

THENI MELAPETTAI HINDU NADARGAL URAVINMURAI



NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Accredited by NAAC with "A" Grade

An ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531



Equal Opportunity Cell (EOC)

Ref: NSCET/EOC/2024/001

Date: 12.07.2024

CIRCULAR


All the members of the **Equal Opportunity Cell (EOC)** are hereby informed that a meeting is scheduled as per the following details:

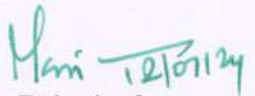
- **Date:** 16.07.2024 (Friday)
- **Time:** 10:00 AM
- **Venue:** Board Room
- **Chairperson:** Dr. C. MathalaiSundaram, Principal

Agenda:

1. Overview of Equal Opportunity Initiatives
2. Planning event on:
 - o Personality Development & Soft Skills
 - o Competitive Exams (GATE, UPSC, TNPSC, etc.)
 - o Common Interdepartmental Competitions
 - o Awareness on Overseas Education Opportunities
 - o Career Development and Employability Skills
 - o Government Schemes for SC/ST/OBC students
3. Planning support mechanisms and awareness drives
4. Finalization of events calendar and responsibilities
5. Compilation of Annual Report
6. Any other matter with permission of the Chair

All concerned members are requested to attend the meeting without fail.


Coordinator, EOC


Principal



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Equal Opportunity Cell (EOC)

Ref: NSCET/EOC/2024/002

Date: 16.07.2024

Meeting Minutes

Date: 16.07.2024

Time: 10:00 AM to 11:30 AM

Venue: Board Room

Chairperson: Dr. C. Mathalaisundaram, Principal

Members Present:

1. Dr. M. Sathya, Viceprincipal, Academic - Coordinator / EOC
2. Dr. C. Karthikeyan, Placement and Training Officer
3. Dr. V. Ananthi, Asst Prof / Maths
4. Mr. N. Keesamoorthy, Asst Prof / CSE
5. Mr. A. MuniKumar, JA / Admin

Agenda Discussed:

1. Vision of the EOC:

The Chairperson reiterated the role of the EOC in promoting inclusivity, access to opportunities, and equality among all students, particularly marginalized groups (SC/ST/OBC).

2. Program Plans Discussed:

- o **Personality Development & Soft Skills**
Two monthly sessions planned for communication, leadership, and grooming.
- o **Competitive Exams Training**
Workshops for GATE, TNPSC, and bank exams to be organized in collaboration with placement cell.
- o **Common Competitions**
Aptitude tests, quiz, essay writing, and mock interviews to be hosted college-wide.
- o **Abroad Dreams Session**
Alumni-led seminar on higher studies and scholarships abroad.

- o **Career & Employability Skills**
Resume building, interview techniques, and domain-specific certifications.
 - o **SC/ST/OBC Welfare & Government Schemes**
A separate awareness session to be conducted on scholarships, coaching schemes, and career support schemes.
3. **Grievance Redressal & Feedback:**
Anonymous forms and feedback collection methods were finalized.
4. **Annual Report & Calendar:**
Members were assigned to collate reports of events conducted till date.

Conclusion:

The Principal encouraged frequent and focused student engagement and directed members to prepare a tentative calendar for the above events.

Prepared by:



Dr. M. Sathya,

Coordinator – Equal Opportunity Cell

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ACTION TAKEN REPORT

Equal Opportunity Cell (EOC) - 2024-2025

Ref: NSCET/EOC/2024/003

Date: 20.07.2024

S.No	Action Point	Responsible Person	Status / Remarks
1	Lecture on Personality development & Soft Skills (July 2024)	Dr. C. Karthikeyan, Placement and Training Officer	Trainer finalized; Date fixed
2	Career catalyst : Competitive Examinations and trends in Employment (July 2024)	Dr. V. Ananthi, Asst Prof / Maths	GATE & TNPSC session planned
3	Guest Lecture on "Opening New Gates of Wisdom & Job opportunities in Japan"	Dr. C. Karthikeyan, Placement and Training Officer Dr. V. Ananthi, Asst Prof / Maths	For Teaching Japanese Language And To Provide Knowledge On Opportunities
4	Awareness Program on SC/ST/OBC Schemes (December 2025)	Mr. N. Keesamoorthy, Asst Prof / CSE	In collaboration with SEDG CELL - planned
5	EOC Annual Report Compilation	Dr. M. Sathya, EOC Coordinator.	In progress; Due by 10.07.2025
6	Anonymous Grievance & Feedback Form Setup	Mr. A. MuniKumar, JA / Admin	Draft shared; Roll-out in July


Coordinator, EOC


Principal