

# 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

**Copy to:** 1) Circulation among all staff members

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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

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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

Principal 31.5.23

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- 1.The Individuals –10 Nos
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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.

  
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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. Prakash*  
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.



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## 2. Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	<b>Discussed the following Agendas</b> 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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