



ADITYA DEGREE COLLEGE FOR WOMEN RAJAHMUNDRY

(Affiliated to Adikavi Nannayya University)

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

Voice : 0883- 2400456. Cell: 9701976664 Email : awdcrjy@aditya.ac.in

Rajahmundry

Dt: 06-02-2023

CIRCULAR

All the Members of the Internal Complaints Committee are hereby requested to attend a meeting with the principal at 10 a.m on 08-02-2023 in the principal's chamber to discuss various aspects of Internal Complaints Committee.

Agenda:

- To discuss the duties of the members of Internal Complaints Committee.
- To provide safe working conditions for the staff.
- To Provide safe academic environment for the students.

Copy to: Office
members of ICC



P. Somwani

PRINCIPAL

PRINCIPAL,
ADITYA DEGREE COLLEGE FOR WOMEN
RAJAHMUNDRY



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RAJAHMUNDRY

Dt: 08-02-2023

Minutes of the Meeting

The Meeting of all the members of Internal Complaints Committee under the behest of the principal has been conducted in the principal's chamber at 10 a.m on 08-02-2023 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	Signature
1	N. Vandana	
2.	M. Maheswari	M. Maheswari
3.	P. Naga Srinisha.	P. Naga Srinisha
4.	Ch. Rupa Devi	Ch. Rupa Devi
5.	N. Suneetha	N. Suneetha
6	J. Aruna	A
7.	A. Sarma sai	A. Sarma sai
8.	T. Lavanya	T. Lavanya

COORDINATOR



PRINCIPAL
PRINCIPAL,
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RAJAHMUNDRY

Dt08-02-2023

Resolutions

- 1.To publicise rules and regulations of Internal Complaints Committee.
- 2.To indicate the names 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 nos 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 & the students of the college.
- 6.To Address the complaints & redress them.
- 7.To inform the staff & the students to lodge their complaints in the complaints box provided in the college.


coordinator





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