



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem-533437

Ref: ACET/SC/2016-17/CO

Date: 10-08-2016

Student Council-Convening Order

AY 2016-2017

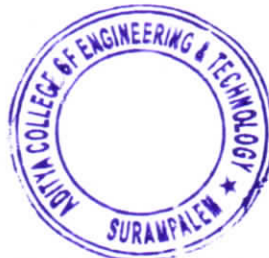
The Principal has constituted the Student Council with the following members for the academic year 2016-17. The members are directed to look into the welfare of students.

SNo	Name of the Committee Members	Designation	Role
1	Dr. TK Rama Krishna Rao	Principal	Chairman
2	Mr. MP Subba Raju	Asst. Professor	Coordinator-1
3	Mr. Mummidivarapu Naga Raju	Asst. Professor	Coordinator-2
4	Mr. Majji Yeshwanth Ganapathi 14P31A0136	Student	Member
5	Mr. Pokanati Veerababu 14P31A0150	Student	Member
6	Mr. Dantuluri Venkata Sai Rama Raju 14P31A0314	Student	Member
7	Mr. Reddy Harish 14P31A0218	Student	Member
9	Mr. Gurubilli Venkata Subba Reddy 14P31A0483	Student	Member
12	Mr. Kada Ravi Kumar 14P31A0517	Student	Member
13	Ms. Vanka Harishita 14P31A0411	Student	Member
14	Mr. Siddha Srinivas 13P31A0151	Student	Member
15	Mr. Pullela Sai Swaroop 13P31A05A2	Student	Member
16	Mr. Vulavakayala Sai Gopinath 13P31A03H1	Student	Member
17	Mr. Batchu Sai Satya Spandan 13P31A0469	Student	Member
18	Ms. Kodavalla Sravanthi 13P31A0495	Student	Member
19	Mr. Palukuri Lakshmi Venkata Naga Suresh Gupta 13P31A04C8	Student	Member
20	Mr. Koreddi Naveen 14P35A0224	Student	Member
21	Mr. Viswanatham Krishna Hemanth 13P31A03H8	Student	Member
22	Ms. Lingam Rajeswari 13P31A0227	Student	Member
23	Mr. Rudrarajula Sai Rajesh 15P31A04N0	Student	Member
24	Mr. Chandolu Venkata Srisai 15P31A04I8	Student	Member
25	Mr. Gopi Vijay Kumar 15P31A0515	Student	Member
26	Ms. Kolasani Mahima 15P31A1219	Student	Member
27	Ms. Mukku Mounica 15P31A0587	Student	Member

Copy to:

1. All members of the Committee

2. IQAC



Principal

PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



STUDENT COUNCIL

About

Student council committees contribute towards the overall well-being and holistic development of the students of the institute so that they emerge as responsible leaders and as active participants in the society. Student committees promote a safe and intellectually stimulating environment that encourages academic success, personality development, and student satisfaction. A Student Council is a delegate construction through which students in the institute can become associated with the issues of the college, working in organization with the administration, staff and understudies to serve the college and its students.

The Student Council and its construction is very common in all institutions and it works for the welfare of the students.

Students play a vital role in this council and actively take the initiative to do some modifications if required for the development of the organization and its students.

A Student Council gives a chance to students to participate in an organized organization with faculty, students and the college management. Some studies of investigations demonstrate that students' councils can work on scholastic principles and diminish dropout rates in college.

The foundation of a student council offers a chance to students to procure the kind of correspondence, arranging and authoritative abilities which will be helpful for them in their future lives. It empowers students to assume liability for projects, and to show that they can oversee and carry such undertakings to an effective end. Also, the commitment made by the council to the improvement of college strategy in various areas can have critical advantages for students and the institute.

PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALEM- 533 437

The role of the student council:

A Student Council should frame its specific objectives. Some common objectives could consist of:

- Complete any committee assignments promptly and by the deadlines set by the council
- To endorse an environment which is encouraging to educational and personal development of the students
- To encourage friendship and mutual respect among students.
- To collaborate with the management and staff for the advancement of the institute.
- To collect the suggestions and their personal views of the students on various issues and take the apt decision to solve the issues.
- To motivate the student youth to understand the values and philosophy of the association.

The Student Council and the Management:


- The management should frame and maintain proper procedures to maintain proper communication channel about the student council activities in the institute
- The management should guide and assist students to form a council and should extend its helping hand towards the council's establishment.
- The management should frame the rules and regulations for the formation of students' council and selection of members.
- The management should play an important role in meetings organization and the demeanour of its activities.

With the Principal and teachers:

Principal plays a vital role in the formation and operation of a Student Council. He acts as the mediator between management, faculty and students of the college.

In the early stages, the Principal will collaborate with faculty to work on the development of the council and frame the roles and responsibilities of the students in the council.

Additionally in general the Principal can endorse the culture of the college which distinguishes the potential and valuable input of students can achieve

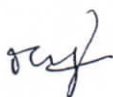


The sustenance and leadership of the principal is very useful to the Council in the initial stage of planning its actions, and facilitated to all faculty to attend Council gatherings will help to form a friendly and good working relationship between students and staff of the institution.

Functions of Student Council:

Most of the activities and functions should be framed by following the aims and objectives of the council and endorse the growth of the institute and the welfare of its students. In planning and related activities during the academic year, the Council should:

- Work meticulously with the collaboration of management, teachers and students,
- Plan for very often meetings with students, and make them involved in as many activities of the Council.
- The below mentioned activities should conduct to enhance the growth and development of the students and the institution:
 1. Convey the opinions and suggestions of the council to the college management
 2. Maintaining worthy communications within the campus
 3. Provide moral and all Supports for the scholastic progress of the students
 4. Conducting an induction program for the development of the students.
 5. Guidance and counselling sessions for students
 6. Make them to participate in sports, co-curricular and cultural activities
 7. Extend their participation in NSS activities.



PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALEM- 533 437



Standard Operating Procedure

Before Meetings:

1. Be punctual with the dates and timings of the meetings which conduct very often at least ones 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 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.



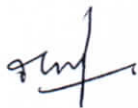
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437

After Meeting:

1. The council will set target, then the assignment of the target should complete on time without fail.
2. The class representatives should share the minutes of the meeting with their classmates. They should take permission from class teacher before this task.
3. Request all students for their queries, suggestions and comments. Make a note for future reference.
4. The actions take place if necessary after discussion about problems.

Rules for the Council Members:

- To concentrate on tasks and assignments
- Never get low grades in academics.
- Attend for meetings with proper preparation.
- Be punctual for all meetings.
- Unnecessary absences are prohibited
- Maintain good conduct and apt behaviour.



Aditya College of
Engineering & Technology
SURAMPALEM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017.


CIRCULAR

06 August 2016


This is to inform all the Student Council Committee Members that there will be a meeting in Principal's Chamber at 3.00 Pm on 07August 2016 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2016-2017 and decide a plan of action for further course of action. All the members are requested to attend the meeting without fail.

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.


Coordinator
Student Council Committee

Copy to Members of SC
Office AO


Principal
Principal
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017

08August2016

Minutes of Student Council Committee Meeting

A Meeting was held on 07 August2016 with the Members of the College Student Council Committee in the Principal's Chamber with the following Agenda. The Meeting was chaired by Principal Dr.T.K.RamakrishnaRao

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.

The convener welcomed all the members and presented the agenda, requested the chairman to preside over the meeting with the intended agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made. The chairman appreciated everyone for their enthusiasm and readiness. Further, the chairman reviewed and discussed all the points of the agenda.

The committee made the following resolutions:

- 1) Chairman of the Committee insisted upon the overall development and excellence of the students.
- 2) The chair instructed HOD's and faculty members to encourage the students to participate in all the activities Scheduled.
- 3) An Existing Standard operating Procedure (SOP) is put forward for the approval and the same is approved by the chairman.
- 4) Various activities are identified for the academic year 2016-2017, a necessary and significant part in the welfare of the students and the chair promised to release necessary grants for welfare of the students
- 5) The chair urged the members of the committee to schedule the programs without disturbing their regular academics.
- 6) They are offered the chance to communicate their perspectives on various issues in the College. The meeting got concluded with a vote of thanks to the chair.


Coordinator
Student Council Committee


Principal
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017.

CIRCULAR

11November2016

This is to inform all the Student Council Committee Members that there will be a meeting in Principal's Chamber at 11.30 am on 12November 2016 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2016-2017 and decide a plan of action for further course of action. All the members are requested to attend the meeting without fail.

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.


Coordinator
Student Council Committee

Copy to Members of SC
Office AO


Principal
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017

13November2016

Minutes of Student Council Committee Meeting

A Meeting was held on 12November 2016 with the Members of the College Student Council Committee in the Principal's Chamber with the following Agenda. The Meeting was chaired by Principal Dr.T.K.RamakrishnaRao

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.

The convener welcomed all the members and presented the agenda, requested the chairman to preside over the meeting with the intended agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made. The chairman appreciated everyone for their enthusiasm and readiness. Further, the chairman reviewed and discussed all the points of the agenda.

The committee made the following resolutions:

- 1) Chairman of the Committee insisted upon the overall development and excellence of the students.
- 2) The chair instructed HOD's and faculty members to encourage the students to participate in Anti ragging cell, Nirbhay Kanya Abhiyan, Youth Festivals programs etc.,
- 3) An Existing Standard operating Procedure (SOP) is put forward for the approval and the same is approved by the chairman.
- 4) Various activities are identified for the academic year 2016-2017, a necessary and significant part in the welfare of the students and the chair promised to release necessary grants for welfare of the students
- 5) The chair urged the members of the committee to schedule the programs without disturbing their regular academics.
- 6) The chair also agreed to give attendance to the students who are practicing and presenting the program .
- 7) They are offered the chance to communicate their perspectives on various issues in the College. The meeting got concluded with a note of thanks to the chair.


Coordinator
Student Council Committee


Principal
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017.

CIRCULAR

28December2016

This is to inform all the Student Council Committee Members that there will be a meeting in Principal's Chamber at 2.30 pm on 29December 2016 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2016-2017 and decide a plan of action for further course of action. All the members are requested to attend the meeting without fail.

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.


Coordinator
Student Council Committee

Copy to Members of SC
Office AO


Principal

PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017

30December2016

Minutes of Student Council Committee Meeting

A Meeting was held on 29December 2016 with the Members of the College Student Council Committee in the Principal's Chamber with the following Agenda. The Meeting was chaired by Principal Dr.T.K.RamakrishnaRao

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.

The convener welcomed all the members and presented the agenda, requested the chairman to preside over the meeting with the intended agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made. The chairman appreciated everyone for their enthusiasm and readiness. Further, the chairman reviewed and discussed all the points of the agenda.

The committee made the following resolutions:

- 1) Chairman of the Committee insisted upon the overall development and excellence of the students.
- 2) The chair instructed HOD's and faculty members to encourage the students to participate in Anti ragging cell, Nirbhay Kanya Abhiyan, Youth Festivals programs etc.,
- 3) An Existing Standard operating Procedure (SOP) is put forward for the approval and the same is approved by the chairman.
- 4) Various activities are identified i.e., Students safety, Soft skills development for the academic year 2016-2017, a necessary and significant part in the welfare of the students and the chair promised to release necessary grants for welfare of the students
- 5) The chair urged the members of the committee to schedule the programs without disturbing their regular academics.
- 6) They are offered the chance to communicate their perspectives on various issues in the College. The meeting got concluded with a vote of thanks to the chair.


Coordinator
Student Council Committee


Principal
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017.

CIRCULAR


14March 2017

This is to inform all the Student Council Committee Members that there will be a meeting in Principal's Chamber at 1.30 pm on 15March 2017 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2016-2017 and decide a plan of action for further course of action. All the members are requested to attend the meeting without fail.

Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.


Coordinator
Student Council Committee


Principal
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437

Copy to Members of SC
Office AO



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem – 533437

Ref ACET/ Student Council / 2016-2017

16March2017

Minutes of Student Council Committee Meeting

A Meeting was held on 15March 2017 with the Members of the College Student Council Committee in the Principal's Chamber with the following Agenda. The Meeting was chaired by Principal Dr.T.K.RamakrishnaRao

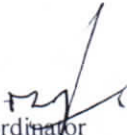
Agenda:

- 1) Approval of existing SOP
- 2) To discuss and plan Student Council Committee Activities
- 3) To prepare a perspective plan on par with Academic Calendar
- 4) Any other issue with the permission of the chair.

The convener welcomed all the members and presented the agenda, requested the chairman to preside over the meeting with the intended agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made. The chairman appreciated everyone for their enthusiasm and readiness. Further, the chairman reviewed and discussed all the points of the agenda.

The committee made the following resolutions:

- 1) Chairman of the Committee insisted upon the overall development and excellence of the students.
- 2) The chair instructed HOD's and faculty members to encourage the students to participate in Student related seminar, workshops, conferences.
- 3) An Existing Standard operating Procedure (SOP) is put forward for the approval and the same is approved by the chairman.
- 4) Various other activities are identified i.e., Cultural, Sportsfor the academic year 2016-2017, a necessary and significant part in the welfare of the students and the chair promised to release necessary grants for welfare of the students
- 5) The chair urged the members of the committee to schedule the programs without disturbing their regular academics.
- 6) The chair also agreed to give attendance to the students who are practicing and presenting the program .
- 7) They are offered the chance to communicate their perspectives on various educational issues in theCollege.
- 8) The meeting got concluded with a vote of thanks to the chair.


Coordinator
Student Council Committee


Principal

PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALEM- 533 437