

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

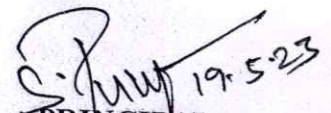
Time: 3.30pm

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.


PRINCIPAL

Copy to: 1) Circulation among all staff members

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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.Soundarrajan	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/SCG/01/2023-24

31.05.2023

ORDER

Sub:Shree Venkateshwara Hi-Tech Polytechnic College - Establishment -
Students Counselling and Guidance – Members List - Orders Issued - Reg

The students counselling and guidance Committee 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. N.Anandan, Ph.D, MBA, M.Sc (Psychology),	Psychologist	Counsellor
3	Mr.E.Nallasivam	HOD	Coordinator
4	Mrs.N.Priyanka	Lecturer	Member
5	Mrs.R.Saranya	Lecturer	Member
6	Ms.M.Ruckshana	Lecturer	Member
7	Mrs.B.Santhi	Lecturer	Member
8	Mr.P.Rajakumar	Lecturer	Member
9	Mr.S.Ravindran	Lecturer	Member
10	Mr.G.S.Karmukilan	Lecturer	Member

Principal 31.5.23

Copy to

1.The Individuals –9 Nos

2.File

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PROFILE



Dr.N. Anandan, Ph.D, MBA, M. Sc (Psychology), MA (Sociology), DECE. CTP (Counselling and Psychotherapy)
anandnit@gmail.com. 90428 94501.

Dr ANANDAN N. Associate Professor, KG College of Health Science, counselling and psychotherapist and Guest lecturer for many reputed institutions, has many years of academic teaching experiences and psychosocial management research work. Dr.Anandan has worked as an HR training manager in the engineering industry and has got many years of management and behavioural training experience for the corporate employees. He has specialized in Human Resource Management, Behavioral Science, Marketing and Sales Management. He has conducted several behavioural training programs of corporate companies and soft skills training for college students in various topics on human resource development and psychology. He has presented several research papers in National and International Management journals. As a trainer, he has specialized in training for personality development, interpersonal relations, communication, leadership skills, customer service, self-management skills to live with maximum effectiveness and happiness.

Being trained by the national and international institution for self-management and behaviour development programs, Mr Anandan has conducted many training programs for corporate companies, Banking sectors and educational institutions.

Vision: *"CREATING HAPPY AND EFFECTIVE HUMAN LIFE"*

Mission: *"TO INSPIRE POSITIVE PSYCHOLOGY FOR WELL BEING OF HUMAN LIFE."*

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Mr.K.C.KARUPANAN
Secretary

Ref.No: SVHPC /Appointment/Student Counselor/ 2023-24

Date: 13.04.2023


ORDER OF APPOINTMENT

Sub: ESTABLISHMENT – **Dr.Anandan** appointed as Student Counselor in our college – Order issued.

The Management of Shree Venkateshwara Hi-Tech Polytechnic College is pleased to appoint **Dr.Anandan** as Student Counselor in our college.

1. You will be governed by the rules and regulations of this institution, which are now in force and may come into force in future.
2. You have to work under the supervision and guidance of the Head of the Institution and discharge the duties as assigned from time to time.
3. If he wishes to resign from the services of this college, you are required to give three months notice
4. You will not be permitted to leave the Institution in the middle of the Semester / Academic year.

If the above terms and conditions are agreeable to you, you may sign in the order copy and submit to the undersigned.


Secretary

To

Dr.Anandan,
25/128, Bhuvaneshwari Nagar,
Thekkupalam,
Coimbatore North,
Coimbatore – 641020.

From

Dr.N.Anandan
25/128,Bhuvaneswari Nagar
Thekkupalayam
Coimbatore North
Coimbatore - 641020

To

The Secretary
Shree Venkateshwara Hi Tech Polytechnic College
Erode Gobi Main Road, Sri Kalaivani Nagar
Othakuthirai – 638 455, Erode (DT)

Sub : Consent Letter - Acceptance of Counsellor Position at Shree Venkateshwara Hi
Tech Polytechnic College - Reg

Respected Sir,

I am writing to express my consent and enthusiasm in joining Shree Venkateshwara Hi Tech Polytechnic College as a Counsellor, as per your appointment order. I am honoured and excited about the opportunity to contribute my expertise and experience to your esteemed institution. I am confident that I can make valuable contributions to the academic and professional growth of the students and faculty. Thank you for considering my application.

date: 13.04.2023

Yours Faithfully,



[DR. N. ANANDAN]

Shree Venkateshwara Hi-Tech Polytechnic College



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STUDENT COUNSELLING COMMITTEE

CIRCULAR

Date: 13.06.2023

This is to inform you that a meeting of the Student Counselling Committee is scheduled to discuss the objectives and activities of the committee in this Academic Year 2023-2024.

Meeting Details:

Date: 14.06.2023

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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- 1) Circulation among all Committee Members
- 2) File

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MINUTES OF MEETING – I (AY 2023-24)

15.06.2023

The meeting to discuss the objectives and activities of Student Counselling Committee has been conducted on 14.06.2023 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. N.Anandan, Ph.D, MBA, M.Sc (Psychology),	Psychologist	Counsellor	
3	Mr.E.Nallasivam	HOD	Coordinator	
4	Mrs.N.Priyanka	Lecturer	Member	
5	Mrs.R.Saranya	Lecturer	Member	
6	Ms.M.Ruckshana	Lecturer	Member	
7	Mrs.B.Santhi	Lecturer	Member	
8	Mr.P.Rajakumar	Lecturer	Member	
9	Mr.S.Ravindran	Lecturer	Member	
10	Mr.G.S.Karmukilan	Lecturer	Member	

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Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas <ol style="list-style-type: none">1. Framing objectives for committee2. To share the committee information and aim3. 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 successfully executed by conducting meeting with students.	All committee Members
3	Action items, including the scheduling of committee meetings, were outlined.	All committee Members


Prepared by


Approved by

Copy to: 1) Circulation among all Committee Members

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Objectives of the Student Counselling Committee:

- 1. Emotional Support:** To offer a safe and confidential space where students can express their emotions, thoughts, and concerns without judgment. We aim to foster a supportive community where students feel heard and understood.
- 2. Academic Guidance:** To assist students in overcoming academic obstacles by providing guidance on study techniques, time management, exam preparation, and course selection. Our goal is to empower students to achieve their academic potential.
- 3. Personal Development:** To facilitate personal growth and development by organizing workshops, seminars, and counseling sessions on topics such as stress management, interpersonal skills, self-esteem, and goal setting.
- 4. Mental Health Awareness:** To raise awareness about mental health issues and reduce the stigma surrounding seeking help. We are committed to promoting mental health awareness and providing resources for students in need of professional support.
- 5. Conflict Resolution:** To mediate and resolve conflicts among students, promoting a harmonious campus environment where everyone feels respected and valued.

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CIRCULAR

Date: 01.02.2024

The Student Counselling Committee is pleased to announce the motivational program titled "Everyone is Different." The event aimed to celebrate diversity and highlight the importance of embracing individual differences within our college community. In today's dynamic world, it is essential to recognize and appreciate the uniqueness of each individual.

Meeting Details:

Date: 03.02.2024

Time: 3.00pm

Venue: Auditorium

Agenda

1. Welcome Speech.
2. Chief Guest Address.
3. Special Address.
4. Vote of Thanks.


PRINCIPAL

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Motivational Program - Everyone is Different
[3.2.2024]



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CIRCULAR

Date:19.03.2024

We are pleased to announce the convening of the End Semester Meeting of the Student Counselling Committee to review the actions in this academic year.

Meeting Details:

Date: 20.03.2024

Time: 3.30pm

Venue: Auditorium

Agenda:

1. Review of Committee Activities and Achievements for the Academic Year 2023-2024
2. Assessment of Current Needs and Issues
3. Planning for Future Initiatives and Programs


PRINCIPAL

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MINUTES OF MEETING – II (AY 2023-24)

21.03.2024

The semester end meeting of the Student Counselling Committee was convened on 20.03.2024 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	Mr.E.Nallasivam	HOD	Coordinator	
3	Mrs.N.Priyanka	Lecturer	Member	
4	Mrs.R.Saranya	Lecturer	Member	
5	Ms.M.Ruckshana	Lecturer	Member	
6	Mrs.B.Santhi	Lecturer	Member	
7	Mr.P.Rajakumar	Lecturer	Member	
8	Mr.S.Ravindran	Lecturer	Member	
9	Mr.G.S.Karmukilan	Lecturer	Member	

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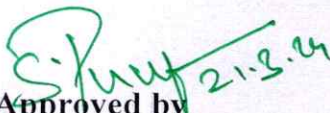
1. Action Taken Report of the previous meeting

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.

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. Assessment of Current Needs and Issues 3. Planning for Future Initiatives and Programs	
1	The committee reviewed the activities undertaken throughout the academic year to prevent and address ragging incidents.	All committee Members
2	Members shared their perspectives on the effectiveness of the committee during the year.	All committee Members
3	Plans and initiatives for the upcoming academic year were discussed.	All committee Members


Prepared by


Approved by 21.8.24

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2) File