

Shree Venkateshwara Hi-Tech Polytechnic College



Approved by AICTE, New Delhi and DOTE, Chennai
Erode - Gobi Main Road, Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (P.O.) GOBI - 638 455, Erode (Dt), T.N.
Phone : 04285 - 265199 Fax : 04285 - 266133
web : www.svhpc.com e-mail : svhpcgobi@gmail.com



CIRCULAR

Date: 19.05.2023

We are pleased to inform you that the management and principal are keenly interested in fostering a conducive academic environment within our institution. To achieve this goal, various committees are being formed to address different aspects of student welfare and organizational governance in the upcoming academic year (2023-2024).

Meeting Details:

Date: 22.05.2023


Time: 3.30pm

Venue: Auditorium

Agenda

1. Formation of committees and appointment of members

- * Anti Ragging Committee.
- * Anti Ragging Squad.
- * Internal Complaint Committee.
- * Grievance Redressal Committee.
- * SC/ST Committee.
- * Equal Opportunity Cell.
- * Student Discipline Committee.
- * Student Counselling Committee.
- * Internal Quality Assurance Cell.
- * Industry Institute Interaction Cell.


19.5.23
PRINCIPAL

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MINUTES OF MEETING - I (AY 2023 - 24)

24.05.2023

The meeting to form various committees has been conducted on 31.5.2023 at 3.30pm in our Auditorium with all staff members and stake holders and the following members were present.

S. No	Name	Designation	Sign	S. No	Name	Designation	Sign
1	Mr.S.Prakadeswaran	Principal		31	S.Ravindran	Lect/Auto	
2	Dr.P.Mani	Vice Principal		32	S.Gowtham	Lect/Auto	
3	K.Jayachandran	HOD/CSE		33	K.Kuppusamy	LT/Auto	
4	A.G.Janagarathinam	Sr.Lect/CSE		34	M.Mohan	Lect/Civil	
5	M.M.Mathiyazhagan	Lect/CSE		35	R.Thrni	Lect/Civil	
6	G.S Karmukilan	Lect/CSE		36	M.Ruckshana	Lect/Civil	
7	M Janaki	Lect/CSE		37	P.Soundarajan	Instructor/Civil	
8	K.Jeeva	LT/CSE		38	M.Jeevanantham	Sr.Lect/English	
9	G.S.Sriram	LT / CSE		39	K.Pavithra	Lect/English	
10	R.Saranya	Lect/ECE		40	B.Santhi	Sr.Lect/Maths	
11	R.Murugan	Lect/ECE		41	S.Ranjitham	Lect/Maths	
12	A.Moorthi	Lect/ECE		42	P.Rajakumar	Sr.Lect/Physics	
13	S. Shobana	Lect/ECE		43	G.Naveenkumar	Lect/Physics	
14	S.Dhivya	LT/ECE		44	B.Sadhasivan	Lect/Chemistry	
15	P.Durkaiyan	Lect/EEE		45	A.Ayyammal	Lect/Chemistry	
16	N.Priyanka	Lect/EEE		46	M.Ganesan	Lect./Mech	
17	M.Vignesh	Lect/EEE		47	R.Yuvaraj	Lect./Mech	
18	V.Poongothai	Lect/EEE		48	V.Prabhakaran	Lect./Tamil	
19	S.Umesh	Lect/EEE		49	P.Manickam	LT/Chemistry	
20	S.Manoj	LT/EEE		50	D.Premkumar	LT/Wokshop	
21	E.Nallasivam	HOD/Mech		51	S.Anitha	LT/Physics	
22	P.Rajkumar	Lect/Mech		52	C.Ranjitha	Asst./ Office	
23	P.Gokulnath	Lect/Mech		53	S.Premadevi	Asst./ Office	
24	K.Balasubramaniam	Lect/Mech		54	K.Arulmurugan	System Admin / CSE	
25	C. Mohankumar	Lect/Mech		55	Kirubananthan S	Cashier	
26	D.Ruthiresh	LT/Mech		56	N.Prabakaran	Physical Director	
27	M.Bharath	LT/Mech		57	E.Dhanalakshmi	Librarian	
28	P. Thirumoorthy	LT/Mech		58	S.Kannan	Deputy Warden	
29	K.K.Arumugam	HOD/Auto		59	K.Santhanalakshmi	Deputy Warden	
30	K.Arunkumar	Lect/Auto					

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Ref.No:SVHPC/IIC/01/2023-24

31.05.2023

ORDER

Sub:Shree Venkateshwara Hi-Tech Polytechnic College - Establishment -
Equal Opportunity Cell – Members List - Orders Issued - Reg

The Equal Opportunity Cell is constituted with the following members for the academic Year
2023- 24 [01.06.2023 – 31.05.2024].

S.No	Name	Designation	Position
1	Mr.S.Prakadeswaran	Principal	Chairperson
2	Dr.P.Mani	Vice Principal	Member
3	Mr.K.Jayachandran	HOD	Member
4	Mr.K.K.Arumugam	HOD	Member
5	Mr.M.Mohan	HOD	Member
6	Mr.E.Nallasivam	HOD	Member
7	Ms.V.Poongothai	Lecturer	Member
8	Mr.P.Gokulnath	Lecturer	Member
9	Mr.P.Manickam	Lab Technician	Member
10	Mr.D.Ruthiresh	Lab Technician	Member

[Handwritten signature]
Principal
31-5-23

Copy to

1.The Individuals –10 Nos

2.File

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EQUAL OPPORTUNITY CELL

CIRCULAR

Date: 05.06.2023

It is to inform you about an upcoming meeting of the Equal Opportunity Cell, scheduled to discuss the objectives and activities of the committee for the Academic Year 2023-2024.

Meeting Details:

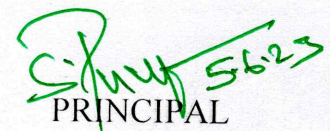
Date: 07.06.2023

Time: 3.30pm

Venue: Auditorium

Agenda

1. Framing objectives for committee
2. To share the committee information and aim
3. Further steps and Activities.


PRINCIPAL

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MINUTES OF MEETING – I (AY 2023-24)

08.06.2023

The meeting to discuss the objectives and activities of Equal Opportunity Cell has been conducted on 07.06.2023 at 3.30pm in our Auditorium with all committee members and the following members were present.

S.No	Name	Designation	Position	sign
1	Mr.S.Prakadeswaran	Principal	Chairperson	
2	Dr.P.Mani	Vice Principal	Member	
3	Mr.K.Jayachandran	HOD	Member	
4	Mr.K.K.Arumugam	HOD	Member	
5	Mr.M.Mohan	HOD	Member	
6	Mr.E.Nallasivam	HOD	Member	
7	Ms.V.Poongothai	Lecturer	Member	
8	Mr.P.Gokulnath	Lecturer	Member	
9	Mr.P.Manickam	Lab Technician	Member	
10	Mr.D.Ruthires	Lab Technician	Member	

Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Framing objectives for committee 2. To share the committee information and aim 3. Further steps and Activities.	
1	Committee's objectives were framed with inputs from all participants	All committee Members
2	The sharing of information and objectives regarding the committee has been planned.	All committee Members
3	Action items, including the scheduling of committee meetings, were outlined.	All committee Members

Prepared by

Approved by

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Objectives of the Equal Opportunity Cell:

Promoting Equal Opportunities: The primary objective of the EOC is to ensure that all members of the college community, regardless of their background or identity, have equal access to educational, employment, and other opportunities within the institution.

Preventing Discrimination and Harassment: The EOC works to create a campus environment free from discrimination, harassment, and bias based on factors such as gender, race, religion, disability, sexual orientation, or socio-economic status.

Creating Awareness and Sensitization: The EOC organizes awareness campaigns, workshops, and training sessions to educate members of the college community about issues related to diversity, equity, and inclusion. This includes promoting understanding and respect for different cultures, beliefs, and identities.

Developing Policies and Guidelines: The EOC is responsible for developing and implementing policies, guidelines, and procedures to address discrimination, harassment, and unequal treatment. This may include drafting anti-discrimination policies, grievance redressal mechanisms, and codes of conduct.

Facilitating Access and Support: The EOC works to remove barriers to participation and success for underrepresented or marginalized groups within the college. This may involve providing support services, accommodations, and resources to students, faculty, and staff who face systemic or structural barriers.

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CIRCULAR

Date: 11.07.2023

We are pleased to announce the establishment of the Equal Opportunity Cell (EOC) at our Polytechnic College, in line with our commitment to fostering inclusivity, diversity, and equal opportunities for all members of our academic community.

The EOC is dedicated to promoting and ensuring equal opportunities for students, faculty, and staff irrespective of their gender, caste, religion, ethnicity, or any other characteristic. This initiative aligns with our institution's values of equity, fairness, and social justice.

The Committee Members As follows:

S.No	Name	Designation	Position
1	Mr.S.Prakadeswaran	Principal	Chairperson
2	Dr.P.Mani	Vice Principal	Member
3	Mr.K.Jayachandran	HOD	Member
4	Mr.K.K.Arumugam	HOD	Member
5	Mr.M.Mohan	HOD	Member
6	Mr.E.Nallasivam	HOD	Member
7	Ms.V.Poongothai	Lecturer	Member
8	Mr.P.Gokulnath	Lecturer	Member
9	Mr.P.Manickam	Lab Technician	Member
10	Mr.D.Ruthiresh	Lab Technician	Member

S. Prakadeswaran
PRINCIPAL
11-7-23

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CIRCULAR

Date: 16.03.2024

We are delighted to announce the convening of the End Semester Meeting of the Equal Opportunity Cell to assess the progress made throughout this academic year.

Meeting Details:

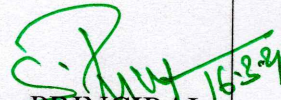
Date: 18.03.2024

Time: 3.30pm

Venue: Auditorium

Agenda

1. Review of Committee Activities and Achievements for the Academic Year 2023-2024
2. Discussion on Challenges and Successes
3. Feedback and Suggestions
4. Planning for Future Initiatives and Programs


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MINUTES OF MEETING – II (AY 2023-24)

19.03.2024

The semester end meeting of the Equal Opportunity Cell was convened on 18.03.2024 at 3.30pm in our Auditorium. The purpose of the meeting was to review the entire actions undertaken throughout the academic year and the following members were present.

S.No	Name	Designation	Position	sign
1	Mr.S.Prakadeswaran	Principal	Chairperson	
2	Dr.P.Mani	Vice Principal	Member	
3	Mr.K.Jayachandran	HOD	Member	
4	Mr.K.K.Arumugam	HOD	Member	
5	Mr.M.Mohan	HOD	Member	
6	Mr.E.Nallasivam	HOD	Member	
7	Ms.V.Poongothai	Lecturer	Member	
8	Mr.P.Gokulnath	Lecturer	Member	
9	Mr.P.Manickam	Lab Technician	Member	
10	Mr.D.Ruthiresh	Lab Technician	Member	

1. Action Taken Report of the previous meeting

S.No	Points Discussed	Action Taken
1	Committee's objectives were framed with inputs from all participants.	The committee's objectives were successfully framed.
2	The sharing of information and objectives regarding the committee.	The sharing of information and objectives regarding the committee has been successfully executed by conducting meeting with students
3	Action items, including the scheduling of committee meetings, were outlined.	The Committee members discussed the schedule of meeting and activities.

Shree Venkateshwara Hi-Tech Polytechnic College



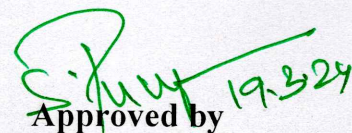
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2. Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas 1. Review of Committee Activities and Achievements for the Academic Year 2023-2024 2. Discussion on Challenges and Successes 3. Feedback and Suggestions 4. Planning for Future Initiatives and Programs	
1	The committee reviewed the activities undertaken throughout the academic year.	All committee Members
2	Recognition of successful initiatives and strategies, Identification and discussion of challenges faced by the EOC in achieving its objectives.	All committee Members
3	Open floor for members to provide feedback on the functioning of the EOC and suggest areas for improvement	All committee Members
4	Brainstorming and planning for future counselling programs, workshops, and events to enhance student well-being and academic success	All committee Members

Prepared by


Approved by 19.3.24

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- 2) File