



## **Standard Operating Procedure**

### **Before Meetings:**

1. Be punctual with the dates and timings of the meetings which conduct very often at least once a month. After the formation of the council, all members should be aware of the schedule of the meets throughout the year.
2. In the interactions with classmates, all class representatives should get some suggestions, requirements and problems and make a note to discuss in the council meet.

### **In Meetings:**

1. Be punctual to meetings with proper attire.
2. Be a good listener and try to wait for the turn to speak. Don't interrupt other while they speak.
3. The meetings are planned by the president.
4. Before discussing the present issues, the secretary will report the minutes of the previous meeting and he will take care of present meeting's minutes.
5. The treasurer of the council will provide the report related to funds and expenditures.
6. The agenda will give to each and every member in the meeting by the president. They can add or remove some points with proper justifications.
7. The schedule for the upcoming meetings will announce by the president with the voting of members. This will enter in the minutes by the secretary.
8. Before any action take into force, the presidents should get the approval from the principal.



**PRINCIPAL**  
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