

# VELAMMAL INSTITUTE OF TECHNOLOGY

Approved by AICTE New Delhi, Affiliated to Anna University Chennai  
CSE, ECE, EEE, IT, MECH Accredited by NBA, NAAC  
"Velammal Knowledge Park", Chennai - Kolkatta Highway, Ponneri - 601 204

14/12/2022

## CIRCULAR

### SC/ST WELFARE COMMITTEE

As per the guidelines of the All India Council for Technical Education (AICTE), the SC/ST Cell has been constituted in the college to resolve all the affairs and problems related to the students, staff and faculty members belonging to SC/ST communities. The SC/ST Cell safeguards the constitutional rights such as Right to Equality, Prohibition of discrimination, Equality of opportunities, etc the following are the main objectives of the SC/ST Cell.

The grievances include

- a) Ensures the effective implementation of the policies and programmes of the Government in respect of SC/ST students and staff.
- b) To assist the students from the SC/ST communities in improving their academic performance and in optimizing their development in their personal and social life at the Institute.
- c) To overcome inferior complex related to interaction with fellow students and personal development activities.
- d) The students admitted in various programmes are to be provided post-admission orientation. The main focus is on the course curriculum, selection of optional subjects, and the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.
- e) To arrange language classes for students to improve communication skills and proficiency of language and personality development.



- f) To provide career counselling to the students
- g) Remedial/ co-curricular coaching for skill development, writing and assignment making presentation in class, public speaking job selection and job interviews.
- h) To conduct special coaching classes using SCP funds provided exclusively for the welfare of SC/ST students.
- i) To offer book bank facility semester wise
- j) An other forms of grievances to be redressed

A committee with the following faculty members/officers is constituted to redressal of grievances

S.NO	NAME	DESIGNATION	POSITION
1	Dr. N. Balaji	Principal	Chairperson
2	Dr. S. Soundararajan	Vice Principal	Vice Chairperson
3	Mr. K. Kalaivanan	AP/English	Member
4	Mr. K. Kalaiselvan	AP/Mech.	Member
5	Ms. P. Abirami	AP/AI&DS	Member
6	Mr. T. K. Senthil	System Admin	Member
7	Ms. Divya	Admin Staff	Member

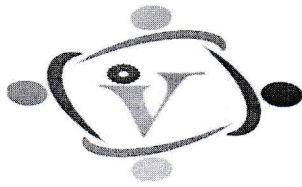


*K. Poaj*  
PRINCIPAL

Principal  
Velammal Institute of Technology  
Velammal Gardens  
Panchetti Village & Post, Ponneri (Tk)  
Thiruvallur (Dist) - 601204

Copy to:

1. All concerned members
2. Wide Publicity among students
3. College and Department notice board
4. All the department HOD's and Staff Room



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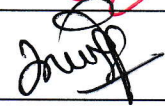

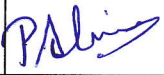


## SC/ST COMMITTEE - MINUTES OF MEETING

17/12/2022

The SC/ST Welfare Committee convened on 16/12/2022 at 11.30 AM, Chaired by Dr.N. Balaji, along with committee members. Here are the minutes of the meeting:

1. The session led by Dr. N. Balaji commenced with a focus on strategies aimed at effectively addressing grievances, particularly emphasizing the importance of fostering a secure and inclusive environment for all SC/ST students.
2. Deliberations within the committee ensued, centering on various concerns surrounding grievances, harassment, and discrimination faced by SC/ST students.
3. The committee reviewed reported incidents and actions taken since the previous meeting, engaging in thorough discussion.
4. In a unanimous decision, the committee resolved to strengthen efforts in promptly investigating and resolving complaints, with a commitment to providing support to affected individuals and implementing proactive measures to prevent recurrence.
5. Action points were subsequently distributed among members, encompassing the refinement of complaint management protocols, the organization of awareness programs on harassment prevention, and ensuring the utmost confidentiality and sensitivity in complaint resolution processes.



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