



KAKINADA ADITYA DEGREE COLLEGE

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

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

Cell: **79971 76661, 79971 76662**

E-mail: awdcsklm@aditya.ac.in

Website: aditya.ac.in/degree

To,

Miss.Y. Kusuma Kumari

Subject: Appointment Letter

Dear Sir,

We are pleased to inform you that you have been appointed as the Convenor of the Scheduled Caste/Scheduled Tribe Cell at **Kakinada Aditya Degree College, Srikakulam**, effective from 5th June 2024. This appointment is made in recognition of your dedication and commitment to promoting social welfare and equality.

Your key responsibilities will include, but are not limited to:

- Advocating for the rights and interests of Scheduled Caste/Scheduled Tribe communities.
- Implementing and monitoring initiatives for their upliftment.
- Collaborating with relevant stakeholders to ensure effective service delivery.
- Organizing awareness programs and workshops for community engagement.

The terms and conditions of your appointment, will be as per the policies of Kakinada Aditya Degree College. We are confident that your leadership and dedication will contribute significantly to our mission. Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

We look forward to working with you.

Yours sincerely,

Principal

PRINCIPAL

Kakinada Aditya Degree College

SRIKAKULAM

Acceptance of Appointment:

1. Y. Kusuma Kumari, hereby accept the appointment as Convenor of the Scheduled Caste/Scheduled Tribe Cell at Kakinada Aditya Degree College, Srikakulam, under the terms and conditions mentioned above.

Signature:

Date: 05-06-2024



APPOINTMENT LETTER FOR SC/ST COMMITTEE

To

Miss. Y.Kusuma Kumari

Lecturer

Kakinada Aditya Degree College, Srikakulam,

Dear Sir/Madam,

We are pleased to to appoint you as co-ordinator and as part of our commitment to ensure equality and social justice, the management of **Kakinada Aditya Degree College, Srikakulam** is pleased to constitute the SC/ST Committee with effect from 05.06.2024 for the academic year

Name

Designation

Miss. Y.Kusuma Kumari

Co-ordinator

Miss. P.Chandana

Member(student)

Miss K.Vennela

Member(student)

Miss.A.Kalpna

Member(student)

Miss. D. Saranya Vardhini

Member(student)

GUIDELINES FOR THE SC/ST COMMITTEE

1. Objectives:

- To safeguard the rights and interests of students and staff belonging to Scheduled Castes (SC) and Scheduled Tribes (ST).
- To ensure effective implementation of the policies and programs for SC/ST communities as per UGC and government regulations.

2. Responsibilities:

- Address and resolve grievances of SC/ST students and staff regarding discrimination or denial of rights.
- Organize orientation and awareness programs on issues related to equality, reservation policies, and welfare schemes.
- Monitor the implementation of policies related to scholarships, admissions, and reservations.
- Maintain confidentiality and impartiality in handling grievances and related issues.

3. Meetings:

- The committee shall meet at least once every quarter or as necessary in case of urgent issues.
- All discussions, actions, and resolutions must be properly documented.

4. Tenure:

- This appointment is valid for the academic year 2024-2025 and may be renewed or reconstituted at the discretion of the Principal.

5. Reporting:

The Co-ordinator shall submit periodic reports to the Principal and ensure necessary follow-up on grievances or policy implementations.

We thank you for accepting this important responsibility. Your role in ensuring a fair, inclusive, and respectful campus environment is deeply valued.

With sincere regards.

K. Siva Sub.

Principal

PRINCIPAL

**Kakinada Aditya Degree College
SRIKAKULAM**

