

# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC  
Recognized by UGC under section 2(f) of UGC Act 1956

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

Date:10-06-19

Ref: ACOE/Magazine committee/2019-20/ constitution of MC

## 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 2019-20.

SL. No.	Name of the Faculty	Designation	Role
1.	Dr. A.Ramesh	Principal	Chairman
2	Mr.Y.K.S.Subba Rao	HOD-Mech	Convener
3.	Mr.M.Sarat Chandra Prasad	Asst. Professor-Mech	Member
3	Ms. P. Trikala	Asst. Professor-ECE	Member
4	Mr. S. Nizamuddin Khadri	Asst. Professor-CE	Member
5	Smt. P.N.S Lakshmi	Asst. Professor-CSE	Member
6	Mr. B.V.S.S Gopal	Asst. Professor-EEE	Member
7	Mr. U. Abhishek Kumar	Asst. Professor-H&BS	Member
8	Mr.CH.Chinna SubbaRao	Asst. Professor-PT	Member
9	Ms. P.Sreedevi	Asst. Professor-MBA	Member
10.	Mr. G. Sai	III year, B.Tech- EEE	Student (18MH5A0204)
11.	Mr. Allu Sivaji	IV year, B.Tech- EEE	Student (17MH5A0203)
12.	Mr. P. Ramesh	III year, B.Tech- Mech	Student (17MH1A0307)
13.	Mr. B. Satish	IV year, B.Tech-Mech	Student (16MH1A0301)
14.	Mr. Gaddi Bharath	III year, B.Tech,-CSE	Student (16MH1A0579)
15.	Mr. Abhishek kumar	IV year, B.Tech,-CSE	Student (16MH1A0101)
16.	Ms. V. Vasundharadevi	III year, B.Tech-ECE	Student (18MH5A0405)
17.	Ms. Gunnam Lavanya	IV year, B.Tech-ECE	Student (16MH1A0416)
18.	Mr.K. Kumar	III year, B.Tech-CE	Student (17MH1A0101)
19.	Ms. CH. Sharmisa	IV year, B.Tech-CE	Student (16MH1A0103)
20.	Mr.Anapana keval reddy	IV year, B.Tech-PT	Student(17MH1A2701)
21	Mr. Karni Hemanth	IV year, B.Tech-PT	Student(17MH1A2709)
22	Ms.K.Ravali	I year, MBA	Student(19MH1E0021)
23	Mr. B.Nikhil Kumar	I year, MBA	Student(19MH1E0011)



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

Functions and Responsibilities:

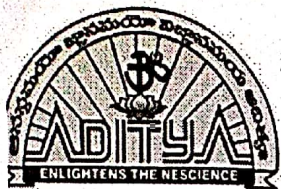
- Gathering information from all the departments regarding conduction of events, student achievements, faculty achievements.
- Gathering photos at Programs, Seminars and special events.
- The photos collected from various events in the form of gallery in the college premises.
- To provide a platform 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.



  
Principal

PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437





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Ref: ACOE/Magazine committee/2019-20/SOP

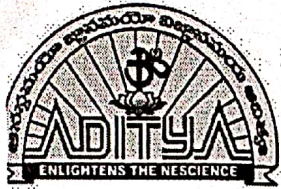
Date: 18/07/2019

## MAGAZINE COMMITTEE

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

#### AY(2019-20)

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.

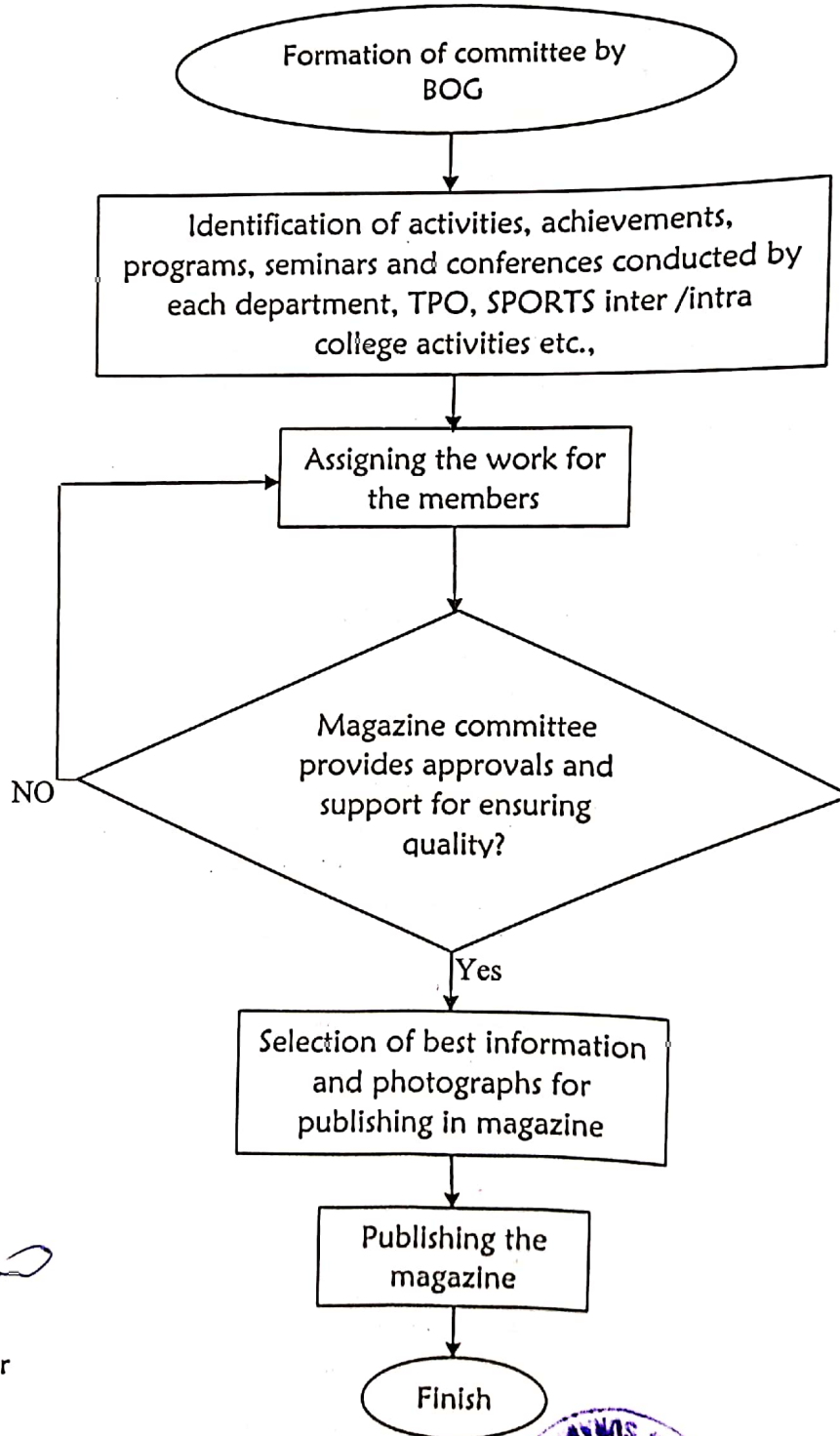


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## Flow chart for Standard Operating Procedure (SOP)



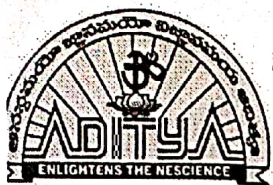
*[Signature]*  
Convener



*[Signature]*  
Principal

PRINCIPAL  
Aditya College of Engineering  
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Date:18-7-19

Ref: ACOE/Magazine committee/2019-20/Perspective Plan

## MAGAZINE COMMITTEE

### PERSPECTIVE PLAN

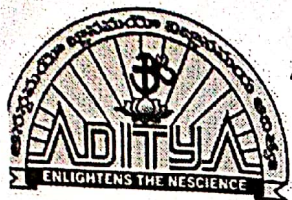
S.No	Month	Plan	Description	Strategy	Budget
1.	June	Convening of Magazine committee	<ul style="list-style-type: none"><li>The faculty members and students from each department along with Principal as chairman</li></ul>	Issuing circular for conducting committee meeting	Nil
2.	July	Committee meeting	<ul style="list-style-type: none"><li>Collect all sorts of information and photos from various events, seminars and conferences held in the college premises.</li><li>To gather information regarding all the achievements of students and faculties.</li></ul>	Coordinating the events and activities	Nil
3.	March	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/-

Convenor



Principal

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Ref: ACOE/Magazine committee/ 2019-20/Activity Diary

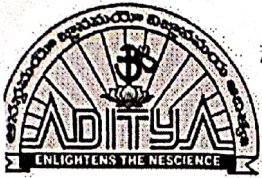
Date: 18-7-2019

## MAGAZINE COMMITTEE

### ACTIVITY DIARY

S.No	Month	Plan	Description	Strategy	Budget	Remarks
1.	June	Convening of MC	<ul style="list-style-type: none"><li>The faculty members and students from each department along with Principal as chairman</li></ul>	Issuing circular for conducting committee meeting	Nil	Plan Implemented successfully
2.	July	Committee meeting	<ul style="list-style-type: none"><li>Collect all sorts of information and photos from various events, seminars and conferences held in the college premises.</li><li>To gather information regarding all the achievements of students and faculties.</li></ul>	Coordinating the events and activities	Nil	Plan Implemented successfully





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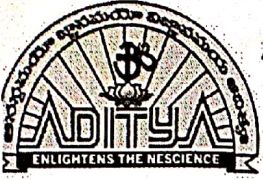
3.	March	To discuss credibility of data from each department for making magazine	• Scrutinizing and filtering the photographs and other information	Design and Publishing the final copy of magazine	Rs- 10,000/-	Plan Implemented successfully
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Convener

  
Principal



PRINCIPAL  
Aditya College of Engineering  
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Ref: ACOE/Magazine committee/ 2019-20/circular

Date: 14-07-2019

## CIRCULAR

All the members of the magazine committee are hereby informed that the meeting of the magazine committee will be held on 18<sup>th</sup> July 2019 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 2019-20.

4. To check validity of data from each department for designing and publishing the magazine.

  
Convener

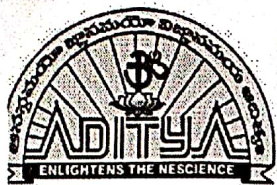
Cc to: All members of Magazine committee



  
Principal

**PRINCIPAL**  
**Aditya College of Engineering**  
**SURAMPALAM-533 437**





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Ref: ACOE/Magazine committee/2019-2020/Minutes

Date :18/7/2019

## MAGAZINE COMMITTEE MINUTES OF THE MEETING

AY 2019-20

Date of meeting	Venue	Time	Reference
18/7/2019	Seminar hall, mechanical dept.	2.30 PM to 4PM	ACOE/Magazine committee/2019-20/Circular dated 14.06.2019

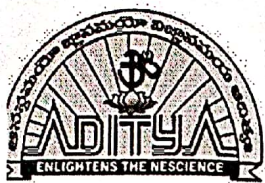
The minutes of the meeting for the magazine committee was held with following agenda

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 2019-20.
- 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 2019-20.
2. The committee decided to conduct photo gallery in the college premises about various events held during the academic year 2019-20.



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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 2019-20.

The meeting was conducted with thanks to the chair

SL. No.	Name of the Faculty	Designation	Role	Signature
1.	Dr. A.Ramesh	Principal	Chairman	<i>[Signature]</i>
2	Mr.Y.K.S.Subba Rao	HOD, Mech	Convener	<i>[Signature]</i>
3.	Mr.M.Sarat Chandra Prasad	Asst. Professor-Mech	Member	<i>[Signature]</i>
3	Ms. P. Trikala	Asst. Professor-ECE	Member	<i>[Signature]</i>
4	Mr. S. Nizamuddin Khadri	Asst. Professor-CE	Member	<i>[Signature]</i>
5	Smt. P.N.S Lakshmi	Asst. Professor-CSE	Member	<i>[Signature]</i>
6	Mr. B.V.S.S Gopal	Asst. Professor-EEE	Member	<i>[Signature]</i>
7	Mr. U. Abhishek Kumar	Asst. Professor-H&BS	Member	<i>[Signature]</i>
8	C.Chinna Subba Rao	Asst. Professor-PT	Member	<i>[Signature]</i>
9	Ms. P.Sreedevi	Asst. Professor-MBA	Member	<i>[Signature]</i>
10.	Ms. G. Sai	II year, B.Tech-EEE	Student (18MH5A0204)	<i>[Signature]</i>
11.	Mr. Allu Sivaji	III year, B.Tech-EEE	Student (17MH5A0203)	<i>[Signature]</i>
12.	Mr. P. Ramesh	III year, B.Tech-Mech	Student (17MH1A0307)	<i>[Signature]</i>
13.	Mr. B. Satish	IV year, B.Tech-Mech	Student (16MH1A0301)	<i>[Signature]</i>
14.	Mr. Gaddi Bharath	IV year, B.Tech-CSE	Student (16MH1A0579)	<i>[Signature]</i>
15.	Mr. Abhishek kumar	III year, B.Tech-CSE	Student (16MH1A0101)	<i>[Signature]</i>
16.	Ms. V. Vasundharadevi	II year, B.Tech-ECE	Student (18MH5A0405)	<i>[Signature]</i>





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17.	Ms. Gunnam Lavanya	III year, B.Tech-ECE	Student (16MH1A0416)	C. Lavanya
18.	Mr.K. Kumar	III year, B.Tech-CE	Student (17MH1A0101)	K. Kumar
19.	Ms. CH. Sharmisa	IV year, B.Tech-CE	Student (16MH1A0103)	Sharmisa
20.	Mr.Anapana keval reddy	IV year, B.Tech-PT	Student(17MH1A2701)	Anapana reddy
21	Mr. Karni Hemanth	IV year, B.Tech-PT	Student(17MH1A2709)	Karni Hemanth
22	Mr. K.Chinna	II year, MBA	Student(17MH1E0005)	K. Chinna
23	Ms.B.Revathi	II year, MBA	Student(17MH1E0013)	B. Revathi

Copy to

1. All HODs- for kind information