



महिला अभियान्त्रिकी महाविद्यालय, अजमेर
WOMEN ENGINEERING COLLEGE, AJMER

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Ref:- MECA /Estt./2024-25/2930

Dated: 11/02/2025

Circular

Ref:-In Compliance of earlier circular no. MECA /Estt./2024-25/ 2127 dated 28.11.2024

1. All the faculty members are hereby instructed to take a 10-15 minute session every week with the students of their class and discuss about any problem the student may be facing other than academics.
2. The Registrar & all Non teaching staff members should also be vigilant about any behavior of student which seems abnormal.
3. Chief Wardens also to monitor the same, instruct care takers in hostels to be vigilant about the same
4. Chief Proctor & his team to be vigilant about the same.
5. All the students are once again notified that there is a Students Grievance Redressal cell already formed in the college, where they can take their grievance of any sort.
6. Tutors to take weekly meetings of students assigned to them, submit report of the same to concerned HoD every Monday, HoDs to carefully examine tutor reports and forward a note regarding the same to Principal, every week.
7. HoDs/faculty/staff to discuss any alarming concern of the student immediately with the undersigned or solved at their own level if deemed necessary.

Agreed
11/2/2025
(Principal)

Copy to:

01. Steno, Principal
02. Registrar
03. Chief Proctor & All Proctors
04. All faculty & staff for Compliance
05. All HoDs/ Section incharge/ Wardens for Compliance
06. All Students' via website & E-mail (thru Chief Proctor)
07. Nodal officer - website for uploading the information
08. Guard file.

Jasvanti
11/2/25
(Asstt.Registrar)