



Anand Institute of Higher Technology

Affiliated to Anna University – Chennai

OMR, Kalasalingam Nagar, Kazhipattur, Chennai 603103, Tamil Nadu



AIHT ECO CLUB

Dated Chennai: 10/06/2020

Convening Order

The scholastic organization of the foundation has been decentralized and straightforwardness is kept up by comprising different boards with senior employees. AIHT ECO CLUB comprises of the accompanying individuals as per the academic year 2020-2021:

Sl. No.	Name of the member	Designation	Signature
1.	Dr. P. Suresh Mohan Kumar	Chairperson	
2.	Dr.K.Diwakar	Convener	
3.	Mr. Elanchezhian	Faculty Member	
4.	Vinoth	President	
5.	Saranya	Vice President	
6.	Keerthana	Student Member	
7.	Rajeshwari	Student Member	
8.	Abarna	Student Member	
9.	Lavanya	Student Member	
10.	Vijay Anand	Student Member	
11.	Jayaraj	Student Member	
12.	Sivanandham	Student Member	
13.	Kishore	Student Member	

Frequency of Meeting: As per the SOP and as requirement.

Function and Responsibilities:

- The Coordinator of the council is relied upon to gather the gatherings and set a plan for the conversation.
- The Coordinator of the panel is answerable for guaranteeing that every part has submitted and has kept up the applicable archives.
- To compose and flow the minutes of the gathering.
- AIHT ECO Club is shaped to enable understudies to partake and take up important ecological exercises and tasks.
- Personnel and understudies are the dynamic individuals from the panel.
- Employees and Students can speak with the AIHT ECO Club about their thoughts and usage of various exercises and plans through email aihtecoclub@aiht.ac.in



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AIHT ECO CLUB

Date: 20-03-2021

Ref: AIHT/ECO/2020-2021/002

CIRCULAR

From
Coordinator,
AIHT ECO Club,
AIHT, Chennai, Tamil Nadu.

This is to inform that all the AIHT ECO Club members (Faculty & Student representatives) to attend the Second meeting of this committee for the academic year 2020-2021 which will be conducted on 24/03/2021 from 10:30AM onwards. The chairperson of the meeting will be our respected Principal.

All the team members are here by requested to keep themselves present in the meeting on 24/03/2021 without any fail.

The meeting will be conducted in online mode and the details of the meeting will be delivered in the WhatsApp group of our Committee as per the requirement.

Agenda/s of the meeting:

1. Discussion on the progress in the activities of the AIHT ECO Club.
2. Discussion on the audit/s of the conducted activities and report submission.
3. Discussion on the overall performance of AIHT-ECO Club.
4. Miscellanies.

Copy to:

- The Principal, AIHT, Chennai
- Team members of AIHT ECO Club
- Head of the Departments
- Time Table & Academic Calendar

Coordinator
AIHT ECO Club



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AIHT ECO CLUB

Dated: 24-03-2021

Ref: AIHT/ECO/2020-2021/AT-2

Attendance of 2nd meeting AIHT ECO Club (2020-2021)

Sl. No.	Name of the member	Designation	Signature
1	Dr. P. Suresh Mohan Kumar	Chairperson	
2	Dr.K.Diwakar	Convener	
3	Mr. Elanchezhian	Faculty Member	
4	Vinoth	President	
5	Saranya	Vice President	
6	Keerthana	Student Member	
7	Rajeshwari	Student Member	
8	Abarna	Student Member	
9	Lavanya	Student Member	
10	Vijay Anand	Student Member	
11	Jayaraj	Student Member	
12	Sivanandham	Student Member	
13	Kishore	Student Member	

Copy to:

- > The Principal
- > Head of the Departments



Dated Chennai: 28-03-2021

Ref: AIHT/ECO-MOM/2020-2021/002

Minutes of Meeting AIHT ECO Club - 2

Date of the meeting: 24/03/2021

Duration: 10:30AM to 11:30PM

The Second meeting of the AIHT ECO Club committee for the academic year 2020-2021 was held on 24/03/2021 at 10:30AM through online mode under the chairpersonship of the Principal, with the following agendas:

1. Discussion on the Standard Operating Procedure (SOP) of AIHT-ECO Club.
2. Discussion on the preparation of Strategic Perspective Plan for the academic year 2020-2021.
3. Discussion on the overall improvement of the AIHT-ECO Club.
4. Miscellanies.

Members Present:

- Chair Person
- Convener
- AIHT ECO Club Coordinator
- Faculty representatives
- Student representatives

The meeting of AIHT ECO Club Committee commenced with the welcome note by the Convener, Dr. K Diwakarto all the members present. The Convener demonstrated the agenda along with the reviews of the previous academic year and requested the Chairman, to throw light on the issues.

The Principal stretched out a warm greeting to everyone and the conversation began. The conversations included the issues, time plan and the goals were made.

Minutes and Discussions:

Sl. No.	Descriptions	Decisions and Discussions	Responsible Personalities
1.	Discussion on the progress in the activities of the AIHT ECO Club	✓ The progress of the proposed activities as per the Strategic Prospective Plan (SPP) 2019-2020, was verified and discussions were conducted followed by the sharing of experience for the completed activities.	NA
2.	Discussion on the audit/s of the	✓ Discussions on the audits of the conducted activities were done.	Convener of the Program, Coordinator of AIHT ECO

	conducted activities and report submission	<ul style="list-style-type: none"> ✓ The proper documentation of the conducted activities as per the SOP of AIHT ECO Club was verified and the committee members were requested to collect the pending documents within 3 to 4 working days from the coordinator of the program / activity. ✓ It has also been decided that, the report of the conducted activities has to be submitted the program / activity convener before the starting of the next upcoming semester to AIHT ECO Club with copies to Principal office and GC as well. ✓ The detailed report along with the photographs of the conducted activities has to send AIHT ECO Club both in soft and hard copy. ✓ The soft copy can be delivered to "aihtecoclub@aiht.ac.in" 	Club and Committee members.
3.	Discussion on the overall performance of AIHT-ECO Club	<ul style="list-style-type: none"> ✓ A proper discussion was done on the performance of the committee to achieve the objectives and also regarding the responses and commitment of all the committee members. ✓ It has been decided that, the committee members have to keep a continuous touch with the AIHT ECO Club besides the official meetings as well to verify and support the activities as per the SPP. 	Coordinator of AIHT ECO Club and all the Committee members.
4.	Miscellanies	<ul style="list-style-type: none"> ✓ The chairperson of the meeting and the Convener of the AIHT ECO Club congratulated all the committee members for the successful completion of all the activities as per SSP 2020-2021. ✓ It has been also decided by all the committee members to start work and plan for the next upcoming academic year 2020-2021. 	Coordinator of AIHT ECO Club and all the Committee members.

Delegates and members present in the meeting:

Sl. No.	Name of the member	Designation
1	Dr. P. Suresh Mohan Kumar	Chairperson
2	Dr.K.Diwakar	Convener
3	Mr. Elanchezhian	Faculty Member
4	Vinoth	President
5	Saranya	Vice President
6	Keerthana	Student Member
7	Rajeshwari	Student Member
8	Abarna	Student Member
9	Lavanya	Student Member
10	Vijay Anand	Student Member
11	Jayaraj	Student Member
12	Sivanandham	Student Member
13	Kishore	Student Member

Copy to

- The Secretary
- The Principal
- All the committee members
- Head of the Departments
- All the other committee coordinators (Excluding AIHT ECO Club)


Coordinator
AIHT ECO Club


PRINCIPAL



Anand Institute of Higher Technology

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AIHT ECO CLUB

Dated Chennai: 08/07/2020

Ref: AIHT/ECO/2020-2021/001

CIRCULAR

From
Coordinator,
AIHT ECO Club,
AIHT, Chennai, Tamil Nadu.

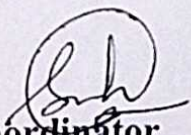
The first meeting of the AIHT ECO Club committee for the academic year 2020-2021 was held on 09/07/2020 at 09:00AM through Online Mode.

Agenda of the meeting:

1. Discussion on the Standard Operating Procedure (SOP) of AIHT-ECO Club.
2. Discussion on the preparation of Strategic Perspective Plan for the academic year 2020-2021.
3. Discussion on the overall improvement of the AIHT-ECO Club.
4. Miscellanies.

Copy to:

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- Team members of AIHT ECO Club
- Head of the Departments
- Time Table & Academic Calendar


Coordinator
AIHT ECO Club



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Dated: 09-07-2020

Ref: AIHT/ECO/2020-2021/AT-1

Attendance of 1st meeting AIHT ECO Club (2020-2021)

Sl. No.	Name of the member	Designation	Signature
1	Dr. P. Suresh Mohan Kumar	Chairperson	
2	Dr. K. Diwakar	Convener	
3	Mr. Elanchezhian	Faculty Member	
4	Vinoth	President	
5	Saranya	Vice President	
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11	Jayaraj	Student Member	
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13	Kishore	Student Member	

Copy to:

- The Principal
- Head of the Departments



Date: 10-07-2020

Ref: AIHT/ECO-MOM/2020-2021/001

Minutes of Meeting AIHT ECO Club – 1

Date of the meeting: 09/07/2020

Duration: 09:00AM to 10.00AM

The first meeting of the AIHT ECO Club committee for the academic year 2020-2021 was held on 09/07/2020 at 09:00AM by online mode under the chairpersonship of the Principal, with the following agendas:

1. Discussion on the Standard Operating Procedure (SOP) of AIHT-ECO Club.
2. Discussion on the preparation of Strategic Perspective Plan for the academic year 2020-2021.
3. Discussion on the overall improvement of the AIHT-ECO Club.
4. Miscellanies.

Members Present:

- Chair Person
- Convener
- AIHT ECO Club Coordinator
- Faculty representatives
- Student representatives

The meeting of AIHT ECO Club Committee commenced with the welcome note by the Convener, Mrs. Malathy to all the members present. The Convener demonstrated the agenda along with the reviews of the previous academic year and requested the Chairman, to throw light on the issues.

The Principal stretched out a warm greeting to everyone and the conversation began. The conversations included the issues, time plan and the goals were made.

Minutes and Discussions:

Sl. No.	Descriptions	Decisions and Discussions	Responsible Personalities
1.	Discussion on the Standard Operating Procedure (SOP) of AIHT-ECO Club	<ul style="list-style-type: none">• As per the SOP, committees to be formed and regular meetings need to be conducted for members and reports need to submit to the respective cells.• It is finalized that any members mentioned in the SOP are relieved from the college. With proper approval of the GC,	All delegates and members present in the meeting.

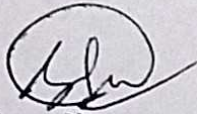
		<p>alternative members will be changed.</p> <ul style="list-style-type: none"> • One more faculty representative has been added for the smooth working of AIHT ECO Club which has been revised on the SOP 2020. 	
2.	Discussion on the preparation of Strategic Perspective Plan for the academic year 2020-2021	<ul style="list-style-type: none"> • Activities of AIHT ECO Club and the dates of activities are finalized in the meeting. • Coordinator of each activity was also finalized in the meeting. Regular reports need to be submitted to higher officials • The SPP should be circulated on or before 11/07/2020. 	All delegates and members present in the meeting.
3.	Discussion on the overall improvement of the AIHT-ECO Club	<ul style="list-style-type: none"> • Yearly improvement is planned and goals are planned for AIHT ECO Club. • Number of activities of AIHT ECO Club must be gradually increased in each academic year. • Coordinator need to analyze the improvement regularly, if any deviation in plan, convener need to take steps to resolve the problem • Activities reports need to be sent to the Head of the Department. 	All delegates and members present in the meeting.
4.	Miscellanies	<ul style="list-style-type: none"> • Without the approval of AIHT ECO Club no activities are permitted by staff and students. • There is no collection of Money from the students and staff. • Amount required for conducting the activities need to be obtained with a proper approval letter. • Once the Approval is done, after completion of activities, Bills need to be submitted to the AIHT ECO Club. 	All delegates and members present in the meeting.

Delegates and members present in the meeting:

Sl. No.	Name of the member	Designation
1	Dr. P. Suresh Mohan Kumar	Chairperson
2	Dr.K.Diwakar	Convener
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13	Kishore	Student Member

Copy to

- The Secretary
- The Prihncipal
- All the committee members
- Head of the Departments
- All the other committee coordinators (Excluding AIHT ECO Club)



**Coordinator
AIHT ECO Club**



PRINCIPAL



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Ref: AIHT/ECO-SPP/2020-2021/001

Strategic Perspective Plan AIHT ECO Club 2020-2021

Sl. No	Month	Tentative Date	Plan	Unit / Component	Details
1.	September 2020	05.09.2020	Seminar on renewable energy and conservation	AIHT ECO Club	Awareness to promote the Efficient use of energy in all sectors
2.	September 2020	17.01.2021	Tree Plantation Program	AIHT ECO Club & NSS	Tree saplings plantation around NSS working villages

AIHT ECO Club - Strategy Document:

1. As per the SOP AIHT ECO Club conducted the meeting at the beginning of each academic year.
2. A brief synopsis is given by the committee on the importance of AIHT ECO Club
3. Students are registered for AIHT ECO Club
4. Students are encouraged to actively participate in the activities of AIHT ECO Club
5. AIHT ECO Club has given instruction and suggestions to the students about the implementations of the events.

CC To

- The Secretary
- The Principal
- Head of the departments
- Time Table and Academic Calendar Committee

Coordinator
AIHT ECO Club

PRINCIPAL