News Anchor, Member
6. Mr. Sardar Khan – Member
7. Mr. Anil Kumar – Member
8. Mrs. Hafsa Fazilat – Parent, Member
9. Ms. Maryam Mujeeb (M.Sc. Biotechnology) – Student, Member

### **PROCEEDINGS:**

1. The Chairperson welcomed all members and emphasized the importance of maintaining a ragging-free campus.
2. The committee reviewed UGC guidelines and the responsibilities as per the Office Order.
3. It was resolved to conduct regular surprise inspections in classrooms, canteen, and other vulnerable areas.
4. The Convener was instructed to ensure display of anti-ragging posters and helpline numbers at strategic points across the campus.
5. The Parent and Student members highlighted the importance of counseling sessions and awareness drives at the beginning of the academic year.
6. It was decided to organize orientation programs for freshers with anti-ragging sensitization sessions.
7. The committee agreed to maintain a zero-tolerance policy toward ragging and to encourage students to report incidents anonymously if needed.

**RESOLUTIONS PASSED:**

1. Surprise checks to be conducted weekly.
2. Anti-ragging posters to be displayed within one week.
3. Awareness program to be held within the first month of the semester.

The meeting ended with a vote of thanks by the Convener.



A handwritten signature in black ink, appearing to read 'M. S. Principal'.



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## ACTION TAKEN REPORT (ATR) OF ANTI-RAGGING COMMITTEE MEETING HELD ON AUGUST 24, 2025

SI. No.	Agenda Point / Decision	Action Taken
1	Conduct regular surprise checks.	Surprise inspections initiated by committee members.
2	Display anti-ragging posters & helpline numbers.	Posters displayed at main entrance, canteen, and notice boards.
3	Organize awareness & counseling sessions.	Conducted Orientation and awareness sessions for freshers.



Principal



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**Date: 12-07-2024**

## **CIRCULAR**

All the members of the Internal Complaints Committee (ICC) constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act are hereby informed that a meeting will be held on August 18, 2024 at 12:00 noon at IQAC. Agenda of the meeting is as follows:

1. To review the roles and responsibilities of the Internal Complaints Committee.
2. To discuss awareness programs for prevention of sexual harassment.
3. To review and update grievance redressal procedures.
4. Any other matter with the permission of the Chair.

All members are requested to attend the meeting on time without fail.



**Nodal Officer**

### **Copy to:**

- All Members of the Internal Complaints Committee
- College Notice Board
- Office File



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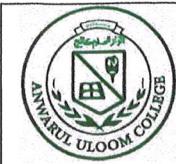


## **INTERNAL COMPLAINT COMMITTEE**

### **AGENDA OF THE MEETING:**

1. To review the roles and responsibilities of the Internal Complaints Committee.
2. To discuss awareness programs for prevention of sexual harassment.
3. To review and update grievance redressal procedures.
4. Any other matter with the permission of the Chair.

**Nodal Officer**



**INTERNAL COMPLAINTS COMMITTEE (ICC) MEETING HELD ON**  
**AUGUST 18, 2024**

**Members Present:**

S. No.	Name & Designation	Role / Position	Signature
1	Mrs. Nadeem Fatima, HOD Biotechnology	Nodal Officer / Presiding Officer	
2	Ms. Tahura Sadaf, Vice President, "We for you" Welfare Organisation	Member	
3	Dr. Shobha Rani, Associate Professor, Dept. of Commerce	Member	
4	Dr. Anjum Fatima, HOD Arabic	Member	
5	Mrs. Viqarunnisa, HOD Public Administration	Member	
6	Mrs. Nazneen Saba Quadri, Assistant Professor, Commerce	Member	
7	Dr. Yasmeen Banu, Associate Professor, Commerce	Member	



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## **MINUTES OF THE MEETING OF INTERNAL COMPLAINTS COMMITTEE (ICC)**

Date: August 18, 2024

Time: 12:00 Noon

Venue: IQAC Office

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### **Members Present**

1. Mrs. Nadeem Fatima, HOD Biotechnology (Nodal Officer/Presiding officer)
2. Ms. Tahura Sadaf, Vice President, "We for you" welfare organisation, (Member)
3. Dr. Shobha Rani Assoc. Professor Dept. of Commerce (Member)
4. Dr. Anjum Fatima HOD Arabic (Member)
5. Mrs. Viqarunnisa HOD Public Administration (Member)
6. Mrs. Nazneen Saba Quadri Asst. Professor, Commerce (Member)
7. Dr. Yasmeen Banu Assoc. Professor Commerce (Member)

The meeting of the Internal Complaints Committee was held on August 18, 2024 at 12:00 Noon in the IQAC office. The Chairperson along with all the members of the committee were present.

The following points were discussed:

1. The roles and responsibilities of the Internal Complaints Committee were reviewed.
2. Plans for conducting awareness programs and workshops were discussed and finalized.
3. Existing grievance redressal procedures were reviewed and suggestions for improvement were noted.
4. No other matters were raised by the members.

### **RESOLUTIONS:**

1. Resolved to approve to conduct awareness program prevention of sexual harassment in next semester.
2. Resolved to approve update the website with grievances redressal procedure.

The meeting concluded with the Chairperson thanking all the members for their active participation.

  
**Nodal Officer**



**ACTION TAKEN REPORT OF INTERNAL COMPLAINTS COMMITTEE (ICC)**  
**MEETING HELD ON AUGUST 18, 2024**

The following actions were taken based on the discussions held in the meeting:

1. Roles and responsibilities of the ICC were reaffirmed and documented for circulation among faculty and staff.
2. Awareness programs on prevention of sexual harassment were scheduled to be conducted in the coming semester.
3. Grievance redressal procedures were updated and displayed on the college notice board and website.
4. Members agreed to monitor implementation of decisions in the next meeting.



**Nodal Officer**