

# 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

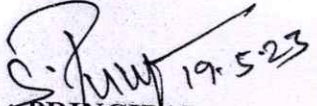
**Time:** 3.30pm

**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/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,<br>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      |

*S. Prakash*  
Principal 31.5.23

Copy to

1.The Individuals –9 Nos

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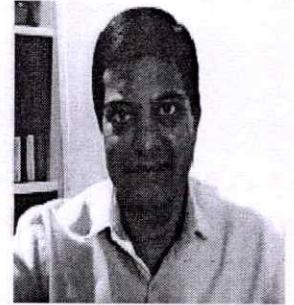
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## PROFILE



**Dr.N. Anandan**, Ph.D, MBA, M. Sc (Psychology), MA (Sociology), DECE. CTP (Counselling and Psychotherapy)

[anandnit@gmail.com](mailto: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."*

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)

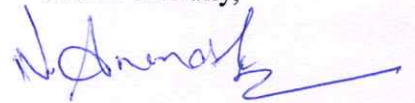
Sub : Consent Letter - Acceptance of Counsellor Position at Shree Venkateshwara Hi  
Tech Polytechnic College - Reg

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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**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, Bhuvanewari Nagar,  
Thekkupalam,  
Coimbatore North,  
Coimbatore – 641020.

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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

#### Copy to:

- 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,<br>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<br><ol style="list-style-type: none"><li>1. Framing objectives for committee</li><li>2. To share the committee information and aim</li><li>3. Further steps and Activities.</li></ol> |                       |
| 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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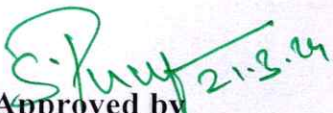
## 1. Action Taken Report of the previous meeting

| 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        |
|---------|--|-----------------------|
|         | <b>Discussed the following Agendas</b><br>1. Review of Committee Activities and Achievements for the Academic Year 2023-2024<br>2. Assessment of Current Needs and Issues<br>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

Copy to: 1) Circulation among all Committee Members

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