

**MINUTES OF MEETING OF
INTERNAL COMPLAINTS
COMMITTEE**



ADITYA DEGREE COLLEGE

(Affiliated to Andhra University)
Gopalapatnam, Visakhapatnam - 530 027
Ph: 0891 - 2769469, 7997836662
Email: adcgpt@aditya.ac.in

Date: 19-11-2022.

CIRCULAR

All the Members of the Internal complaints committee are hereby requested to attend a meeting with the principal at 4 pm on 21-11-22 in the principal's chamber to discuss various aspects of Internal complaints Committee.

Agenda:

- 1) To discuss the duties of member of Internal complaints Committee.
- 2) To Provide safe academic environment for the students
- 3) To Provide safe working environment for the staff.

Copy to:

Office
ICC Members

Principal



Principal
ADITYA DEGREE COLLEGE
Gopalapatnam, Visakhapatnam-21



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Date:21-11-2022.

Minutes of the Meeting

The meeting of all the members of the Internal complaints Committee under the edict of the Principal has been conducted in the principal's chamber at 4 pm on 21-11-22 to discuss various aspects of Internal complaints Committee. The following members of the committee have attended the meeting and the following resolutions have been accepted.

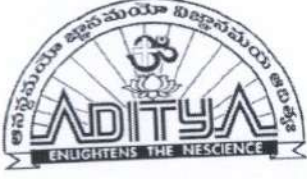
S.No	Name of the member	Designation	Signature
1	N H Satish Kumar	Co-ordinator	
2	M.Swapana Latha	Staff Member	
3	V.Prasad	Staff Member	
4	Chikkala Saranya	Student Member	
5	Kanithi Divya Sree	Student Member	


Co-ordinator


Principal

Principal
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Date: 21-11-2022.

Resolutions

1. To publicise rules and regulations of Internal complaints Committee .
2. To indicate the name of the members of Internal complaints Committee to all the students.
3. To Conduct awareness programs on the importance of Internal complaints Committee .
4. To display the phone numbers of all the members of Internal complaints Committee on the notice board of the college.
5. To look into various complaints lodged by the Staff & students of the college.
6. To Address the complaints & redress them.
7. To inform the students to lodge their complaints in the complaints box provided in the college or in the website goggle form.


Co-ordinator



Principal



Principal
ADITYA DEGREE COLLEGE
Gopalapatnam, Visakhapatnam-27