



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & 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.

ACOE/SPANDANA/AY2023-24/01

Dt: 19-06-2023

Office Order

The undersigned is pleased to constitute counselling committee (SPANDANA) with the following members for the academic year 2023-24 to review and counsel behaviour of the students

S. No.	Name of the Faculty/ Student	Designation	Role
1	Dr. A Ramesh	Principal	Chairman
2	Dr. Pullela SVVSR Kumar	Dean – A&A	Convenor
3	Dr. Y K S Subba Rao	HOD-MECH	Committee Member
4	Dr. G Ramakrishna	HOD-ECE	Committee Member
5	Prof. K Manoj Kumar Reddy	HOD-EEE	Committee Member
6	Dr.DVSSSV Prasad	Prof-MECH	Committee Member
7	Dr. Md. Khaja Mohiddin	Advocate	Counsellor
8	Mr.BJagadeesh	Asst. Prof- ECE	Counsellor
9	Mrs.S Divyajabali Devi	Asst. Prof-CSE(AI&ML)	Counsellor
10	Mrs. P Sree Devi	Asst. Prof-MECH	Counsellor
11	Mr.M Satyanarayana Raju	Asst. Prof-EEE	Counsellor

Functions and Responsibilities:

- To identify the students having personal and psychological problems.
- To conduct awareness programs for students on psychological issues.
- To conduct faculty training programs on counselling.
- To create a methodology of periodical monitoring on students psychological behavior and academic performance.

Copy to: 1) All HODs
2) Administrative officer
3) All Notice Boards




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ACOE/SPANDANA/AY2023-24/SOP

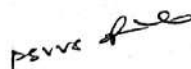
Dt: 22-06-2023

STANDARD OPERATING PROCEDURE


FOR COUNSELLING COMMITTEE (AY 2023-24)

The following steps are involved in a Standard Operating Procedure (SOP) for Counselling Committee.

1. A meeting of the Counselling Committee Members will be held in the beginning of the academic year to propose and plan for the activities and awareness programmes during the academic year 2023-24 which will be recorded in the minutes of meeting.
2. A requisition letter is sent to the Principal seeking his permission to conduct the awareness programmes to students and faculty training programmes for counseling the students.
3. Circulating an internal notice to all the staff and students to participate in awareness programmes and faculty training programmes.
4. A Post-event Report is prepared including all the major activities in the event and the same is reported to the other members / committees related
5. Counselling the students in a private confidential environment in Counselling committee Cell SPANDANA by trained counsellors. The counsellor may work with a case directly (face to face or phone contact with the client) or indirectly (case consultation and debriefing with staff, or students involved with the case).
6. Referring the student to psychiatrist if the student issue is not solved and intimate their parents.

psvve 
Convener
Counselling Committee




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ACOE/SPANDANA/AY2023-24/SPP

Dt: 03-07-2023

COUNSELLING COMMITTEE - STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2023-24

S.No	Tentative Date of the Event	Name of the Event	Estimated Budget for the event
1	Aug 2023	Faculty training Program	6000
2	Oct 2023	Seminar to students	10000
3	Jan 2024	Seminar to students	10000

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ACOE/SPANDANA/AY2023-24/CIR-01

Dt: 14-07-2023

Circular

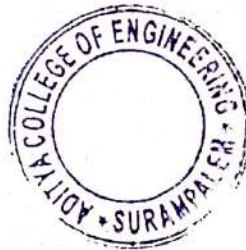
This is to inform all the Counselling committee members that there will be a meeting on 17th July 2023 at 3.00 PM in Principal chamber. All are requested to attend the meeting without fail.

Agenda:

1. To review the previous year activities conducted by counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student

Psychological behaviour and to solve their problems

DSVYS
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ACOE/SPANDANA/AY2023-24/MOM1

Dt: 17-07-2023

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	17/07/2023	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2023-24/CIR-01/Circular dated 14/07/2023		

A meeting was held on 17/07/2023 with the Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

1. To review the previous year activities conducted by Counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student psychological behavior

The Convener of counselling committee 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.

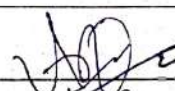
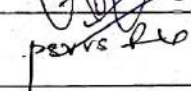
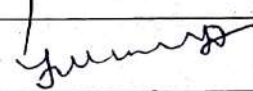
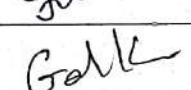
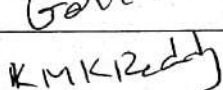



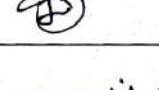
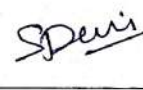
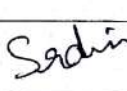
The Chairman of counselling committee welcomed all the members to the meeting and appreciated everyone for their enthusiasm and readiness. Further, Chairman reviewed and discussed all the points of agenda.

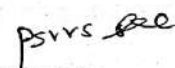
The Committee made the following Resolutions

1. Chairman in the meeting affirmed that our institute aims at the overall development and welfare of the students.
2. The Chairman instructed counselors to identify the strengths and weakness of students by thoroughly interacting with them.
3. The Convener instructed HODs and faculty members to instruct the students to participate in awareness programs conducted by the counselling committee.
4. The Convener instructed the faculty to motivate the students and build positive attitude among them.

5. After a thorough discussion with faculty members in the counseling committee three awareness programs are identified and promised to release necessary grants for conducting events successfully.
6. The meeting was concluded with thanks to the Chairman.

List of Committee Members Present

S. No.	Name of the Faculty/ Student	Designation	Signature
1	Dr. A Ramesh	Principal	
2	Dr. Pullela SVVSR Kumar	Dean – A&A	
3	Dr. Y K S Subba Rao	HOD-MECH	
4	Dr. G Ramakrishna	HOD-ECE	
5	Prof. K Manoj Kumar Reddy	HOD-EEE	
6	Dr.DVSSSV Prasad	Prof-MECH	
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Convener
Counselling Committee




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ACQE/SPANDANA/AY2023-24/CIR-03

Dt: 18-12-2023

Circular

This is to inform all the Counselling committee members that there will be a meeting on 21st Dec 2023 at 3.00 PM in Principal chamber. All are requested to attend the meeting without fail.

Agenda:

1. To review the previous semester activities conducted by college Counselling Committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student Psychological behaviour and to solve their problems

psrvs fce
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ACOE/SPANDANA/AY2023-24/MOM2

Dt: 21-12-2023

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	21/12/2023	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2023-24/CIR-03/Circular dated 18/12/2023		

A meeting was held on 21/12/2023 with the Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

1. To review the previous year activities conducted by college Counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student psychological behavior

The Convener of counselling committee 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.

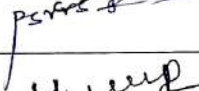
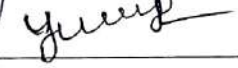

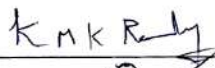




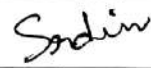
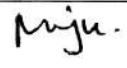
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