

**MINUTES OF MEETING OF
GRIEVANCE REDRESSAL
COMMITTEE**



ADITYA DEGREE COLLEGE RAJAHMUNDRY

((Affiliated to Adikavi Nannayya University))

Beside R.T.C. Complex, Tadithota, Rajahmundry-533 103.

Voice : 0883- 2491359, 457. Cell: 9866076668 Email : adcrjy@aditya.ac.in

Date: 23-11-2022

CIRCULAR

All the Staff & Student Members of the Grievance Redressal Committee are hereby requested to attend a meeting with the Principal at 4 pm on 25-11-2022 in the Principal's chamber to discuss various aspects of Grievance Redressal Committee

Agenda:

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

Copy to:

Office

GRC Members



k. venkate Padma

Principal,

**ADITYA DEGREE COLLEGE
RAJAHMUNDRY.**



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Dt:25-11-2022

MINUTES OF MEETING

The meeting of all the members of the Grievance Redressal Committee under the dict of the Principal has been conducted in the Principal's chamber at 4 pm on 25-11-2022 to discuss various aspects of Grievance Redressal 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	Sri K Gopi Krishna	Co-Ordinator	K. Gopi
2	Sri E L Anand	Staff Member	E. Anand
3	V Kusuma hariteja	Student Member	V. K. Hariteja
4	Sheela susan	Student Member	Sheela Susan.

K. Gopi
Co- Ordinator



K. Venkata Padma
Principal,
ADITYA DEGREE COLLEGE
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Resolutions

- 1.To publicise rules and regulations of Grievance Redressal Committee.
2. To indicate the name of the members of Grievance Redressal Committee to all the students
- 3.To Conduct awareness programs on the importance of Grievance Redressal Committee
4. To display the phone numbers of all members of Grievance Redressal 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 google form

K. Gopi
Co-ordinator



K. Venkata Padma
Principal,
ADITYA DEGREE COLLEGE
RAJAHMUNDRY.