



**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM  
(AUTONOMOUS)**

**SC/ST WELFARE COMMITTEE**

Date: 24.11.2022

**CIRCULAR**

The SC/ST welfare committee shall convene at SVECW on November 28, 2022, at 03:00 P.M. to deliberate upon the following agenda. All members of the SC/ST are urged the presence without fail.

***Agenda:***

1. Prepare statistical information of SC / ST Students
2. Review on utilization of Library Facilities
3. Conduct remedial classes
4. Conduct counselling programme for students by the department of psychology
5. Conduct interactive sessions
6. Student grievances
7. Any other matter with the permission of the chair








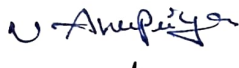

A handwritten signature in black ink, appearing to be 'Re' or similar, written above the title 'COORDINATOR'.

**COORDINATOR**

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM**  
(Autonomous)

**The minutes of meeting of SC/ST WELFARE COMMITTEE held on 28.11.2022**

Members Present:

S. No.	Name	Role	Signature
1	Dr. G. Subba Raju	Chairman	
2	Dr. V. Purushotham Raju	Member	
3	Dr. P. Ravi Kumar	Member	
4	Mr. B. Ramu	Member	
5	Mrs. J. Swarna Jyothi	Member	
6	Mrs. R. Lalitha Kumari	Member	
7	Ms. B. Sruthi	Member	
8	Ms. U. Anu Priya	Member	
9	Dr. M. Prema Kumar	Coordinator	

**Decisions taken:**

The members reviewed the minutes of the previous meeting and necessary actions were taken.

**1. Prepare statistical information of SC / ST Students**

The Chairman advised the following steps to gather statistical information about SC/ST students and the steps are:

- **Data Collection:** The chairman instructed all the members to collaborate with the institution's administration, student support services, or relevant authorities to obtain data on SC/ST students. This data may include the total number of SC/ST students enrolled, their demographic details, and their distribution across different courses and academic years and follow up the received scholarships.

- **Academic Performance:** Gather information on the academic performance of SC/ST students. This may involve collecting data on their grades, exam scores, attendance, and participation in extracurricular activities.
- **Scholarships and Benefits:** Record details about the scholarships, financial aid, and other benefits provided to SC/ST students to promote their education and welfare.
- **Student Support Programs:** Document the various support programs, counseling services, and mentoring initiatives tailored to assist SC/ST students in their academic journey.
- **Feedback and Recommendations:** Seek feedback from SC/ST students themselves to understand their experiences, concerns, and suggestions for improvement.

## 2. Review on the utilization of Library facilities

The review of the utilization of library facilities for SC/ST students during the meeting minutes should encompass several aspects:

- **Attendance and Participation:** Evaluate the attendance and participation of SC/ST students in utilizing library resources. Identify if there is a noticeable disparity in comparison to other student groups.
- **Access to Resources:** Assess whether SC/ST students have equal access to library materials, including books, journals, digital resources, and study spaces. Identify any barriers that might hinder their access.
- **Support and Awareness:** Review the level of support and awareness provided to SC/ST students regarding the library facilities. Consider whether there are specific initiatives or programs to encourage and educate them about the available resources.
- **Facilities and Amenities:** Examine whether the library facilities are inclusive and accommodating to the needs of SC/ST students. This could include considerations for physical accessibility, diverse reading materials, and cultural sensitivity.

## 3. Conduct remedial classes

The Committee reviewed the academic performance of SC/ST students, identifying areas where they might require additional support. Data on their performance in various subjects and courses were presented, highlighting potential challenges. Moreover, the chairman emphasized the need for collaboration with the SC/ST welfare committee to ensure holistic support for SC/ST students. Regular updates and coordination would be maintained to address any emerging concerns.

## 4. Planning to conduct counselling programme for students by the department of psychology

The meeting was convened to discuss and plan a counselling program to be conducted by the Department of Psychology, with the primary objective of providing emotional and mental health support to students. The committee deliberated on the structure of the counselling program. It was decided to offer individual counselling sessions,

group therapy, and workshops to cater to different student needs. The duration and frequency of sessions were discussed to optimize effectiveness.

**5. Conduct interactive sessions**

The committee collectively identified the primary objectives of conducting interactive sessions. These objectives included encouraging critical thinking, promoting collaborative learning, and providing opportunities for students to actively participate in the learning process. The availability of necessary resources and logistics required for conducting successful interactive sessions was discussed. The committee proposed collaborating with student organizations to involve them in planning and executing certain interactive sessions. This collaborative approach aimed to instil a sense of ownership and student-driven initiatives. The chairperson summarized the key decisions made during the meeting. Action points were assigned to different committee members to proceed with the planning and execution of interactive sessions.

**6. Student grievances**

The chairman asked the Coordinator about the complaints/concerns of the students. The coordinator attested that no students have voiced complaints, so the chairman is appreciative of what the members have done for SC/ST students.

**7. Any other matter with the permission of the chair**

Nil



**COORDINATOR**