



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.

ACOE/SPANDANA/AY2021-22/01

Dt: 16-06-2021

Office Order

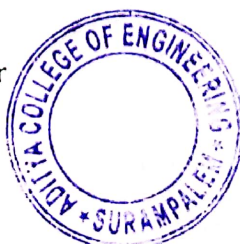
The undersigned is pleased to constitute counselling committee (SPANDANA) with the following members for the academic year 2021-22 to review and counsel behaviour of the students

S. No.	Name of the Faculty/ Student	Designation	Role
1	Dr. A Ramesh	Principal	Chairman
2	Dr. Pullela S.V.V.S.Ravi Kumar	Dean – A&A	Convenor
3	Mr. Y K S Subba Rao	HOD-MECH	Committee Member
4	Mr. G Ramakrishna	HOD-ECE	Committee Member
5	Mr. K Manoj Kumar Reddy	HOD-EEE	Committee Member
6	Mr.M.Srinivasu	HOD-H&BS	Committee Member
7	Mr.BJagadeesh	Asst. Prof- ECE	Counsellor
8	Ms.A Krishna Veni	Asst. Prof-CSE	Counsellor
9	Mrs ChavvakulaJanaki Devi	Asso. Prof-ECE	Counsellor
10	Mr.Msatyanarayana 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 counseling.
- 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



PRINCIPAL
PRINCIPAL

Aditya College of Engineering
SURAMPALAM - 533 437





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.

ACOE/SPANDANA/AY2021-22/SOP

22-06-2021

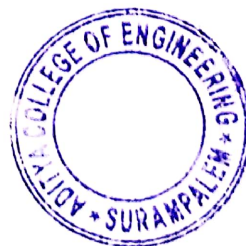
STANDARD OPERATING PROCEDURE


FOR COUNSELLING COMMITTEE (AY 2021-22)

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 2021-22 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.


Convener
Counselling Committee




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437





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.

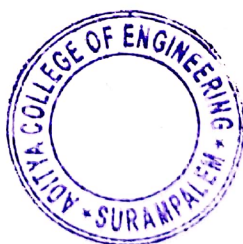
ACOE/SPANDANA/AY2021-22/SPP

Dt: 25-06-2021

COUNSELLING COMMITTEE - STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2021-22

S.No	Tentative Date of the Event	Name of the Event	Estimated Budget for the event
1	12 th -17 th of July 2021	Faculty training Program on "COMMUNICATION & PRESENTATION SKILLS" by IAET	5000
2	11 th Aug 2021	Seminar on the topic "CREATIVE THINKING" by psychiatrist Dr. K Ramareddy	8000
3	20 th – 25 th Dec 2021	Faculty training Program on "DEDICATION, TEACHING TECHNIQUES & STRESS MANAGEMENT" by IAET	5000
4	24 th Jan 2022	Seminar on the topic "COMMUNICATION SKILLS & PERSONALITY DEVELOPMENT" by psychologist Dr. V Manohar	6000

PSYS 20
Convener
Counselling Committee




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437





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.

ACOE/SPANDANA/AY2021-22/CIR-01

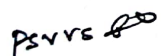
Dt: 28-06-2021

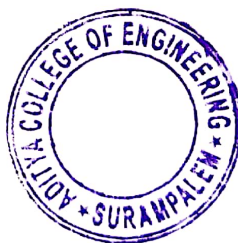
Circular

This is to inform all the Counselling committee members that there will be a meeting on 29th June 2018 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


Convener
Counselling Committee




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437

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



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.

ACOE/SPANDANA/AY2021-22/MOM1

Dt: 29-06-2021

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	29/06/2021	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2021-22/CIR-01/Circular dated 28/06/2021		

A meeting was held on 29/06/2021 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 chairman instructed HODs and faculty members to instruct the students to participate in awareness programs conducted by the counselling committee.



ADITYA COLLEGE OF ENGINEERING

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

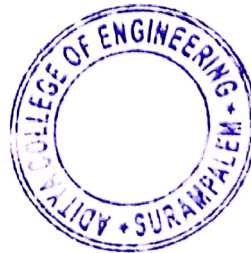
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

4. The chairman instructed the faculty to motivate the students and build positive attitude among them.
5. After a thorough discussion with faculty members in the counselling committee two 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 S.V.V.S.Ravi Kumar	Dean – A&A	
3	Mr. Y K S Subba Rao	HOD-MECH	
4	Mr. G Ramakrishna	HOD-ECE	
5	Mr. K Manoj Kumar Reddy	HOD-EEE	
6	Mr.M.Srinivasu	HOD-H&BS	
7	Mr.BJagadeesh	Asst. Prof- ECE	
8	Ms.A Krishna Veni	Asst. Prof-CSE	
9	Mrs ChavvakulaJanaki Devi	Asso. Prof-ECE	
10	Mr.Msatyanarayana Raju	Asst. Prof-EEE	

Convener
Counselling Committee



PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



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.

ACOE/SPANDANA/AY2021-22/LET-01

Dt: 30-07-2021

From
Counselling Committee
ACOE – Surampalem

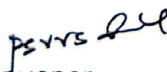
To
The Principal
ACOE - Surampalem

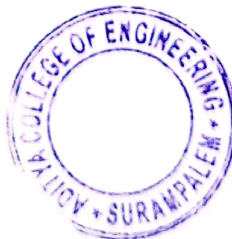
Respected Sir,

Sub: Request for permission to conduct a seminar on “Creative Thinking “-Reg;

With regard to the above cited subject, the Counselling Committee is planning to organize a seminar on “Creative Thinking” by a renowned psychiatrist Dr. Karri Ramareddy for the 2nd and 3rd year B. Tech students in Ramanujan Bhavan - Seminar Hall on 11-08-2021 between 2PM to 4PM. The aim of this event was to sensitize the students in the college about the value of creative thinking and its advantages. We also request you Sir to kindly grant an amount of Rs. 8000/- for the necessary arrangements and refreshments.

Thank you Sir


Convener
Counselling Committee




PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



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.

ACOE/SPANDANA/AY2021-22/CIR-02

Dt: 10-08-2021

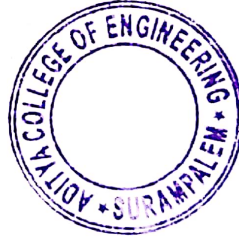
Circular

All the Staff and students are hereby informed that our Counselling committee is planning to organize a seminar on "Creative Thinking" by a renowned psychiatrist Dr. Karri Ramareddy for the 2nd and 3rd year B. Tech students. All the students are requested to participate in the event.

Date: 11-08-2021

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor



Copy to: 1) All HODs

2) Administrative officer

3) All Notice Boards

PRINCIPAL
PRINCIPAL

Aditya College of Engineering
SURAMPALAM - 533 437



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.

ACOE/ SPANDANA/AY2021-22/REP-01

12-08-2021

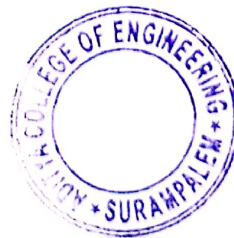
REPORT


Topic : Creative Thinking
Speaker : Dr. Karri Ramareddy, Psychiatrist
Date & Time : 11-08-2021 at 2:00PM
Venue : Ramanujan Bhavan - Seminar Hall –Ground Floor

The Counselling Committee organized a seminar for all 2nd and 3rd year B.Tech students on 11 August 2021. The seminar was addressed by Dr. Karri Ramareddy, Psychiatrist, Manasa Hospital, Rajahmundry. The event was held in Ramanujan Bhavan seminar hall. Dr. A Ramesh, Principal, introduced the speaker and the topic of the seminar to the students. The main aim of the event was to bring awareness Creative Thinking. Dr. Ramareddy started his discussion with categories of creative thinking and explained them with examples. Dr. Ramareddy also explained two case studies that he dealt with the students about various types of thinking and advantages. The principal felicitated Dr. Ramareddy for the Guest Lecture and presented honorarium.



PS VVS RSO
Convener
Counselling Committee




PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437

Feedback Form**REVIEW GUIDELINES**

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

**PARTICIPANT
INFORMATION**

Name (Optional): _____

Name of the

Seminar : Creative Thinking

Date: 11/08/2021

Name of the
Speaker: DR. K. Rama Reddy

EVALUATION

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

	1	2	3	4	5	Comments
1. The pre-course administration was appropriate and informative.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The course was scheduled at a suitable time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The course facilities and location were appropriate and satisfactory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The course material was presented in a clear and organized manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The presenter responded to questions in an informative, appropriate and satisfactory manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Handouts/slides (if provided) were clear and useful.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Overall, the session was informative and valuable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. In what ways could this course have been improved to better suit your needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Would you recommend this session?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
10. Other comments	<u>Conduct similar sessions in Future</u>					

Feedback Form

REVIEW GUIDELINES

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

PARTICIPANT
INFORMATION

Name (Optional): _____

Name of the

Seminar :

Creative Thinking

Date:

11/08/2021

Name of the
Speaker:

Dr. K. Rama Reddy

EVALUATION

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

	1	2	3	4	5	Comments
1. The pre-course administration was appropriate and informative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The course was scheduled at a suitable time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The course facilities and location were appropriate and satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The course material was presented in a clear and organized manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The presenter responded to questions in an informative, appropriate and satisfactory manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Handouts/slides (if provided) were clear and useful.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Overall, the session was informative and valuable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. In what ways could this course have been improved to better suit your needs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Would you recommend this session?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
10. Other comments	<u>Seminar is very useful to me</u>					



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.

ACOE/SPANDANA/AY2021-22/CIR-02

Dt: 08-12-2021

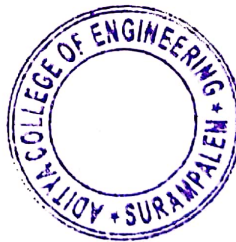
Circular


This is to inform all the Counselling committee members that there will be a meeting on 9th Dec 2021 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 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


Convener
College Counselling Committee




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437

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





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.

ACOE/SPANDANA/AY2021-22/MOM2

Dt: 09-12-2021

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	09/12/2021	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2021-22/CIR-01/Circular dated 08/12/2021		

A meeting was held on 09/12/2021 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.

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 chairman instructed HODs and faculty members to instruct the students to participate in awareness programs conducted by the counselling committee.





ADITYA COLLEGE OF ENGINEERING

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

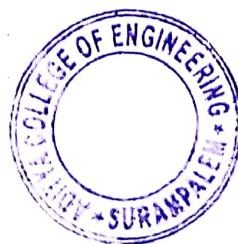
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

4. The chairman 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 two 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 S.V.V.S.Ravi Kumar	Dean - A&A	
3	Mr. Y K S Subba Rao	HOD-MECH	
4	Mr. G Ramakrishna	HOD-ECE	
5	Mr. K Manoj Kumar Reddy	HOD-EEE	
6	Mr.M.Srinivasu	HOD-H&BS	
7	Mr.BJagadeesh	Asst. Prof- ECE	
8	Ms.A Krishna Veni	Asst. Prof-CSE	
9	Mrs ChavvakulaJanaki Devi	Asso. Prof-ECE	
10	Mr.Msatyanarayana Raju	Asst. Prof-EEE	

Convener
Counselling Committee



PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437





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.

ACOE/SPANDANA/AY2021-22/LET-02

Dt: 18-01-2022

From
Counselling Committee
ACOE – Surampalem

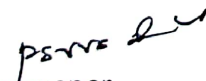
To
The Principal
ACOE - Surampalem

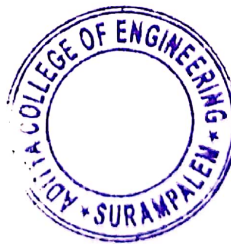
Respected Sir,


Sub: Request for permission to conduct a seminar on “Communication Skills & Personality Development”

With regard to the above cited subject, the Counselling Committee is planning to organize a seminar on “Communication Skills & Personality Development” by a renowned psychiatrist Dr. Karri Ramareddy for the 2nd and 3rd year B. Tech students in Ramanujan Bhavan - Seminar Hall on 24-01-2022 between 2PM to 4PM. The aim of this event was to explain the students in the college about the future plans and opportunities. We also request you Sir to kindly grant an amount of Rs.6000/- for the necessary arrangements and refreshments.

Thank you Sir


Convener
Counselling Committee




PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



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.

ACOE/SPANDANA/AY2021-22/CIR-02

Dt: 22-01-2022

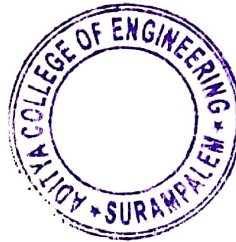
Circular


All the Staff and students are hereby informed that our Counselling committee is planning to organize a seminar on "Communication Skills & Personality Development" by a renowned psychiatrist Dr. V Manohar for the 2nd and 3rd year B. Tech students. All the students are requested to participate in the event.

Date: 24-01-2022

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437

Copy to: 1) All HODs

2) Administrative officer

3) All Notice Boards



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.

ACOE/ SPANDANA/AY2021-22/REP-02

25-01-2022

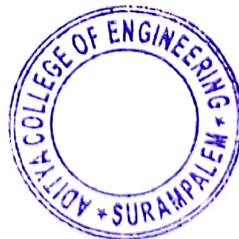
REPORT

Topic : Communication Skills & Personality Development
Speaker : Dr. V Manohar, Psychologist
Date & Time : 24-01-2022at 2:00PM
Venue : Ramanujan Bhavan - Seminar Hall –Ground Floor

The Counselling Committee organized a seminar for all 1st year B.Tech students on 24th January 2022. The seminar was addressed by Dr. V Manohar, Psychologist, Kakinada. The event was held in Ramanujan Bhavan seminar hall. Mr. B.Rama Raju, a student of 1st B.Tech ECE introduced the speaker and the topic of the lecture to the students. The guest lecture was conducted to provide the students with an insight of Career plans & opportunities, Leadership skills, Positive attitude, Discipline, Enthusiasm, Hard work. He explained the importance of having good leadership skills among students and conducted various activities in groups to explain the same. He suggested the different ways to boost up self-confidence and also develop communication skills by doing meditation and participating in different activities which will help to remove the stage fear. Afterwards, there was an interactive session, where he invited questions from all the students and responded to them in a humorous manner. The principal felicitated Dr. Manohar for the Guest Lecture and presented honorarium.



PSV
Convener
Counselling Committee



Woj
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



Feedback Form

REVIEW GUIDELINES

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

PARTICIPANT
INFORMATION

Name (Optional): _____

Name of the

Seminar :

Communication Skills &
Personality development

Date:

24/01/2022

Name of the
Speaker:

Dr. V. Manohar

EVALUATION

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

	1	2	3	4	5	Comments
1. The pre-course administration was appropriate and informative.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The course was scheduled at a suitable time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The course facilities and location were appropriate and satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The course material was presented in a clear and organized manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The presenter responded to questions in an informative, appropriate and satisfactory manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Handouts/slides (if provided) were clear and useful.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Overall, the session was informative and valuable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. In what ways could this course have been improved to better suit your needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Would you recommend this session?	Yes <input type="checkbox"/> No <input type="checkbox"/>					

10. Other comments It is helpful to me for personality development

Feedback Form

REVIEW GUIDELINES

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

PARTICIPANT
INFORMATION

Name (Optional): _____

Name of the

Seminar :

Communication Skills
Personality development

Date: 24/01/2022

Name of the
Speaker:

Dr. V. Manohar

EVALUATION

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

This information is very confidential

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

	1	2	3	4	5	Comments
1. The pre-course administration was appropriate and informative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The course was scheduled at a suitable time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The course facilities and location were appropriate and satisfactory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The course material was presented in a clear and organized manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The presenter responded to questions in an informative, appropriate and satisfactory manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Handouts/slides (if provided) were clear and useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Overall, the session was informative and valuable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. In what ways could this course have been improved to better suit your needs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Would you recommend this session?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
10. Other comments	Session is useful					