



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/ALUMNI/2017-18/Constitution of Alumni

10-05-2017

CONSTITUTION OF ALUMNI COMMITTEE

Alumni network is crucial to any institution as they are the ambassadors of the Institute. Alumni are the voice of the college and every college wishes its students to settle in a colorful way in their lives. Interaction of the present students with the alumni play a significant role to know the current trends in Engineering and Technology. Therefore, the undersigned is pleased to constitute Alumni Committee with the following members for AY 2017-18:

S. No.	Name of the person	Designation	Role
1.	Dr. T. K. Rama Krishna Rao	Principal	Chairman
2.	Mr.T.Srinivas	Associate Professor-ECE	Convener
3.	Mr.N.Deepak Reddy	Secretary	Treasurer
4.	Mrs. A. Rama Devi	Assistant Professor-CSE	Co-Convener
5.	Dr.R.Giri Prasad	Professor-CE	Member
6.	Mr.Y.K.S.Subba Rao	Associate Professor-ME	Member
7.	Mr.G.Veerapandu	Associate Professor-ECE	Member
8.	Mr.M.Somi Reddy	Assistant Professor-EEE	Member
9.	Mr.G.L.Paparao	Assistant Professor- PE	Member
10.	Mr. KasinaDhanaraju	III year B. Tech. (ECE)	Student Member



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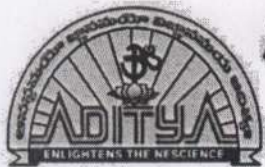
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11.	Ms. T. Siri	III year B. Tech. (CSE)	Student Member
12.	Mr. Veera TulasiBhaskar	III year B. Tech. (EEE)	Student Member
13.	Mr. B. Durga Prasad	III year B. Tech. (MECH)	Student Member
14.	Ms. P. Lakshmi	III year B. Tech. (CE)	Student Member
15.	Mr. S. Krishna	III year B. Tech. (PT)	Student Member
16.	B.Divakar	B. Tech. (ECE:2008-2012)	Alumni
17.	K.Siva Prasad	B. Tech. (CSE:2011-2015)	Alumni
18.	Ch.BabyVanaja	B. Tech. (EEE:2009-2013)	Alumni
19.	Ch.N.V.Kiran Kumar	B. Tech. (CSE:2009-2013)	Alumni
20.	T.VeeraBabu	B. Tech. (ECE:2010-2014)	Alumni




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Ref: ACOE/ALUMNI/2017-18/SOP

11-05-2017

ALUMNI COMMITTEE STANDARD OPERATING PROCEDURE (SOP) AY 2017-2018

Standard Operating Procedure (SOP) of Alumni committee is formulated with reference to the notice dated 10-05-2017.

PRE MEETING PROCEDURE

1. Alumni committee will be reconstituted when the members move out of Institute.
2. SOP will be prepared for the alumni committee, when there are changes noted.
3. Circular will be issued to all the members of the Alumni committee regarding the meetings specifying the venue, date and time.
4. Committee members shall meet atleast twice a year.
5. These meetings will be normally in the month of May and November of every Academic year.

MEETING PROCEDURE

1. A quorum of at least 5 members as per Schedule must be present
2. Previous Minutes and matters arising thereby will be discussed.
3. Meeting proceeds as per the agenda which should be pre-circulated to all members.

POST MEETING PROCEDURE

1. Recorded minutes are kept on file
2. All correspondence must be signed by the chairman.



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FUNCTIONS OF THE COMMITTEE

1. To consider the justification for conducting the Alumni meet and the circumstances under which meet is to be conducted and, where the committee considers that the proposed meet is justified and it is satisfied with those circumstances, it shall give its approval to the conducting of the proposal meet.
2. The date of the proposed alumni meet will be declared in the presence of the committee.

ROLES AND RESPONSIBILITIES:

Members of the Alumni committee are expected to

1. Adopt the Alumni Association core values of excellence, lifelong relationships, lifelong learning.
2. Participating faithfully and consistently in Alumni committee meanings and functions and regional Alumni chapter events.
3. Participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the organization.
4. Enthusiastically communicate the mission and purpose of the college and Alumni association to the wider alumni population.
5. Support a strong relationship between Alumni association and current students.
6. Encourage highly qualified and diverse prospective students to attend alumni.
7. Develop strong working relation with other Alumni committee members.
8. With the proposal of meeting, gather the information of alumni students by the respective departments.
9. Contact the alumni students and explain them the importance of the meet.
10. Invitations to the students to attend the Alumni meet, through email, whatsapp etc., to make reminiscence of the glorious past of the Institute.
11. Inform the alumni to visit the college website for further details of the meet and to register.




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Ref: ACOE/ALUMNI/2017-18/1/Circular

15-05-2017

CIRCULAR

All the members of Alumni Committee are informed to attend the meeting on 20th May, 2017 at 3.00 P.M. in the conference hall, Ramanujan Bhavan to discuss the matters regarding Alumni meet with the following agenda:

AGENDA:

1. To confirm the minutes of the last meeting of the Alumni committee.
2. Preview of previous year Alumni Meet.
3. Discussion of various activities carried out in ACOE.
4. Discussion on the visit of NAAC to the campus.
5. Discussion on Alumni meet for the current academic year.

P. Divya
CONVENER-ALUMNI

[Signature]
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Cc to: 1. All members of alumni committee

2. All HODs





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Ref: ACOE/ALUMNI/2017-18/1/Minutes

20-05-2017

MINUTES OF ALUMNI COMMITTEE AY 2017-18

Date of meeting	20 th May 2017	Duration	3.00 PM to 3.30 PM
Venue	conference hall, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/ALUMNI/2017-18/1/Circular dated 15th May 2017		

The meeting of Alumni Committee of Aditya College of Engineering held on 20th May 2017 with the following agenda:

1. To confirm the minutes of the last meeting of the Alumni committee.
2. Preview of previous year Alumni Meet.
3. Discussion of various activities carried out in ACOE.
4. Discussion on the visit of NAAC to the campus.
5. Discussion on Alumni meet for the current academic year.

The meeting of Alumni Committee commenced with a welcome by Dr. T. K. Rama Krishna, the Chairman of the Alumni Committee. The Convener Mr. T. Srinivas, has extended his cordial welcome to all the members and read out the notes on agenda of discussion.

MINUTES AND RESOLUTIONS

The following points as per the agenda are discussed.

1. The minutes of Alumni committee meeting held were circulated to the members for the comments. As there were no comments it was declared that the minutes were confirmed.
2. The members of the committee discussed on the previous alumni meet conducted in the campus. They decided to extend the same cooperation further which will glorify the institution.
3. The committee members discussed about different activities of Technical Hub carried out in ACOE and planned to bring more awareness among the students regarding technical hub.



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- The committee also discussed about the visit of NAAC team and members requested to keep ready of the past five years data.
- After extensive deliberation, the alumni committee unanimously decided to conduct an Alumni meet in the campus.

The meeting is conducted with vote of thanks to the Chair.

Members attended the meeting on 20th May 2017.

S. No.	Name of the person	Designation	Role	Signature
1.	Dr. T. K. Rama Krishna	Principal	Chairman	
2.	Mr.T.Srinivas	Associate Professor-ECE	Convener	
3.	Mr.N.Deepak Reddy	Secretary	Treasurer	
4.	Mrs.A. Rama Devi	Assistant Professor-CSE	Co-Convener	
5.	Mr.Dr.R.Giri Prasad	Professor-CE	Member	
6.	Mr.Y.K.S.Subba Rao	Associate Professor-ME	Member	
7.	Mr.G.Veerapandu	Associate Professor-ECE	Member	
8.	Mr.M.Somi Reddy	Assistant Professor-EEE	Member	
9.	Mr.G.L.Paparao	Assistant Professor- PE	Member	
10.	G.Sivaram	III year B. Tech. (CSE)	Student- member	
11.	B.Prasanth	III year B. Tech. (CIVIL)	Student- member	
12.	V.Sailatha	III year B. Tech. (ECE)	Student- member	
13.	K.Nagasai	IV year B. Tech.(EEE)	Student- member	



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14.	B.Sriram	III year B. Tech. (MECH)	Student- member	<i>S. Sriram</i>
15.	G.M.Krishna	I year B. Tech. (H&BS)	Student- member	<i>G.M.K.</i>
16.	M .Divakar	B. Tech. (ECE:2008-2012)	Alumni	<i>Divakar</i>
17.	K.Siva Prasad	B. Tech. (CSE:2011-2015)	Alumni	<i>KSP</i>
18.	Ch.BabyVanaja	B. Tech. (EEE:2009-2013)	Alumni	<i>BabyVanaja</i>
19.	E.Kiran Kumar	B. Tech. (CSE:2009-2013)	Alumni	<i>E.Kiran</i>
20.	T.VeeraBabu	B. Tech. (ECE:2010-2014)	Alumni	<i>VeeraBabu</i>

P. Kiran
CONVENER-ALUMNI



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

DATE: 25-05-2017

To

The IQAC Coordinator,

ACOE,

Subject: Request for approval to conduct Alumni Guest Lectures for the A.Y: 2017-18

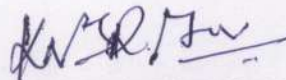
Respected Sir,

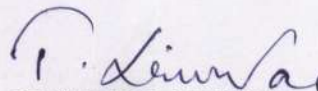
Alumni interaction are talks delivered by featuring speakers, often who are excellent in their own field of emerging technologies, engineering, management and entrepreneurship. The Alumni committee is essential for giving the students an opportunity to gain valuable skills, experience and apply their acquired knowledge in a professional learning.

So we request your good help to kindly approve the guest lectures planned for the A.Y: 2017-18 as listed below.

S.NO	DEPARTMENT	NO. OF GUEST LECTURES	TENTATIVE MONTHS
1.	CIVIL	Tentatively 5 to 10 lectures	June 2017 to March 2018
2.	EEE	Tentatively 5 to 10 lectures	June 2017 to March 2018
3.	MECH	Tentatively 5 to 10 lectures	June 2017 to March 2018
4.	ECE	Tentatively 5 to 10 lectures	June 2017 to March 2018
5.	CSE	Tentatively 5 to 10 lectures	June 2017 to March 2018

Thanking You,


COORDINATOR-IQAC


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Ref: ACOE/ALUMNI/2017-18/2/Circular

6-11-2017

CIRCULAR

All the members of Alumni Committee are informed to attend the meeting on 11th Nov, 2017 at 3.00 P.M. in the conference hall, Ramanujan Bhavan to discuss the matters regarding Alumni meet with the following agenda:

AGENDA:

1. To confirm the minutes of the last meeting of the Alumni committee.
2. Discussion on Improvement of web site of the Aditya Alumni Association.
3. Discussion about better support to the placement for their juniors.
4. Discussion on Alumni meet for the current academic year.


CONVENER-ALUMNI


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Cc to: 1. All members of Alumni Committee

2. All HODs





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Ref: ACOE/Alumni/2017-18/2/Minutes

11-11-2017

MINUTES OF ALUMNI COMMITTEE AY 2017-18

Date of meeting	11 th November 2017	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	Ref:ACOE/ALUMNI/2017-18/2/Circular dated 6 th November 2017		

The meeting of Alumni Committee of Aditya College of Engineering held on 11th, November 2017 with the following agenda:

AGENDA:

1. To confirm the minutes of the last meeting of the Alumni committee.
2. Discussion on Improvement of web site of the Aditya Alumni Association.
3. Discussion about better support to the placement for their juniors.
4. Discussion on Alumni meet for the current academic year

The meeting of Alumni Committee commenced with a welcome by Dr. T. K. Rama Krishna, the Chairman of the Alumni Committee. The Convener Mr. T. Srinivas, has extended his cordial welcome to all the members and read out the notes on agenda of discussion.

MINUTES AND RESOLUTIONS

The following points as per the agenda are discussed.

1. The minutes of Alumni committee meeting held were circulated to the members for the comments. As there were no comments it was declared that the minutes were confirmed.



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2. Members of alumni have decided to further improve the web site for Aditya Alumni Association .For this event existing staff of the Aditya College Of Engineering may be requested for joining their hands to share their suggestions in improving the design of the website.
3. Members of Alumni have decided to visit the campus frequently for conducting awareness programs regarding current trends in technology to enhance skills of juniors up to industry standards.
4. After extensive deliberation, the alumni committee unanimously decided to conduct a meet on 10-01-2018 in the campus.

The meeting is conducted with vote of thanks to the Chair.

Members attended the meeting on 11th November 2017

S. No.	Name of the person	Designation	Role	Signature
1.	Dr. T. K. Rama Krishna	Principal	Chairman	
2.	Mr.T.Srinivas	Associate Professor-ECE	Convener	
3.	Mr.N.Deepak Reddy	Secretary	Treasurer	
4.	Mrs.A. Rama Devi	Assistant Professor-CSE	Co-Convener	
5.	Mr.Dr.R.Giri Prasad	Professor-CE	Member	
6.	Mr.Y.K.S.Subba Rao	Associate Professor-ME	Member	
7.	Mr.G.Veerapandu	Associate Professor-ECE	Member	
8.	Mr.M.Somi Reddy	Assistant Professor-EEE	Member	
9.	Mr.G.L.Paparao	Assistant Professor- PE	Member	



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10.	G.Sivaram	III year B. Tech. (CSE)	Student-member	<i>G.Sivaram</i>
11.	B.Prasanth	III year B. Tech. (CIVIL)	Student-member	<i>B.Prasanth</i>
12.	V.Sailatha	III year B. Tech. (ECE)	Student-member	<i>V.Sailatha</i>
13.	K.Nagasai	IV year B. Tech.(EEE)	Student-member	<i>K.Nagasai</i>
14.	B.Sriram	III year B. Tech. (MECH)	Student-member	<i>B.Sriram</i>
15.	G.M.Krishna	I year B. Tech. (H&BS)	Student-member	<i>G.M.Krishna</i>
16.	M .Divakar	B. Tech. (ECE:2008-2012)	Alumni	<i>M.Divakar</i>
17.	K.Siva Prasad	B. Tech. (CSE:2011-2015)	Alumni	<i>KSP</i>
18.	Ch.BabyVanaja	B. Tech. (EEE:2009-2013)	Alumni	<i>BabyVanaja</i>
19.	E.Kiran Kumar	B. Tech. (CSE:2009-2013)	Alumni	<i>E.Kiran Kumar</i>
20.	T.VeeraBabu	B. Tech. (ECE:2010-2014)	Alumni	<i>T.VeeraBabu</i>

P. Divakar
CONVENER-ALUMNI



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DATE:16-11-2017

To

The Principal,

ACOE

Through

IQAC- Coordinator

Subject: Request for approval to conduct Annual Alumni meet in regards.

Dear Sir,

This is to bring to your kind notice that as per the discussion in the Alumni Committee meeting held on 11th November 2017 it was finalized to conduct the Annual Alumni meet on 10th January 2018 .

So in this regards I kindly request you to provide approval with support for the financial and logistics requirements in order to conduct the meet.

Thanking You,


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Ref: ACOE/ALUMNI/2017-18/3/Circular

12-12-2017

CIRCULAR

This is to inform all the faculty, staff and students that Annual alumni meet is scheduled on 10/1/2015 for the A.Y:2017-18 at ACOE campus from 10.00 A.M to 5.00 P.M

All the faculty are requested to actively participate in the meet and are also invited to join the Alumni in the lunch.



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Cc To :

1. The Secretary and Correspondent
2. IQAC Coordinator
3. Deans
4. All HODs
5. Controller of Examinations
6. All members of Alumni Committee
7. Administrative Officer
8. Accounts Officer
9. Librarian
10. Training and Placement Cell

