

# 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

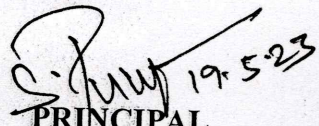
**Time:** 3.30pm

**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	[Signature]	31	S.Ravindran	Lect/Auto	[Signature]
2	Dr.P.Mani	Vice Principal	[Signature]	32	S.Gowtham	Lect/Auto	[Signature]
3	K.Jayachandran	HOD/CSE	[Signature]	33	K.Kuppusamy	LT/Auto	[Signature]
4	A.G.Janagarathinam	Sr.Lect/CSE	[Signature]	34	M.Mohan	Lect/Civil	[Signature]
5	M.M.Mathiyazhagan	Lect/CSE	[Signature]	35	R.Thrni	Lect/Civil	[Signature]
6	G.S Karmukilan	Lect/CSE	[Signature]	36	M.Ruckshana	Lect/Civil	[Signature]
7	M Janaki	Lect/CSE	[Signature]	37	P.Soundarajan	Instructor/Civil	[Signature]
8	K.Jeeva	LT/CSE	[Signature]	38	M.Jeevanantham	Sr.Lect/English	[Signature]
9	G.S.Sriram	LT / CSE	[Signature]	39	K.Pavithra	Lect/English	[Signature]
10	R.Saranya	Lect/ECE	[Signature]	40	B.Santhi	Sr.Lect/Maths	[Signature]
11	R.Murugan	Lect/ECE	[Signature]	41	S.Ranjitham	Lect/Maths	[Signature]
12	A.Moorthi	Lect/ECE	[Signature]	42	P.Rajakumar	Sr.Lect/Physics	[Signature]
13	S. Shobana	Lect/ECE	[Signature]	43	G.Naveenkumar	Lect/Physics	[Signature]
14	S.Dhivya	LT/ECE	[Signature]	44	B.Sadhasivan	Lect/Chemistry	[Signature]
15	P.Durkaiyan	Lect/EEE	[Signature]	45	A.Ayyammal	Lect/Chemistry	[Signature]
16	N.Priyanka	Lect/EEE	[Signature]	46	M.Ganesan	Lect./Mech	[Signature]
17	M.Vignesh	Lect/EEE	[Signature]	47	R.Yuvaraj	Lect./Mech	[Signature]
18	V.Poongothai	Lect/EEE	[Signature]	48	V.Prabhakaran	Lect./Tamil	[Signature]
19	S.Umesh	Lect/EEE	[Signature]	49	P.Manickam	LT/Chemistry	[Signature]
20	S.Manoj	LT/EEE	[Signature]	50	D.Premkumar	LT/Wokshop	[Signature]
21	E.Nallasivam	HOD/Mech	[Signature]	51	S.Anitha	LT/Physics	[Signature]
22	P.Rajkumar	Lect/Mech	[Signature]	52	C.Ranjitha	Asst./ Office	[Signature]
23	P.Gokulnath	Lect/Mech	[Signature]	53	S.Premadevi	Asst./ Office	[Signature]
24	K.Balasubramaniam	Lect/Mech	[Signature]	54	K.Arulmurugan	System Admin / CSE	[Signature]
25	C. Mohankumar	Lect/Mech	[Signature]	55	Kirubananthan S	Cashier	[Signature]
26	D.Ruthiresh	LT/Mech	[Signature]	56	N.Prabakaran	Physical Director	[Signature]
27	M.Bharath	LT/Mech	[Signature]	57	E.Dhanalakshmi	Librarian	[Signature]
28	P. Thirumoorthy	LT/Mech	[Signature]	58	S.Kannan	Deputy Warden	[Signature]
29	K.K.Arumugam	HOD/Auto	[Signature]	59	K.Santhanalakshmi	Deputy Warden	[Signature]
30	K.Arunkumar	Lect/Auto	[Signature]				

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

31.05.2023

## ORDER

Sub:Shree Venkateshwara Hi-Tech Polytechnic College - Establishment -  
Discipline Committee – Members List - Orders Issued - Reg

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The Discipline 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	<b>Mr.K.Jayachandran</b>	<b>HOD</b>	<b>Coordinator</b>
3	Mr.M.Jeevanantham	Sr.Lecturer	Member
4	Mr.K.K.Arumugam	HOD	Member
5	Mr.M.Mohan	HOD	Member
6	Mr.E.Nallasivam	HOD	Member
7	Mr.P.Durkaiyan	Lecturer	Member
8	Mrs.S.Ranjitham	Lecturer	Member

Principal 31-5-23

Copy to

1.The Individuals – 8 Nos

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## STUDENT DISCIPLINE AND WELFARE COMMITTEE

### CIRCULAR

Date: 08.06.2023

It is to inform you about an upcoming meeting of the Student Discipline and Welfare Committee, scheduled to discuss the objectives and activities of the committee for the Academic Year 2023-2024.

#### Meeting Details:

**Date:** 09.06.2023

**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)

12.06.2023

The meeting to discuss the objectives and activities of Student Discipline and Welfare Committee has been conducted on 09.06.2023 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	Mr.K.Jayachandran	HOD	Coordinator	
3	Mr.M.Jeevanantham	Sr.Lecturer	Member	
4	Mr.K.K.Arumugam	HOD	Member	
5	Ms.M.Mohan	HOD	Member	
6	Mr.E.Nallasivam	HOD	Member	
7	Mr.P.Durkaiyan	Lecturer	Member	
8	Mrs.S.Ranjitham	Lecturer	Member	

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## 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 to execute by conducting meeting with students.	All committee Members
3	Action items, including the scheduling of committee meetings, were outlined.	All committee Members

*K. Jayaram*  
Prepared by

*S. Prasad*  
Approved by 12/5/23

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## Objectives of the Student Discipline and Welfare Committee:

- 1. Promote a Positive Learning Environment:** Ensure that the college campus is conducive to learning by fostering a culture of respect, safety, and inclusivity.
- 2. Uphold Disciplinary Standards:** Develop and implement disciplinary policies and procedures that uphold the integrity and reputation of the institution while ensuring fair treatment for all students.
- 3. Address Behavioural Issues:** Identify and address behavioural issues among students, such as misconduct, harassment, bullying, and substance abuse, through appropriate interventions and support mechanisms.
- 4. Provide Support for Students in Need:** Offer assistance and support to students facing personal, social, or academic challenges, including counselling services, mentorship programs, and referral to external resources when necessary.
- 5. Educate Students on Rights and Responsibilities:** Educate students about their rights and responsibilities as members of the college community, promoting ethical behaviour and responsible citizenship.

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## CIRCULAR

Date: 05.07.2023

We are pleased to announce the formation of the Student Discipline and Welfare Committee at our esteemed polytechnic college. This committee is established with the primary aim of fostering a safe, supportive, and conducive learning environment for all students.

The Student Discipline and Welfare Committee comprises dedicated faculty members, staff, and student representatives who are committed to promoting a positive and inclusive campus environment.

The committee Members as Follows,

S.No	Name	Designation	Position
1	Mr.S.Prakadeswaran	Principal	Chairperson
2	<b>Mr.K.Jayachandran</b>	<b>HOD</b>	<b>Coordinator</b>
3	Mr.M.Jeevanantham	Sr.Lecturer	Member
4	Mr.K.K.Arumugam	HOD	Member
5	Mr.M.Mohan	HOD	Member
6	Mr.E.Nallasivam	HOD	Member
7	Mr.P.Durkaiyan	Lecturer	Member
8	Mrs.S.Ranjitham	Lecturer	Member

*S. Praveen*  
PRINCIPAL

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## CIRCULAR

Date: 21.03.2024

We are delighted to announce the convening of the End Semester Meeting of the Student Counselling Committee to assess the progress made throughout this academic year.

### Meeting Details:

**Date:** 22.03.2024

**Time:** 3.30pm

**Venue:** Auditorium

### Agenda:

1. Review of Committee Activities and Achievements for the Academic Year 2023-2024
2. Assessment of Impact
3. Identification of Successes and Challenges
4. Planning for Future Initiatives and Programs

*S. Murugan*  
21-3-24  
PRINCIPAL

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## MINUTES OF MEETING- II (AY 2023-24)

23.03.2024

The semester end meeting of the Student Discipline and Welfare Committee was convened on 22.03.2024 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.K.Jayachandran	HOD	Coordinator	
3	Mr.M.Jeevanantham	Sr.Lecturer	Member	
4	Mr.K.K.Arumugam	HOD	Member	
5	Ms.M.Mohan	HOD	Member	
6	Mr.E.Nallasivam	HOD	Member	
7	Mr.P.Durkaiyan	Lecturer	Member	
8	Mrs.S.Ranjitham	Lecturer	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. Assessment of Impact 3. Identification of Successes and Challenges 4. Planning for Future Initiatives and Programs	
1	The committee reviewed the activities undertaken throughout the academic year.	All committee Members
2	Assessing the effectiveness and impact of the counselling services and support initiatives provided to students.	All committee Members
3	Identifying successful endeavours and areas of improvement or challenges faced by the committee in fulfilling its objectives	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

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