

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



Ref.No:SVHPC/SCST/01/2025-26

26.05.2025

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
2025-26 [01.06.2025 – 31.05.2026].

S.No	Name	Designation	Position	Contact Number
1	Mr.S.Prakadeswaran	Principal	Chairperson	9094567545
2	Mr.K.K.Arumugam	HOD	Coordinator	9942521080
3	Ms.Ruckshana	Lecturer	Member	7395881293
4	Ms.K.Pavithra	Lecturer	Member	8838662706
5	Mr.A.Deepaksanjay	III EEE Student	Member	9659657998
6	Ms .S.Ramya	III EEE Student	Member	8056648574
7	Ms.M.Savithiri	II MLT Student	Member	9487704835
8	Mr.E.Mahendran	II Mech Student	Member	7598766512
9	Ms.S.Priyadharshini	I MLT Student	Member	9943464656
10	Ms.A.Sanjitha	I AI&ML Student	Member	8682989953

Copy to

- 1.The Individuals – 10 Nos
- 2.File



S. Ravi
Principal 26-5-25

PRINCIPAL
Shree Venkateshwara Hi-Tech
Polytechnic College
Sri Kalaivani Nagar, Othakuthirai
K.Mettupalayam (Po), Gobi - 638 455

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MINUTES OF MEETING - I (AY 2025 - 26)

28-07-2025

The inaugural meeting of the SC/ST Committee was convened on 24-07-2025 at 11.00 am 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	Ms.M.Ruckshana.	Lecturer	Member	7395881293	
4	Ms.K.Pavithra.	Lecturer	Member	8838662706	
5	Mr.A Deepaksanjay	III EEE Student	Member	9659657998	
6	Ms.S Ramya	III EEE Student	Member	8056648574	
7	Ms.M Savithiri	II MLT Student	Member	94877048835	
8	Mr.E Mahendran	IIMech 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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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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Points Discussed in this meeting

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas- 1..To frame the objectives of the committee 2.Committee information and Dissemination 3.Planning awareness programs 4.Scholarship/Financial aid updates 5.Documenting and reporting.	
1	The committee discussed and finalized its objectives Objectives- 1. Safeguard Rights- Ensure the protection of rights and welfare of SC/ST students and staff. 2. Awareness Creation - Conduct programs on constitutional provisions, rights, and opportunities for SC/ST communities. 3. Grievance Redressal - Address and resolve issues related to discrimination or harassment. 4. Scholarship & Aid Guidance - Inform and assist students in availing government scholarships and financial aid. 5. Support & Inclusion- Promote equal opportunities and an inclusive academic environment.	All committee Members
2	Sharing details about the committee's roles, functions, and activities with stakeholders.	All committee Members
3	Organize sessions to educate and inform students on relevant topics.	All committee Members
4	Provide timely updates and guidance on available scholarships and financial assistance schemes like post metric scholarship schemes, puthumaippen scholarship and Tamizputhalvan scholarship.	All committee Members
5	Discussed topics were documented	

Prepared by

Approved by

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SC/ST COMMITTEE

28-09-2025

CIRCULAR

We are pleased to announce the convening of the first meeting of the SC/ST Committee on 29-09-2025 at 11.30 am 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: 29.09.2025

Time: 11.30 am

Venue: Auditorium.

Agenda

- 1.To frame the objectives of the committee
- 2.Committee information and Dissemination
- 3.Planning awareness programs
- 4.Scholarship/Financial aid updates
- 5.Documenting and reporting


Principal

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MINUTES OF MEETING – I (AY 2025 - 26)

30-09-2025

The inaugural meeting of the SC/ST Committee was convened on 30-09-2025 at 11.30 am 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.Sathish kumar	III DEEE student	Member	8012481721	
6	Ms.S R Dharani	II ECE student	Member	9384972642	
7.	Ms. R Indhumathi	III DCSE student	Member	8838891004	
8.	Mr.S Vetrivel	II DAE student	Member	8838891004	
9.	Mr.Jishnu S	I AI&ML student	Member	8508420803	
10.	Ms D Krishnaveni	I DMLT student	Member	9443020061	

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Points Discussed in this meeting

30-11-2025

Item.No	Points Discussed	Responsibility
	Discussed the following Agendas- 1..To frame the objectives of the committee 2.Committee information and Dissemination 3.Planning awareness programs 4.Scholarship/Financial aid updates 5.Documenting and reporting.	
1	The committee discussed and finalized its objectives Objectives- 1. Safeguard Rights- Ensure the protection of rights and welfare of SC/ST students and staff. 2. Awareness Creation – Conduct programs on constitutional provisions, rights, and opportunities for SC/ST communities. 3. Grievance Readdress – Address and resolve issues related to discrimination or harassment. 4. Scholarship & Aid Guidance – Inform and assist students in availing government scholarships and financial aid. 5. Support & Inclusion- Promote equal opportunities and an inclusive academic environment.	All committee Members
2	Sharing details about the committee's roles, functions, and activities with stakeholders.	All committee Members
3	Organize sessions to educate and inform students on relevant topics.	All committee Members
4	Provide timely updates and guidance on available scholarships and financial assistance schemes like post metric scholarship schemes, puthumaippen scholarship and Tamiz puthalvan scholarship.	All committee Members
5	Discussed topics were documented	

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CIRCULAR

We are pleased to announce the convening of the End Semester Meeting of the SC/ST Committee on 17-03-2026 at 3.30 pm in our college Auditorium.

Meeting Details:

Date: 17.03.2026

Time: 3.30pm

Venue: Auditorium

Agenda

1. Review of Committee Activities and Achievements for the Academic Year 2024-2026
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 16.3.2026

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MINUTES OF MEETING – II (AY 2025- 26)

19.03.2026

The semester end meeting of the SC/ST Committee was convened on 17-03-2026 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	Contact Number	Sign
1	Mr.S.Prakadeswaran	Principal	Chairperson	9094567545	
2	Mr.K K Arumugam	HOD	Coordinator	9942521080	
3	M.Ruckshana	Lecturer	Member	7395881293	
4	Mrs.S.Shobana	Lecturer	Member	9976188044	
5	Mr.Sathish kumar	III DEEE student	Member	8012481721	
6	Ms.S R Dharani	II DECE student	Member	9384972642	
7	Ms. R Indhumathi	III DCSE student	Member	8838891004	
8	Mr.S Vetrivel	II DAE student	Member	6381629573	
9	Mr.Jishnu S	I DAI&ML student	Member	8508420803	
10	Ms D Krishnaveni	I DMLT student	Member	9443020061	

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 1. Review of Committee Activities and Achievements for the Academic Year 2025-2026 2. Assessment of SC/ST Representation and Participation 3. Identification of Challenges and Concerns 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

Prepared by

[Signature]

[Signature] 19.3.26
Approved by

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VENKATESHWARA
POLYTECHNIC COLLEGE
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SHREE VENKATESHWARA

HI-TECH POLYTECHNIC COLLEGE

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