



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/01

Dt: 22-06-2022

Office Order

The undersigned is pleased to constitute counselling committee (SPANDANA) with the following members for the academic year 2022-23 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 SVSR 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	Mr.M.Srinivasu	HOD-H&BS	Committee Member
7	Dr.DVSSSV Prasad	Prof-MECH	Committee Member
8	Mr.BJagadeesh	Asst. Prof- ECE	Counsellor
9	Ms.A Krishna Veni	Asst. Prof-CSE	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




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/SOP

Dt: 24-06-2022

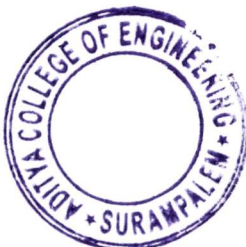
STANDARD OPERATING PROCEDURE


FOR COUNSELLING COMMITTEE (AY 2022-23)

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 2022-23 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, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/SPP

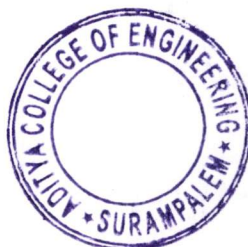
Dt: 28-06-2022


COUNSELLING COMMITTEE - STRATEGIC PERSPECTIVE

PLAN FOR THE ACADEMIC YEAR 2022-23

S.No	Tentative Date of the Event	Name of the Event	Estimated Budget for the event
1	15 th July 2022	Faculty training Program	6000
2	4 th Aug 2022	Seminar to students	10000
3	30 th Jan 2023	Seminar to students	10000


Convener
Counselling Committee




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/CIR-01

Dt: 11-07-2022

Circular

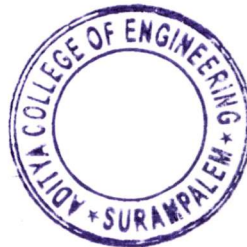
This is to inform all the Counselling committee members that there will be a meeting on 13th July 2022 at 3.00 PM in Principal chamber. All are requested to attend the meeting without fail.

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

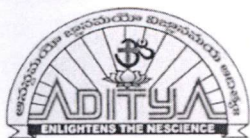

Convener
Counselling Committee




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, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/MOM1

Dt: 13-07-2022

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	13/07/2022	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2022-23/CIR-01/Circular dated 11/07/2022		

A meeting was held on 13/07/2022 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.



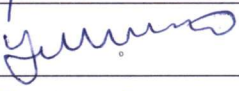





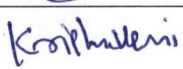
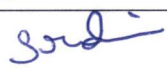

The Chairman of counselling committee welcomed all the members to the meeting and appreciated everyone for their enthusiasm and readiness. Further, Chairman reviewed and discussed all the points of agenda.


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 SVSR 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	Mr.M.Srinivasu	HOD-H&BS	
7	Dr.DVSSSV Prasad	Prof-MECH	
8	Mr.BJagadeesh	Asst. Prof- ECE	
9	Ms.A Krishna Veni	Asst. Prof-CSE	
10	Mrs. P Sree Devi	Asst. Prof-MECH	
11	Mr.M Satyanarayana Raju	Asst. Prof-EEE	


Convener
Counselling Committee




PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/LET-01

Dt: 18-07-2022

From
Counselling Committee
ACOE – Surampalem


To
The Principal
ACOE - Surampalem

Respected Sir,

Sub: Request for permission to conduct a seminar on “Counselling Psychology” -Reg;

With regard to the above cited subject, the Counselling Committee is planning to organize a training program on “Counselling Psychology” by a renowned psychiatrist Dr.P Janardhan, Psychiatrist Manasa Hospital Rajahmundry for the Faculty in Ramanujan Bhavan - Seminar Hall on 22-07-2022 between 2PM to 4PM. The aim of this training program is to Improve Counselling methods to solve student problems. 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



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/CIR-02

Dt: 20-07-2022

Circular

All the Staff are hereby informed that our Counselling committee is planning to organize a training program on "Counselling Psychology" by a renowned psychiatrist Dr.P.Janardhan, Psychiatrist Manasa Hospital Rajahmundry. All the faculty are required to participate in the event.

Date: 22-07-2022

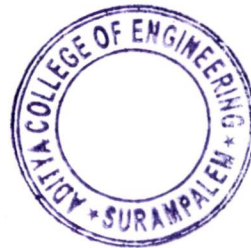
Time: 2:00 PM

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, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/REP-01

Dt: 23-07-2022

REPORT

Topic : Counselling Psychology
Speaker : Dr.P Janardhan, Psychiatrist
Date & Time : 22-07-2022 at 2:00PM
Venue : Ramanujan Bhavan - Seminar Hall –Ground Floor

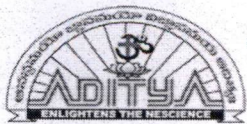
The Counselling Committee organized training program for all faculty members 22-07-2022. The seminar was addressed by Dr.P Janardhan, Psychiatrist. The event was held in Ramanujan Bhavan seminar hall. Ms.A Krishna Veni, Committee Member, introduced the speaker and the topic of the training program to the staff. The main aim of the event was to bring awareness on Counselling methods & tips. Dr.P.Janardhan started his discussion with types of Counselling methods with examples. He also explained two case studies that he dealt with the students about various types of positive thinking and advantages. The principal felicitated Dr.P Janardhan for the Guest Lecture and presented honorarium.



psvrs
Convener
Counselling Committee



PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALAM - 533 437



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/LET-02

Dt: 02-08-2022

From
Convener
Counselling Committee

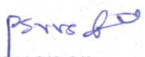
To
The Principal
ACOE - Surampalem

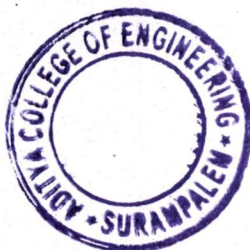
Respected Sir,

Sub: Request for permission to conduct a seminar on "Positive Thinking Tips and Tricks" -Reg;

With regard to the above cited subject, the Counselling Committee is planning to organize a seminar on "Positive Thinking Tips and Tricks" by a renowned psychiatrist Dr. V Manohar, Kakinada for the 2nd and 3rd year B. Tech students in Ramanujan Bhavan - Seminar Hall on 08-08-2022 between 2PM to 4PM. The aim of this event was to sensitize the students in the college about Positive Thinking & tricks and its advantages. We also request you Sir to kindly grant an amount of Rs. 10000/- 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, Permanently Affiliated to JNTUK & Accredited by 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/AY2022-23/CIR-03

Dt: 06-08-2022

Circular

All the Staff and students are hereby informed that our Counselling committee is planning to organize a seminar on "Positive Thinking Tips and tricks" by a renowned psychiatrist Dr. V Manohar, Kakinada for the 2nd and 3rd year B. Tech students. All the students who want to participate in the event can register their names with concerned HOD on before 07-08-2022(3PM)

Date: 08-08-2022

II Year all branches, Time: 10AM to 12.30 PM

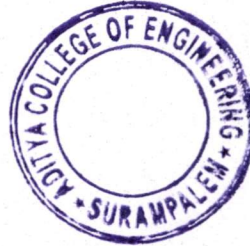
III Year all branches, Time: 2PM to 4.30 PM

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, Permanently Affiliated to JNTUK & Accredited by 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.

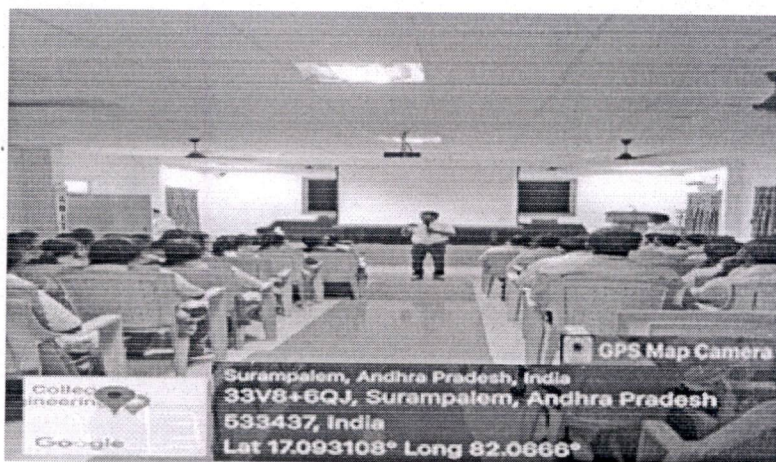
ACOE/ SPANDANA/AY2022-23/REP-02

Dt:09-08-2022

REPORT


Topic : Positive Thinking Tips and Tricks
Speaker : Dr. V Manohar, Psychiatrist
Date & Time : 08-08-2022 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 8th August 2022 in the morning and afternoon sessions. The seminar was addressed by Dr. V Manohar, Psychiatrist. The event was held in Ramanujan Bhavan seminar hall. Mr.M.Srinivasu, Committee Member, introduced the speaker and the topic of the seminar to the students. The main aim of the event was to bring awareness Positive thinking and tricks. Dr. V Manohar started his discussion with types of positive thinking and explained them with examples. He also explained two case studies that he dealt with the students about various types of positive thinking and advantages. The principal felicitated Dr. V Manohar for the Guest Lecture and presented honorarium.



PSVVS
Convener
Counselling Committee




PRINCIPAL
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 :

Positive Thinking Tips & Tricks

Date:

08/08/2022

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. ☐ ☐ ☒ ☐ ☐

2. The course was scheduled at a suitable time ☒ ☐ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☐ ☒ ☐

4. The course material was presented in a clear and organized manner. ☐ ☒ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☒ ☐ ☐ ☐

6. Handouts/slides (if provided) were clear and useful. ☒ ☐ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☐ ☐ ☒ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☒ ☐ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments

useful for better Communication

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 :

Positive thinking tip & tricks

Date:

8/8/22

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. ☐ ☐ ☐ ☒ ☐

2. The course was scheduled at a suitable time ☐ ☒ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☐ ☒ ☐

4. The course material was presented in a clear and organized manner. ☐ ☐ ☒ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☐ ☐ ☒

6. Handouts/slides (if provided) were clear and useful. ☐ ☐ ☐ ☒ ☐

7. Overall, the session was informative and valuable. ☒ ☐ ☐ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☐ ☐ ☒ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments

useful for better understanding for difficult problems

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 :

Positive thinking Tips & Tricks

Date:

08/08/2022

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. ☐ ☐ ☐ ☐ ☒

2. The course was scheduled at a suitable time ☐ ☒ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☒ ☐ ☐

4. The course material was presented in a clear and organized manner. ☒ ☐ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☒ ☐ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☒ ☐ ☐ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☐ ☒ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments

Seminar is useful for better understanding.

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 : Positive thinking Tips & Tricks

Date: 08/08/2022

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. ☐ ☒ ☐ ☐ ☐

2. The course was scheduled at a suitable time ☒ ☐ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☒ ☐ ☐

4. The course material was presented in a clear and organized manner. ☐ ☒ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☒ ☐ ☐ ☐ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☐ ☒ ☐ ☐

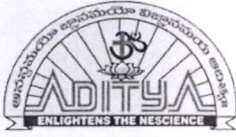
7. Overall, the session was informative and valuable. ☐ ☒ ☐ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☒ ☐ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments

Seminar is useful for future



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/AY2022-23/CIR-04

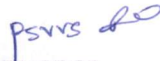
Dt: 17-12-2022

Circular


This is to inform all the Counselling committee members that there will be a meeting on 20th Dec 2022 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


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, 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/AY2022-23/MOM2

Dt: 20-12-2022

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	20/12/2022	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2022-23/CIR-04/Circular dated 17/12/2022		

A meeting was held on 20/12/2022 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

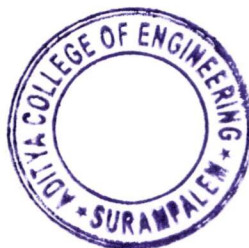
1. Chairman in the meeting affirmed that our institute aims at the overall development and welfare of the students.
2. The Chairman instructed counselors to identify the strengths and weakness of students by thoroughly interacting with them.
3. The Convener instructed HODs and faculty members to instruct 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 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	<i>A.R.</i>
2	Dr. Pullela SVVSR Kumar	Dean – A&A	<i>psvrs</i>
3	Dr. Y K S Subba Rao	HOD-MECH	<i>Y.K.S.</i>
4	Dr. G Ramakrishna	HOD-ECE	<i>G.R.</i>
5	Prof. K Manoj Kumar Reddy	HOD-EEE	<i>K.M.K. Reddy</i>
6	Mr.M.Srinivasu	HOD-H&BS	<i>M.S.V.</i>
7	Dr.DVSSSV Prasad	Prof-MECH	<i>D.V.S.S.V.</i>
8	Mr.BJagadeesh	Asst. Prof- ECE	<i>B.J.</i>
9	Ms.A Krishna Veni	Asst. Prof-CSE	<i>Krishna Veni</i>
10	Mrs. P Sree Devi	Asst. Prof-MECH	<i>P.S.D.</i>
11	Mr.M Satyanarayana Raju	Asst. Prof-EEE	<i>M.S.R.</i>

psvrs
Convener
Counselling Committee



A.R.
PRINCIPAL
PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437



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/AY2022-23/LET-03

Dt: 23-01-2023

From
Convener
Counselling Committee

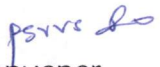
To
The Principal
ACOE - Surampalem

Respected Sir,



Sub: Request for permission to conduct a seminar on "Confidence Building Techniques"

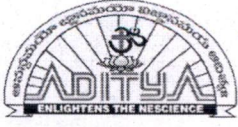
With regard to the above cited subject, the Counselling Committee is planning to organize a seminar on "Confidence Building Techniques" by a renowned psychiatrist Dr. Karri Ramareddy, Manasa Hospital Rajahmundry for the 2nd and 3rd year B. Tech students in Ramanujan Bhavan - Seminar Hall on 30-01-2023 between 2PM to 4PM. The aim of this event was to explain the students in the college about the Confidence Building Techniques. We also request you Sir to kindly grant an amount of Rs.10000/- for the necessary arrangements and refreshments.

Thank you Sir


Convener
Counselling Committee





PRINCIPAL
Aditya College of Engineering
SURAMPALEM - 533 437



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/AY2022-23/CIR-05

Dt: 25-01-2023

Circular

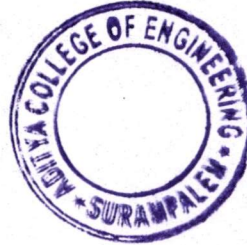
All the Staff and students are hereby informed that our Counselling committee is planning to organize a seminar on "Confidence Building Techniques" by a renowned psychiatrist Dr. Karri Ramareddy Manasa Hospital Rajahmundry for the 1st year B. Tech students. All the students who want to participate in the event can register their names with concerned HOD on before 28-01-2023(3PM)

Date: 30-01-2023

1st year ECE & CSE & IOT & AIML branches, Time: 10AM to 12.30 PM

1st year EEE & MECH & CIVIL branches, Time: 2PM to 4.30 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor



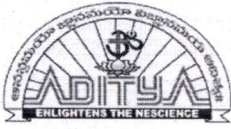
PRINCIPAL
PRINCIPAL

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, 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/AY2022-23/REP-03

Dt: 31-01-2023

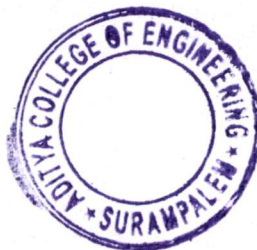
REPORT

Topic : Confidence Building Techniques
Speaker : Dr. Karri Ramareddy, Psychiatrist
Date & Time : 30-01-2023 at 2:00PM
Venue : Ramanujan Bhavan - Seminar Hall –Ground Floor

The Counselling Committee organized a seminar for all 1st year B.Tech students on 30th January 2023 in the morning and afternoon sessions. The seminar was addressed by Dr. Karri Ramareddy, Psychiatrist. The event was held in Ramanujan Bhavan seminar hall. Mr. B. Jagadeesh, Committee Member, introduced the speaker and the topic of the seminar to the students. The guest lecture was conducted to provide the students about Confidence Building Techniques, Positive attitude, Discipline, Enthusiasm, Hard work. Dr. Karri Ramareddy explained the importance of Confidence to achieve goals in career. 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. Karri Ramareddy for the Guest Lecture and presented honorarium.



psvr
Convener
Counselling Committee



Aditya
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 : Confidence building techniques

Date: 30/01/2023

Name of the
Speaker:

Dr. K. Ravi 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. ☐ ☐ ☒ ☐ ☐

2. The course was scheduled at a suitable time ☐ ☐ ☐ ☒ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☐ ☐ ☒

4. The course material was presented in a clear and organized manner. ☐ ☐ ☐ ☒ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☒ ☐ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☐ ☐ ☒ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☐ ☐ ☒ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments I got a wonderful experience with this seminar.

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 :

Confidence Building techniques

Date:

30-1-2023

Name of the

Speaker:

Dr. K. Ramareddy.

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.

☐ ☐ ☒ ☐ ☐

2. The course was scheduled at a suitable time

☐ ☐ ☐ ☒ ☐

3. The course facilities and location were appropriate and satisfactory

☐ ☒ ☐ ☐ ☐

4. The course material was presented in a clear and organized manner.

☒ ☐ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner.

☐ ☐ ☒ ☐ ☐

6. Handouts/slides (if provided) were clear and useful.

☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable.

☐ ☐ ☐ ☒ ☐

8. In what ways could this course have been improved to better suit your needs?

☐ ☐ ☒ ☐ ☐

9. Would you recommend this session?

Yes ☒ No ☐

10. Other comments

think positive be confident.

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 : Confidence building techniques

Date: 30-1-2023

Name of the
Speaker: Dr. K. Ramareddy

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. ☐ ☐ ☒ ☐ ☐

2. The course was scheduled at a suitable time ☐ ☒ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☐ ☐ ☒

4. The course material was presented in a clear and organized manner. ☐ ☒ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☐ ☒ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☐ ☐ ☐ ☒ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☒ ☐ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments Be confident

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 : Confidence building techniques

Date: 30/01/2023

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. ☐ ☐ ☒ ☐ ☐

2. The course was scheduled at a suitable time ☐ ☒ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☐ ☒ ☐

4. The course material was presented in a clear and organized manner. ☐ ☒ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☐ ☒ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☐ ☐ ☐ ☐ ☒

8. In what ways could this course have been improved to better suit your needs? ☐ ☐ ☒ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments This seminar is helpful to improve the confidence