



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 STUDENT CO-ORDINATION CELL

To

Miss. S. Hari Manasa

Lecturer

Kakinada Aditya Degree college, Srikakulam

Dear Sir/Madam,

To strengthen communication and coordination between the student body and the institution, the management of **Kakinada Aditya Degree college, Srikakulam** is pleased to constitute the **Student Co-ordination Cell** for this academic year with effect from **05.06.2024**.

Composition of the Student Co-ordination Cell

Name	Designation
Miss.S. Hari Manasa	Co-ordinator
Miss.D. Jasmitha	Member
Miss.T. Poojitha	Member
Miss.B. Siva Chandini	Member
Miss.M. Likitha	Member

GUIDELINES FOR THE STUDENT CO-ORDINATION CELL

1. Objective

- To act as a bridge between students and college administration, ensuring smooth communication and effective implementation of student-related activities and support services.

2. Roles and Responsibilities

- Serve as the primary point of contact for student concerns and suggestions.
- Coordinate and assist in organizing academic, co-curricular, and extra-curricular activities.
- Support grievance redressal, feedback collection, and student welfare initiatives.
- Encourage student participation in campus development and community-building efforts,

3. Meetings

- The cell shall meet at least once a month or as required to discuss and plan activities or address student concerns.
- Minutes of meetings should be recorded and shared with the Principal for review.

4. Confidentiality & Conduct

- All members must handle student-related matters with sensitivity and confidentiality.
- Professional behavior and impartiality are expected at all times.

We appreciate your dedication to this important responsibility and look forward to your active involvement in enhancing student support and engagement across the campus.

With warm regards,

K. Siva Reddy

Principal

PRINCIPAL

Kakinada Aditya Degree College
SRIKAKULAM

