



Anand Institute of Higher Technology

Affiliated to Anna University – Chennai

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



Date: 27/06/2022

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 2022-2023:

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.	G.Abarna	President	
5.	S .Ashwin	Vice President	
6.	S Vindhya	Student Member	
7.	A Vivekanandhan	Student Member	
8.	G.Vishwa	Student Member	
9.	R Sangeetha	Student Member	
10.	R.Manoj	Student Member	
11.	A.MohamedAshik	Student Member	
12.	V.R Sonali	Student Member	
13.	P. Swathi	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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Dated Chennai: 24/03/2023

Ref:AIHT/ECO/2022-2023/002

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 which will be conducted on 27/03/2023, at Mini Auditorium (Administrative Block) from 9:30AM 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 27/03/2023 without any fail.

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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Dated Chennai: 27-03-2023

Ref: AIHT/ECO/2022-2023/AT-2

Attendance of 2nd meeting AIHT ECO Club (2022-2023)

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	G.Abarna	President	
5	S .Ashwin	Vice President	
6	S Vindhya	Student Member	
7	A Vivekanandhan	Student Member	
8	G.Vishwa	Student Member	
9	R Sangeetha	Student Member	
10	R.Manoj	Student Member	
11	A.Mohamed Ashik	Student Member	
12	V.R Sonali	Student Member	
13	P. Swathi	Student Member	

Copy to:

- > The Principal
- > Head of the Departments



Anand Institute of Higher Technology

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Dated Chennai: 28-03-2023

Ref: AIHT/ECO-MOM/2022-2023/002

Minutes of Meeting AIHT ECO Club – 2

Date of the meeting: 27/03/2023

Duration: 09:30AM to 10:30AM

The second meeting of the AIHT ECO Club committee for the academic year 2022-23 was held on 27/03/2023 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 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.

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 Diwakar 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 progress in the activities of the AIHT ECO Club	<ul style="list-style-type: none">• The progress of the proposed activities as per the Strategic Prospective Plan (SPP) 2022-2023, 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	<ul style="list-style-type: none">• Discussions on the audits of the conducted activities were done.	Convener of the Program, Coordinator of

	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 convenor 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" 	AIHT ECO 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 Convenor of the AIHT ECO Club congratulated all the committee members for the successful completion of all the activities as per <u>SSP 2022-2023</u>. • It has been also decided by all the committee members to start work and plan for the next upcoming academic year 2023-2024. 	Coordinator of AIHT ECO Club and all the Committee members.

Delegates and members present in the meeting:

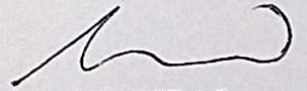
Sl. No.	Name of the member	Designation
1	Dr. P. Suresh Mohan Kumar	Chairperson
2	Dr.K.Diwakar	Convener
3	Mr. Elanchezhian	Faculty Member
4	G.Abarna	President
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9	R Sangeetha	Student Member
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11	A.MohamedAshik	Student Member
12	V.R Sonali	Student Member
13	P. Swathi	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



Dated Chennai: 04-07-2022

Ref: AIHT/ECO/2022-2023/001

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 14/07/2022, at Mini Auditorium (Administrative Block) from 10:00AM onwards. The chairperson of the meeting will be our respected Principal.

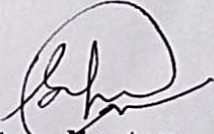
All the team members are hereby requested to keep themselves present in the meeting on 14/07/2022 without any fail.

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 2022-2023.
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
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Coordinator
AIHT ECO Club



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Date: 14-07-2022

Ref: AIHT/ECO/2022-2023/AT-1

Attendance of 1st meeting AIHT ECO Club (2022-2023)

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	G.Abarna	President	
5	S .Ashwin	Vice President	
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Date: 16-07-2022

Ref: AIHT/ECO-MOM/2022-2023/001

Minutes of Meeting AIHT ECO Club – 1

Date of the meeting: 14/07/2022

Duration: 10:00AM to 11:00AM

Venue of the meeting: Mini Auditorium (Administrative Block)

The first meeting of the AIHT ECO Club committee for the academic year 2022-2023 was held on 14/07/2022 at 10:00AM 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 2022-2023.
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 Diwakar 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.

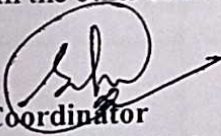
		<p>With proper approval of the GC, alternative members will be changed.</p> <ul style="list-style-type: none"> • One more faculty representative has been added for the smooth working of AIHT ECO Club which has been revised on the SOP 2022. 	
2.	Discussion on the preparation of Strategic Perspective Plan for the academic year 2022-2023	<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 18/07/2022. 	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
3	Mr. Elanchezhian	Faculty Member
4	G.Abarna	President
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- All the other committee coordinators (Excluding AIHT ECO Club)


Coordinator
AIHT ECO Club


PRINCIPAL



Ref: AIHT/ECO-SPP/2022-2023/001

Strategic Perspective Plan AIHT ECO Club 2022-2023

Sl. No	Month	Tentative Date	Plan	Unit / Component	Details
1.	September 2022	06.08.2022	SOLAR LIGHT INSTALLATION	AIHT ECO Club & NSS - AIHT	Awareness to promote the reducing of fossil fuels and increase the using of new technology of renewable energy sources.
2.	September 2022	17.09.2022	Tree Plantation Program	AIHT ECO Club & NSS	Tree saplings plantation around NSS working villages
3.	September 2022	08.09.2022	WIND FAN INSTALLATION	AIHT ECO Club & NSS - AIHT	Awareness to promote the reducing of fossil fuels and increase the using of new technology of renewable energy sources.
4.	November 2022	28.11.2022	TOILET BUILDING	AIHT ECO Club & ROTARACT CLUB	Construction of washrooms in Good shepherd convent school
5.	December 2022	20.12.2022	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
6.	January 2023	30.01.2023	National Cleanliness day	AIHT ECO Club & Computer Science and Engineering	Training Programmed on hygiene and cleanliness
7.	February 2023	10.02.2023	Swachh Bharat Aviyan – Safai Aviyan	AIHT ECO Club & NSS	Extension activities on clean India in Chennai localities