

MUFFAKHAM JAH
COLLEGE OF ENGINEERING & TECHNOLOGY
(SULTAN-UL-ULLOM EDUCATION SOCIETY)

Ref: 366/ MJ/20/S-2/OU/13/125

November 28, 2020

NOTICE

Sub: MJCET - **Internal Complaint Committee**- Reg.

In order to sort out the issues/complaints of staff members (teaching & non-teaching) and students of Muffakham Jah College of Engineering & Technology, "**Internal Complaint Committee**" is constituted with the following members:-

- | | | |
|-----------------------------------|---|----------|
| 1. Dr. Ahmed Abdul Moiz Qyser | - | Chairman |
| Professor & Head, CSED | | |
| 2. Dr. Shaik Khadervali | - | Member |
| Professor & Chief Coordinator of | | |
| M.E. Programmes, | | |
| 3. Dr. Md. Haseeb Khan | - | Member |
| Professor & Head, EED | | |
| 4. Dr. Md. Arifuddin Sohel | - | Member |
| Professor & Head, ECED | | |
| 5. Dr. Md. Hamraj | - | Member |
| Professor & Head, CED | | |
| 6. Dr. Md. Viquar Mohiuddin | - | Member |
| Professor & Associate Head, MED | | |
| 7. Dr(Mrs.) Mousmi Ajay Chaurasia | - | Member |
| Professor & Head, ITD | | |

The following responsibilities are entrusted to the **Internal Complaint Committee**.

1. The above committee will look after the complaints of Staff and students at college level.
2. The Grievances raised in the complaint should be related to college and within the campus only.
3. The Committee will meet once in a month to examine the issues (if any) and submit a report to the undersigned. However, in case of emergency it could meet as and when required.
4. The Committee is authorized to take all possible measures in consultation with the Director, MJCET and ensure that all the complaints are effectively solved in the college.
5. The committee will start the work with immediate effect and continue until further orders.
6. The Committee can co-opt two (2) senior students if the complaint is related to students.

To
All members of Committee

Copy to: 1. The I/c Principal, MJCET

2. The Dean (Academic), MJCET

3. The Dean (Students), MJCET

ADVISOR-CUM-DIRECTOR

M. J. Khan
30/03/2021
PRINCIPAL
Muffakham Jah College Of
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HYDERABAD-500 034.(T.S.)