

**MINTUES OF MEATING OF  
INTERNAL COMPLAINTS  
COMMITTEE**



# ADITYA DEGREE COLLEGE

(Affiliated to Adikavi Nannayya University)

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

Cell: 9866076668 Email : adcrjy@aditya.ac.in

Date: 21-11-2023

## CIRCULAR

All the Members of the internal complaints committee are here by requested to attend a meeting with the Principal at 4.00 P.M pm on 21-11-2023 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



k. venkate Padma

PRINCIPAL  
Principal.

ADITYA DEGREE COLLEGE  
RAJAHMUNDRY



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## Minutes of the Meeting of Internal complaints committee

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 4.00 pm on 21-11-2023 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 Mentor	Designation	Signature
1	Mrs. U Sailaja	Coordinator	U. Sailaja
2	Miss V R Rajeswari	Staff Member	V.R. Rajeswari
3	Mr.K Rambabu	Staff Member	K. Rambabu
4	Miss. M Divya	Student Member	M. Divya
5	Mr. E Akash	Student Member	Akash. E

U. Sailaja  
Co-ordinator



K. Venkate Padma

PRINCIPAL

Principal.

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Date: 21-11-2023

## Resolutions

1. To publicize rules and regulations of Internal complaints Committee.
2. To indicate the name of the members of the 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 Google form.

*V. Saibya*  
Co-ordinator



*Ic. venkate Padma*

PRINCIPAL

Principal

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RAJAHMUNDRY