

# 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: 24.05.2024

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 (2024-2025).

Meeting Details:

Date: 24.05.2024

Time: 2.00 pm

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.
- \* Media Cell.
- \* Intellectual Property Rights Cell.

  
Principal 24.5.24

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Ref.No:SVHPC/SCST/01/2024-25

24.05.2024

## ORDER

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

\*\*\*

The SC/ST Committee is constituted with the following members for the academic Year 2024- 25 [01.06.2024 – 31.05.2025].

| S.No | Name                   | Designation     | Position           | Contact Number    |
|------|------------------------|-----------------|--------------------|-------------------|
| 1    | Mr.S.Prakadeswaran     | Principal       | Chairperson        | 9094567545        |
| 2    | <b>Mr.K.K.Arumugam</b> | <b>HOD</b>      | <b>Coordinator</b> | <b>9942521080</b> |
| 3    | Ms.Ruckshana           | Lecturer        | Member             | 7395881293        |
| 4    | Ms.K.Pavithra          | Lecturer        | Member             | 8838662706        |
| 5    | Ms.S.Princy            | III CSE Student | Member             | 7358954173        |
| 6    | Mr.A.Praveen           | III EEE Student | Member             | 8438892151        |
| 7    | Mr.A.Deepaksanjay      | II EEE Student  | Member             | 9659657998        |
| 8    | Ms .S.Ramya            | II EEE Student  | Member             | 8056648574        |
| 9    | Ms.M.Savithiri         | I MLT Student   | Member             | 9487704835        |
| 10   | Mr.E.Mahendran         | I Mech Student  | Member             | 7598766512        |

*S. Princy* 24.5.24  
Principal

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- 1.The Individuals – 10 Nos
- 2.File

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## SC/ST COMMITTEE

### CIRCULAR

We are pleased to announce the convening of the first meeting of the SC/ST Committee on 30-05-2024 at 3.30pm in our college Auditorium. The committee has been established to address the concerns and promote the welfare of students and staff belonging to Scheduled Castes (SC) and Scheduled Tribes (ST) communities within our institution.

#### Meeting Details:

Date: 30.05.2024

Time: 3.30pm

Venue: Auditorium

#### Agenda

1. Establishment of Committee Objectives and Responsibilities
2. Review of SC/ST Representation and Participation in College Activities
3. To share the committee information and aim
4. Discussion on Initiatives for the Socio-Economic Empowerment of SC/ST Community Members
5. Planning for Awareness Programs and Workshops on SC/ST Issues

  
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## MINUTES OF MEETING – I (AY 2024 - 25)

02.06.2024

The inaugural meeting of the SC/ST Committee was convened on 30-05-2024 at 3.30 pm in our Auditorium. The purpose of the meeting was to discuss the objectives and other pertinent matters related to the committee's mandate and the following members were present.

| S. No | Name                | Designation     | Position    | Contact Number | signature |
|-------|---------------------|-----------------|-------------|----------------|-----------|
| 1     | Mr.S.Prakadeswaran  | Principal       | Chairperson | 9094567545     |           |
| 2     | Mr.K K Arumugam     | HOD             | Coordinator | 9942521080     |           |
| 3     | M.Ruckshana         | Lecturer        | Member      | 7395881293     |           |
| 4     | Ms.Pavithra         | Lecturer        | Member      | 8838662706     |           |
| 5     | Mr.V Naveenkumar    | III DAE student | Member      | 7904225244     |           |
| 6     | Mr.G Kalpana        | III EEE student | Member      | 8870415871     |           |
| 7.    | Ms.M Savithiri      | II MLT student  | Member      | 9487704835     |           |
| 8.    | Mr.E Mahendram      | II MECH student | Member      | 7598766512     |           |
| 9.    | Ms S Priyadharshini | I MLT student   | Member      | 9943464656     |           |
| 10.   | Ms A Sanjitha       | I AI&ML student | Member      | 8682989953     |           |

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## **OBJECTIVES**

### **Promoting Access to Education:**

Ensure equitable access to educational opportunities for SC/ST students by addressing barriers to enrolment, retention, and academic success.

### **Providing Academic Support:**

Offer academic support services such as tutoring, mentoring, and study groups to enhance the academic performance and retention rates of SC/ST students.

### **Addressing Socio-Economic Barriers:**

Implement initiatives to alleviate socio-economic barriers faced by SC/ST students, including financial assistance programs, scholarships, and access to educational resources.

### **Preventing Discrimination and Harassment:**

Develop and enforce policies to prevent discrimination, harassment, and unfair treatment of SC/ST students and staff within the college community.

### **Advocating for Representation:**

Advocate for increased representation of SC/ST students and staff in decision-making bodies, committees, and leadership positions within the college.

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## Points Discussed in this meeting

| Item.No | Points Discussed                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Responsibility        |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|         | Discussed the following Agendas<br>1. Establishment of Committee Objectives and Responsibilities<br>2. Review of SC/ST Representation and Participation in College Activities<br>3. To share the committee information and aim<br>4. Discussion on Initiatives for the Socio-Economic Empowerment of SC/ST Community Members<br>5. Planning for Awareness Programs and Workshops on SC/ST Issues<br>6.Planning for improve the pass percentage of SC/ST students |                       |
| 1       | The committee discussed and finalized its objectives, focusing on promoting the welfare and addressing the concerns of SC/ST community members within the college.                                                                                                                                                                                                                                                                                               | All committee Members |
| 2       | The committee reviewed the current representation and participation of SC/ST students and staff in college activities, identifying areas for improvement..                                                                                                                                                                                                                                                                                                       | All committee Members |
| 3       | The sharing of information and objectives regarding the committee to students.                                                                                                                                                                                                                                                                                                                                                                                   | All committee Members |
| 4       | Various initiatives and programs aimed at promoting the socio-economic empowerment of SC/ST community members were discussed, including scholarship schemes, skill development workshops, and mentorship programs.                                                                                                                                                                                                                                               | All committee Members |
| 5       | The committee outlined plans for organizing awareness programs and workshops on SC/ST issues to enhance understanding and sensitivity among the college community.                                                                                                                                                                                                                                                                                               | All committee Members |
| 6.      | The committee outlined plans for improving the pass percentage of SC/ST students                                                                                                                                                                                                                                                                                                                                                                                 | All committee Members |

  
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## CIRCULAR

We are pleased to announce the convening of the End Semester Meeting of the SC/ST Committee on 20-03-2025 at 3.30 pm in our college Auditorium.

### Meeting Details:

Date: 20.03.2025

Time: 3.30pm

Venue: Auditorium

### Agenda

1. Review of Committee Activities and Achievements for the Academic Year 2024-2025
2. Assessment of SC/ST Representation and Participation
3. Identification of Challenges and Concerns
4. Planning for Future Initiatives and Programs
5. Discuss for improvement of pass percentage.

  
Principal

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## MINUTES OF MEETING – II (AY 2024 - 25)

21.03.2025

The semester end meeting of the SC/ST Committee was convened on 20-03-2025 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 K Arumugam     | HOD             | Coordinator |      |
| 3     | M.Ruckshana         | Lecturer        | Member      |      |
| 4     | Ms.Pavithra         | Lecturer        | Member.     |      |
| 5     | Mr.V Naveenkumar    | III DAE student | Member      |      |
| 6     | Mr.G Kalpana        | III EEE student | Member      |      |
| 7     | Ms.M Savithri       | II MLT student  | Member      |      |
| 8     | Mr..E Mahendram     | II DME student  | Member      |      |
| 9     | Mr.S Priyadharshini | I MLT student   | Member      |      |
| 10    | Ms A Sanjitha       | I AI&ML student | Member      |      |

### 1. Action Taken Report of the previous meeting

| S.No | Points Discussed                                                                                                                                                                                                   | Action Taken                                                                                |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1    | The committee discussed and finalized its objectives, focusing on promoting the welfare and addressing the concerns of SC/ST community members within the college.                                                 | Objectives were successfully framed.                                                        |
| 2    | The committee reviewed the current representation and participation of SC/ST students and staff in college activities, identifying areas for improvement..                                                         | Existing representation and improvement needed areas were reviewed.                         |
| 3    | The sharing of information and objectives regarding the committee to students.                                                                                                                                     | Shared objectives and information to students by conducting meeting                         |
| 4    | Various initiatives and programs aimed at promoting the socio-economic empowerment of SC/ST community members were discussed, including scholarship schemes, skill development workshops, and mentorship programs. | Various initiatives to promote socio-economic empowerment of Sc/St community were discussed |
| 5    | The committee outlined plans for organizing awareness programs and workshops on SC/ST issues to enhance understanding and sensitivity among the college community.                                                 | Awareness programs and Workshops on Sc/St issues were planned                               |

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## 2. Points Discussed in this meeting

| Item.No | Points Discussed                                                                                                                                                                                                                                                                    | Responsibility        |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|         | Discussed the following Agendas<br>1. Review of Committee Activities and Achievements for the Academic Year 2023-2024<br>2. Assessment of SC/ST Representation and Participation<br>3. Identification of Challenges and Concerns<br>4. Planning for Future Initiatives and Programs |                       |
| 1       | The committee reviewed the activities and achievements undertaken during the semester, including outreach programs, support services, and advocacy efforts.                                                                                                                         | All committee Members |
| 2       | A discussion was held on the representation and participation of SC/ST students and staff in college activities, highlighting progress made and areas for improvement.                                                                                                              | All committee Members |
| 3       | Challenges and concerns faced by SC/ST community members were identified and discussed, including academic, social, and institutional barriers.                                                                                                                                     | All committee Members |
| 4       | The committee outlined plans for future initiatives and programs to address the needs and aspirations of SC/ST students and staff, including awareness campaigns, skill development workshops, and mentorship programs.                                                             | All committee Members |
| 5       | A discussion was held about pass percentage improvement.                                                                                                                                                                                                                            | All committee Members |

  
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816-SHREE VENKATESHWARA HI-TECH POLYTECHNIC COLLEGE

## SC/ST COMMITTEE

### AWARENESS PROGRAM ON POST MATRIC SCHOLARSHIP

