



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem-533437

Ref: ACET/SC/2017-18/CO

Date: 16-08-2017

Student Council-Convening Order

AY 2017-2018

The Principal has constituted the Student Council with the following members for the academic year 2017-18. 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. Kondeti Udaya Kiran 16P35A0411	Student	Member
15	Mr. Chinthaluri Satya Krishna Swamy 16P35A0501	Student	Member
16	Mr. Meneddi Kumar Raju 16P35A0332	Student	Member
17	Mr. Atti Naveen Siva Kumar 16P35A0408	Student	Member
18	Ms. Kanumuri Surya Naga Satya Lakshmi Bhavani 16P35A0402	Student	Member
19	Mr. Kovvuri Satya Durga Reddy 16P35A0425	Student	Member
20	Mr. Kotikilapudi Vijay Kumar 16P35A0413	Student	Member
21	Mr. Kona Naga Venkata Durga Ajay 16P35A0321	Student	Member
22	Ms. Chintapalli Priyanka 16P35A0206	Student	Member
23	Mr. Rudravarjula Sai Rajesh 15P31A04N0	Student	Member
24	Mr. Chandolu Venkata Srisai 15P31A0418	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



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STUDENT COUNCIL

About

The student council will act as an umbrella body for all the clubs and committees on campus, ensuring their smooth functioning at each juncture. Apart from being the link between the students and the management, the Student Council will be responsible for the brand enhancement of the campus and will constantly strive towards making the experience of the student on campus comfortable and enriching. 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.


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The role of the student council:

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

- To develop healthy relationships with proper communication between students, management and staff.
- 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.

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



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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.



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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.


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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:

- It will be the responsibility of the Council to ensure that all events, activities and interactions on campus are conducted in a manner acceptable to the culture and norms of the university.
- The Council will assist all clubs and committees on campus with their functioning and conducting of various other activities.
- 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.



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Ref ACET/ Student Council / 2017-2018.

CIRCULAR

27 July 2017

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 28th July 2017 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2017-2018 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

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29July2017

Minutes of Student Council Committee Meeting

A Meeting was held on 28th July 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 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 2017-2018, 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.


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CIRCULAR

18October2017

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 19October 2017 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2017-2018 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.


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Ref ACET/ Student Council / 2017-2018

20October2017

Minutes of Student Council Committee Meeting

A Meeting was held on 19October 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 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 2017-2018, 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.


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CIRCULAR

02February2018

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 03February 2018 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2017-2018 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.


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04February2018

Minutes of Student Council Committee Meeting

A Meeting was held on 03February 2018 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 2017-2018, 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 vote of thanks to the chair.

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Ref ACET/ Student Council / 2017-2018.

CIRCULAR

08April 2018

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 09April 2018 with the following Agenda and to discuss the finalized schedule of Student Council Committee for the Academic year 2017-2018 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.


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10April2018

Minutes of Student Council Committee Meeting

A Meeting was held on 09April 2018 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, Sports for the academic year 2017-2018, 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 the College.
- 8) The meeting got concluded with a vote of thanks to the chair.

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