



Anand Institute of Higher Technology

Affiliated to Anna University – Chennai
OMR, Kalasalingam Nagar, Kazhipattur, Chennai 603103, Tamil Nadu



Dated Chennai: 27/06/2019

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 2019-2020:

Sl. No.	Name of the member	Designation	Signature
1.	Dr.K.Diwakar	Chairperson	
2.	Mrs K.Malathi	Convener	
3.	Mr. Elanchezhian	Faculty Member	
4.	Vijayaraghav	President	
5.	Delcia	Vice president	
6.	Vindhya	Student Member	
7.	Vivek	Student Member	
8.	Sai krishna	Student Member	
9.	Raghav	Student Member	
10.	Bennet raj	Student Member	
11.	Santhiya	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

Ref: AIHT/ECO/2019-2020/001

Date: 07-02-2020

CIRCULAR

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

This is to inform all the AIHT ECO Club members (Faculty & Student representatives) to attend the first meeting of this committee which will be conducted on 10/02/2020, at Mini Auditorium (Administrative Block) from 09:30 AM onwards. The chairperson of the meeting will be our respected Principal.

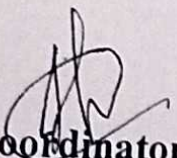
All the team members are hereby requested to keep themselves present in the meeting on 10/02/2020 without any fail.

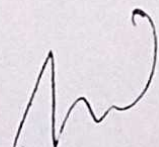
Agenda of the meeting:

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 2019-2020.
3. Discussion on the overall improvement of the 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


PRINCIPAL



Anand Institute of Higher Technology

Affiliated to Anna University – Chennai
OMR, Kalasalingam Nagar, Kazhipattur, Chennai 603103, Tamil Nadu



Date: 10-02-2020

Ref: AIHT/ECO/2019-2020/AT-2

Attendance of 2nd meeting AIHT ECO Club (2019-2020)

Sl. No.	Name of the member	Designation	Signature
1	Dr.K.Diwakar	Chairperson	<i>Diwakar</i>
2	Mrs K.Malathi	Convener	<i>Malathi</i>
3	Mr. Elanchezhian	Faculty Member	<i>Elanchezhian</i>
4	Vijayaraghav	President	<i>Vijayaraghav</i>
5	Delcia	Vice president	<i>Delcia</i>
6	Vindhya	Student Member	<i>Vindhya</i>
7	Vivek	Student Member	<i>Vivek</i>
8	Sai krishna	Student Member	<i>Sai krishna</i>
9	Raghav	Student Member	<i>Raghav</i>
10	Bennet raj	Student Member	<i>Bennet raj</i>
11	Santhiya	Student Member	<i>Santhiya</i>

Copy to:

- The Principal
- Head of the Departments



Anand Institute of Higher Technology

(Approved by AICTE, Accredited by NBA & ISO 9001:2008 Certified)

Affiliated to Anna University – Chennai

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



Date: 11-02-2020

Ref: AIHT/ECO-MOM/2019-2020/002

Minutes of Meeting AIHT ECO Club – 2

Date of the meeting: 10/02/2020

Duration: 09:30AM to 11:00AM

Venue of the meeting: Mini Auditorium (Administrative Block)

The first meeting of the AIHT ECO Club committee for the academic year 2019-2020 was held on 10/02/2020 at 09:30AM at the Mini Auditorium (Administrative Block) under the chairpersonship of the Principal, with the presence of convener 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 2019-2020.
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, Ms.K.Malathi to all the members present. The Convener demonstrated the agenda along with the reviews of the previous academic year and requested the Chairperson, 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.	All delegates and members present in the meeting.

		<p>With proper approval of the GC, 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.	<p>Discussion on the preparation of Strategic Perspective Plan for the academic year 2019-2020</p>	<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 06/02/2020. 	<p>All delegates and members present in the meeting.</p>
3.	<p>Discussion on the overall improvement of the AIHT-ECO Club</p>	<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. 	<p>All delegates and members present in the meeting.</p>
4.	<p>Miscellanies</p>	<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. 	<p>All delegates and members present in the meeting.</p>

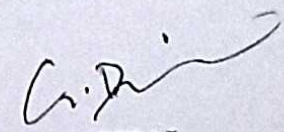
Delegates and members present in the meeting:

Sl. No.	Name of the member	Designation
1	Dr.K.Diwakar	Chairperson
2	Mrs K.Malathi	Convener
3	Mr. Elanchezhian	Faculty Member
4	Vijayaraghav	President
5	Delcia	Vice president
6	Vindhya	Student Member
7	Vivek	Student Member
8	Sai krishna	Student Member
9	Raghav	Student Member
10	Bennet raj	Student Member
11	Santhiya	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

Affiliated to Anna University – Chennai
OMR, Kalasalingam Nagar, Kazhipattur, Chennai 603103, Tamil Nadu



Date: 01-07-2019

Ref: AIHT/ECO/2019-2020/001

CIRCULAR

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

This is to inform all the AIHT ECO Club members (Faculty & Student representatives) to attend the first meeting of this committee which will be conducted on 02/07/2019, at Mini Auditorium (Administrative Block) from 11:00 AM onwards. The chairperson of the meeting will be our respected Principal.

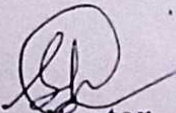
All the team members are hereby requested to keep themselves present in the meeting on 02/07/2019 without any fail.

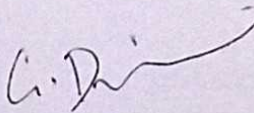
Agenda of the meeting:

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 2019-2020.
3. Discussion on the overall improvement of the 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


PRINCIPAL



Anand Institute of Higher Technology

Affiliated to Anna University – Chennai
OMR, Kalasalingam Nagar, Kazhipattur, Chennai 603103, Tamil Nadu



Date: 02-07-2019

Ref: AIHT/ECO/2019-2020/AT-1

Attendance of 1st meeting AIHT ECO Club (2019-2020)

Sl. No.	Name of the member	Designation	Signature
1	Dr.K.Diwakar	Chairperson	
2	Mrs K.Malathi	Convener	
3	Mr. Elanchezhian	Faculty Member	
4	Vijayaraghav	President	
5	Delcia	Vice president	
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Copy to:

- The Principal
- Head of the Departments



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Dated Chennai: 03-07-2019

Ref: AIHT/ECO-MOM/2019-2020/001

Minutes of Meeting AIHT ECO Club - 1

Date of the meeting: 02/07/2019

Duration: 11:00AM to 12:30PM

Venue of the meeting: Mini Auditorium (Administrative Block)

The first meeting of the AIHT ECO Club committee for the academic year 2019-2020 was held on 02/07/2019 at 11:00AM at the Mini Auditorium (Administrative Block) under the chairpersonship of the Principal, with the presence of convener 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 2019-2020.
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, Ms.K.Malathi to all the members present. The Convener demonstrated the agenda along with the reviews of the previous academic year and requested the Chairperson, 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	<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.	All delegates and members present in the meeting.

	Club		
2.	Discussion on the preparation of Strategic Perspective Plan for the academic year 2019-2020	<p>With proper approval of the GC, 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 2019. 	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"> • 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 05/07/2019. 	All delegates and members present in the meeting.
4.	Miscellanies	<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.
		<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.

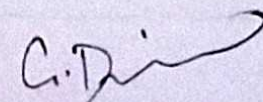
Delegates and members present in the meeting:

Sl. No.	Name of the member	Designation
1	Dr.K.Diwakar	Chairperson
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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



Ref: AIHT/ECO-SPP/2019-2020/001

Strategic Perspective Plan AIHT ECO Club 2019-2020

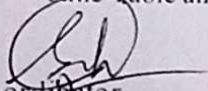
Sl. No	Month	Tentative Date	Plan	Unit / Component	Details
1.	September 2019	17.09.2019	Tree Plantation Program	AIHT ECO Club & NSS	Tree saplings plantation around NSS working villages
2.	November 2019	28.11.2019	Toilet Building	AIHT ECO Club & ROTARACT CLUB	Construction of washrooms in Good shepherd convent school
3.	February 2020	10.02.2020	Preparation Of Parking Space For Vehicles	AIHT ECO Club	Awareness about environment safety
4.	December 2019	20.12.2019	Swachh Bharat	AIHT ECO Club & Rotary club	Participating in our prime minister words Swachh Bharat in cleaning the Koyambedu depot and creating awareness on Swachh Bharat to the people in that area

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