



KAKINADA ADITYA DEGREE COLLEGE

(Affiliated to Dr. B.R.Ambedkar University)

Women's College Road, **SRIKAKULAM-532001**, Andhra Pradesh.

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APPOINTMENT LETTER FOR INTERNAL COMPLAINTS COMMITTEE (ICC)

To

Dear Sir/Madam,

To support a safe and respectful environment for everyone on campus, the management of **Kakinada Aditya Degree College, Srikakulam** is pleased to form the **Internal Complaints Committee (ICC)** for this academic year, starting from **05.06.2024**.

Internal Complaints Committee (ICC) Composition

Name	Role
Miss. P.Saileela	Co-ordinator
Mr. K. Hari Babu	Member (faculty)
Mr. S. Venkata Visweswara Rao	Member(faculty)
Miss. K.Yogitha	Member(student)
Miss. B. Ramya	Member(student)
Miss.M.Ragha Deepika	Member(student)

GUIDELINES FOR THE INTERNAL COMPLAINTS COMMITTEE (ICC)

1. Objectives:

- To create a safe, secure, and gender-sensitive environment in the institution.
- To prevent and address incidents of sexual harassment and gender-based discrimination.

2. Responsibilities:

- Receive and investigate complaints related to sexual harassment at the institution.
- Provide a fair and timely resolution mechanism, ensuring confidentiality and support to the complainant.

- Conduct awareness programs and workshops on gender sensitivity and legal provisions.
- Maintain proper records of complaints, investigations, and actions taken.

3. Meetings:

- The committee should meet at least once a quarter, or more frequently if required.
- Urgent meetings may be called upon receiving a complaint.

4. Procedures:

- A written complaint must be submitted within 3 months of the incident.
- The committee must complete the inquiry within 90 days and submit its findings to the Principal.
- Recommendations may include disciplinary action, counseling, or changes in class/work arrangements.

5. Confidentiality:

- All proceedings of the ICC shall be kept confidential.
- Breach of confidentiality may lead to disciplinary action.

6. Tenure:

- The term of the committee is for the academic year **2024-2025** and may be reconstituted annually.

We appreciate your commitment to fostering a safe and inclusive campus atmosphere. Your role is vital in upholding the dignity and rights of all individuals in our academic community.

K. Siva Reddy

Principal

PRINCIPAL

Kakinada Aditya Degree College
SRIKAKULAM

