



## Aditya College of Engineering & Technology

( Permanently Affiliated to JNTUK Kakinada, Approved by AICTE – New Delhi, Accredited by NAAC – UGC )

Recognized by UGC under section 2(f) & 12(B) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET / ICC / 2020-21 / CO

Date: 05-10-2020

### Internal Complaints Committee – Convening Order

AY 2020 – 2021

As per the guidelines of AICTE, Aditya College of Engineering and Technology, Surampalem constituted an Internal Complaints Committee (ICC). The ICC is revised with the following members for the academic year 2020-21. The committee members have to take charge within a week and request to prepare an action plan for the current academic year.

S.No	Name of the Committee Members	Designation	Role
1	Mrs. Adiraju Rama Vasantha	Assoc. Professor	Presiding Officer
2	Mrs. Sneha M Joseph	Asst. Professor	Coordinator-1
3	Mrs. Theeparthi Jhansi Lakshmi Sarwani	Asst. Professor	Coordinator-2
4	Ms Pavani Sairam	NGO	Member
5	Mr. I Naveen	Lab Technician	Member
6	Ms. N Mary Joycy Deborah	Lab Technician	Member
7	B Manojna S (18P31A0407)	Student	Member
8	D Nyshitha (19P31A0513)	Student	Member
9	MVS Prasanna (17P31A04L5)	Student	Member

Copy to:

1. All member of the Committee
2. IQAC

Principal

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437

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Engineering & Technology  
SURAMPALAM- 533 437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref: ACET/ICC/2020-21/Circular/1

Dated: 8/10/2020

## CIRCULAR

This is to inform all the ICC members to gather in ACET Seminar Hall, Visvesvaraya Bhavan on 9/10/2020 at 2.30 PM to discuss the action plan for the academic year 2020-21. All the members are requested to attend the meeting without fail by following Covid-19 norms.

### Agenda of the Meeting:


1. Introduce new members of the committee.
2. Introduce an online complaint registration because of the COVID-19 pandemic.

  
ICC Presiding Officer

  
Principal

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALEM- 533 437

CC to: All the ICC Members

  
PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALEM- 533 437



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Dated: 9/10/2020

f: ACET/ICC/2020-21/MOM/1

## Minutes of Meeting of ICC

ate of meeting: 9<sup>th</sup> Nov 2020

venue : ACET Seminar Hall, Visvesvaraya Bhavan

reference : ACET/ICC/2020-21/Circular/1 dated 8/10/2020

### Agenda of the Meeting:

1. Introduce new members of the committee.
2. Introduce an online complaint registration because of the COVID-19 pandemic.

### Minutes:

1. The presiding officer welcomed the new members of the ICC and the importance of ICC was explained along with the mechanism of working.
2. Decided to plan a tentative event calendar for the year.
3. Discussed introducing an online complaint registration because of the COVID-19 pandemic.

The following members attended the meeting:

S.No	Name of the Committee Members	Designation	Position	Signature
1	Mrs A R. Vasantha	Assoc. Professor	Presiding Officer	ARM
2	Mrs. Sneha M Joseph	Asst. Professor	Coordinator-1	[Signature]
3	Mrs T J L Sarwani	Asst. Professor	Coordinator-2	[Signature]
4	Ms Pavani Sairam	NGO	Member	[Signature]
5	Mr. I Naveen	Lab Technician	Member	[Signature]
6	Ms. N Mary Joycy Deborah	Lab Technician	Member	[Signature]
7	B Manojna S (18P31A0407)	Student	Member	[Signature]
8	D Nyshitha (19P31A0513)	Student	Member	[Signature]
9	MVS Prasanna (17P31A04L5)	Student	Member	[Signature]

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ICC presiding officer