



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

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

Ref: ACOE/CCC/2022-23 /Constitution of CCC

Dt. 05-07-2022

Constitution of College Cultural Committee

The undersigned is highly pleased to constitute College Cultural Committee (CCC) for the academic year 2022-23 with Faculty Student partnership to undertake the below mentioned responsibilities and to ensure successful conduct of various cultural activities.

Cultural Committee is constituted with the following members.

S. No.	Name of the Faculty/ Student	Designation	Role
1	Dr. A.Ramesh	Principal	Chairman
2	Mr. J Bala Mohan Raju	Assistant Professor-BSE	Convener -CCC
3	Mrs. Sugandhi Naidu	Assistant Professor -ECE	Co-Convener- CCC
4	Mr. M. Prem Kumar	Assistant Professor -MECH	Member
5	Mr. CH Sesha Lakshmi	Assistant Professor -CSE	Member
6	Mr. M. S.N Raju	Assistant Professor -EEE	Member
7	Mr. Nizam Khadiri	Assistant Professor -CIVIL	Member
8	Mrs. M. Mary Jyothi	Assistant Professor -BSE	Member
9	Ms. Vundavilli Jyothi	IV B.Tech-ECE	Student Member
10	Mr. Ch. Bala koti Reddy	IV B.Tech-CSE	Student Member
11	Ms. Pindiproli Bhanulaya	III B.Tech-IOT	Student Member
12	Mr. Shaik Basheer Ahammad	III B.Tech-CSE	Student Member
13	Ms.Pravallika	III B.Tech-ECE	Student Member
14	Salapu Aditya	III B.Tech- Civil	Student Member
15	Mr.Desina Pranav Chowdary	III B.Tech-AI ML	Student Member

Frequency of Meeting: The committee members shall meet as and when required with prior notice.

Functions and Responsibilities:

- To promote and arrange extracurricular activities to bring out the inherent talents of students in performing arts.
- The Cultural Committee shall be responsible for all cultural events in the College.
- To plan and schedule cultural events for the Academic year.
- The Convener of the committee shall conduct a meeting with the committee to discuss & design the plan of action and delegate tasks.



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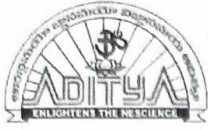
Dt: 11-07-2022

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

COLLEGE CULTURAL COMMITTEE (AY 2022-23)

The following steps are involved in a Standard Operating Procedure (SOP) for COLLEGE CULTURAL COMMITTEE

1. A meeting of the College Cultural Committee Members will be held in the beginning of the academic year to propose and plan for all the cultural activities during the academic year 2022-23 which will be recorded in the minutes of the meeting.
2. A Strategic Perspective Plan will be prepared for the activities to be conducted as scheduled in the meeting and the same is to be approved by the Principal.
3. Before conducting / organizing scheduled activity / event, a requisition letter will be submitted to the Principal seeking his permission to conduct the activity and request him to approve the SPP with Budget
4. Circulating an internal notice / external invitation to all the staff and students concerned/ Other Invitees to participate in the events
5. Proposing / Planning / Practicing / Performing different activities as and when required:
 - a) A circular is issued to the staff and students regarding the proposed event
 - b) Students give their names to the concerned department coordinator
 - c) Students rehearse/ prepare for the event after being permitted by HOD
 - d) Provision of required amenities to the participants, if needed
 - e) Students perform/participate in the event/competition after rehearsal.



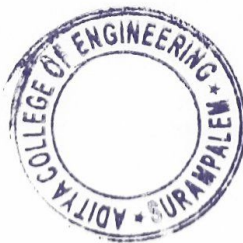
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- f) A jury shall be selected from the college as well as from other reputed institutions and the same shall be entitled to select the winners and runners
- g) Prizes/Cash Award/ Certificates shall be issued to the winners/ runners up.
- h) Refreshments shall be served as per the need to the participants and the audience
- 6. Attendance shall be granted for all the participants with prior permission from the Principal
- 7. A post-event report shall be prepared including all the major activities in the event and the same will be circulated to the other committees members
- 8. Action Taken Report at the end of the academic year will be prepared and the same is filed after it is duly signed by the Principal and Chairman of CCC.

Convener
College Cultural Committee



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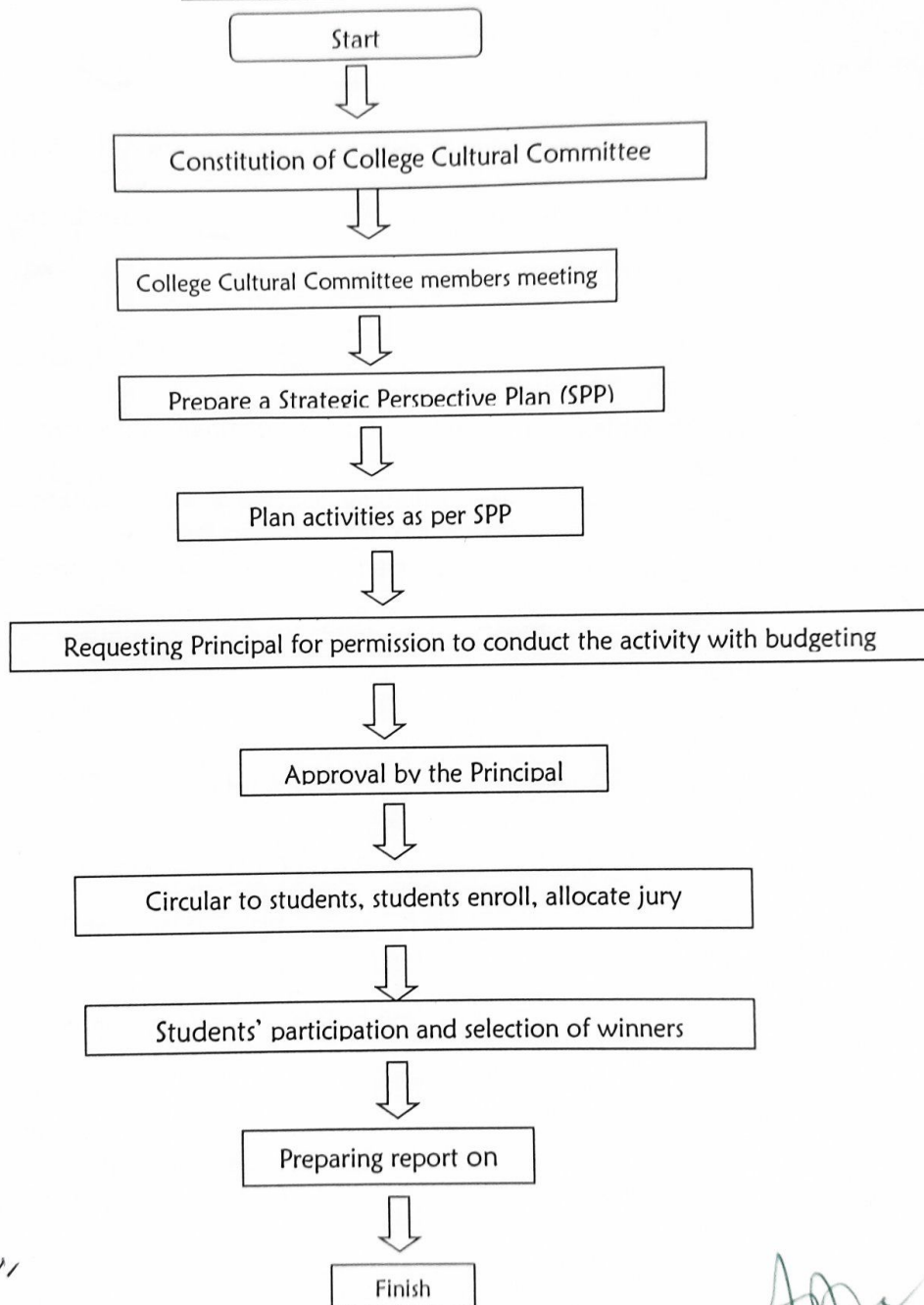
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Ref: ACOOE/CULTURAL/AY2022-23 /SOP/ FLOW CHART

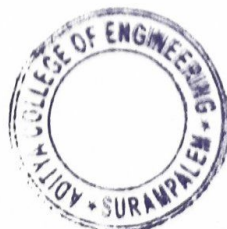
Dt: 11-07-2022

Flow chart for Cultural Committee

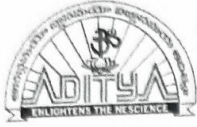


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Ref: ACOOE/CULTURAL/AY2022-23 /CIR-01

Dt: 09-07-2022

Circular

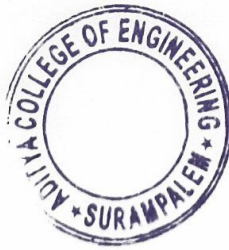
This is to inform all the College Cultural Committee members that there will be a meeting on 11th July 2022 at 3.00 PM in Principal's Chamber to discuss and plan the cultural activities for this academic year. All are requested to attend the meeting without fail.

Agenda:

1. Approval of SOP
2. To discuss the events to be conducted under cultural committee
3. To prepare strategic perspective plan
4. To schedule all Cultural related activities without affecting the class/lab work and examination schedules strictly observing Covid protocol
5. Any other point with the permission from the Chair


Convener

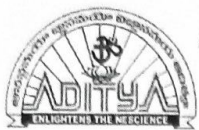
College Cultural Committee




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Copy to: 1) All HOD's
2) Administrative Officer
3) Cultural Committee Members



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Ref: ACOOE/CULTURAL/AY2022-23 /MOM

Dt: 12-07-2022

COLLEGE CULTURAL COMMITTEE - MINUTES OF MEETING

Date of meeting	11/07/2022	Duration	3 PM to 4 PM
Venue	Principal's Chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOOE CULTURAL/AY2022-23 /1/Circular dated 09-07-2022		

A meeting was held on 11/07/2022 with the College Cultural Committee members in the Principal's chamber with the following agenda. The meeting was chaired by the Principal.

Agenda:

- 1) Approval of SOP
- 2) To discuss the events to be conducted under cultural committee
- 3) To prepare strategic perspective plan
- 4) To schedule all Cultural related activities without affecting the class/lab work and examination schedules.
- 5) Any other point with the permission from the Chair

The Convener of CCC welcomed all the members and presented the agenda and requested the Chairman to throw light on the agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made.

The Chairman-CCC welcomed all the members to the meeting and appreciated everyone for their enthusiasm and readiness. Further, Chairman reviewed and discussed all the points of 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 HODs and faculty members to encourage the students to participate in all the cultural activities scheduled
3. Standard Operating Procedure (SOP) is put forward for the approval and the same is approved by the Chairman and the committee.
4. Due to the prevalent Covid Pandemic, only a few activities are identified and the Chair approved and promised to release necessary grants for conducting the events successfully
5. The Chair advised to plan and conduct those activities which will not violate the covid precautions.



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6. The Chair accepted the request to arrange for sanitizing the venues before and after the event
7. The Chair urged the members to schedule the events without affecting the class/lab work and even examination schedules.
8. The Chair agreed to grant attendance for the students when practicing or participating and readily accepted the proposal to distribute certificates and prizes as an encouragement.
9. The meeting was concluded with thanks to the Chair.

List of Committee Members Present:

S. No.	Name of the Faculty/ Student	Designation	Role	Signature
1	Dr. A.Ramesh	Principal	Chairman	
2	Mr. J Bala Mohan Raju	Assistant Professor-BSE	Convener -CCC	
3	Mrs. Sugandhi Naidu	Assistant Professor -ECE	Co-Convener- CCC	
4	Mr. M. Prem Kumar	Assistant Professor -MECH	Member	
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Convener

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