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/2020-21/Constitution of CCC

Dt. 09-10-2020

## Constitution of College Cultural Committee

The undersigned is highly pleased to constitute College Cultural Committee (CCC) for the academic year 2020-21 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 Chairman	
1.4	Dr. A.Ramesh	Principal		
2	Mr. J Bala Mohan Raju			
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. Tamil Selvan	Assistant Professor -CIVIL	Member	
8	Mrs. M. Mary Jyothi	Assistant Professor -BSE	Member	
9	Mr. Ketha Durga Prasad	III B. Tech-EEE	Student Member	
10	Mr. Boddu Srinivasu	IV B.Tech- Mech	Student Member	
11	Mr. B. Charishma	IV B.Tech-ECE	Student Member	
12	Ms. Marni Likitha	III B.Tech-CSE	Student Member	
13	Mr. Jasti Suresh	III B.Tech-CSE	Student Member	
14	Ms. V S S M Sowjanya	II B.Tech-ECE	Student Member	
15	Mr. Pothula Veerababu	II B.Tech- Civil	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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Aditya College of Engineering SURAMPALEM - 533 437

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Ref: ACOE/CCC/2020-21/Constitution of CCC

Dt: 12-10-2020

# STANDARD OPERATING PROCEDURE (w.e.f 2014-15) COLLEGE CULTURAL COMMITTEE (AY 2020-21)

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

- 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 2020-21 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.

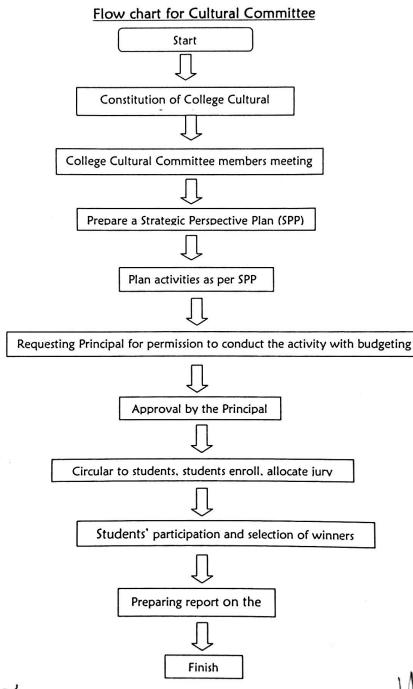
College Cultural Committee



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Ref: ACOOE/CULTURAL/AY2020-21/SOP/ FLOW CHART

Dt: 12-10-2020



Convener

College Cultural Committee



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Ref: ACOOE/CULTURAL/AY2020-21/CIR-01

Dt: 15-10-2020

#### Circular

This is to inform all the College Cultural Committee members that there will be a meeting on 19th October 2020 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

College Cultural Committee

PRINCIPAL

PRINCIPAL Aditya College of Engineerin SURAMPALEM - 533 437

Copy to: 1) All HOD's

2) Administrative Officer

3) Cultural Committee Members





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Ref: ACOOE/CULTURAL/AY2020-21/MOM

Dt: 19-10-2020

#### **COLLEGE CULTURAL COMMITTEE - MINUTES OF MEETING**

Date of meeting	19/10/2020	Duration	3 PM to 4 PM	
Venue Principal's Chamber, First floor, Ramanujan Bhavan			r, Ramanujan Bhavan	
Reference	Ref: ACOOE CULTURAL/AY2020-21/1/Circular dated			
Reference	15/10/2020			

A meeting was held on 19/10/2020 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 THE 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	- agr
2	Mr. J Bala Mohan Raju	Assistant Professor-BSE	Convener -CCC	Roman
3	Mrs. Sugandhi Naidu	Assistant Professor -ECE	Co-Convener- CCC	Jugardh
4	Mr. M. Prem Kumar	Assistant Professor -MECH	Member	Vine Vine
5	Mr. CH Sesha Lakshmi	Assistant Professor -CSE	Member	mar and
6	Mr. M. S.N Raju	Assistant Professor -EEE	Member	YIMEN
7	Mr. Tamil Selvan	Assistant Professor -CIVIL	Member	Tomble
8	Mrs. M. Mary Jyothi	Assistant Professor -BSE	Member	Julia
9	Mr. Ketha Durga Prasad	III B. Tech-EEE	Student Member	KIBAD
10	Mr. Boddu Srinivasu	IV B.Tech- Mech	Student Member	Jana S
11	Mr. Bandaru Veerababu	IV B.Tech-ECE	Student Member	سرىعددە ()
12	Ms. Marni Likitha	III B.Tech-CSE	Student Member	J. Klubis
13	Mr. Jasti Suresh	III B.Tech-CSE	Student Member	V
14	Ms. V S S M Sowjanya	II B.Tech-ECE	Student Member	Chowin
15	Mr. Pothula Veerababu	II B.Tech- Civil	Student Member	RB

Convener College Cultural Committee STENGINEER STENGING OF THE STE

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Ref: ACOOE/CULTURAL/AY2020-21/SPP

Dt: 19-10-2020

# COLLEGE CULTURALS COMMITTEE Strategic Perspective Plan for the Academic Year 2020-21

S.No	Tentative Date of the Event	Name of the Event	Estimated Budget
1	09-01-2021	Rangoli @ Pongal	2000
2	25-01-2021	Elocution @ Republic Day	1800
3	09-02-2021	Yoga Training Session	2500
4	24-02-2021	Project Expo@ National Science Day	2000
5	06-03-2021	Essay Writing@ Women's Day	3,000
6	18-03-2021	Drawing Competition	2500

Convener

College Cultural Committee

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Ref: ACOOE/CULTURAL/AY2020-21/ATR

Dt: 06-04-2021

# COLLEGE CULTURALS/COMMITTEE

Action Taken Report for the Academic Year 2020-21

S.No	Date of the Event	Name of the Event	Action Taken	Evidence
1	09-01-2021	Rangoli @ Pongal	Event Conducted	
2	25-01-2021	Elocution @ Republic Day	Event Conducted	
3	09-02-2021	Yoga Training Session	Event Conducted	
4	24-02-2021	Project Expo@ National Science Day	Event Conducted	
5	06-03-2021	Essay Writing@ Women's Day	Event Conducted	
6	18-03-2021	Drawing Competition	Event Conducted	

Convener College Cultural Committee



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REF: ACOE/CULTURAL/AY2020-21/Letter-01

Dt: 06-01-2021

From
College Cultural Committee
ACOE-Surampalem

To The Principal ACOE - Surampalem

Respected Sir,

Sub: Seeking permission to conduct "Rangoli @ Pongal" competition in our college- request to release the amount-Reg;

With regard to the above cited subject, the College Cultural Committee is planning to conduct Rangoli competition on 09-01-2021 on the occasion of Pongal Festival for which we request you to kindly permit us to organize.

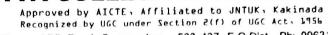
We also request you to kindly grant an amount of Rs. 2,000/- for the necessary arrangements and refreshments.

Thank you Sir

Convener

College Cultural Committee

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

REF: ACOE/CULTURAL/AY20-20/CIR-02

Dt: 07-01-2021

#### Circular

All the Staff and students are hereby informed that our College Cultural Committee is planning to conduct Rangoli competition on 09-01-2021 on the occasion of Pongal. All the students are requested to participate in the event.

Event Name: Rangoli @ Pongal

Date: 09-01-2021 Time: 9:30am

Venue: College Premises

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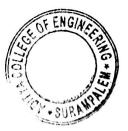
College Cultural Committee

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Aditya College of Engineert
SURAMPALEM - 533 437

Copy to: 1) All HOD's

2) All Notice Boards





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Ref: ACOE/ CULTURAL/ AY 2020-21/Report-1

#### **REPORT**

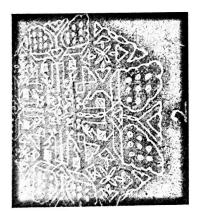
Dt.10-01-2021

Event Name: Rangoli @ Pongal Celebrations

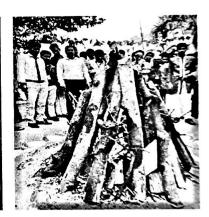
Date : 09-01-2021 Time : 9:30am

Venue : College Premises

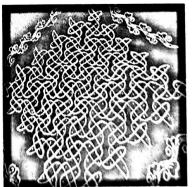
Rangoli Competition on the occasion of Pongal was organized by Cultural Committee of Aditya College of Engineering on January 9<sup>th</sup>, 2021 in our college premises. The event was a grand success, wherein a total of 20 teams took part from all the branches. Rangoli is a form of art and this art is not a cup of tea of every one. So we can find out such girls who have really blessed with such an amazing Art. Women/ girls show their skills and talent in Rangoli and grab the opportunity to speak about their inner emotions. All participants actively participated in competition. The winners and runner up were encouraged with merit certificate and cash prizes.











Some of the Glimpses of Rangoli Competition @ Pongal Festival

Convener College Cultural Committee



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REF: ACOE/CULTURAL/AY2020-21/Letter-02

Dt: 20-01-2021

From
College Cultural Committee
ACOE–Surampalem

To The Principal ACOE - Surampalem

Respected Sir,

Sub: Seeking permission to conduct "Elocution" competition in our collegerequest to release amount-Reg;

With regard to the above cited subject, the College Cultural Committee is planning to conduct Elocution competition on 25-01-2021 on the occasion of Republic Day for which we request you to kindly permit us to organize.

We also request you to kindly grant an amount of Rs. 1,800/- for the necessary arrangements and refreshments.

Thank you Sir

College Cultural Committee

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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/CULTURAL/AY2020-21/CIR-03

Dt: 12-08-2019

#### Circular

All the Staff and students are hereby informed that our College Cultural Committee is planning to conduct Elocution competition on 25-01-2021 on the occasion of Republic Day. All the students are requested to participate in the event.

Event Name: Elocution competition

Topic:

Democracy and Secularism in India

Date: Time: 25-01-2-21

. .....

3:00pm

Venue:

Ramanujan Bhavan- Ground Floor- Seminar Hall

College Cultural Committee

Copy to: 1) All HOD's

2) All Notice Boards

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Aditya College of En

Aditya College of Engineering SURAMPALEM - 533 437



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Ref: ACOE/ CULTURAL/ AY 2020-21/Report-2

Dt.27-01-2021

#### **REPORT**

Event Name : Elocution competition

Date : 25-01-2021 Time : 3:00pm

Venue : Ramanujan Bhavan- Ground Floor -Seminar hall

Elocution competition is organized by Cultural Committee of Aditya College of Engineering on 25-01-2021. The event was a grand success, wherein a total of 20 members took part from all branches. The participants were judged by a panel of experienced faculty as judges. The students took part with great enthusiasm and it was indeed a treat to hear them come out with their unique and fearless points of view. The topic for the competition was DEMOCRACY AND SECULARISM IN INDIA. The winner and runner up of the events were encouraged with merit certificate and prizes.









Students participating in Elocution competition

Convener College Cultural Committee



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

REF: ACOE/CULTURAL/AY2020-21/Letter-03

Dt: 02-02-2021

From
College Cultural Committee
ACOE-Surampalem

To The Principal ACOE - Surampalem

Respected Sir,

Sub: Seeking permission to conduct Yoga Training Session in our collegerequest to release amount- Reg;

With regard to the above cited subject, the College Cultural Committee is planning to conduct "Yoga Training Session" ion on 09-02-2021 for which we request you to kindly permit us to organize.

We also request you to kindly grant an amount of Rs. 2,500/- for the necessary arrangements and refreshments.

Thank you Sir

College Cultural Committee

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

REF: ACOE/CULTURAL/AY2020-21/CIR-04

Dt: 03-02-2021

#### Circular

All the Staff and students are hereby informed that our College Cultural Committee is planning to conduct "Yoga Training Session on 09-02-2021. All the students are requested to participate in the event.

Event Name: "Yoga Training Session

Date: 09-02-2021 Time: 9:30am

Venue: Ramanujan Bhavan- Ground Floor- Seminar Hall

Convener

College Cultural Committee

Copy to: 1) All HOD's

2) All Notice Boards

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SURAMPALEM - 533 437



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Ref: ACOE/ CULTURAL/ AY 2020-21/Report3

Dt.10-02-2021

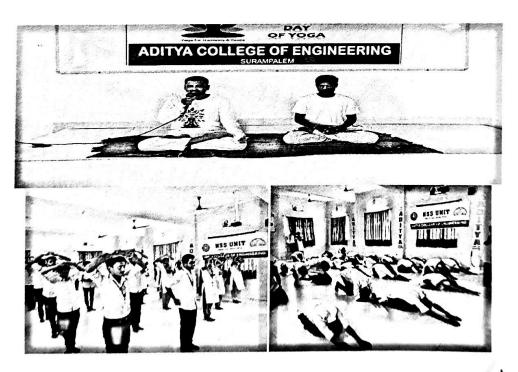
#### Report

Event Name : Yoga Training Session

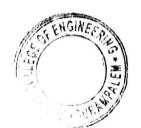
Date : 09-02-2021 Time : 9:30am

Venue : Ramanujan Bhavan- Ground Floor- Seminar Hall

Yoga Training Session is organized by Cultural Committee of Aditya College of Engineering with the coordination of the college NSS Unit on 09-02-2021. The event was a grand success, wherein nearly 100 students from all branches participated. The performance and the commitment witnessed during the event were praiseworthy and breathtaking. It was encouraging to see the participation and enthusiasm among the students. The Students learning the Yogic Science raised the bar yet again and performed many difficult aasanaas with utmost ease, grace and flexibility. The trainers emphasized that practicing yoga and pranayam definitely boosts the immune system thus helping to fight against Covid-19. Principal appreciated the efforts of the students and teachers and thanked the Yoga Trainers Mr. Sitaram(PG Diploma in Yoga & Protocol Instructor ) and Mr. Chalam.



Convener College Cultural Committee



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

REF: ACOE/CULTURAL/AY2020-21/Letter-04

Dt: 18-02-2021

From
College Cultural Committee
ACOE-Surampalem

To The Principal ACOE - Surampalem

Respected Sir,

Sub: Seeking permission to conduct Project Expo competition in our collegerequest to release amount- Reg;

With regard to the above cited subject, the College Cultural Committee is planning to conduct Project Expo competition on 24-02-2021 for which we request you to kindly permit us to organize.

We also request you to kindly grant an amount of Rs. 2,000/- for the necessary arrangements and refreshments.

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Thank you Sir

College Cultural Committee

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Aditya College of Engineering SURAMPALEM - 533 437

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REF: ACOE/CULTURAL/AY2020-21/CIR-05

Dt: 19-02-2021

#### Circular

All the Staff and students are hereby informed that our College Cultural Committee is planning to conduct Project Expo competition on 24-02-2021 on the occasion of National Science Day. All the students are requested to participate in the event and showcase your talents.

Event Name: Project Expo

Date: Time: 24-02-2021

2:30pm

Venue:

Ramanujan Bhavan- 3rd Floor- Seminar Hall

Conven

College Cultural Committee

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PRINCIPAL Aditya College of Engineering SURAMPALEM - 533 437

Copy to: 1) All HOD's

2) All Notice Boards



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Ref: ACOE/ CULTURAL/ AY 2020-21/Report-4

Dt.24-02-2021

#### Report

Event Name

: Project Expo

Date

: 24-02-2021

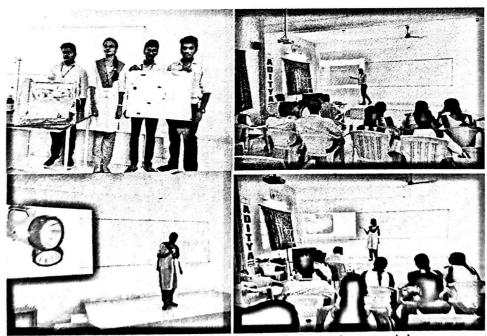
Time

: 2:30pm

Venue

: Ramanujan Bhavan- 3rd Floor- Seminar Hall

Project Expo was conducted by Cultural Committee of Aditya College of Engineering on the occasion of National Science Day which falls on 28th of February. 24 members took part from all branches and this was conducted successfully. The event was held on 24-02-2021. This exhibition was a way of giving an opportunity to the students so that they too could be involved in activities. All students had a way of presenting their innovative ideas in distinct forms. They presented their ideas in themes as well. It was a beautiful exhibition, full of talented young minds. The winners and runner up were encouraged with merit certificate and cash prizes.



Students exhibiting & explain their project models

Convener
College Cultural Committee



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REF: ACOE/CULTURAL/AY2020-21/Letter-05

Dt: 28-02-2021

From
College Cultural Committee
ACOE-Surampalem

To The Principal ACOE - Surampalem

Respected Sir.

Sub: Seeking permission to conduct Essay Writing competition on 06-03-2021 - request to release amount- Reg;

With regard to the above cited subject, the College Cultural Committee is planning to conduct Essay Writing competition on 06-03-2021 in view of International Women's Day, for which we request you to kindly permit us to organize.

We also request you to kindly grant an amount of Rs. 3,000/- for the necessary arrangements and refreshments.

Thank you Sir

College Cultural Committee

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Approved by AICTE, Affiliated to JNTUK, Kakinada Recognized by UGC under Section 2(f) of UGC Act, 1756 Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph. 99631 76662.

REF: ACOE/CULTURAL/AY2020-21/CIR-06

Dt: 01-03-2021

#### Circular

All the Staff and students are hereby informed that our College Cultural Committee is planning to conduct Essay Writing competition on 06-03-2021 in view of International Women's Day. All the students are requested to participate in the event.

OF ENG

Event Name: Essay writing competition

Topic:

Role of Women in building a beautiful Society

Date:

06-03-2021

Time:

03:00pm

Venue:

Lecture Hall-321 (3rd Floor)@ Ramanujan Bhavan

Convener

College Cultural Committee

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Aditya College of Engineering

SURAMPALEM - 533 437



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Ref: ACOE/ CULTURAL/ AY 2020-21/ Report-5

Dt: 06-03-2021

#### REPORT

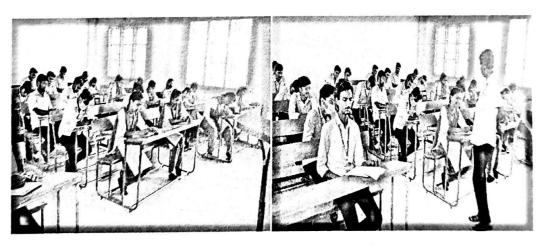
Event Name : Essay Writing Competition

Topic : Role of women in building a beautiful society

Date : 06-03-2021 Time : 3:00pm

Venue : Lecture Hall-321 (3<sup>rd</sup> Floor)@ Ramanujan Bhavan

Essay writing competition is organized by Cultural Committee of Aditya College of Engineering on the occasion of Women's' Day. The event was a grand success, wherein a total of 27 participants took part from all branches. An English essay writing competition was held for the students. The students were asked to write on the topic "Role of women in building a beautiful society". The essay was judged on the basis of the student's vocabulary, presentation and creativity. The purpose of the competition was to encourage the students to enhance their thinking and writing skills. The essay should be in between 800- 1000 words. The essay should be in perfect English language. The essay should be 100% plagiarism free. Usage of active voice, multiple paragraphs to make it readable, add pictures to make it engaging and interesting are only considered. Student storytelling capability will be judged. The winners and runner up were encouraged with merit certificate and cash prizes.



Students in the Essay writing competition

Convener College Cultural Committee



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/CULTURAL/AY2020-21/Letter-05

Dt: 18-03-2021

From
College Cultural Committee
ACOE-Surampalem

To The Principal ACOE - Surampalem

Respected Sir,

Sub: Seeking permission to conduct Drawing Competition on 24-03-2021 - request to release amount- Reg;

With regard to the above cited subject, the College Cultural Committee is planning to conduct Drawing Competition on 24-03-2021 for which we request you to kindly permit us to organize.

We also request you to kindly grant an amount of Rs. 2,500/- for the necessary arrangements and refreshments.

Thank you Sir

Convener

College Cultural Committee

SON SURANT

PRINCIPAL





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

REF: ACOE/CULTURAL/AY2020-21/CIR-07

Dt: 19-03-2021

#### Circular

All the Staff and students are hereby informed that our College Cultural Committee is planning to conduct Drawing Competition on 24-03-2021. All the students are requested to participate in the event.

**Event Name: Drawing Competition** 

Date: 24-03-2021

Time: 03:00pm

Venue: Lecture Hall-306 (3rd Floor)@ Ramanujan Bhavan

Convener College Cultural Committee

Copy to: 1) All HOD's

2) All Notice Boards

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

Ref: ACOE/ CULTURAL/ AY2020-21/ Report-6

Dt: 25-03-2021

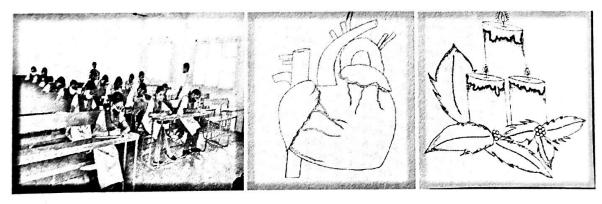
#### **REPORT**

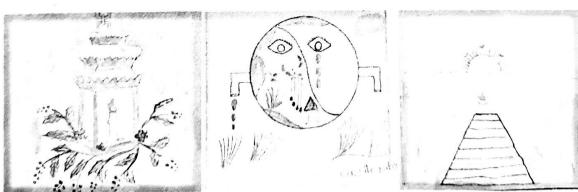
Event Name : Drawing Competition

Date : 24-03-2021 Time : 3:00pm

Venue : Lecture Hall-306 (3rd Floor)@ Ramanujan Bhavan

Drawing competition is conducted by Cultural Committee of Aditya College of Engineering on 24-03-2021. 30 students from all branches participated and made the event a success. The participants actively participated in the competition and wondrously showcased their imaginative caliber. Amazingly, the enthusiasm among the participants was worth watching. Students touched many aspects related to environment in their paintings like save trees, green buildings, green cities and global warming. Students wonderfully depicted the dangers harming the planet and also the uniqueness of the planet was showcased through the variations of colours. It was amazing to watch how students creatively portrayed about such issues wondrously.





Some of the drawing thoughts of the participants

Convener
College Cultural Committee



PRINCIPAL

Aditya Co. 100 G. Engineering SURAMPALEM - 533 437