



# SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(Autonomous)

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai  
Accredited by NAAC with 'A' Grade | NBA (CIVIL, CSE, EEE, MECH, ECE)  
Gobichettipalayam – 638 455, Erode District, Tamilnadu  
E-mail: [svhecgobi@gmail.com](mailto:svhecgobi@gmail.com) Website: [www.svhec.com](http://www.svhec.com)

## CIRCULAR

**Cir.No: SVHEC/DWC/02/2025-2026**

**Date: 27.02.2026**

A “Discipline and Welfare Committee” meeting to oversee the activities for academic year 2025-2026(Even) will be scheduled on 02.03.2026, 03.30 pm at Block B – Board Room. All the members of the committee are informed to attend the meeting.

### **MEMBERS:**

| S.No | Faculty Name         | Position | Category                   | Designation / Department |
|------|----------------------|----------|----------------------------|--------------------------|
| 1    | Dr.P.Thangavel.      | Chairman | Principal                  | Principal                |
| 2    | Dr.S.Prakasam.       | Member   | Vice Principal             | Vice Principal           |
| 3    | Dr.V.Saminathan.     | Member   | Head of the Department     | HOD/ECE                  |
| 4    | Dr.D.Vijayalakshmi   | Member   | Student Counselor(Staff)   | PROF/ CIVIL              |
| 5    | Dr.A.Kanchana Devi   | Member   | Faculty Member             | AP/S&H                   |
| 6    | Mr.D.Prakash.        | Member   | Deputy Warden-Boys Hostel  | Deputy Warden-Boys       |
| 7    | Ms.H.S.Arusree       | Member   | Deputy Warden-Girls Hostel | Deputy Warden-Girls      |
| 8    | Mr.K.S.Vivek         | Member   | Faculty Member             | AP/EEE                   |
| 9    | Mrs.P.V.Jothikantham | Member   | Lady Faculty Member        | HOD/AIML                 |

*[Handwritten Signature]*  
27/02/2026  
Principal

### **Copy to:**

Disciplinary Committee Members



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## MINUTES OF MEETING - DISCIPLINE AND WELFARE COMMITTEE

Venue: Block B -Hall No: Board Room

Date: 02.03.2026

Time: 03:30 PM

### 1. Action taken report of the points discussed in the meeting.

| S. No | Points discussed and Suggestions given                                                                                                      | Action Taken                                                                                                                                                                                  |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Students coming by two wheeler should have Parking in the student parking slot only and triples are strictly not allowed.                   | Students are informed to Parking only in the student parking slot and not allowed to park in front of the engineering college building. This information was passed to students on 08.01.2026 |
| 2.    | Proper Dress code                                                                                                                           | All the students are informed to Haircut, Tuckin, Shoe, ID card Proper Formals dress code format on 08.01.2026                                                                                |
| 3.    | Complaints of ragging                                                                                                                       | No ragging Complaints raised                                                                                                                                                                  |
| 4     | In Lab session, students should strictly follow the do's and don'ts                                                                         | Informed to students on 08.01.2026                                                                                                                                                            |
| 5     | Smoking, Chewing tobacco, Consumption of intoxicating liquors or any prohibited substances in the college premises are strictly prohibited. | Informed to students on 08.01.2026                                                                                                                                                            |

## 2. Points discussed in this meeting.

Discussed about the following issues raised

- Students must aware the knowledge about Discipline and Welfare Committee and they should know the members those who are in that committee.
- Staffs members from the committee must conduct a meeting or meet the students at any time in the campus.
- Requirements and any other important suggestion are gathered or collected from the Staff's and Students before the provision of the meeting.
- If any misbehavior or un-disciplinary action happens by student, he/she who engage in undisciplined actions must come under the investigation of the Discipline and Welfare Committee. That committee must analyze and collect the information and statements against the misconduct or indiscipline actions and make report to the head of the institution, that committee must give suggestion and solutions about the problems.
- If the committee shall decide to Suspend or debarring the student, the committee may report in Student's Grievance Redressal Committee.
- Students coming by two wheeler should have helmet compulsorily and parking only in student parking slot.
- Guidelines were given for following proper dress code.



- Hair style should be neat; Dress code should be followed, wearing the ID card. All the students compulsory follow the instructions while entering and all the time within the campus.



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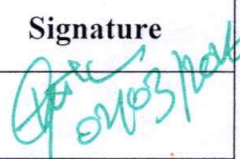
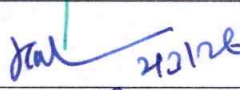
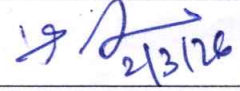
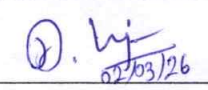
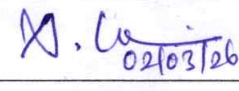
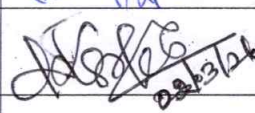
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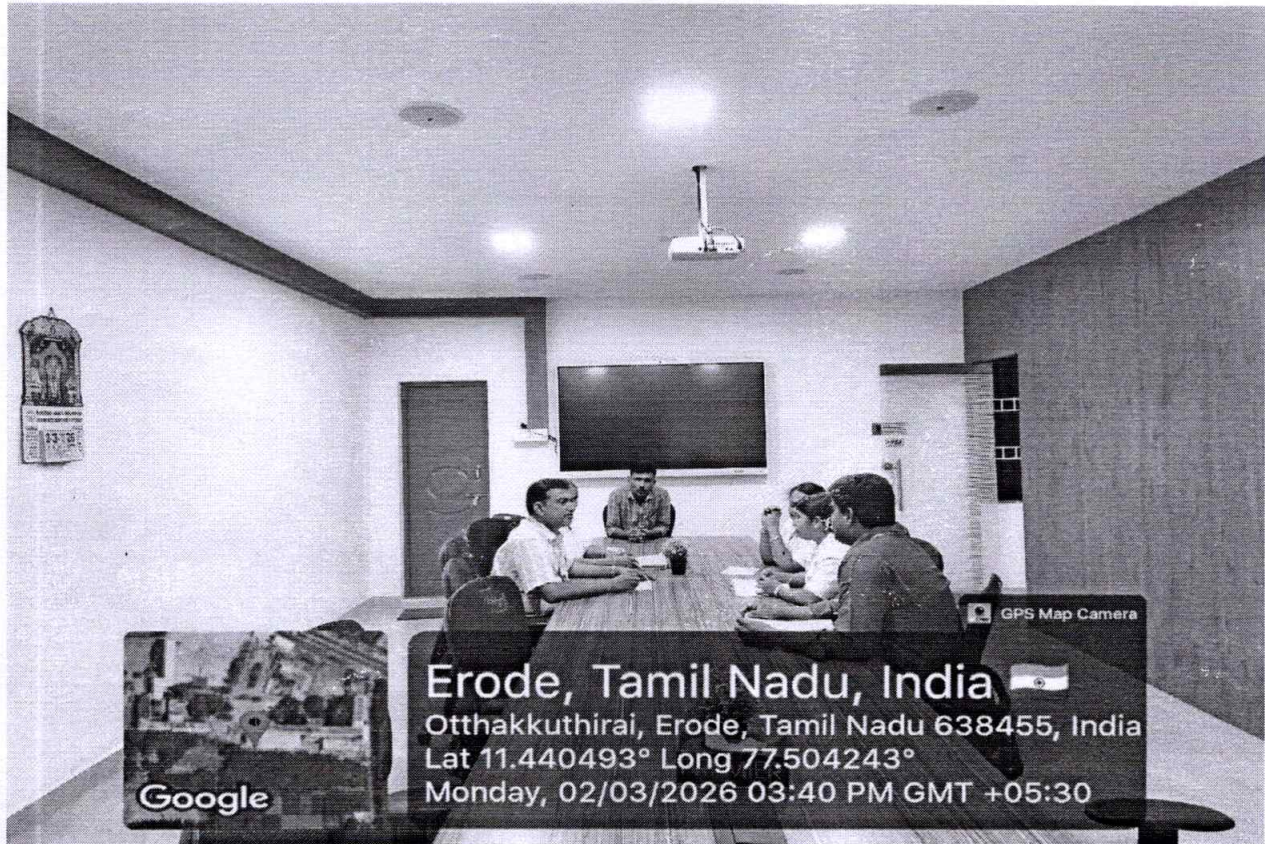
## DISCIPLINE AND WELFARE COMMITTEE

DATE: 02.03.2026

### MEMBERS PRESENT:

| S.No | Faculty Name         | Position | Category                   | Designation / Department | Signature                                                                             |
|------|----------------------|----------|----------------------------|--------------------------|---------------------------------------------------------------------------------------|
| 1    | Dr.P.Thangavel.      | Chairman | Principal                  | Principal                |    |
| 2    | Dr.S.Prakasam.       | Member   | Vice Principal             | Vice Principal           |    |
| 3    | Dr. V. Saminathan.   | Member   | Head of the Department     | HOD/ECE                  |    |
| 4    | Dr.D.Vijayalakshmi   | Member   | Student Counselor(Staff)   | PROF/ CIVIL              |   |
| 5    | Dr.A.Kanchana Devi   | Member   | Faculty Member             | AP/S&H                   |  |
| 6    | Mr.D.Prakash.        | Member   | Deputy Warden-Boys Hostel  | Deputy Warden-Boys       |                                                                                       |
| 7    | Ms.H.S.Arusree       | Member   | Deputy Warden-Girls Hostel | Deputy Warden-Girls      |  |
| 8    | Mr.K.S.Vivek         | Member   | Faculty Member             | AP/EEE                   |  |
| 9    | Mrs.P.V.Jothikantham | Member   | Lady Faculty Member        | HOD/AIML                 |  |

- By every morning, the class advisor and all the faculties of each department should monitor the class room neat and clean, desk arrangement.
- Three minutes talk conducted by hour to hour.
- Hostel students (Boys/Girls) should monitored by warden and information gathered by class advisor every week.



**Discipline and Welfare Committee Meeting held on 02.03.2026**

*[Handwritten signature]*  
02/03/2026  
**PRINCIPAL**



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**MINUTES OF MEETING - DISCIPLINE AND WELFARE COMMITTEE**

Venue: Block B -Hall No: Board Room

Date: 17.09.2025

Time: 03:30 PM

**1. Action taken report: General points discussed in the meeting.**

| S. No | Points discussed and Suggestions given                                                                                                      | Action Taken                                                                                                                                                                                  |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.    | Students coming by two wheeler should have Parking in the student parking slot only and triples are strictly not allowed.                   | Students are informed to Parking only in the student parking slot and not allowed to park in front of the engineering college building. This information was passed to students on 18.07.2025 |
| 2.    | Proper Dress code                                                                                                                           | All the students are informed to Haircut, Tuckin, Shoe, ID card Proper Formals dress code format on 18.07.2025                                                                                |
| 3.    | Complaints of ragging                                                                                                                       | No ragging Complaints raised                                                                                                                                                                  |
| 4     | In Lab session, students should strictly follow the do's and don'ts                                                                         | Informed to students on 18.07.2025                                                                                                                                                            |
| 5     | Smoking, Chewing tobacco, Consumption of intoxicating liquors or any prohibited substances in the college premises are strictly prohibited. | Informed to students on 18.07.2025                                                                                                                                                            |



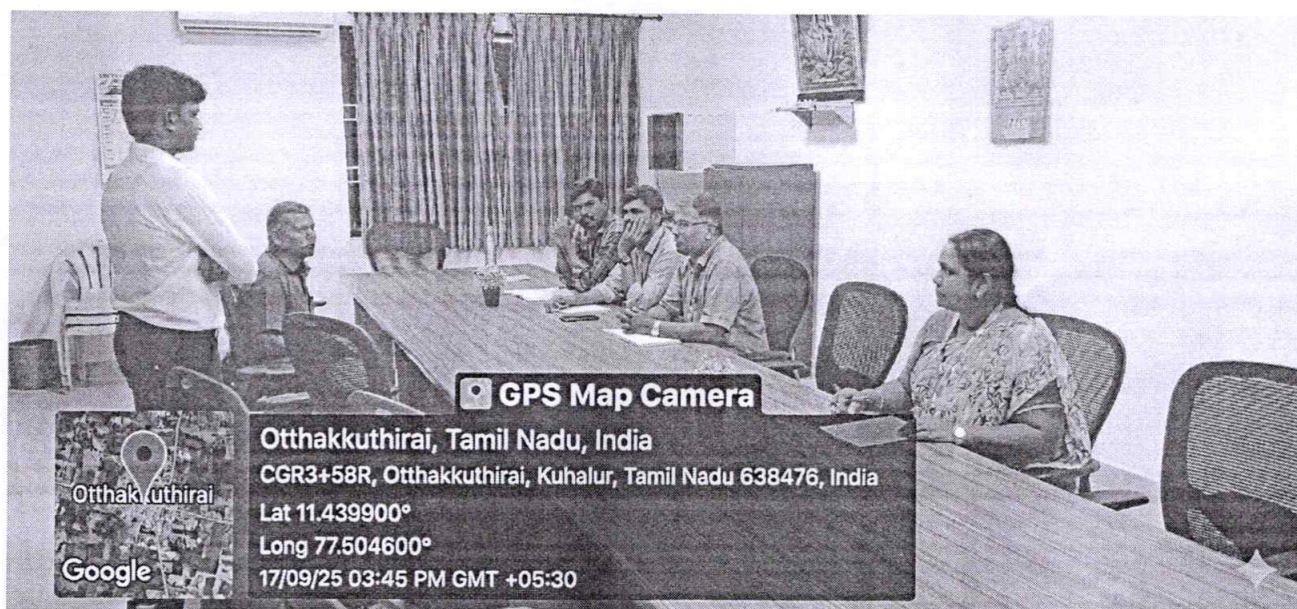
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Discipline and Welfare Committee Meeting held on 17.09.2025



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- Three minutes talk conducted by hour to hour.
- Hostel students (Boys/Girls) should monitored by warden and information gathered by class advisor every week.

*[Signature]*  
19/07/2014

PRINCIPAL