



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTU & Accredited by NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E G Dist, Ph. 99631 76662

Ref: ACOE/Magazine committee/2020-21/ constitution of MC

Date: 07.12.2020

MAGAZINE COMMITTEE

NOTICE

The magazine committee is formed with the following members comprising of faculty and students to look into the matter related to preparation and publishing of the magazine for the academic year 2020-21.

| SL. No. | Name of the Faculty | Designation | Role |
|---------|---------------------------|----------------------|----------------------|
| 1. | Dr. A.Ramesh | Principal | Chairman |
| 2 | Dr.Y.K.S.Subba Rao | HOD-ME | Convener |
| 3. | Mr.M.Sarat Chandra Prasad | Asst. Professor-ME | Member |
| 4 | Mr.M.Raghunath | Asst. Professor-ECE | Member |
| 5 | Mr. S. Nizamuddin Khadri | Asst. Professor-CE | Member |
| 6 | Smt. P.N.S Lakshmi | Asst. Professor-CSE | Member |
| 7 | Mr. B.V.S.S Gopal | Asst. Professor-EEE | Member |
| 8 | Mr.J. Bala Mohan Raju | Asst. Professor-H&BS | Member |
| 9 | Mr.CH.Chinna SubbaRao | Asst. Professor-PT | Member |
| 10 | Ms. P.Sreedevi | Asst. Professor-MBA | Member |
| 11. | Ms. Yerra Harika | II year, B.Tech- EEE | Student (19MH1A0560) |
| 12. | Mr. Kurakola Gangasunny | II year, B.Tech- EEE | Student (19MH1A0205) |
| 13. | Mr. Gorlu Sudheer | II year, B.Tech- ME | Student (17MH1A0307) |
| 14. | Mr. Ponnada Chaitanya | II year, B.Tech-ME | Student (20MH5A0340) |
| 15. | Mr. Gaddi Bharath | IV year, B.Tech-CSE | Student (16MH1A0579) |
| 16. | Ms. Allu Sri Sai Varsha | II year, B.Tech-CSE | Student (19MH1A0503) |
| 17. | Ms. V. Vasundharadevi | III year, B.Tech-ECE | Student (18MH5A0405) |
| 18. | Ms. Satti Ramyasri | II year, B.Tech-ECE | Student (19MH1A0442) |
| 19. | Mr. Injamuri Rajesh | II year, B.Tech-CE | Student (20MH5A0103) |
| 20. | Mr. Patta Ramesh | II year, B.Tech-CE | Student (20MH5A0110) |
| 21. | Mr. Gautham Krishnan U | II year, B.Tech-PT | Student(19MH1A2705) |
| 22 | Mr. Subin Suresh | II year, B.Tech-PT | Student(19MH1A2711) |
| 23 | Ms.K.Ravali | II year, MBA | Student(19MH1E0021) |
| 24 | Mr. B.NiKhil Kumar | II year, MBA | Student(19MH1E0011) |



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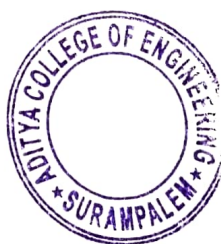
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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76662.

Frequency of Meeting: Once in a year or as and when required

Functions and Responsibilities:

- Gathering information from all the departments regarding conduct of events, student achievements, faculty achievements.
- Gathering photos at Programs, Seminars and special events.
- Displaying photos collected from various events in the form of gallery in the college premises.
- To provide a platform for students to express their views in the form of articles/ pictures through various forms.
- Publishing scientific projects with outreach outcomes.
- To encourage students for making them to involve in various activities/ events conducted.
- To gather information regarding various sports meets conducted with in/outside the college and achievements of students from our institution in different events and publishing the same in the magazine.
- Gather information about major contributions/achievements of the faculty and publishing the same in the magazine.



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Ref: ACOE/Magazine committee/2020-21/SOP

Date: 08.01.2021

MAGAZINE COMMITTEE

STANDARD OPERATING PROCEDURE (w.e.f 2014-15)

AY(2020-21)

1. Constituting members and convener for the magazine committee under the leadership of principal.
2. To acknowledge the departmental activities and the achievements for the academic year.
3. To acknowledge the list of faculties who achieved recognition/awards for their work in various fields from all the departments.
4. Maintaining close association with Training and Placement cell for gathering information regarding the list of companies visited for campus recruitment during the academic year and number of students placed.
5. Conducting photo gallery in seminars, functions and conferences held in college premises.
6. Gathering information regarding various sports meets conducted in the college premises and achievements of students from our institution in different events.
7. Collecting information from the cultural events organized in the institution.
8. Collection of information about the achievements of institution in various affiliations, recognitions such as NBA, NAAC, NIRF ranking from different institutions/organizations etc.,
9. All the collected information, photographs have to be scrutinized for ensuring quality.
10. Estimating the overall cost for preparing and publishing magazine and submitted to the principal for budget approval.

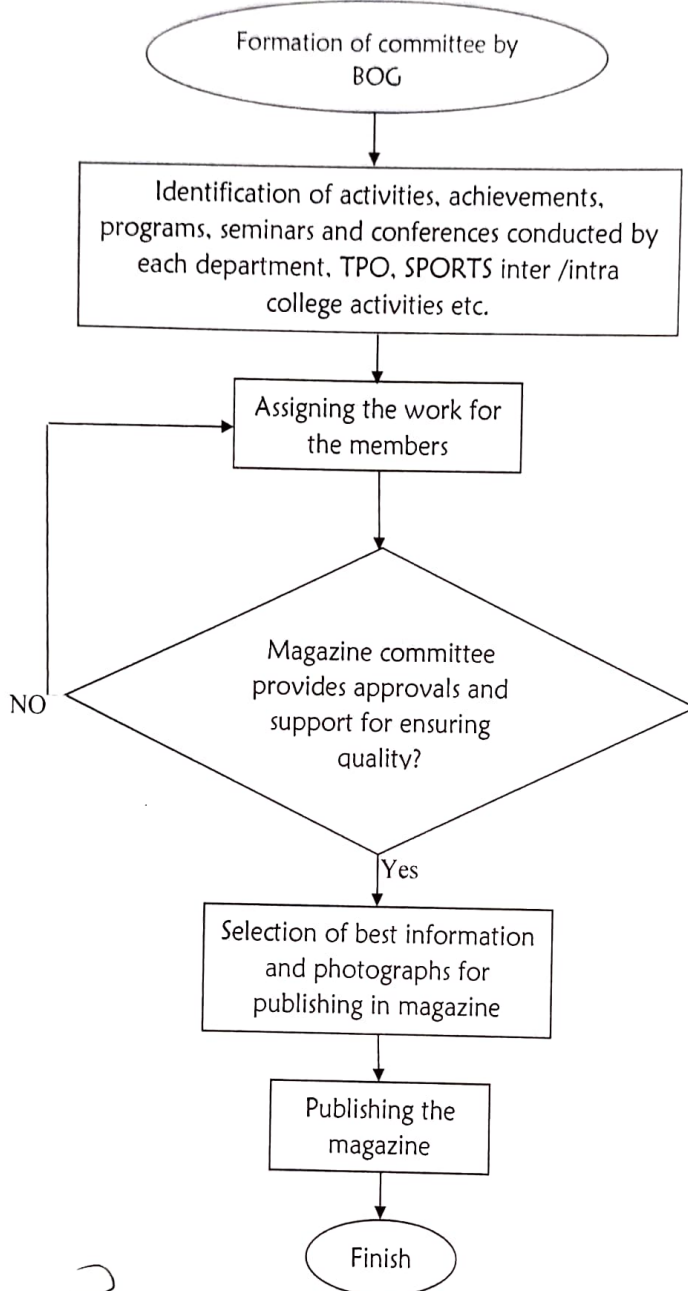


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Flow chart for Standard Operating Procedure (SOP)




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Ref: ACOE/Magazine committee/2020-21/Perspective Plan

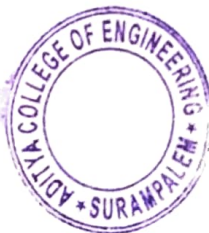
Date: 08.01.2021

MAGAZINE COMMITTEE

PERSPECTIVE PLAN

| S.No | Month | Plan | Description | Strategy | Budget |
|------|----------|---|---|---|--------------|
| 1. | December | Convening of Magazine committee | <ul style="list-style-type: none">The faculty members and students from each department along with Principal as chairman | Issuing circular for conducting committee meeting | Nil |
| 2. | January | Committee meeting | <ul style="list-style-type: none">Collect all sorts of information and photos from various events, seminars and conferences held in the college premises.To gather information regarding all the achievements of students and faculties. | Coordinating the events and activities | Nil |
| 3. | November | To discuss credibility of data from each department for making magazine | Scrutinizing and filtering the photographs and other information | Design and Publishing the final copy of magazine | Rs- 10,000/- |


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Ref: ACOE/Magazine committee/ 2020-21/Activity Diary

Date: 08.01.2021


MAGAZINE COMMITTEE

ACTIVITY DIARY

| S.No | Month | Plan | Description | Strategy | Budget | Remarks |
|------|----------|---|---|---|--------------|-------------------------------|
| 1. | December | Convening of MC | <ul style="list-style-type: none">The faculty members and students from each department along with Principal as chairman | Issuing circular for conducting committee meeting | Nil | Plan Implemented successfully |
| 2. | January | Committee meeting | <ul style="list-style-type: none">Collect all sorts of information and photos from various events, seminars and conferences held in the college premises.To gather information regarding all the achievements of students and faculties. | Coordinating the events and activities | Nil | Plan Implemented successfully |
| 3. | November | To discuss credibility of data from each department for making magazine | <ul style="list-style-type: none">Scrutinizing and filtering the photographs and other information | Design and Publishing the final copy of magazine | Rs- 10,000/- | Plan Implemented successfully |


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Ref: ACOE/Magazine committee/ 2020-21/circular

Date: 04-01-2021

CIRCULAR

All the members of the magazine committee are hereby informed that the meeting of the magazine committee will be held on 08th January 2021 at 2.30pm at seminar hall, Mechanical department. So, all the members are requested to attend the meeting without fail.

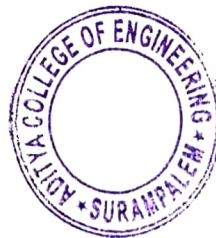
- Agenda:**
1. To appraise the members of the magazine committee.
 2. To collect all sorts of information and photos from various events, seminars and conferences held in the college premises.
 3. To collect the details from all the faculties and students about their awards/recognitions/prizes/ achievements during the academic year 2020-21.
 4. To check validity of data from each department for designing and publishing the magazine.


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Cc to: All members of Magazine committee


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Ref: ACOE/Magazine committee/2020-21/Minutes

Date: 08/01/2021

MAGAZINE COMMITTEE MINUTES OF THE MEETING AY 2020-2021

| Date of meeting | Venue | Time | Reference |
|-----------------|-----------------------------------|-------------------|---|
| 08/01/2021 | Seminar hall, Mechanical dept. | 2.30 PM to 4PM | ACOE/Magazine committee/2020-21/Circular dated 04.01.2021 |

The minutes of the meeting for the magazine committee was held with following agenda

Meeting agenda:

1. To appraise the members of the magazine committee.
2. To collect all sorts of information and photos from various events, seminars and conferences held in the college premises.
3. To collect the details from all the faculties and students about their awards/recognitions/prizes/ achievements during the academic year 2020-21.
4. To check validity of data from each department for designing and publishing the magazine.

Minutes and Resolutions:

1. The committee has taken initiation to collect all the necessary information regarding the events, seminars and conferences going to be held during the academic year 2020-21.
2. The committee decided to conduct photo gallery in the college premises about various events held during the academic year 2020-21.



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3. The committee recommended to gather information regarding various sports meets going to be held in the college premises and achievements of students from our institution in different activities.
4. Collection of information about the milestones achieved by the institute
5. The chairman advised all the members to gather information regarding all the achievements of students and faculties.
6. The chairman also directed all the members to publish the content with referred to placements, companies visited, pay scales etc., during the academic year 2020-21.

The meeting was conducted with thanks to the chair

| SL No. | Name of the Faculty | Designation | Role | Signature |
|--------|---------------------------|----------------------|-------------------------|-----------|
| 1. | Dr. A.Ramesh | Principal | Chairman | |
| 2. | Dr.Y.K.S.Subba Rao | HOD-ME | Convener | |
| 3. | Mr.M.Sarat Chandra Prasad | Asst. Professor-ME | Member | |
| 4. | Mr.M.Raghunath | Asst. Professor-ECE | Member | |
| 5. | Mr. S. Nizamuddin Khadri | Asst. Professor-CE | Member | |
| 6. | Smt. P.N.S Lakshmi | Asst. Professor-CSE | Member | |
| 7. | Mr. B.V.S.S Gopal | Asst. Professor-EEE | Member | |
| 8. | Mr.J. Bala Mohan Raju | Asst. Professor-H&BS | Member | |
| 9. | Mr.CH.Chinna SubbaRao | Asst. Professor-PT | Member | |
| 10. | Ms. P.Sreedevi | Asst. Professor-MBA | Member | |
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| | | | | |
|-----|------------------------|--------------------|-------------------------|-----------|
| 19. | Mr. Injamuri Rajesh | II year, B.Tech-CE | Student (20MH5A0103) | I. Rajesh |
| 20. | Mr. Patta Ramesh | II year, B.Tech-CE | Student (20MH5A0110) | Ramesh |
| 21. | Mr. Gautham Krishnan U | II year, B.Tech-PT | Student(19MH1A2705) | G. U |
| 22. | Mr. Subin Suresh | II year, B.Tech-PT | Student(19MH1A2711) | Subin |
| 23. | Ms. K. Ravali | II year, MBA | Student(19MH1E0021) | Ravali |
| 24. | Mr. B. Nikhil Kumar | II year, MBA | Student(19MH1E0011) | Nikhil |

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1. All HODs- for kind information



Principal

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