

SECE POLICIES, RULES AND REGULATIONS- 2021

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1. VISION

To be recognized as a premier institution, grooming students into globally acknowledged engineering professionals.

2. MISSION

Through relevant eco-system:pro

- To provide outcome and value based engineering education
- To nurture research and entrepreneurial culture
- To enable students to be industry ready and fulfill their career aspirations
- To groom students through behavioral and leadership training programs
- To make students socially responsible

3. QUALITY POLICY

“Sri Eshwar College of Engineering has committed and continually strives to enhance the quality of engineering education and deliver student centric and outcome based education”

4. ADMISSION POLICY

The institution is a self-financing institution, all the UG and PG programmes offered are self-financed. With reference to the admission, and fee structure the AICTE regulations and guidelines of Tamil Nadu government are followed.

4.1 Courses Offered

Under Graduate Programmes

- B.E Electronics and Communication Engineering
- B.E Electrical and Electronics Engineering
- B.E Mechanical Engineering
- B.E Computer Science and Engineering
- B.E Computer and Communication Engineering

- B.Tech Information Technology
- B. Tech Artificial Intelligence and Data Science
- B.Tech Computer Science and Business Systems

Post Graduate Programmes

- M.E.VLSI Design
- M.E. Computer Science & Engineering
- M.E. Engineering Design

Ph.D Programmes

- Mechanical Engineering
- Electronics & Communication Engineering
- • Computer Science & Engineering
- Physics

4.2 Admission Process

SECE follows the Tamil Nadu Engineering Admission (TNEA) process. As per the Government of Tamilnadu norms, 65% of the admission is done directly by the Affiliating University under Merit Category and the remaining 35% is offered to institutions as Management Quota. Admission is purely based on merit cum reservation basis.

Government Quota - Through single window admission process as prescribed by the Government of Tamilnadu
 Management Quota – Through Consortium of Self Financing Professional, Arts & Science Colleges in Tamil Nadu.

4.2.1 Publicity

Admission notification is hosted on college Website and published in leading national/ regional daily newspapers, through stalls and banners in education fairs and through radio.

4.2.2 Transparency

The University follows single window counselling based system to admit government quota students. Thus transparency is ensured from the stage of notification till the completion of the admission process. Students are admitted as per the rules framed by the consortium of Self Financing colleges in management quota.

4.3 Admission made through Management Quota UG and PG Programs

For the Management Quota seats, the seats are allotted to the students

as per the norms of Government of Tamil Nadu and on the basis of cut off marks.

4.4 Admission to UG Degree Course

A Pass in the HSC (Academic) or its equivalent with a minimum average percentage in Mathematics, Physics and Chemistry put together as given below.

Sl. No.	Community	Minimum % of marks
01.	General Category	50.00%
02.	Backward class including Backward Class Muslim	45.00%
03.	MBC & DNC	40.00%
04.	SC / SCA / ST	40.00%

OR

A pass in any of the HSC (Vocational Subject) as given below with any one of the Engineering related subjects namely Mathematics, Physics or Chemistry with a minimum average percentage put together as given below

Sl. No	Community	Minimum % of marks
01.	General Category	50.00%
02.	Backward class including Backward Class Muslim	45.00%
03.	MBC & DNC	40.00%
04.	SC / SCA / ST	40.00%

NB: A Pass with Minimum average marks in Related Subjects, Vocational Theory and Practicals put together is required

4.5 Lateral Entry Admission

The minimum eligibility marks for admission to direct second year B.E. degree courses under Lateral entry is just pass in Diploma in relevant engineering.

Sl. No.	Community	Minimum eligibility marks
01.	General Category	55.00%
02.	Backward class including Backward Class Muslim	50.00%
03.	MBC & DNC	45.00%

4.6 SC / ST / OBC / Differently Abled / Minority Community

The community reservation is very strictly followed by the government of Tamil Nadu and the students are allotted admission through single window system. Hence the Government quota students belonging to SC/ST, OBC, Differently Abled and Minority Community find a place in the admission without even a single case of denial.

4.7 Women

Since the Government Quota follows a single window admission system based on cut off marks in the qualifying exams, there is no special preference given to women.

SECE has seen a trend of girl students joining in good numbers with the current ratio of girls to boys being above 40% : 60%

4.8 Economically Weaker Sections

In order to make engineering education affordable to the economically weaker sections, SECE management offers merit scholarship for students from both Government and Management quotas.

4.9 Merit Scholarship for Government Quota

Cut off marks of above 190 – 100% tuition fee waiver

Cut off marks of between 188 – 189.75- 75% tuition fee waiver

Cut off marks of between 185 –187.75- 50% tuition fee waiver

4.10 Merit Scholarship for Management Quota

Based on the cut off marks in the qualifying examination and the economic background of the student, SECE management grants scholarship.

4.11 Others (First Generation Graduate / Rural Students)

The Government of Tamil Nadu bears Rs.25,000/- of the total tuition fee payable every year by the student who is the first graduate in his/her family. To give a fair chance to the students from rural areas, Tamilnadu Government has based the admission only on the marks scored in the qualifying examination.

4.12 M.E. Degree course

A pass in a recognized Bachelors degree or equivalent in the relevant field and obtained at least 50% (45 % in the case of candidates belonging to reserved category) in the qualifying degree examination.

Candidates are selected on the basis of their performance in the common entrance examination (TANCET) conducted by the state and selected candidates are allotted to various colleges for admission. Details regarding the entrance examination are published in the newspapers well in advance every year. Candidates may also appear directly for admission to the College under Management Quota through Consortium of Self Financing Colleges. Appearing for entrance examination for these seats is a must and this entrance examination is conducted by the college on its campus.

5. GENERAL RULES & REGULATIONS

5.1. College Timings

The college starts at 8.35 am. The students are expected to be present in their respective classes at 8.30 am itself. The college timing along with the break timing is as follows,

First Year	Timings
Morning	8.35 am - 12.20 pm
Coffee Break	10.20 am - 10.40 am
Lunch Break	12.20 pm - 1.00 pm
15 Minutes Activity	1.00 pm - 1.15 pm
Afternoon Break	2.50 pm - 3.05 pm
Afternoon	1.00 pm - 4.10 pm

II Year, III Year and IV Year	Timings
Morning	8.35 am - 01.20 pm
Coffee Break	11.10 am - 11.30 am

15 Minutes Activity	1.05 pm - 1.20 pm
Lunch Break	1.20 pm - 2.00 pm
Afternoon	2.00 pm - 4.10 pm

5.2 Dress code for Students

Boys

- Students must come to the college dressed in proper formals to maintain an appropriate dress code.
- Boys are to wear proper formal shirt that has to be tucked in properly with apt formal pants. Low waist pants, T-shirts, printed shirts and short shirts are strictly not allowed.
- Boys must wear black formal shoes only with black belt.
- Also, boys must come to the college with a clean shave. Any form of beard is strictly forbidden.
- Wearing of jeans and ear rings are strictly forbidden.
- Boys should come with their hair properly groomed without any distracting hair style and hair dying.

Girls

- Girls must wear properly stitched salwar kameez to the college with the dupattas pinned properly.
- The dress must not have plunging necklines or deep neck in front and back.
- Girls must tie their hair properly in pleats or pony tails.
- Jeans, Leggings and short tops (Above knee level) are strictly forbidden in the campus.

5.3 Discipline Guidelines

- Strict discipline and silence should be observed inside the college premises.
- Every student must wear the Identity card with the lanyard issued by the college.
- Unnecessary loitering and wandering in the college premises is strictly prohibited.

- Students should not absent themselves for any of their classes without prior permission from their Class Advisor or HOD.
- No student shall leave the college at any time during the working hours without proper permission from concerned HOD.
- Being late to the classes should be avoided.
- Possession and usage of mobile phones inside the college campus is strictly prohibited.
- Any misbehavior inside the college premises will call for strict disciplinary action.
- Students must bring English Newspaper to the college daily and make use of 15 minutes that is specifically allotted for reading the newspaper to improve their knowledge in current affairs and communication skill.
- Wearing of helmet is mandatory for students who come to the college by two wheeler.
- Ragging in any form is strictly prohibited by law. Any student found indulging or being part of it or encouraging it directly or indirectly will be severely punished (TN prohibition of ragging Act, 1997) which will result in a minimum punishment with imprisonment for a term which may extend upto two years and shall be liable to a fine of Rs. 10,000.
- Students are to follow the decorum of public behavior and avoid the usage of abusive language and indecent manners in all their interactions.
- Disfiguring of walls, furniture or any of the properties of the college by writing on it or damaging it in any other manner will be viewed with grave concern and may result in imposition of fine or suspension from classes or dismissal or expulsion from the college.
- It is expected that students are to attend the Independence Day / Republic Day Function / Annual Sports Day / College day / other annual functions of the college whether on working days or on holidays.
- Students must also attend seminars / workshops / awareness programs organized by the respective departments and college.
- It is mandatory that students strictly and rigidly observe all rules and regulations enforced at the time of admission and subsequently issued from time to time.
- Note: Parents/Guardians are advised not to encourage their wards to remain absent without sufficient reason during the academic session. Medical leave will be granted for the students strictly as per the University Medical Leave Rules only.

5.4 Attendance Rules

- Attending classes is a basic necessity for the students for their learning and intellectual growth. Hence, all the students are expected to attend all the classes with continuity to achieve better academic performance.
- Students can take leave only for genuine reasons acknowledged by their parents, followed by approval of the Class Advisor/Tutor and HOD.
- In order to register for the university examinations and for promotion to higher semester, a student must have a minimum of 75% attendance in aggregate of all the subjects as per Anna University norms.
- However, a student who secures overall attendance between 65% and 74% in the concerned semester due to medical reasons / participation in sports events may be permitted to appear for that semester examinations on submission of appropriate medical / sports participation certificates.
- A student will not be promoted to the next semester unless he / she satisfies the attendance requirement of the concerned semester. They may seek re-admission for that semester when offered during the next academic year.

6. LABORATORY RULES

- All the students have to be present at least 5 minutes before the commencement of the laboratory classes with their records and observation.
- Students have to come prepared for the day's experiment and marks will be awarded in the observation for their preparation.
- The signature of the Lab In-charge should be obtained in the observation book within three days of completing an exercise / experiment. Any student, who fails to do so, has to repeat the experiment.
- The Lab In-charge signature should be obtained in the record note book during the next laboratory class. Any student, who fails to do so, will be awarded zero marks in that experiment.
- Absenteeism for the lab classes will not be accepted by any means.
- Any misbehavior inside the theory and laboratory classes will call for

strict disciplinary action without any enquiry. Students have to be present inside the test hall at least 5 minutes before the commencement of the test.

- Absenteeism for the test without prior permission will be viewed very seriously. Students who are absent for the test will be permitted to take the retest only after getting permission from the Principal.

7. EXAMINATION INSTRUCTIONS TO STUDENTS

- All the students are instructed to assemble in their respective Exam Halls 10 minutes before the start of the examination.
- No student will be allowed to leave the exam hall before the concluding time of the tests/examinations.
- All the students are advised to bring the calculator for the examinations. They should not borrow the same from other students during any time of the examination.
- Malpractice in any form (possessing irrelevant materials, writing on any part of the body/calculator/desk) will be viewed seriously.
- The students are advised to focus on their studies and ensure that they perform well in all examinations.

7.1 Curbing malpractice in examinations

As Anna University is very keen to curb examination malpractices at its grassroot level as it is a social malady, all the students are instructed to take up all types of tests in a very serious manner at par with university examinations.

As per the guidelines and instructions received from Anna University, it is informed to all the students that examination malpractice cases during Pre-Internal Tests/ Internal Tests / Model Examinations will be dealt with severely and the report of the list of students will be sent to the University for further action.

A candidate indulging in any of the following acts in the examination hall will be considered to have committed malpractice in the examination and will be

booked for the same :

- Possession of printed / Xerox / written materials pertaining / not pertaining to the day's examination.
- Possession of Mobile Phones and Programmable Calculators.
- Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc.
- Telling the answer or formula related to any of the question to other students writing the same examination.
- Talking with other students, showing signs or signals to others in the hall / corridor.
- Showing the answer book / additional sheet to the other students or allowing them to copy.
- Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself.

The matter regarding the malpractice of any kind will be placed before the Disciplinary Action Committee for enquiry and the decision of the committee shall be final.

8. HOSTEL RULES AND REGULATIONS

8.1 Admission

- Admission to the hostel should be requisitioned in the "Hostel Application" form only.
- When a student gets admitted to the college, it does not mean that he is automatically eligible to get admission to the hostel too.
- Before admission, each student has to pay admission fees, mess fees, room rent and other charges as stated by the Warden.
- Admission and continuous stay in the hostel depends on the academic performance as well as on good behaviour and conduct.

8.2 Wake-up

- Students are expected to wake up early in the morning, arrange their beds neatly and do the morning routine.
- Students who are sick and unable to attend college must report to the Warden before breakfast.

- Students should report for Breakfast, Lunch and Dinner at the prescribed timing.

8.3 Study hour

- Study Hours : 6:15 pm to 7.30 pm and 8.30 pm to 10:00 pm
- Silence is to be maintained during study hours.
- Study hours are to be sincerely followed by all inmates of hostel.
- Walking around, sleeping, hearing music, using cell phones, reading of novels or magazines, etc. during the study hours will not be allowed.
- The room doors should be kept open during study hours.
- No student is allowed to forego the study hours without the permission of the Warden.

8.4 Behaviour/Conduct

- Groupism amongst the hostel students is strictly forbidden.
- Before a student leaves his room, he must ensure that all electrical appliances are switched off and the room is locked. If not, the inmate of the room will be fined.
- The student who violates the study hours and disturbs the other students will be instructed to vacate the hostel.
- To maintain an environment which promotes its educational mission, the college expects the hostel inmates to respect their fellow inmates and protect their property.
- Possession of narcotic materials, pornographic posters in any form (either hard or soft copies) will call for expulsion of the inmate from the hostel and he will be handed over to the police immediately.
- All students must follow the return time to the hostel as notified viz., 6.15 pm.

8.5 Leave and Permission Regulation

- Inmates will be allowed to go home once in a month only if parents give written requisition or through phone stating the reason, duration of stay, name of the person accompanying the trip or travel etc. The inmates will be permitted to go home only for valid reasons. The parents should apply to the Warden directly for permission to send their son home. After returning from his trip, the student should make entry about his return in the access control system.
- Students are not allowed to stay in the hostel during class hours unless the stay is unavoidable due to illness or any valid reasons. In such cases, the concerned student should take the permission of the Warden and communicate his absence in writing to Class Advisor/Tutor.

- The students are not permitted to go to their guardian's house for overnight stay unless there is a specific written requisition from parents.
- Students are permitted to go out during weekends and other holidays with prior permission from the Warden only for a maximum duration of 5 hours based on requisition from their parents in writing or through phone.
- Hostel students who want to travel in the college bus during weekend holidays, have to get prior permission from the Transport Officer by paying ticket charge and make an entry in the main gate register.

8.6 Ragging

- The inmates should treat others as their fellow brothers irrespective of their caste, creed and religion. Ragging in any form is strictly prohibited in the college campus as well as in the hostel. Ragging is a criminal offence under the law.
- Any student found involved in ragging/hurting other students by word or deed will be expelled from the hostel and the college and will be handed over to the police without any enquiry.

8.7 Meals

- Every inmate must abide by the mess timing applicable in his hostel and must be present in the mess hall in proper dress code

Mess Timings

On Working Day		On Holidays	
Breakfast : 7.30 am to 8.45 am		Breakfast : 8.00 am to 9.30 am	
Lunch	: 12.25 pm to 1.50 pm	Lunch	: 12.45 pm to 2.00 pm
Dinner	: 7.30 pm to 8.30 pm	Dinner	: 7.30 pm to 8.30 pm

8.8 Room Cleanliness

- Inmates are expected to keep their room neat and clean.
- Hostel representative and Warden will inspect the rooms. Marks will be allotted for each room and a rolling trophy will be given for the best maintained room every month.

8.9 General Rules and Regulations of Hostellers

- Rooms once allotted for the academic year are not interchangeable without permission of the Warden.
- Inmates should not tamper with any of the electrical and other permanent fittings in the rooms. Any loss or damage to them shall be recovered from the inmates concerned. Use of personal electrical appliances without permission will lead to expulsion of the students from the hostel.
- As far as loss or damage of electrical and other fittings which are common to all the students of a block are concerned, such cost will be recovered on collective basis from all inmates of that block.
- Students should not arrange any function or meeting within the hostel, without getting prior permission of the Warden.
- Any student who is removed from the college will automatically cease to be an inmate of the hostel.
- No students should stay away from the hostel on any day without the prior permission of the Warden.
- No outsiders or students other than the inmates should be found inside the hostel. If any unauthorized person is found inside the hostel, action will be taken against the inmate in whose room the person is found and that inmate will be expelled from the hostel.
- Students should not paste any posters/pictures etc. on the walls, doors, windows and shelves. Cut outs should not be placed or brought inside the hostel.
- When the students go out of their room during nights for fairly long intervals they should switch off the electrical appliances in the room.
- Students should not keep large amounts of cash or costly items like mobile phone, camera, electrical gadgets, gold chains, rings etc. in their rooms. Complaints about loss or theft about such costly items are discouraged.
- Married students are not eligible for hostel accommodation.
- Students should not keep two wheelers or cars in the hostel premises.
- Personal audio systems, computers and other electrical appliances shall be used only with prior permission from the Warden. Terms and conditions for the use of such appliances will be stipulated from time to time
- Students consuming alcohol, smoking and cutting birthday cake, causing disturbance to others will be expelled from the Hostel.
- Students those who are having more than 4 arrears will not be allowed to stay in hostel.

9. LIBRARY INFORMATIONS, RULES AND REGULATIONS

9.1 Information

SECE library is established in an area of 500 sq.mts with 150 seating capacity. The fully computerized library is well equipped with modern facilities and resources in the form of books, print and electronic journals, CD-ROMs and On-line databases. The library has facilities like individual reading carrels, IT zone for accessing e-resources, separate section for Digital Library having 30 Computers with internet connectivity, Wi-fi facility and IP based access to e-resources, which can be accessible from anywhere within SECE campus. Dedicated internet bandwidth of 5 Mbps is available for the library.

9.2 OPAC (Online Public Access Catalogue)

Web based OPAC (Online Public Access Catalogue) facility is made available through Impres ERP Library Management Software to know the bibliographical details about the collection. A separate computer is made available in the Central Library for web based OPAC facility. Users from anywhere can search the library collection. Search by giving Title, Author, and Department is provided through OPAC.

9.3 Electronic Resource Management package for e-journals

E-resource packages of DELNET CONSORTIUM subscription has been made for the benefit of students and faculty. SECE Library is a member of DELNET and subscribing to 145 AICTE Consortia journals.

9.4 Circulation

The eligibility for borrowing the books is

Category	No.of Books	Retention Period
UG	3 books	30 days
PG	4 books	30 days
Students with 8 CGPA	5 books	30 days
Faculty	8 books	60 days

9.5 Rules & Regulations

- Students are not allowed during the class hours inside Library.
- Internet Browsing allowed only during break, lunch and evening 4.30pm to 7.30pm.

- Students without ID card will not be allowed to enter the library. The students should swipe the ID card in the library access system whenever they enter or leave the Library.
- The return of books can be done during the morning break time, lunch break and from 4.30 pm to 6.00 pm.
- The issue of books will be done during the morning break time, lunch break and from 4.30 pm to 6.00 pm
- Transactions will be closed at 6.30 pm
- All the students are strictly advised to have their transaction (Issue / Return) on their own.
- The following conditions are to be followed for the renewal/ loss of books.

(i) The book has to be produced in the Library for renewal.

(ii) More than one renewal will not be allowed.

(iii) If the borrowed book is not returned/ renewed within the due date of return an overdue charge of Rs.1 per day will be collected.

- Strict and absolute silence shall be observed in the Library.
- Cell Phones are strictly prohibited inside the Library.
- Bags, laptop bags and casual wears are strictly prohibited inside the library.
- Students are requested to keep their belongings at the entrance of the Library. However they are advised not to leave purse, money, other valuables in the handbag outside the library. College management will not be responsible for any loss of valuables are kept in such a bags.
- Library users are strictly prohibited from taking the borrowed, stamped and books entered in the system, again inside the library.
- If the due date falls on a holiday for the Library, the next working day will be taken as the due date.
- Books will be issued to the members only on producing the ID card.
- If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the librarian.
- Any kind of marking, underlining, clipping of books is absolutely forbidden. Readers shall be held responsible for any damage done to the book belonging to the Library and shall be required to replace such book or pay the value thereof.
- The borrower will be responsible for any loss or non-return of any books issued against his / her account.
- Reference books, Newspapers, Magazines, Journals should be used only within the library.

10. ANTI-RAGGING

10.1 General

As per the guidelines of UGC, AICTE and the University, an Anti-Ragging Committee has been constituted to handle issues related to ragging. Posters on ragging have been displayed around the campus, clearly stating the activities which are considered as ragging and punishments prescribed by the law for such activities.

Affidavits, as per the direction from the Government and Anti-ragging undertaking are collected from all the students and their parents.

In the beginning of every academic year, instructions are given to all the students not to involve in ragging and since circulars containing warning by the government are displayed at places to attract the attention of students, no incident of ragging has been reported so far either in the campus or in hostels.

CCTV cameras are installed at various locations in the college as per the Government regulations to monitor the activities

10.2 What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

10.3 Punishments

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (X) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Committee Members to handle anti-ragging issues

Name of the member	Designation	Status
Dr. Sudha Mohanram	Principal	Chairman
Mr. D.Murugesan	Inspector (Police Dept.)	Member
Mrs. K.Chithra	Tahsildar (Taluk Office)	Member

Mr. G. Subramanian	Official of NGO	Member
Mr. A.Kathirvadivel	Representative of Parents	Member
Student from III Year	Representative of Students	Member
Student from IV Year	Representative of Students	Member
Mr. P.Vignesh	Physical Director	Member

Squad Members

Name of the member	Designation	Status
Dr. Sudha Mohanram	Principal	Chairman
Dr. G.Karuppusami	Dean (R &I)	Member
Dr. R.Sureshkumar	Professor & HoD (Mech)	Member
Dr. R.Subha	Professor & HoD (CSE)	Member
Dr. W.Rajanbabu	Professor & HoD (EEE)	Member
Dr. N.Shanmugasundaram	Professor & HoD (ECE)	Member
Dr. R. Suresh	Professor & HoD (S&H)	Member
Dr. V. V. Teresa	Asso. Professor	Member
Dr. R. Maheswari	Asso. Professor	Member
Mr. P.K. Muruganathan	Warden	Member
Mrs. C. Kanagavalli	Warden	Member

11. COLLEGE TRANSPORT RULES

Day scholar students will be given Transport Card with specific college bus number and bus stop. They have to come only in the specific bus. They have to possess the transport card, whenever they travel by the college bus.

Strict discipline is expected from the students while using the college transport facility. Any deviation will lead to the cancellation of transport facility to the student concerned without any warning and refund

Last date for Payment of Transport Fee: 10 days from the date of Reopening.

Students should not travel beyond their respective boarding point.

Maximum bus fee on the route will be collected if the student travel beyond their boarding point. .

Duplicate Bus Pass will not be issued. However it will be issued only under Extraordinary circumstances after collecting a normal fee.

Transport fee has to be paid for yearly basis only and not for one month or one semester.

Hostellers can use college bus by getting prior written permission from the transport officer and paying the ticket charges in the cash counter / reception.

If any students use college transport without bus pass, fine of rupees 500 will be collected.

12. RECRUITMENT POLICY

12.1 Objective

To identify and recruit appropriately qualified and efficient teaching and non-teaching faculty members

12.2. Operating Authorities

1. The Management – The Chairman, The Principal and The Director
2. Office Superintendent – OS
3. Human Resource Officer - HRO
4. Respective Department Head (HOD)

12.3 Operating Procedure

12.3.1	The Head of the Departments should estimate the Manpower Requirement both Teaching and Non Teaching 3 months before the start of each semester (February or September) and send the report to the HRO.
12.3.2	The HRO forwards the Human Resource Requirements to the Principal and sorts the vacancies which have to be filled.
12.3.3	Formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
12.3.4	The HRO screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications.
12.3.5	The shortlisted candidates are called for an interview.
12.3.6	The candidates are to fill in the Application form of the institution and then subjected to a personal interview with the Head of the Department and Interview Panel.
12.3.7	Based on the feedback of the HOD decides on whether the candidate can be selected for the final round of interview with the Management Panel.
12.3.8	The Management reviews the performance of the candidate in the previous rounds of interview and checks for the stability, attitude and cultural adequacy of the individual with the organizational culture.
12.3.9	The other terms of employment including monetary and non-monetary benefits are discussed with the candidate and Date of Joining is scheduled.
12.3.10	If the employee satisfies the expectation of the Management and HOD an Appointment Letter is issued and the Date of Joining is decided.

13. JOINING FORMALITIES

13.1 Objective

To ensure smooth and hassle free joining process of the Candidates who have been offered a job with the institution

13.2. Operating Authorities

1. The Management – The Principal and The Director
2. Office Superintendent – OS
3. Respective Department Head (HOD)

13.3 Operating Procedure

13.3.1	<p>The new joiners are welcomed with a joining kit which contains Welcome Letter, Contents of the Joining Kit, List of Documents to be submitted, Employee Application Form, Corporation Bank Application Form, ID card Application Form, Details for website form, Certificate Acknowledgement form, Central Library Membership Form. Softcopy of HR manual will be sent to the individual.</p> <p>The Description of the above mentioned documents is below.</p> <ol style="list-style-type: none">1. Contents of the Joining Kit This document contains the list of documents that the Joining Kit has and the general instructions on how these forms should be filled.2. List of Documents to be submitted A checklist for new employee so that he/she does not miss to submit relevant documents for personnel file. These documents are Address proof, ID Proof, Age proof, education proof, relieving and experience certificate from last company, photograph and acceptance of appointment letter.3. Employee Application Form This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in IMPRES ERP software. This form is signed by employee hence becomes authentic document for future references.4. Corporation Bank Application Form This form is used to open an account in Corporation Bank where the monitory emoluments of the employee can be credited.5. ID card Application Form This is the format which should be filled by employee attaching one of his/her photographs and same form can be send to ID Card Printing Department to print ID Card of employee.6. Details for website Form This document is used to get the information that is essential to add the employee's data in the website of the institution.7. HR Manual The Human Resource Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures set and
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	<p>followed by the institution.</p> <p>8. Staff Mail ID Official mail id created for individual staff in order to have effective paperless official communication.</p> <p>9. Certificate acknowledgement form This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee.</p> <p>10. Central Library Membership Form This form is used to register the employee in the database of the Central Library.</p>
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14. INDUCTION POLICY

14.1 Objective

To ensure smooth and hassle free joining process of the Candidates who have been offered a job with the institution

14.2. Operating Authorities

1. The Management – The Principal
2. Office Superintendent – OS
3. Respective Department Head (HOD)
4. Human Resource Officer

14.3 Operating Procedure

	Given below are the processes and the procedures that will be followed while inducing a new employee and all queries at variance with this policy are to be addressed to the HR Officer.
14.3.1	<p>The induction will include the following:</p> <p>14.3.1.1. Completion of joining formalities</p> <p>14.3.1.2. Introduction about the Education industry</p> <p>14.3.1.3. Orientation of the Institution</p> <p>14.3.1.4. Overview and orientation of Teaching Methodologies/processes</p> <p>14.3.1.5. Orientation in the specific areas of work.</p>

	Eg.ERP, NAAC, NBA etc. 14.3.1.6. Training for 3 days for fresher on Teaching Methods and Specific topics
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15. CONTRACT OF EMPLOYMENT

15.1 Objective

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements.

15.2. Operating Authorities

1. The Management – The Chairman, The Director and The Principal
2. Human Resource Officer

15.3 Operating Procedure

Given below are the terms and conditions of employment provided for employees. All queries at variance with this policy are to be addressed to the institute HRO.

15.3.1	<p>15.3.1.1 Classification of Employees based on the Nature of the Job</p> <p>a. Teaching Staff The employees who are actively involved in giving lectures/seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff. Teaching staff are further classified into Teachers and Trainers.</p> <p>b. Non- Teaching Staff The employees who are not directly involved in the teaching/training the students are categorized as Non-Teaching Staff. The Non-Teaching Staff can take any one of the following roles:</p> <ol style="list-style-type: none"> (i) Lab In charge/Assistants (ii) Administrative Executives (iii) House Keeping Executives (iv) Drivers (v) Amenity Center and Mess Executives
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15.3.2	<p>Proof of Age:</p> <p>Every employee at the time of employment is required to declare his/her age in the application blank form. Employee for this purpose shall provide any of the following documents for proof of age:</p> <ol style="list-style-type: none"> 1. Birth certificate 2. 10th standard mark sheet or transfer certificate 3. Age Certificate from a dentist / medical officer 4. Certificate issued by the registrar of births or any other local authority.
15.3.3	<p>Proof of address:</p> <p>All employees shall provide proof of permanent and temporary address on the date of joining and all written correspondence wherein there is to be addressed to the employee's residence shall be sent to the last address provided by the employee.</p> <p>When an employee is shifting or relocating his residence, he shall provide the new address in writing one (1) week prior to his shifting or relocating.</p> <p>Employee(s) for this purpose shall provide any of the following documents for proof of address:</p> <ol style="list-style-type: none"> 1. Driving license 2. Ration card 3. Voters ID card 4. Aadhar Card 5. Certificate issued by the registrar or any other local authority. 6. Copy of the House Lease Agreement
15.3.4	<p>Hours of Work</p> <ol style="list-style-type: none"> (i) The institution works six days a week on an 8 hours shift, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and a lunch for thirty minutes. (ii) The weekly off will be on all Sundays.
15.3.5	<p>Shift Timing</p> <p>Currently the institution operates only in general shift. The shift starts at 8.35 AM and ends at 4.25 PM.</p>
15.3.6	<p>Attendance</p> <ol style="list-style-type: none"> (i) Every employee shall "PUNCH IN" and "PUNCH

	<p>OUT” his/her attendance at the time of entering and leaving the institution premises respectively. The employee should also manually register attendance in the respective department register.</p> <p>(ii) Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day.</p> <p>(iii) A period of fifteen (15) minutes late coming after shift start is provided for employees who are unable to come in time due to unavoidable circumstances.</p> <p>(iv) A period of more than fifteen (15) minutes late coming shall be considered as 1 (one) hour permission (if available).</p> <p>(v) In any case the employee comes late more than (2) two such occasions in a month appropriate deductions from the salary shall be made.</p> <p>(vi) Deductions from the wages shall be in proportion with the time of late coming.</p> <p>(vii) Any employee who after punching his/her card is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action for loitering.</p> <p>(viii) Ref: Circular Number SECE/circular/2014-15/008 dated 21/06/2014</p>
15.3.7	<p>Period of Payroll Process:</p> <p>The wage period is calculated from 26th to the 25th of the succeeding month.</p>
15.3.8	<p>Dress Code:</p> <p>Men:</p> <ul style="list-style-type: none"> • The employees should wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold. • Dress should be clean and not crumpled. • Hair should be clean, neatly cut, not extending below the ears – Crew cut is recommended. It should be always well combed. • Face should be clean shaven without beard. Moustaches should be well trimmed-above the lip level and not drooping. • Shoes and Socks should be color co-ordinated with the clothes and well polished and clean.

	<ul style="list-style-type: none"> • Wrist watch and other accessories should be formal and with appropriate size. • Always use a deodorant which is mild. <p>Women:</p> <ul style="list-style-type: none"> • Saree is the dress code for the female faculties. • Hair should be well kept and neatly combed. • Make up should be light, subtle and properly applied • Should wear low heeled shoes or sandals in good condition • It is recommended that the faculties wear light authentic jewellery like a thin gold chain, a thin gold bangle and small earrings
15.3.9	<p>Code of Conduct:</p> <p>The successful functioning and reputation of Sri Eshwar College of Engineering is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regards for the highest standards of conduct and personal integrity.</p> <p>(i) Personal Relationships in Work Place</p> <p>Sri Eshwar College of Engineering has prohibition against employing relatives or known person of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in work area.</p> <p>A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of consensual "romantic" relationship. This policy applies to all the employees and associated members without regard to gender.</p> <p>(ii) Phone Calls</p> <p>The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, unless otherwise approved by the HOD.</p>

(iii) Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, the employees will be held responsible for the contents of email messages, including any attachments.

- (a) No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the institution in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
- (b) Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

(iv) Internet

The internet is a facility provided for official purpose. The following activities, using Sri Eshwar's internet access are not permitted:

- a. Attending to personal activities of a business nature.
- b. Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.
- c. Downloading or printing material as described above.
- d. Repeated or prolonged use that is irrelevant to the employee's work

Failure to comply with these instructions is a disciplinary offence and will be subject to appropriate investigation.

(v) Outside Employment

Employee may not hold any type of outside employment. Employee may not receive any income or material gain from individuals outside Sri Eshwar for material produced or services rendered while performing their jobs.

(vi) Grievance

Sri Eshwar College of Engineering supports the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

Grievances will be dealt with discreetly and promptly with an objective manner.

(vii) Misconduct

Compliance with this policy of ethics and conduct is the responsibility of every employee & associated members.

- A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the HOD and will be signed by the employee. The employee will be given the opportunity to respond.
- If the unacceptable behavior continues, a written warning will be issued, and signed by the employee as being received and understood. The employee will be given the opportunity to respond.
- A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue, and also signed by the employee as being received and understood.
- Employees who have been disciplined three times are subject to dismissal.
- Details of disciplinary actions should be recorded on the employee's personnel file and removed after six months if further disciplinary action is not required.

(viii) Conduct with the Students

- a) The faculty members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.
- b) Unnecessary contact through phone, email or any other means is to be strictly avoided.
- c) Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.

(ix) Overtime

Sri Eshwar College of Engineering will not support any overtime policy. Employees and associated members are requested to complete their assignment in given period of time. Compensation Off can be availed if the employee works on any State or Central Holiday.

(x) Visitors in the Work Place

To provide for the safety and security of employees and facilities, only authorized visitors are allowed in work place. Restricting unauthorized visitors helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.

All visitors should enter the institution at the reception area. Authorized visitors will receive directions or be escorted to their destination.

(xi) Work Place Violence Prevention

Sri Eshwar College of Engineering is committed to preventing work place violence and to maintain safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

	<p>a. All employees, associated members, and students should be treated with courtesy and respect at all times.</p> <p>b. Conduct that threatens intimidates or coerces another employee/student or a member of public at any time, including off duty periods, will not be tolerated.</p> <p>c. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting authority or any other member of management.</p> <p>d. We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.</p> <p>(xii) Others</p> <p>The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.</p> <p>a) Theft or inappropriate removal or possession of property.</p> <p>b) Falsification of timekeeping records.</p> <p>c) Working under influence of alcohol or illegal drugs.</p> <p>d) Possession, distribution, sales, transfer, or use of alcohol or illegal drugs in workplace, while on duty, or while operating employer-owned vehicles or equipment.</p> <p>e) Fighting or threatening violence in the workplace.</p> <p>f) Boisterous or disruptive activity in the workplace.</p> <p>g) Negligence or improper conduct leading to damage of employer-owned or customer owned property.</p> <p>h) Insubordination or other disrespectful conduct.</p> <p>i) Violation of safety or health rules.</p> <p>j) Sexual or other unlawful or unwelcome harassment.</p>
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	k) Possession of dangerous or unauthorized materials. l) Excessive absenteeism or any absence without notice. m) Unauthorized disclosure of business "secrets" or other confidential information. n) Violation of personal policies. o) Unsatisfactory performance or conduct.
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16. PROBATION POLICY

16.1 Objective

To ensure smooth and hassle free Training and Development process of the Candidates who have been offered a job with the institution.

16.2. Operating Authorities

1. The Management – The Principal
2. Respective Department Head (HOD)
3. Human Resource Officer

16.3 Operating Procedure

16.3.1	The performance of the probationers will be periodically evaluated by the respective Head of the Department (HOD).
16.3.2	The method of evaluation is by analysis of the 360 degree feedback mechanism. Analysis of the feedback from (a) Students, (b) Colleagues, (c) Senior Faculty Members, (d) Reporting Authority (HOD), (e) Members of the Management and Results of Anna University Examinations will be used to decide on the performance of the Probationer.
16.3.3	The management may terminate the period of probation at the end of the prescribed period; or may extend the period of probation, further up to a maximum of six (6) months, if in the opinion of the management the work or the conduct of any employee, during the period of probation is not satisfactory.
16.3.4	On successful completion of the probation period the probationer is employed on a permanent basis.

17. EMPLOYEE COMPENSATION AND BENEFIT POLICY

17.1 Objective

To provide the employees with the appropriate compensation and benefit package.

17.2. Operating Authorities

1. The Management – The Principal
2. Human Resource Officer

17.3 Operating Procedure

Given below is the compensation and benefits provided for employees. And all queries at variance with this policy are to be addressed to the factory HR head.

17.3.1	All the Teaching and Non-Teaching staffs are paid based on the AICTE 6th Pay Commission for Education Industry and the employees for this purpose are classified into: <ol style="list-style-type: none">1. Assistant Professor2. Associate Professor3. Professor
17.3.2	Provident Fund All employees will be covered as per the Employees Provident Funds and Miscellaneous Provision Act of 1952. Eligibility : Employee should complete two years of service in SECE
17.3.3	Holidays Sri Eshwar College of Engineering will grant holiday to all employees on the State Government and Central Government holidays.
17.3.4	Casual Leave – Teaching Staffs <ul style="list-style-type: none">• Only one CL per month, If CL is not availed in a month it can be carried forward to next month• Eligible after completing one month of service in SECE• Eligible for one CL per month (12 Days per Year)• Not more than 3 CL in a month• Only OD can be prefixed or suffixed with CL• Out of 12 days, maximum of 8 days CL will be granted in a semester

	<p>Casual Leave – Non - Teaching Staffs</p> <ul style="list-style-type: none"> • Only one CL per month, If CL is not availed in a month it can be carried to next month • Eligible after completing one month of service in SECE • Not more than 3 CL in a month <p>Only OD can be prefixed or suffixed with CL</p>
17.3.5	<p>Medical Leave – Teaching Staffs</p> <ul style="list-style-type: none"> • Eligible after completion of three years of Service • Eligible for 3 ML per annum • Sufficing/prefixing holiday permitted, provided the member joins duty at the end of ML • ML can be accumulated up to a maximum of two months in entire service • Medical Leaves sanctioned by HoD and approved by Principal <p>Medical Leave – Non - Teaching Staffs</p> <ul style="list-style-type: none"> • Eligible after completion of three years of Service • Eligible for 3 ML per annum • Sufficing/prefixing holiday permitted, provided the member joins duty at the end of ML • ML can be accumulated up to a maximum of two months in entire service • Medical Leaves sanctioned by HoD and approved by Principal
17.3.6	<p>Maternity Leave - Teaching Staffs (Female Staff)</p> <ul style="list-style-type: none"> • Eligible for 06 months. One month salary will be paid • Beyond one month would be treated as LOP; Max 6 months <p>Child care Leave</p> <ul style="list-style-type: none"> • Eligible for 12 months • After six months of maternity leave employee can avail child care leave. <p>Maternity Leave – Non -Teaching Staffs (Female Staff)</p> <ul style="list-style-type: none"> • Eligible for 06 months. One month salary will be paid • Max 6 months, Beyond one month would be treated as LOP
17.3.7	<p>Vacation Leave – Teaching Staffs</p> <ul style="list-style-type: none"> • More than six month less than 1 yr in SECE : 2 weeks • More than 1 yr less than 2 years SECE : 4 weeks • More than 2yrs less than 3 yrs SECE : 5 weeks • More than 3yrs less than 4 yrs SECE : 6 weeks • More than six months but less than 1 yr in SECE and more than 3 years services in other colleges : 4 weeks • More than 1 year in SECE and More than 3 years in other colleges : 6 weeks • VL can be availed only during Vacation Period <p>Vacation Leave – Non - Teaching Staffs</p> <ul style="list-style-type: none"> • On completion of one year of service : 7 days

	<ul style="list-style-type: none"> • On completion of two year of service : 10 days • Eligible after completion one year of Service
17.3.8	<p>On-Duty</p> <ul style="list-style-type: none"> • Eligible after the completion of 6 months of services in SECE • Eligible for 7 days per semester • Can be availed for the purpose of External Exam Duty (UR / Invigilation / Practical exam), Attending Workshops & Conferences, and Higher Studies & Research purpose. • Staff member attending external Exam duty in the FN or AN session should attend the college in the AN or FN respectively otherwise the absence will be treat as CL. • The faculty members who are pursuing Ph. D can avail On Duty to carry out any Ph. D related activity. <p>Sabbatical Leave</p> <ul style="list-style-type: none"> • Eligible after completing 3 year service in SECE • Eligible for 6 months to 2 years in their entire service • Sabbatical leave is only approved by principal, leave will be provided without salary. • The faculty members should report to duty upon expiry of granted period • Else it will be treated as separating service.
17.3.9	<p>Other Rules</p> <ul style="list-style-type: none"> • Leaves cannot be accumulated and carried forward to the next year except medical leave • Monthly 2 Permissions can be availed - 1Hour/More than 1 hr but less than 2 hrs/2 Hours. • Vacation leave will not be sanctioned if the staff member resigns or is relieved by the management. • If the staff member avails LOP, the prefixing and suffixing holidays will also be treated as LOP. • Medical leave can be sanctioned only for critical / serious illness of the faculty members who are admitted in the hospital. • CL and Holidays in between those days should not exceed more than 7 days • One week of leave will be sanctioned for the faculties who are getting married and will be adjusted in Vacation leave if he/she has more than one year service in SECE. • Leave for one week will be sanctioned for higher studies and will be adjusted in Vacation leave if he/she has more than one year service in SECE. • The employee can avail minimum of 3 day VL excluding suffixing/prefixing holidays • VL can be availed at the Maximum of 2 slots per semester • All leaves shall be recommended and approved by HOD. • Before 10.30 am information should be given to HOD or HRD, if prior permission has not been taken.

	<ul style="list-style-type: none"> • More than 2 hour permission will be treated as half day leave. • The employee should submit the leave form prior to the day of absence • In case of any emergency, the employee can submit the prescribed leave application form within 1 working day after the day of absence.
17.3.10	Loss of Pay <ul style="list-style-type: none"> • Approval of leave without pay is at the discretion of management.
17.3.11	Incentive Policy <ul style="list-style-type: none"> • The Faculty Members who intend to participate in Paper Presentation and Seminars organized by other institutions can avail Registration fees (if applicable) and On Duty. • The participation of a Faculty Member in Paper Presentation and Seminars organized by other institutions will get additional credit points during Performance Evaluation and Appraisal. • HoDs who intend to participate in Paper Presentation and Seminars organized by other institutions can avail TA, DA, Registration fees (if applicable) and On Duty. • Parameters for DA is defined in the self appraisal form.

18. PERFORMANCE MANAGEMENT SYSTEM

18.1 Objective

To constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of the faculty members and to identify when an employee has demonstrated readiness for greater responsibility.

18.2. Operating Authorities

1. The Management – The Principal
2. Head of the Department (HOD)
3. Human Resource Officer

18.3 Operating Procedure

18.3.1	Those employees who have completed one year of employment with the institution will be eligible for the annual performance appraisal programme.
18.3.2	In the month of July of every year, official information is sent through the circular highlighting the objectives and

	process of the Performance Appraisal Programme.
18.3.3	The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority. The Performance Appraisal Form rates the employee in the skills such as job proficiency, interpersonal relationships, communication skills and attitude.
18.3.4	The appraisal forms are then evaluated and each of the fields in the form is weighted against a predetermined score card and the final score is calculated for each employee.
18.3.5	Performance Appraisal Meeting is then scheduled with the employee and the panel of the Management that includes the HoD, The Principal and The Director.
18.3.6	<p>The following points are discussed during the Appraisal Meeting:</p> <ul style="list-style-type: none"> • Reviewing, discussing, and confirming understanding of the essential functions listed on the job description, annual goals and standards of work performance. • Recognizing strengths and achievements • Confirming previously identified functional areas needing improvement and establishing agreement about how improvement is to be accomplished. • Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge or abilities. Discuss and confirm understanding and agreement about the steps the employee will take to accomplish self-development goals, as well as how the Management or the department will help.
18.3.7	The Employer decides on the monetary increment based on the scores of the individual's performance.

19. EMPLOYEE GROWTH AND DEVELOPMENT POLICY

19.1 Objective

To improve the employees knowledge, skills and attitude and to facilitate their overall individual development.

19.2. Operating Authorities

1. The Management – The Principal

19.3 Operating Procedure

19.3.1	<p>Faculty Development Training Programmes :</p> <ul style="list-style-type: none">• Based on the needs of the industry and the performance of the Faculty Members, Training needs are identified. Based on Training needs and the list of Training Programmes that have to be organized is made.
19.3.2	<p>Transfer:</p> <p>In the interest of the institution's work process, any employee shall be liable to be transferred at the discretion of the management from one Department to another.</p>
19.3.3	<p>Higher Studies:</p> <ul style="list-style-type: none">• The faculties are motivated to pursue Higher Education.• The Management approves OD for the faculties who are to appear for Examinations.• Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D.
19.3.4	<p>Promotion Policy</p> <p>SECE has established a detailed process for career progression for its staff members. The career progression for a faculty who joins as Assistant Professor is Associate Professor and then Professor. The staff members are promoted considering both their educational qualification and experience. The norms given below, as fixed by AICTE/Anna University are followed.</p> <p>Engineering streams:</p> <p>Refer Page No: 119</p>

	<p>Science & Humanities Stream:</p> <p>Refer Page No: 121</p> <p>The above stated norms are minimum qualification considered for career progression. Apart from the above, the staff members also go through a performance appraisal process on an yearly basis. The staff members do a self-evaluation of their performance and make a presentation to a panel of members comprising of the Principal, the concerned HOD and Dean Research & Innovation. An interview is conducted as part of this presentation and based on the outcome the decision for promotion is taken. Compensation & benefits are revised upon promotion, based on the norms prescribed by AICTE.</p>
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20. RESIGNATION POLICY

20.1 Objective

To provide unbiased and equitable treatment to all employees who are leaving and providing them with necessary requirement for a smooth separation.

20.2. Operating Authorities

1. The Management – The Principal
2. Head of the Department (HoD)

3. Human Resource Officer

20.3 Operating Procedure

Given below are the procedures to be followed by all employees while getting relieved from the institution. And all queries at variance with this policy are to be addressed to the Management.

20.3.1	Any permanent employee desirous of leaving the service shall provide three months notice or three month's wages in lieu of notice to the Management in writing.
20.3.2	The employee shall formally inform the Management in writing either in the month of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month of February (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.
20.3.3	The HR is to conduct an exit interview with the separating employee to ascertain feedback on the institution and its management.
20.3.4	After completion of three months of notice period, the employee by producing the Certificates acknowledgment form can get the certificates from the Human Resources Department
20.3.5	All the leaves that the employee applies during the notice period should be approved by the HoD and the HR Department with the prior consent of the Management.
20.3.6	All payments due to the employee or the management will be settled in full before the discharge.

21. EMPLOYEE TERMINATION

21.1 Objective

To provide appropriate regulations when an employee is to be terminated

21.2. Operating Authorities

1. The Management – The Principal
2. Head of the Department (HoD)
3. Human Resource Officer

21.3 Operating Procedure

Given below are the procedures to be followed by all employees if he/she is terminated from the institution. And all queries at variance with this policy are to be addressed to the Management.

21.3.1	In the case of Cessation of Service, a permanent employee's one month wage in due off or one months notice period may be issued.
21.3.2	The reason for terminating the employee shall be communicated in writing at the time of discharge.
21.3.3	All payments will be settled in full before the notice period expires.

22. FACULTY DEVELOPMENT PROGRAM

22.1 Policy :

- To further strengthen the knowledge and competency of the faculty through structured and formal training to make their teaching and dissemination of knowledge more effective.
- Every faculty should undergo a minimum of 2-3 weeks of Faculty Development Program every year.

22.2 Process :

- Allocation of funds for Faculty Development Programs in the annual budget for the departments
- Identification of Domain Interest of the Faculty Members
- Identification of Upcoming Technologies on which the Faculty Members need to be trained
- Identification of Faculty Development Programs required to equip our faculty to handle subjects assigned to them effectively
- Identification of institutions/agencies/industry that offer the identified Faculty Development Programs
- Identified faculty members nominated for Faculty Development Programs
- Faculty to transfer knowledge gained through Value Added Courses / Content Beyond Syllabus

22.3 Outcome :

- Enhanced knowledge of faculty and confidence to handle subjects/Value Added Courses more effectively.
- Widen the skill set of students
- Increase the employability of students

23. WORKSHOP

23.1 Policy :

- To further strengthen the application knowledge and competency of the faculty/ students through structured and formal hands on training.

23.2 Process :

- Allocation of funds for Workshops in the annual budget for the departments
- Identification of workshops through suggestions from various stakeholders viz., Board of studies, recruiters, guest speakers, alumni, students and faculty.
- Identification of faculty/resource persons for the workshop
- Nomination of faculty/students (both internal and external) for workshop

23.3 Outcome :

- Enhanced application knowledge of engineering concepts
- Enhanced capabilities for students to do innovative projects and win in competitions
- Effective facilitation of projects by faculty

24 GUEST LECTURE/SEMINAR/ WEBINAR

24.1 Policy :

To get an outsider's perspective (either from industry or from academia) on the subjects being taught, upcoming technologies and other relevant skills.

24.2 Process :

- Allocation of funds for Guest Lectures/Seminars in the annual budget for the departments
- Identification of guest lectures through suggestions from various stakeholders viz., Board of studies, recruiters, guest speakers, alumni, students, faculty and based on complexity of current curriculum.
- Identifying the resource people.
- Students are mandated to attend and get benefited

24.3 Outcome :

- Better performance in assessments and university examinations
- Better performance in placement interviews
- Better paper presentations by students in conferences

25 VALUE ADDED COURSE

25.1 Objective :

To understand and meet the expectations of industry and enhance the employability skills of the students

25.2 Process :

- Allocation of funds for Value Added Courses in the annual budget for the departments
- Identification of Value Added Courses through suggestions from various stakeholders viz., Board of studies, recruiters, guest speakers, alumni, students, faculty and based on complexity of current curriculum.
- Curriculum design for the Value Added Courses
- Course Material Development where courses are delivered by in-house faculty
- Identifying the resource people (both internal and external).
- Mini projects carried out by students based on Value Added Courses attended
- Mini projects exhibited in project expo and evaluated by jury team from industry
- Awards for the Best three projects

25.3 Outcome :

- Understanding current requirements of industry and preparing the students to meet the same
- Development of industry ready students
- Enhanced competency of students to win in project competitions
- Increased placement performance

26. VISITING FACULTY POLICY

- Experts from industry/ academic institution/ consultancy firm will act as a Visiting faculty.
- Visiting faculty can teach newly introduced subjects/topics or other academic services to the institution.
- Head of Departments are responsible for identifying and recommending competent visiting faculty for the respective subjects.
- Visiting faculty list should be approved by the Principal.
- Number of visiting faculties for each semester will be decided by the Management.

27. INDUSTRIAL VISIT/INTERNSHIP/IN-PLANT TRAINING POLICY

- Industrial visit is planned based on the subjects the students study in different semester or inputs received from the various stakeholders of the institution.
- Industrial visits should be purely academic related and not allowed to visit mountain areas, rivers, beaches, water parks, reservoirs, forest areas etc.. The following places are permitted to visit based on the year of study.

S.No	Programme	Year	Permitted places to visit
1	B.E	I and II	<ul style="list-style-type: none">• Coimbatore
		III	<ul style="list-style-type: none">• Coimbatore• Ooty, Madurai, Hosur, Chennai.
		IV	<ul style="list-style-type: none">• Coimbatore• Ooty, Hosur, Madurai, Chennai• Kerala, Karnataka, Pune and Telangana

- Industrial visit/Internship/In-plant training will be permitted only after getting undertaking form from the students.
- Faculty members must accompany the students during industrial visits. Faculty student ratio should be 1:36.
- The detailed tour schedule should be submitted well in advance mentioning the date, time and place of departure and arrival, mode of travel (Bus/Train/Other Modes), outstation accommodation arrangement details, list of important telephone numbers and addresses of the locations where the team is visiting including the phone-fax numbers of the hotel and local transport details. Co-ordinators of Industrial visit/Internship/In-plant training should get the approval from the Principal by submitting the List of students and detailed tour schedule before going for a visit.
- If Industrial visit is more than 24 hours, faculty accompanying student should inform the status of the trip to the HOD every day.

Lady faculty should accompany girl students even if only one girl student going for a visit.

- The students who are doing their internship must follow the internal and end semester exam time table as it is.
- After returning from the visit, Students attending the Industrial visit/ In-plant training should submit a detailed report with all the evidences to the Industrial visit/Internship/In-plant co-ordinators.

28. TRAINING POLICY

28.1 Policy

To enhance employability skills and nurture life skills to all students and develop students' community multiple folds in various verticals.

28.2 Training Programs

All registered students shall attend training program on Technical, Soft Skills, Verbal or Aptitude training programs and students will be graded as per their performance during training. A min of 90% attendance should be registered in order to appear of campus placements.

During the academic year whenever the placement training programs are arranged by the placement and training department all the students must attend the respective training. A min of 90% attendance is compulsory until they are placed.

If any student fails to attend these special training programs without prior permission / valid reason his/her name will be removed from the placement registered list.

28.3 Students and Faculty placement coordinators:

Keeping the larger interests of the student community, the department of placements would nominate faculty and students as mentors. The major function of the mentors is to prepare the students for the Campus drives by giving them required inputs in the subjects and aptitude, while the coordinators make all necessary arrangements for the campus drives by giving them required inputs and updating the students about various drives, dates, interview pattern.

28.4 Students found adopting unfair means of any kind in placement procedure of any company the following policy will be adopted.

- The student will be debarred from participating in recruitment process of that company and the upcoming companies he/she applied to and/ or shortlisted.
- Student withdraws after being shortlisted by a company at any stage will be debarred from participating in recruitment process of the next 5 companies he/she has applied to and shortlisted.
- Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.
- Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred from Placement session.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/ Interviews and produce the same when demanded by visiting team or TPC staff or their representatives. Candidates must also always carry 4 copies of their resume and 2 passport size Photographs for the GD/Interview of a company.
- If the student who is not already employed, is found to be absent in 3 On/Off campus drives, his name will be deleted from the active list of registered students concerned HoD shall obtain a letter from him with his statement of unwilling participate in the further campus recruitments.
- Students are not allowed to use mobile phones in the vicinity of a company office and also are forbidden to carry the question paper out of the examination hall after the written exam.
- Students are expected to maintain decorum in all interactions with company offices such as PPT, written exam and so on. Students should reach for PPT/Test/Group Discussion/Interviews on time. Also Students will not be allowed to leave the Hall before the PPT is completely finished. Any student found violating this will be liable to disciplinary action.
- It is compulsory for every interested candidate to attend the pre-Placement Talk of a company in formals for which he/she has applied otherwise he/she will not be allowed to sit in the placement process of that company.
- No student will directly contact any company official for any purpose. This includes forwarding of resumes for consideration, opportunities of Internships/Dissertations etc. All Communication should be Channelized through placement Representative of Training and Placement Cell.
- Any issues to be discussed should be forwarded to the respective Placement representative and it is his/her responsibility to take it up with Placement Cell.
- Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection

process. Any student violating this norm will be liable to strict disciplinary action.

- If market situation and job scenario necessitate a revision in the placement policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

29. EXAMINATION POLICY

The Examination Cell plays an important part in the academic activities of the college. The Chief Superintendent, Exam Cell coordinator and sufficient number of supporting staff look after the routine works of the Exam Cell to ensure a smooth functioning of the system.

29.1 Policy

To evaluate the academic performance of the students at defined intervals and publish the outcome for the students and faculty to continually improve upon.

29.2 Process

- Three Internal Tests for all UG/PG Courses as planned and projected in the academic calendar.
- Test Papers to be corrected by the concerned faculty and the marks have to be uploaded in the academic management software of the college, the next day of the actual date of examination
- Two Question Papers for the concerned course are to be set by the expert team of the concerned department from the question bank submitted to the exam cell.
- Three days prior to the date of examination, question papers are to be given to the exam cell.
- Out of the two QPs for a concerned course, exam cell will randomly choose a QP.
- Common Test portions for all the classes for a particular course.
- Central valuation system for correcting internal papers. Three sample papers (High/medium/low) have to be submitted to the exam cell.
- Conducting Model exam (3 hour duration - All 5 units and for 100 Marks) for all UG / PG classes as per the Anna University QP Pattern.
- Any alteration in the duty after appointment orders are released has to be done by the concerned faculty and it should be informed to the Exam Cell as well as to the respective college(external) well in advance to defend their responsibility in a sincere way.

- Inculcating the students about the Dos/DON'Ts during examinations through HoDs/Class advisors/ Posters kept at prominent places in the college.
- Allegations of malpractice can be reported by the invigilator to the concerned HoD and the respective HoD is anticipated to report the same to the Principal.
- The disciplinary committee of the college has to conduct a full investigation into the alleged malpractice duly informing their parents and a written report has to be submitted to the Principal.
- Coordinating the Anna University theory / practical examinations as per the instructions given time to time by the Anna University, Chennai.
- Coordinating the entrance examination conducted by the Management Association for M.E students joining under management quota.
- Coordinating the online examinations and other university entrance examinations to be held in the college premises.
- Arranging to circulate the circulars to be sent from exam cell to all departments and maintaining the copy in the file.
- Communicating all correspondence with the Anna University related to university examinations.
- Coordinating with the Zonal Office for the smooth conduct of the Practical Examinations and Theory Examinations.
- Examination notices received from the University are duly served to all concerned.

30. HIGHER EDUCATION POLICY

30.1 Policy

To provide an atmosphere that encourages and motivates students interested for higher education to peruse their dreams and provide an atmosphere that is conducive to prepare for various entrance examinations.

30.2 Process

- Creating awareness among students of various avenues for higher studies.
- Collecting the data of the graduating students who aspire to study abroad & to maintain a comprehensive database.
- Collecting data of the Alumni who have done higher studies.
- Fostering a network among Universities, Colleges, Institutions abroad committed to impart Higher Education and Collaborative Study programmes.

- Interfacing with the appropriate authorities at the collaborating Universities and Institutions
- Promoting new relationships between overseas Universities and Institutions and to help define the scope of such relationships through appropriate Memoranda of Understanding (MoUs).
- Organizing Seminars on "Higher Education at various Universities abroad" periodically.
- Organizing one-to-one counseling sessions on preparations, procedures for applying higher studies programme by the eminent University / institution representatives.

30.3 Outcome

- Identification of students interested in Higher Education across the years.
- Appropriate guidance to the students in choosing the course and colleges.
- Facilitation in taking up of the right competitive exams to join the desired course.

31. PLACEMENT POLICY

31.1 Policy

The Placement Cell strives to be an employability facilitator by creating prospective professionals by imparting necessary training and thus bridging the gap between Industry and Academia.

31.2 Process

Training

- Identification of other behavioral and skill based expectations of the employers in the perspectives of Soft Skills, Verbal and Aptitude Skills.
- Mapping the skill level of the students and spotting the gap between the expectation of the employers and the current skill level of the students as Training Needs.
- Developing a full-fledged and need based Training Plan that meets all different skill levels of the students.
- Rolling out training programs on domains such as Soft Skills and Behavioral Development, Verbal Ability and Aptitude Skills.
- Evaluating effectiveness of the Training programs by analyzing the feedback obtained from the trainees and implementing the necessary corrective actions in order to enhance the effectiveness of the Training programs.

Placement

- Identification of prospective recruiters based on the parameters such as the learning opportunities that the organization could provide to our students, Salary Package that they offer and prospects of long term career growth.
- Contacting the prospective recruiters and analyze the expectation of those recruiters from their employees.
- Creating awareness amongst the students about the Industry Expectations by conducting events such as Industry Connect where more than 35 industry experts talk to our students.
- Organizing On-Campus and Off-Campus placement drives and facilitating the process of recruitment.

31.3 Guidelines to students

- The role of the Training and Placement Cell is of a facilitator and counselor for placement related activities. Training and Placement Cell provides 100% Placement assistance to all the registered students.
- Students seeking jobs, through campus recruitment shall register themselves by paying the necessary Certificate Course Fee & registration fee before the end of the semesters as per the table specified below.

U. G	B. E	1st, 2nd, 3rd & 4th Year
P. G	M. E	2nd Year

Eligibility Criterion:

- a. Student should get an aggregate of 6 CGPA equivalent to 60% & above throughout from SSC onwards
- b. Student should not have any backlog subjects up to B. E/B. Tech

Placement Registration & Progress form

- All the registered students will then be issued the "Placement Registration and Progress form" The students have to fill in the form by entering all necessary details. The concerned Placement Coordinators shall ensure that the details furnished by the students are correct.
- After every campus interview the student shall enter necessary details of the campus event in the Placement progress form. These forms will be maintained by their respective Placement Coordinators and updated form time to time.

- The students who are appearing for interview should help the college/Dept in the form a realistic feedback of their success and failures, in order to improve upon in-house training for better employment.

Selection of Companies:

Companies will be invited and scheduled by the Placement Cell on the basis of the following parameters:

- Job profile and growth prospects.
- The package offered by the company.
- Past record of recruitment at SECE.
- Feedback from the Alumni regarding the company.

Dress Code

Students must be formally dressed (Blazer) whenever they participate in any sort of interaction with a company. College uniform is mandatory for students, failing which students will not be allowed to appear for campus interview.

Category of companies and Dream Offer:

The companies visiting the campus are divided in the following three categories:

- Category-A: Companies offering CTC \geq Rs. 7LPA
- Category-B: Companies offering CTC Rs. 3LPA to 7LPA
- Category-C: Companies offering CTC $<$ Rs. 3LPA

As soon as the students secures a Job in Category-A, he/she will be out of the placement session and will not be allowed to appear for any other company. A student appears for a company of Category-A on campus drive under either of the following cases:

- Student has not been placed in any company.
- Student has been placed in a company of Category-B and 80% of the students with CGPA > 7 have been placed in his/her branch.
- Students have been placed in a company of Category-C.
- A student can have a maximum of 2 jobs excluding Category-C.
- In case of student being offered multiple jobs (in different categories), he/she will be allowed to go only for the last job and any previous offer(s) will stand cancelled.
- In case of parallel recruitment procedures of two or more companies, if an unavoidable case of clash of procedures arise then a students may be asked to choose between the companies and

hence can only continue in the procedure with the selected company/companies. No change in decision in this regard will be accepted in any case after advancement in the selection procedure from that point.

- Student rejecting an internship offered through Training and Placement Cell is required to inform (in writing through Department faculty advisor) to the training placement office on or before start of the semester, failing which he/she will be debarred from the placement process for the first ten days of the next placement session and will not be permitted to participate in the recruitment process of that particular company as well.

31.3 Outcome

- Enhanced employability skills among the students to meet out the corporate expectations.
- Improved Industry – Institution relationships.
- Placement of all the students in the prospective IT and Core Companies.

32. DEPUTATION POLICY

The programme allows the deputation of teaching staff member to upgrade their educational qualification.

The faculty member wishes to pursue the above, have to formally request the Management providing the complete details. The Management will examine the individual cases and would then formalize its recommendations broadly based on the following criteria:

- a. No. of faculty who have applied from the Department.
- b. No. of faculty already under deputation in the Department.
- c. Programme duration - part time / full time.
- d. Relevance of specialization to the Department.
- e. Total Service period of the faculty member with the Institution and the individual contribution to the growth of the department.

The recommendations of the Management committee will be forwarded to the Principal for her perusal and approval. It is understood that the deputation of faculty for higher studies is approved without having any detrimental effect on the academic activities of the department or on the concerned faculty member.

The recommended faculty member will be considered for sponsorship and other concessions for pursuing their programme on merit of the individual case.

The quantum of the sponsorship and other concessions will be decided by the Management on case to case basis.

The Management will also consider request for reducing the teaching and other assignments for the respective faculty member subject to satisfactory progress in their respective programme.

Faculty member having minimum qualification are encouraged to register for higher studies at the earliest opportunity.

In keeping with the policy of staying at par with the latest developments in the technical field

Faculty members are motivated to participate and present research papers in various Regional, National and International seminars / workshops / conferences. The Management provides various additional incentives and concessions to the faculty members attending short-term courses, conferences, seminars etc., besides treating such occasions as "On duty" for the concerned staff.

33. BUDGET

33.1 Purpose

Effective management of financial resources through budget planning and monitoring.

33.2 Budget Policy

- Approval of budget should be completed before 31st of March.
- Requirements of the students, staff of the College and curriculum delivery is to be considered during budget planning as appropriately.
- Budget utilization is to be analyzed at the end of every year.

33.3 Budget-Institute Level

- The budget for the institution is a consolidated budget of all functional departments including academic departments,

placement, accounts, library, purchase, Hostel, physical education, transport and maintenance.

- The projection given by the individual departments are scrutinized and considered for arriving at the institution level budget.
- The consolidated budget at the institution level is submitted to the Governing Council for approval
- Upon approval by Governing Council, the budget is released for utilization and accounting Institute level budget process is shown in Fig.1

Utilization of allocated funds – Institute Level

- The approved budget is utilized by the heads of various functional departments in line with their proposed plan
- The departments are free to utilize the budget to their approved level of delegation. For any expenses above the delegated powers, they raise a proposal, get the same approved by the Principal and utilize.
- Proper utilization of the budget in line with the financial delegation is also verified by the Purchase and Accounts Departments, during the procurement and payment activities.
- Any unbudgeted expenses need prior approval from the management and/or the trust.

33.3 Budget-Program Level

- Inputs are collected from laboratory in-charges, research coordinator, library in-charge and association in-charges.
- The projections given by the individuals are collected, scrutinized and considered for department level budgeting.
- Additional equipments needed for the laboratories are considered based on the curriculum revision and appropriate budget is arrived
- Programs and events are planned for the full academic year and detail budget for conducting these events are forecasted for deriving the budget.
- Additional expenditure to be made is also considered for finalizing the budget. Finalized budget is submitted to the

principal through Overall budget coordinator for final approval. Fig.2 describes department level budget process.

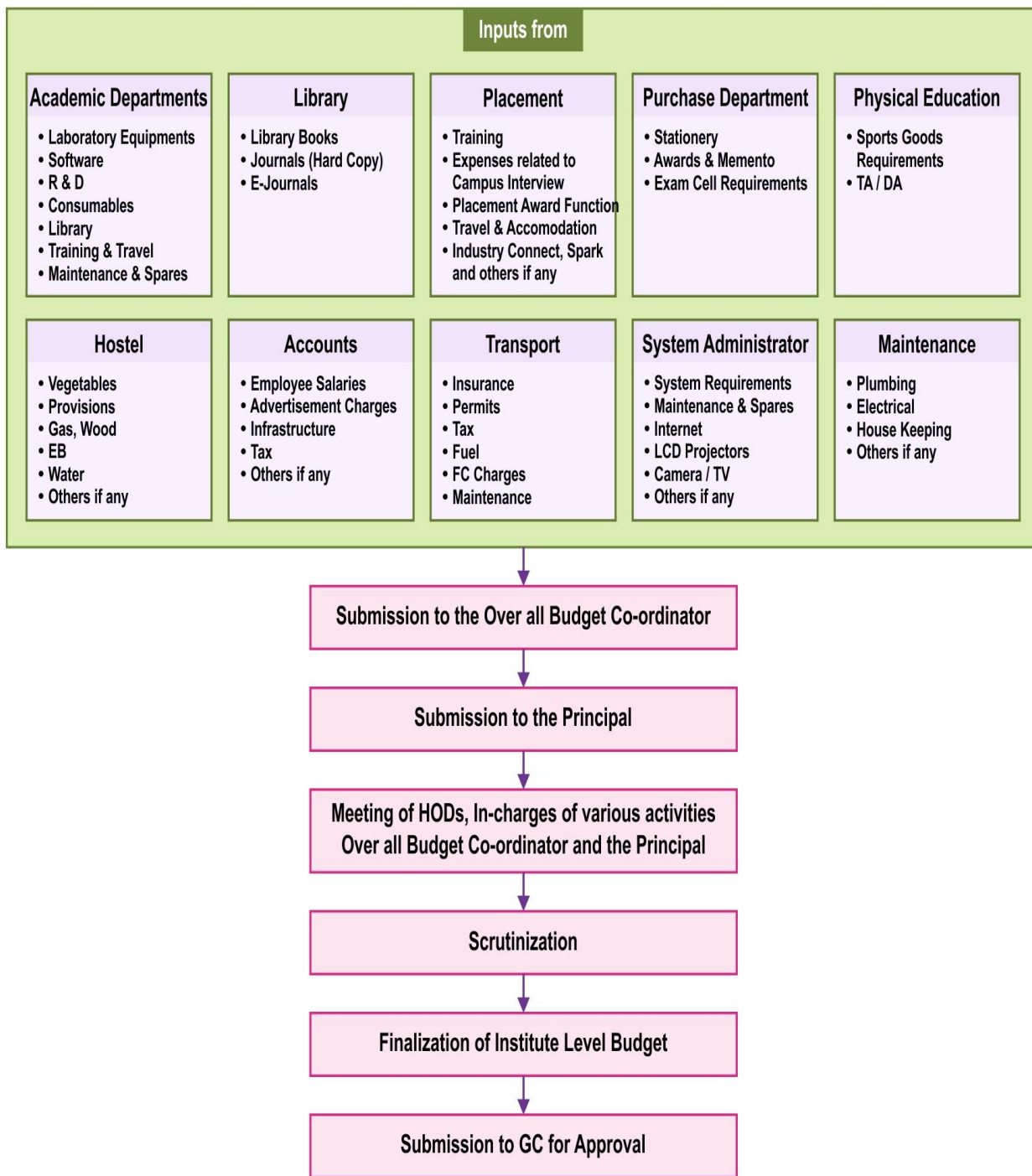


Fig.1 - Budget Process-Institute Level

Utilization of allocated funds- Program Level

- Since the budgets are arrived from the individual laboratory level and by incorporating all the expenditures, the variance in budget and utilization is always minimal.
- Any rise in expenditure is closely monitored and necessary control measures are taken to keep the expenditure within the limits.
- Any unbudgeted expenses need prior approval from the management before spending
- Detailed utilization reports are to be maintained in the department.

Utilization of Budget for Laboratory:

After approval of the proposed budget by the Governing Council, HOD discusses with the staff members regarding requirement for new lab equipment and upgradation of lab equipment and consumables required for the laboratory. The process followed for spending the budget allocated for Laboratory is as given below:

- Details of the required equipment and consumables along with supplier details are provided by the Laboratory In-charges to the Purchase Department
- Purchase department obtains quotations from various suppliers and scrutinizes the quotations for price, payment terms, after sales service etc. Where required, the Purchase Department holds discussions with the suppliers and prepares a comparative statement.
- Based on the comparative statement provided by Purchase Department, the HOD raises the Purchase request which is approved by the Principal and a Purchase Order is released on the supplier by the Purchase Department.
- The supplier delivers the equipment and installation and commissioning of the same is carried out.

Utilization of Budget for Faculty Development:

- Considering the importance of constant upgradation of knowledge and skills among the faculty members, the

institution allocates program level budget for Faculty Development. Following is the process adopted for allocation and utilization of budget for Faculty Development Programs.

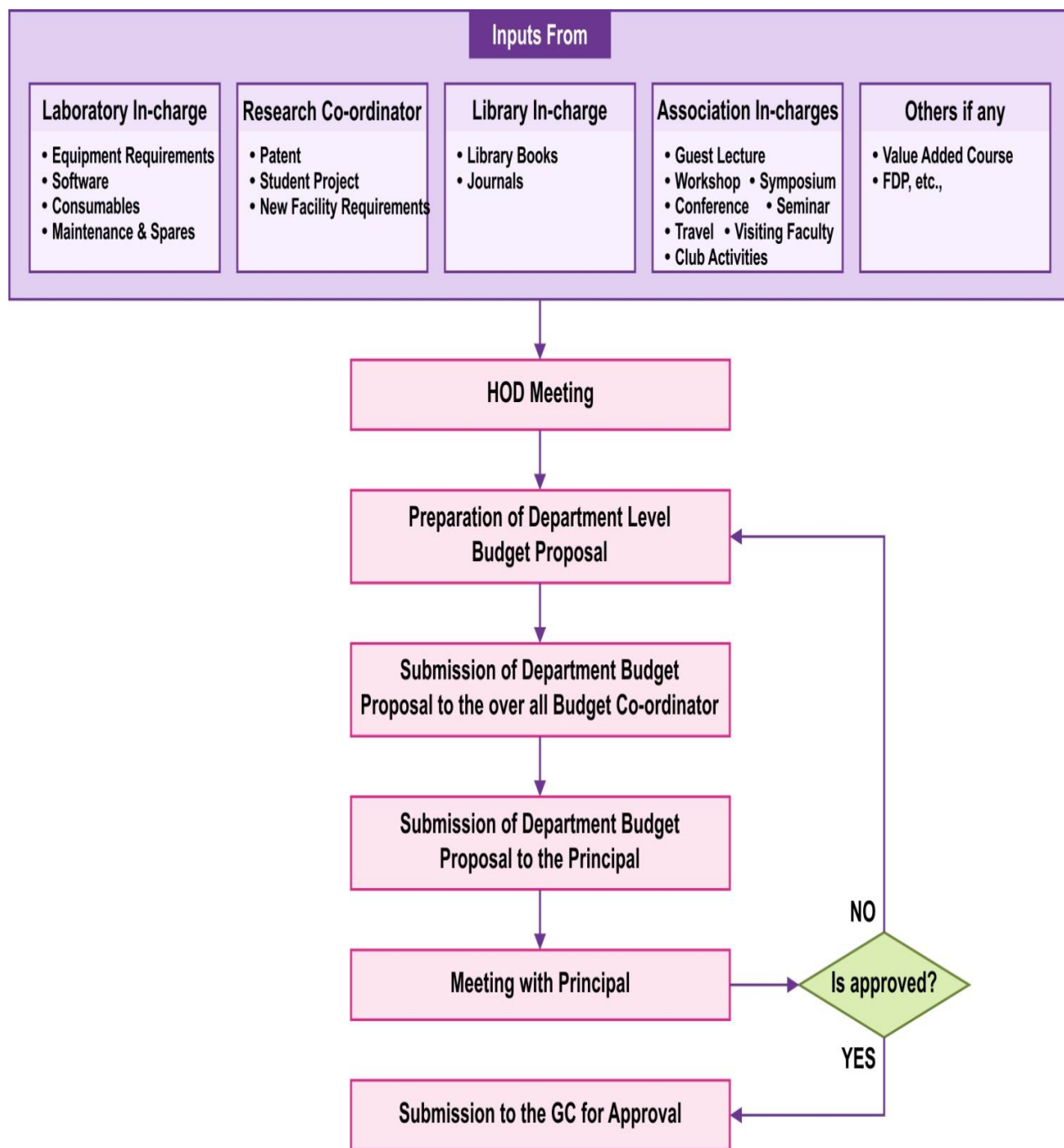


Fig-2 Budget Process-Program Level

- At the commencement of the academic year, the faculty development program requirements are identified at the

program level, considering the industry trends and requirements.

- Staff members are encouraged to attend Faculty Development programs in other institutions and programs organized by the industry. Expenses related to registration fee, travelling, boarding and lodging for outstation programs are sponsored by the institution.
- In addition, Faculty Development Programs are also conducted by the Department in the college premises and the budget is utilized for meeting out expenses related to such Faculty Development Programs.
- Staff members are also encouraged to publish their technical papers in leading journals and are rewarded suitably when their technical papers get published.
- Expenses related to patent filing of innovative ideas of faculty members are sponsored by the management

Utilization of Budget for Student Development:

To motivate the students, several initiatives have been implemented with awards and rewards for them. The following are some of the expenses that are spent on student development for which budget allocation is made every and utilized through the year.

- Financial support for innovative projects taken up by the students
- Sponsoring students for certification courses
- Conducting training related to placement for students
- Participation fees for contests/conferences/symposiums/seminars
- Expenses related to patent filing of innovative ideas of students

34. PURCHASE POLICY

- Any designated user can raise a purchase indent on behalf his/her department
- Any indent has to be approved by the respective department head
- HoD has the authority to approve/reject the purchase indent
- HoD has the access to modify the quantity of the indented item
- HoD approved purchase indents will be scrutinized for budget approval and availability of the item by the purchase manager
- Wherever budget approval is not there purchase manager can reject the indent

- In case partial quantity is available, purchase manager can modify the indented quantity
- All the purchase manager approved indents will have to be finally approved/rejected by the Principal based on stock availability, budget approval and other considerations
- For all the principal approved indents purchase assistant will raise purchase order based on quotation received from the approved vendor
- All the purchase orders raised will be scrutinized by the purchase manager for the agreed rate and wherever found different will have to be reconciled before approving the purchase order
- Physical copy of the purchase order is printed and duly signed by the principal before sending it to the vendor
- On receipt of the goods purchase manager shall verify the receipts against the requirements specified in the purchase order and on satisfactory receipt of goods, Goods Received Note will be generated
- Materials supplied against purchase order and supported with goods received not will be taken into stock
- Payment shall be made for all successful supplies by means of cheque duly signed by Chairman/Secretary
- Any bad supplies will be intimated to the vendor immediately and a replacement is sought
- Frequent bad supplies by any specific supplier warrants block listing of the vendor and no more future buying from the vendor will happen
- An approved vendor list shall be maintained in the department

35. FINANCIAL POLICY

35.1 Receipts

Fees

Fee will be collected along with the Book fees, Value added course fee, Placement training fee, Transportation fee, Hostel fee and any other fee (whichever is applicable) at the beginning of every academic year.

Will be accepted either in the form cash/cheque/DD. Students can also pay fee by using their Debit or Credit card. Receipts shall be generated and issued immediately.

Fee collected till 4.00 p.m. in the evening shall be deposited in the bank account on the same day. Fee collected beyond 4.00 p.m. shall be deposited on the following working day. During the bank holidays the fee collected shall be deposited on the subsequent bank working day.

Exam Fees

Fees will be collected in the form of cash or through bank transfer. Money collected shall be remitted in to college bank account. On completion of payment of exam fee by all the students or on the day of deadline declared by University, whichever is earlier a DD for entire exam fees shall be sent to the University.

Scholarships/Aids

Any scholarship due for the student will be maintained as due from the student and will get nullified when the college receives the money from the authorities/students.

Seminar/workshop/conferences

Any expenses incurred for these events shall be accounted separately under the corresponding department and any sponsorship money/ Registration fee collected will also be accounted against the same account. Expenses will be paid through the coordinator of the concerned event in the form of cash. Any excess amount spent over the income generated through the sponsorship/ Registration fee will be borne by the college. Any excess income over the expenditure will be accounted against institution's miscellaneous income account.

Entrepreneurship Development Cell (EDC)

All the funding received from agencies like EDI and expenses incurred for the events conducted under EDC shall be accounted separately and the financial transactions are carried out through dedicated bank account.

Research Grants

Any Research grants received by the institution shall be handled through a separate bank account and all the financial transactions shall be done under this account through bank transactions only.

Fine/Penalties

Any fine/penalty collected from students in case of loss of library books, loss of ID card, loss of Hall Ticket will be accounted under miscellaneous income account and the students shall be issued with receipts.

35. 2 Expenses

Salary

Generally salary will be paid into employees bank account directly on or before first working day of every month. For employees joined during that month and employees do not have bank account salary will be paid as cash with duly acknowledged vouchers.

Income Tax, Professional Tax, Provident Fund and any other statutory deductions shall be done as per the governing laws and regulations. Such deducted amount shall be remitted to the respective authorities/bank accounts.

Wages

Wages are paid as cash for those who are employed on a temporary basis/ short term assignments to carry out petty/maintenance works.

Tax Deducted at Source (TDS) shall be deducted at the time of payment and such deductions would be remitted to the concerned authority's bank account.

Vendor payments

Payments are made against the invoices of the vendors. Payments are normally made by cheques and wherever the amount is less than Rs.20,000 (for small vendors) and vendor does not have a bank account cash payments are made.

Statutory Payments

Statutory payments like Property tax, University Affiliation fees etc. are paid through our bank account/cheques/ DD to the appropriate authority as required.

Other operational Expenses

Such incidental expenses will be paid through cheque/bank account after deducting applicable taxes.

All expenses which are below Rs.5,000 can be approved by the respective department. Heads other expenses are to be approved by Principal/Chairman in case of mode of payment is cash.

All the expenses that are to be paid by cheque shall be signed by Chairman/Secretary.

All cash payments shall necessarily be supported by a cash voucher.

Reporting

Monthly income and expenditure statements can be viewed by the management through our ERP software solution.

Account department shall prepare annual income expenditure statement and submit the same to the auditor's office once approved by the management.

At the end of June every year, Form 16 shall be generated for all the staff members and issued to them.

36. INDUSTRY – INSTITUTE PARTNERSHIP CELL POLICY

Establish, nurture and strengthen a mutually beneficial relationship with industries of multiple domains, enhance the employability of the students through skill development and provide the industry with readily deployable students.

37. RESEARCH, CONSULTANCY AND EXTENSION

37.1 Promotion of Research

37.1.1 Research centres

- The institution shall establish recognized research centres of the affiliating University or any other agency/organization in every department.

37.1.2 Research Committee

- The Institution shall have a research committee to monitor and address the issues of research.
- The committee shall consist of the Principal, Dean (R&I), and Dean – Academics, HODs and senior faculty members.
- The committee will encourage the faculty members to enrol for PhD. programmes in their fields of interest.
- They will also be assisted to apply for minor/major research projects.

The composition of the Research Committee is given below.

S.No	Name of the research committee member	Department and position
1.	Dr. Sudha Mohanram	Principal
2.	Dr.G. Karuppusami	Dean - Research and Innovations
3.	Dr. R.Subha	Prof. & HOD, CSE
4.	Dr.H.Anandakumar	Associate Professor, CSE
5.	Dr.G.Gokilakrishnan	Asso. Professor, Mech
6.	Dr.N.Shanmugasundaram	Prof. & HOD, ECE
7.	Dr.S.Ganeshkumar	Assistant Professor, Mech
8.	Dr.L. Jubair Ahmed	Associate Professor (Sr.Grade), ECE
9.	Dr.W.Rajanbabu	Prof. & HOD, EEE
10.	Dr.S.R.Sivarasu	Professor EEE
11.	Ms.V.V.Teresa	Assistant Professor, EEE
12.	Dr.R.Sureshkumar	Prof. & HOD, Mechanical Engg.
13.	Mr.T.Ramakrishnan	Assistant Professor, Mechanical Engg.
14.	Prof.B.Sugumaran	HOD, Civil Engineering
15.	Mr. R.Siva	Assistant Professor, Civil Engineering
16.	Dr.R. Suresh	HOD, S&H Department
17.	Dr.B.Yogeswari	Assistant Professor (Sr.Gr), S&H
18.	Dr.V.Chandrasekaran	Professor, EEE
19.	Dr.R.Rathinam	Associate Professor, S&H
20.	Dr.Shajitha Banu	Associate Professor, S&H

Objectives of the research committee.

- To motivate and develop research culture among students and faculty.
- To establish Research Centre in every department.
- To submit proposals to the funding agencies for conducting National, International conferences, seminars, research projects and workshops.
- To motivate the members of faculty to register for PhD. programme.
- To arrange timeline presentation of Research Scholars and provide assistance wherever required.
- To assist faculty and students in filing patent applications.
- To motivate the faculty to take up research and consultancy projects.
- To motivate faculty and students to publish papers in collaboration with industry.

37.1.3 Facilitation of smooth progress and implementation of research schemes / projects.

- Research is an important critical success factor in grooming the college to the next phase of development.

Autonomy to the principal investigator

- Principal investigator will enjoy the autonomy as he/ she is the prime person to implement the project.
- The Head of the departments will cooperate with the principal investigator whenever needed.

Timely availability or release of resources

- The institution will support and ensure the timely availability of resources for the execution of the projects as per plan.

Adequate infrastructure and human resources

- The research centres of the college will be equipped with adequate work space and computing facilities with internet connection.
- Support from administrative staff to the investigators of the research projects will also be provided.

Time-off, reduced teaching load, special leave etc. to teachers

- Faculty members who pursue research will be provided with privileges such as on duty, paid leave and permission as required.

- Their teaching workloads will be adjusted and reduced if necessary, so as to enable them to finish their research work in time.

Support in terms of technology and information needs

- The departments shall provide facilities such as personal computer with internet connectivity, Wi-Fi, LAN, on-line and digital resources, access to e-journals etc.
- Faculty members will be encouraged to procure various research related software, technical books, equipment, etc. to facilitate their research activities.

Facilitate timely auditing and submission of utilization certificate to the funding Authorities.

- The institution shall provide a Certified Auditor to verify and certify utilization certificate for the expenditure incurred on the project.
- The service of the administrative staff will also be extended for the preparation and submission of utilization certificates on time.

37.1.4 Developing scientific temper, research culture and aptitude among students.

- Research committee will continuously monitor and create opportunities for the students to participate in various research activities.
- Students will be engaged in the execution of research projects and preparation of research proposals.
- Students will be motivated to publish their final year projects in journals / conferences.
- College will conduct "Innovative Project Exhibition" annually and encourage students to form teams, design and develop innovative projects and demonstrate during the exhibition. As a result, students can write papers for conferences and file patents also.
- SECE will organize conferences, workshops and seminars through which students will be motivated to participate actively in research related activities.
- Students will also be motivated to participate in various technical events and present papers in national conferences organized by other institutions.
- Research awareness programme will be organized for the students to understand the steps involved in research process.
- Students will also be encouraged to interact with eminent researchers (Academics and Industry) during the programmes organized.

- The Institution will encourage faculty members to submit research proposals to various funding agencies.

37.1.5 Development of prioritized research areas and the expertise.

- The institute will encourage faculty to enrich their knowledge to be experts in their field of interest by providing the required support.
- Prioritized research areas will be continuously identified and published in various forums.

37.1.6 Attracting researchers of eminence to visit the campus and interact with teachers and students.

- Institution will invite the researchers of eminence to the campus and arrange to interact with teachers and students.
- SECE faculty members will be permitted to visit the industries and interact with eminent people related to their research issues.
- SECE will conduct seminars, workshops and international conferences frequently and arrange eminent research scholars to interact with students and faculty on research activities during the programme.

37.1.7 Sabbatical Leave for research activities.

Members of faculty will be permitted to avail sabbatical leave to continue their research work.

37.1.8 Awareness, advocating/ transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

- Details of research publications and patents of the institution will be uploaded in sece ERP software. Members can login and view the documents related to research contributions.
- The details of patents applied will also be displayed in the department research centres.
- The Central Library will increase the subscription to National and International Journals to bring articles related to research outside to SECE faculty and students.
- All the departments will conduct conferences and seminars to gain knowledge on emerging technologies in different sectors and to inculcate research culture among the students.

- Working models of the projects of students will be displayed in the their departments.
- In all SECE labs, students will be encouraged to conduct additional experiments beyond the prescribed syllabus; as an initiative to create awareness on research among students.
- Department newsletters will be published in regular intervals to advocate research achievements of the departments among students and faculty.
- Students will be encouraged to shoot videos of their research projects and upload in internet for public viewing. (www.youtube.com).
- The institution will encourage the faculty members to publish research articles.

37.2 Resource Mobilization for Research

37.2.1 Budget for research.

- The Institution and departments will have an exclusive budget head for research activities and funds will be allocated for purchase of necessary equipment, subscription of research journals and development of research centres.
- The Management will also provide grants to organize conferences and seminars by various departments.

37.2.2 Seed money for research

- The Institution will provide with a seed money of Rs. 1,00,000 to each department every year.
- This seed money is to be used to initiate the research activities or to purchase equipment.
- Departments shall submit the proposals and the research committee will recommend to the top management for sanctioning of funds, over and above the seed money wherever required.

37.2.3 Financial provisions to support students' research projects.

- HODs can encourage the students to do innovative research projects by submitting proposals to appropriate funding agencies such as TNSCST.
- In case of worthwhile projects, the HODs will recommend to the top Management for a share of funding project.
- Alumni will also be advised to provide financial support for research projects of students.

37.2.4 Inter-disciplinary research.

- Research Cell of the institution will organize research seminars related to inter-disciplinary research and communicate the information about the topics of presentation to the faculty members through circulars. Faculty members will be permitted to attend the seminars and interact with eminent researchers/scholars for further knowledge on the subject.
- The institution will discuss about inter-disciplinary research in the following forums.
- Communication to all the faculty members through group emails.
- Discussion in Research Committee meetings.
- During timeline presentation of research scholars.

37.2.5 Optimal use of various equipment and research facilities of the institution by its staff and students.

- The institution is committed to provide good infrastructural facilities for research related activities. The facility will be freely made available to students and faculty. The optimal usage of facilities will be ensured by effective communication among departments.
- Seminars and workshops will be conducted by focusing on the application of different types of specialized equipment and software.
- Training and demonstration will also be carried out using these instruments during workshop for the participants.
- The laboratory and library facilities available in the campus will be utilized by the staff and students involved in research with no time restriction.
- Wi-Fi internet connectivity, software, computing facilities, and electronic equipment will also be used freely by students and faculty members.

37.2.6 Special grants or finances from the industry or other beneficiary agency for developing research facility.

- The institution will encourage departments and members of faculty to seek support from industry and funding agencies to develop research facility and carry out research projects.

37.2.7 Support provided to the faculty in securing research funds from various funding agencies, industry and other organizations.

- The faculty members will be given support and assisted in securing research funds from various funding agencies.

- The research committee will guide about the availability of funding opportunities from DST, AICTE, TNSCST, MHRD, CSIR, DRDO, ISTE etc..
- Information about the request for proposals will be circulated among all faculty members.
- Members of faculty will be deputed to workshops and conferences on research proposals and funding agencies.
- Faculty members will be deputed to other institutions to know about research projects executed by them.
- Faculty members will also be sponsored for conferences and workshops on emerging technologies in order to secure research projects in those areas.
- On duty will be provided for industrial visits related to research. Workload will be reduced wherever required to expedite the projects judiciously.
- Travel and other expenses towards project proposal presentation will be sponsored by the institution.

37.3 Research Facilities

37.3.1 Research facilities available to the students and research scholars within the campus.

- Research centres of the institution.
- Laboratories in various departments.
- 'Industry Powered Laboratories (IPL)' established in every department in association with leading industries.
- High end computer systems.
- Library facilities. Digital section, E-journal subscription and back Volumes of library.
- Online access of IEEE journals and E-Journals.
- 45 Mbps internet connectivity and Wi-Fi facility.
- Video-conferencing facility.
- Administrative support will be extended in procurement, servicing and Utilization Certificate submission for the funds received.
- Researchers can publish research papers in International Journal for Advanced Computing and Communication Systems (IJACCS); published by the institution.

37.3.2 Planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

- The areas of research will be identified by the Research Committee and the Budget will be prepared for research activities. In addition, all the departments will be encouraged to submit proposals to funding agencies to obtain research funds.

- The institution shall develop a strong relationship with leading industries which contribute to its efforts in establishing research facilities.
- Long term plan will be put in place to establish Centres of Excellence in emerging areas.
- Faculty members will be encouraged to apply for financial assistance from the government and other funding agencies which would help to improve the existing infrastructure.
- Faculty and students will be encouraged to interact with industries for exploring the avenues of collaborative research.

37.3.3 Research facilities made available to the students and research scholars outside the campus/ other research laboratories.

- Industries will be requested to permit SECE students to do research oriented projects in their premises.
- Faculty members registered for PhD programme may avail the Anna University's research facilities.
- SECE has signed MOUs with industries and they permit SECE members of faculty to carry out research using their facility.
- SECE has become an associate member of Coimbatore District Small Scale Industries Association (CODISIA) through which research opportunities in companies in and around Coimbatore can be explored.

37.3.4 Library/ information resource centre facilities available specifically for the researchers.

- OPAC software search facility to find out the availability of books in library.
- The Central library furnished with specialized collections of Books, Journals covering Engineering, Technology, Science and Humanities.
- National, International and IEEE e-Journals subscribed by library.
- Books available in department library.
- Library facility available in hostel.
- NPTEL video lectures available in NPTEL Server.
- DELNET facility available in library. The readers can search and obtain learning resources required for research.
- High speed internet connectivity (Up to 45 Mbps) and good number of PCs provided in the digital library.

37.3.5 Collaborative research facilities developed / created by the college.

- 220 Aakash Tablets sponsored by IIT Bombay is available for researchers. In addition, they provided Rs 2, 80,000 to establish remote learning centre. Faculty and students can conduct research by using this facility in collaboration with IIT Bombay.
- Mitsubishi electric Limited and Texas Instruments have contributed substantially towards establishing research facilities in our Industry Powered Laboratories.
- Efforts will be made by the institution to obtain supports from other external institutions.

37.4 Research Publications and Awards

37.4.1 Highlight of the major research achievements of the staff and students.

“Research outcomes” will be highlighted as listed below.

- Patents obtained and filed (process and product)
- Original research contributing to product improvement
- Research studies or surveys benefiting the community or improving the services
- Research inputs contributing to new initiatives and social development
- Publication per faculty
- Number of papers published by faculty and students in peer reviewed journals (national / international)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index of publications.
- SNIP of publications
- SJR of publications
- Impact factor of publications
- h-index of publications
- Google. Scholar Citations page.

37.4.2 Publication of research journals by SECE publications.

- At present, IJACCS "International Journal of Advanced Computing and Communication Systems" is published as an international peer-reviewed, online journal. In future, additional journals will be published.

37.4.3 Incentives given to faculty for research contributions.

- SECE has established a clear incentive policy to motivate faculty receiving recognitions for research contributions. Salient features of the policy are highlighted below:

S.No	Research / Consultancy Activity	Cash award per each
1.	Research paper publication in International journals listed in Annexure: I of Anna University, Chennai.	Rs 2,000
2.	Research paper publication in International journals that attracts 10 citations and more.	Rs 5,000
3.	Obtaining Anna University Research Supervisor position	Rs 5,000
4.	Obtaining research awards from reputed organizations	Rs 2,000
5.	Research paper publication jointly with industry that satisfies the following conditions <ul style="list-style-type: none"> • Listed in Google Scholar citations page • Cites atleast 2 journal papers of SECE listed within first 15 of Google scholar citations page 	Rs 1,000
6.	Obtaining research projects from funding agencies/industries	10% cash award of the project value (Shared among the contributors)
7.	Organizing and conducting International conference	Rs 2,000
8.	Guiding research scholars registered in SECE	Rs 2,000
9.	Book Publications (Each)	Rs 2,000
10.	PhD Completion and after award of Degree certificate	As per the HR Policy
11.	Other research related activities (Monographs, SECE journal publications)	Rs 2,000

37.5 Consultancy

37.5.1 Systems and strategies for establishing Institute Industry Interface.

SECE maintains strong Institute Industry Interface and will continue to strengthen. Following forums will be used to enhance the institute Industry Interface.

Sri Eshwar Industry Connect Programme

- SECE, has been hosting its annual Flagship event, “Sri Eshwar Industry Connect” in collaboration with ICT Academy of Tamil Nadu (ICTACT). The programme will be expanded to cover additional disciplines and continued in the future.

Industry powered laboratories (IPL)

- SECE has made a significant step forward in its quest to train their students on emerging technologies. So far the college has established around 20 industry powered laboratories in various departments and additional IPL labs will be established in the future. Following activities conducted under IPL will be enhanced in future.
 - Faculty training by industry.
 - Visiting faculty from industry.
 - Industry projects, Industrial visits and internships.
 - Industry consultancy and Research
 - Recruitment.

Board of Studies Meeting

- BOS for every program have been established with senior experts from industry, faculty, academicians, students, member from professional bodies, alumni, and parents as members
- The Board of studies Meetings are chaired by the respective Heads of the Department
- The Board of studies provides input for defining/re-defining the Vision, Mission, Program Educational Objectives and PSOs for the respective programs
- The council meets once in year, at the commencement of the academic year and helps in identifying curricular gaps and relevant value-added courses to bridge the identified gaps
- The Board of studies reviews the attainment of Program and Course Outcomes.
- In addition, the Board of studies also suggests on guest lectures, workshops, seminars etc. to enrich the curriculum.
- The Board of studies reviews the overall performance of the department every year and provides suggestions for improvement to attain PEOs.

Guest lectures by Industry personnel.

- The institution organizes guest lecturers by industry personnel for the benefit of students and staff with industry personnel as resource persons.

37.5.2 Policy of the institution to promote consultancy.

The stated policy of the Institution to promote consultancy is as follows.

- Consultancy is work of a professional nature, undertaken by the staff in their field of expertise, for external clients, for which financial and other benefits are received.
- . Consultancy work produces some form of contracted output which may be partly or wholly owned by the client.
- The Institution normally does not have freedom of publication over the results of consultancy; unless authorized by the concerned client.
- Institution resources can be made use of and the extra work required and support will be provided by the existing staff. The institution becomes a solution provider of industrial problems.
- Income generated is shared with the team members who worked on the project. Cash award of the project value will be given by the institution and the amount will be shared among the contributors as per the details given below.

**Table: 1 Applicable to departments where Institution has exclusively purchased equipments and machines required for the consultancy activities
(Total amount shared with the department is 40%)**

S.No	Member of the consultancy team	Amount of revenue distributed as % of total value of order	Remarks
1.	Member who gets the	10%	Order may

	order		be obtained by any member of our college
2.	HOD - Department	5%	
3.	Lead Auditor (or) Project head	15%	
4.	All Other members	10%	
Total		40%	

**Table: 2 Applicable to departments who conduct consultancy activities using the existing lab equipments only
(Total amount shared with the department is 50%)**

S.No	Member of the consultancy team	Amount of revenue distributed as % of total value of order	Remarks
1.	Member who gets the order	10%	Order may be obtained by any member of our college
2.	HOD - Department	5%	
3.	Lead Auditor (or) Project head	20%	
4.	All Other members	15%	
Total		50%	

**Table: 3 Applicable to Training programs, Skill development programs and Awareness programs conducted in other institutions
(Total amount shared with the department is 60%)**

S.No	Member of the consultancy team	Amount of revenue distributed as % of total value of order	Remarks
1.	Member who gets the order	10%	Order may be obtained by any member of our college

2.	Lead Auditor (or) Project head	30%	
3.	All Other members	20%	
Total		60%	

Advocating and publicizing of expertise

- Periodically the updated literature about the institution will be sent to prospective companies highlighting the consultancy expertise including the facilities available with the departments.
- Major areas of expertise will also be advertised through department homepage in the college website.
- Faculty members can network with industry and understand the problems faced and offer them consultancy services.
- During various industry related programmes conducted at the campus, presentation about SECE consultancy expertise will also be shown.

37.5.3 Encouragement of the staff to utilize their expertise for consultancy services.

- The institution will identify the members of faculty who have adequate exposure to industrial applications and encourage them to utilize their expertise for consultancy services.
- Due importance and a share of revenue will be given to faculty members who provide consultancy services.
- On-duty will be provided wherever required.
- SECE will encourage the faculty to visit the industries and supervise the project work carried out by the students in industries.

37.5.4 Broad areas where major consultancy services provided by the institution.

Broad Areas, where major consultancy services provided by the institution presently are as follows; and additional areas will be added as when the capability is created.

- Factory Automation
- Internet Of Things (IOT)
- Embedded systems
- Computer Aided Design
- Renewable Energy

- Energy Audit
- Automobile Engineering
- Cloud technology

37.6 Extension Activities and Institutional Social Responsibility (ISR)

37.6.1 Promotion of institution-neighbourhood-community network and student engagement.

- SESWA (Sri Eshwar Social Welfare Association) will involve in social services and create awareness about society related and citizens' responsibilities to students.
- SECE will ensure holistic development of students to mould them as responsible citizens by teaching them the moral values.
- The institute conscious of its role in campus community connection, wellbeing of its neighbourhood will initiate a number of community development activities.

37.6.2 Institutional mechanism to track students' involvement in various social movements/ activities which promote citizenship roles.

- A senior Professor will coordinate and advise on the 'SESWA' and extension activities.
- Frequent meetings will be conducted by SESWA to share the ideas of individuals to help the society.
- At the commencement of the year, a list of activities will be identified and their execution will be tracked through the ERP tool.
- SECE shall assign one faculty as SESWA coordinator and students as volunteers from each department to organize SESWA activities. The department coordinator will monitor the activities and maintain record.
- The level of involvement of students in social movements will be ensured by making it as parameter in the annual appraisal report of the HODs.

37.6.3 Planning and organizing of extension and outreach programmes.

- Every department of the institution will plan and organize extension and outreach programs. The following extension activities will be taken up by the institution.

Incubation, Entrepreneurship and Extension activities at SECE

- SECE will motivate its students and external candidates to take-up entrepreneurship as a career path.
- The institution established fully functional Entrepreneurship Development Cell (EDC) headed by a Dean with rich experience. The EDC in collaboration with external agencies will organize extension activities.
- National Science & Technology Entrepreneurship Development Board (NSTEDB) an autonomous body of Department of Science and Technology (DST), Government of India, sanctioned fund to establish Innovation and Entrepreneurship Development Centre (IEDC) at SECE. Funds committed by NSTEDB is Rs 45.30 Lakhs over 5 year period starting from 2016-17. IEDC, SECE will fund the best innovative projects.
- SECE has become Solar Energy Training Network (SETNET) partner of National Institute of Solar Energy (NISE), Ministry of New and Renewable Energy (MNRE), Government of India. Programmes will be organized regularly to train SECE students and external candidates in renewable energy applications.
- Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) is the skilling and placement initiative of the Ministry of Rural Development (MoRD), Government of India. DDU-GKY has its origins in the Aajeevika Skills programme. SECE has been appointed as Project Implementing Agency (PIA) and will be implementing projects starting from the year 2016.

37.6.4 Promotion and the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies.

- The college will encourage various extension activities through NSS, YRC, EDC, SESWA and other forms of community development services. Required facility and logistics will be freely provided by the management.
- Members of faculty who have remarkable inclination towards society shall function as coordinators and motivate students to participate in extension activities.
- During induction, the coordinators of these sections shall narrate students on the benefits and scope of the extension activities.
- The information about the proposed activities will be disseminated on the college notice board, circulars, web notifications, and also by oral interaction / briefing by section in charges.
- The students and faculty members will be given On-Duty for involving themselves in social awareness programs.

37.6.5 Social justice and empowerment of students.

- In order to advocate social concern, the institution framed a very effective concept; "Donation of one rupee a day can bring a drastic change in the present world".
- This tremendous belief of students of SECE nurtured SESWA (Sri Eshwar Social Welfare Association) over the years. SESWA is in contact with the outside world and understands the challenges of the society. With the help of its members, it renders a helping hand to the underprivileged and vulnerable sections of the society.
- Entrepreneurship Development Cell (EDC) of the institution with funds obtained from various sources, will continue to conduct free training programmes for the benefit of external candidates who are ambitious to become entrepreneurs.
- The institution as an approved 'Project Implementing Agency (PIA)' of the scheme Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) and Solar Energy Training Network (SETNET) partner will conduct free Programmes regularly for the benefit of external candidates.

37.6.6 Expected outcomes of the extension activities organized by the institution.

- The Extension activities are expected to help the students in inculcating the culture of leadership quality, team work, brotherhood, professional ethics, human values and self-confidence which are expected in them by the industry.
- Students are expected to develop counselling skills, interpersonal skills and managerial skills. 'Awareness on Entrepreneurship' will be created by EDC.
- Awareness on Professional ethics and social issues.
- Involvement in the society related problems.
- Commitment to society and the environment.

37.6.7 Involvement of the community in reach out activities.

- SECE will advertise in all the leading local newspapers and select candidates for the outreach programmes to ensure equitable involvement and participation of the community.
- The newspapers will be requested to cover the outcomes of the programmes and publish detailed summary of benefits of these outreach programmes.
- Press clippings related to the Entrepreneurship Development Cell will be posted in URL <http://sece-tbi.in/>, <http://sece.ac.in/>,

37.6.8 Relationships with other institutions of the locality for working on various outreach and extension activities.

- The institution shall maintain good relationship with neighbourhood village authorities of Kondampatti, Kothavadi and Vadasithur. The village authorities are free to approach the institution for support and outreach programmes.
- SECE, as Project Implementing Agency (PIA) of Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) shall interact with the office of Coimbatore Collector on various initiatives.
- SECE will maintain cordial relationship with other institutions in the neighbourhood and collaborate with them for outreach programmes.
- All the leading local newspapers will be requested to provide media support for all SECE efforts.

37.6.9 Awards for extension activities.

- SECE has already received awards for outreach and extension activities. SECE will continue to submit applications to get awards from the competent authorities in future.

37.7 Collaborations

37.7.1 Collaboration and interaction with research laboratories, institutes and industry for research activities.

SECE collaborates with industry through various avenues as detailed below.

- “Sri Eshwar Industry Connect” event conducted annually at SECE campus
- Board of studies meeting conducted at the campus to bridge the gap between curriculum and industry expectations.
- Deputation of faculty members for exposure to industrial practices.
- In plant training and industrial visits for students.
- Guest lectures by industry experts on upcoming technologies.
- MOUs with industries for carrying out mutually beneficial projects.

37.7.2 MoUs/ collaborative arrangements with institutions of national importance/other universities/ industries/ Corporate (Corporate entities).

- SECE will arrange to sign MOUS with institutions of national importance/other universities/ industries/ Corporate (Corporate entities).

- Following activities will be conducted under MOUs.
 - Faculty training by industry.
 - Visiting faculty from industry.
 - Industry projects.
 - Industry consultancy
 - Industrial visits, internships.
 - Recruitment.
 - Research.

37.7.3 Expected outcomes of the industry-institution-community interactions.

- Establishment of industry powered laboratories.
- Resources supplement to SECE's flagship event 'Sri Eshwar Industry Connect' event.
- Placement opportunities in product and service companies for students.
- MOU's through which industry based academic projects are carried out by the students.
- Industrial training to members of faculty every semester.
- Value added courses for students on topics related to current technology by industry experts.
- Permission to Students to undergo In-Plant training, Internships, Industrial Visits and attend Expert lectures every semester.
- Donation of equipment and instruments to the institution.

37.7.4 Planning, establishing and implementing the initiatives of the linkages/ collaborations

- The Management shall identify potential industrial partners, obtain their prior appointment, meet and develop long-term relationship with them.
- Industry personnel will be invited for various activities / events conducted in SECE. For example, they will be invited for Sri Eshwar Industry Connect event, Board of studies meeting, guest lectures, publication of joint-journal papers, industrial training to faculty, internship and projects for students and so on.
- When the relationship matures, the industry will be requested for on-campus placement of SECE students.
- College will sign MOU with industries mainly to establish the linkage / collaboration related to academic and research activities. Industry Powered Laboratories will also be established with the support of industries.
- Board of studies meet will be organized to provide an opportunity for industry experts to help in improving the academic curriculum.

- Industry will be requested to provide projects and internship to the students to inculcate the industrial culture among students.

38. ENTREPRENEURSHIP DEVELOPMENT CELL POLICY

- SECE motivates its students and external candidates to take-up entrepreneurship as a career path.
- Student those who are interested to become an entrepreneur enroll in the EDC (Entrepreneurship Development Cell).
- Various awareness and guidance programs are conducted to identify the potential of the student and make the student start his/her career as an entrepreneur.

39. GRIEVANCE REDRESSAL CELL (GRC) POLICY

39.1 Policy

All students of SECE are treated equally by faculty members and staff irrespective of their gender and social status.

Freedom and easy access to the senior management on any kind of grievances to be redressed, and to provide a mechanism to students and stakeholders for redressal of their grievances.

39.2 Grievances of stockholders are collected by following ways

- Primarily, the students can meet any of the members of the Grievance Redressal Committee either in person or on their mobile no. or write to grc@sece.ac.in, providing complete details of their grievances along with their details. The grievances collected through the members are routed/discussed with the concerned authorities and resolved.
- Additionally, a Suggestions/Grievances box is kept in the lobby area of the administrative block. Grievances from this box is collected once every day and acted upon.
- Every effort is put in to resolve the reported grievances as quickly as possible, within a maximum time of 10 days, based on the severity of the grievance expressed
- The Grievance Redressal Committee meets in a semester to review the status of grievances received and their resolution status.

Grievances are broadly classified as given below:

- Admission related grievances including, making irregularity in the admission process, refusing admission in accordance with the declared admission policy, withhold or refusal to return any

document in the form of certificates/awards and breach of policy in reservation in admission as may be applicable.

- Complaints of alleged discrimination by students from scheduled caste/scheduled tribes/ OBC/Women/Minority or disabled categories
- Non-payment or delay in payment of scholarship to any student that the management has committed
- Delay in conduct of examinations or declaration of results beyond the date specified in the academic calendar
- Non-provision of student amenities that have been committed
- Non-transparent or unfair evaluation practices
- Harassment or victimization of students
- Gender bias, social discrimination, unfair practices and human rights violation

39.3 Mechanisms for redressal of grievances with reference to evaluation of answer papers

The mechanism adopted by the institution to address the grievances with reference to evaluation both at the college and university level is detailed below.

- The corrected internal test answer paper is distributed within three days of the examination conducted.
- The marks entered immediately in ERP tool and communicated to their parents via SMS. If any grievance is there in the evaluation, it is addressed by the respective faculty and then the marks are corrected and entered.
- All the grievances regarding evaluation, including the internal assessment marks awarded for the students, is redressed by Heads of Departments.
- Anna University has specified procedure to handle grievance in final examination marks. There is a provision for revaluation of the answer scripts as well as supplying photo copies of the evaluated answer scripts.
- On the recommendations and review of HOD and Principal, the answer scripts of University examinations are revalued by the University.
- In case, the student is not satisfied with the outcome of the revaluation or the marks obtained by him, university has a provision to go in for a CHALLENGE procedure.
- The students " grievances, if any, regarding the university examinations, are communicated to the controller of examination, Anna University by the Principal.

39.4 Grievance Redressal Committee:

Grievance & Redressal Committee has been established comprising the Dean –Academics as chairman, and other faculty member as member of GRC to redress the grievance of the stockholders.

Committee Members

S No.	Name of the Member	Designation	Role	Mobile Number	E-mail Id
1	Dr. G.Karuppusami	Dean-R&I	Chairman	9894456365	grc@sece.ac.in
2	Dr.B.Yogeswari	AP-S&H	Member	8344322335	
3	Dr.W.Rajan Babu	AP-EEE	Member	9942815340	
4	Dr.G.Gokilakrishnan	AP-Mech Engg	Member	9361175251	
5	Prof.B.Sugumaran	HoD-Civil	Member	9952425359	
6	Prof.M.Jayasudha	AP-CSE	Member	9865448894	
7	Mr. P.K. Muruganathan	Warden-Boys Hostel	Member	9578317171	

40. WOMEN WELFARE COMMITTEE POLICY

40.1 Policy

Ensure a safe and secure environment for women faculty, staff and girl students and provide an ecosystem to handle their in-campus issues.

40.2 Purpose

The college is having its women welfare committee functioning in formal sense since 2012. The cell has been established to protect the women staff and students associated with the college from any sorts of injustice or sexual harassment of any nature directly and indirectly.

Responsibilities of Women welfare committee

- Creating awareness on women's rights through lectures and seminars
- Develop and implement Annual Plan of Action
- Conducting meeting once in a semester to discuss on issues and review the annual plan of action.
- Conducting health check-up for women staff members and girl students
- Reviewing and resolving grievances received from women staff members and girl students

- Updating the management on the status of grievances received by the cell and their status
- Conducting programs on women empowerment.

Committee members:

The Women welfare committee of the college has been constituted by selecting one woman staff member as Convener from each department and one student from each department. The Principal of the college acts as the Chairperson of the cell. Aggrieved woman staff/girl students can raise their grievances either by contacting any of the women cell members or dropping a mail to womencell@sece.ac.in. Details of the members of Women's welfare committee are given in the table.

S.No	Name	Role	Mobile No	Email ID
1	Dr.SudhaMohanram	Chairperson	9842211056	sudhamohanram@sece.ac.in
2	Dr.V.V.Teresa	Member/ Coordinator	9487164516	teresa@sece.ac.in
3	Ms.J.Keerthika	Member	9942244648	keerthika.j@sece.ac.in
4	Dr.M.Shajitha Banu	Member	9003340772	shajithabanu.a@sece.ac.in
5	Ms.N.Pushpalatha	Member	9095075244	puspalatha.n@sece.ac.in
6	Ms.S.Divya	Member	9688132821	divya.s@sece.ac.in
7	Dr.Jubair Ahmed	Member	8526610192	jubairahmed.l@sece.ac.in

Women welfare committee action towards the issues

The Women welfare committee is empowered to punish the guilty persons in due consultation with the Principal of the institution. The nature of the punishment is as follows,

- Information to the parents.
- Verbal warning.
- Written warning.
- Financial punishment.
- Information to police for legal inquiry and action (if situation arises so).
- Expelling from college as per rule of university.

41. PHYSICAL EDUCATION POLICY

41.1 Policy

Provide quality physical education that would help the students to maintain good physical and mental fitness.

41.1 Goals

- National level representation of minimum two students from SECE in basket ball.
- Ensure that the body mass index of minimum 75% of the students is within the desired level of 24.
- Conduct at least two yoga camps for the students
- To attain overall championship in athletics in zone 10, Anna university
- To attain at least one position in every competition that the teams take part.

41.3 Process

- Formation of college sports council with Principal as Chairman, HOD (Physical education) as secretary, with representatives from faculty, students, non-teaching staff, and other employees.
- Formation of sports calendar
- Planning for the tournaments
- Ensuring better training and practices for boy's team's morning and evening.
- Planning for all sports related events
- Interactions with student representatives
- Approval for on duty letters for sports students
- Organizing the independents day, republic day, and sports day celebration.
- Attend the sports related meeting in outside colleges.
- Prepare the zone and inter zonal teams for all sports and games.
- Providing TA&DA for sports students
- Maintain the stock register
- Maintain the students attendance register
- Maintain the gym both boys & girls
- Update the sports committee meeting details for every month.
- Maintain the department activity files like sports invitation, OD letters, and sports bills.
- Conduct the sports day event.
- Awards are given to outstanding sports person every year.
- Identification of individual Champion (men and women)
Outstanding sports person, Best Sports Men, Best Sports Women in Annual sports meet.

41.4 Other informations

- Players should get permission for tournament through letter by physical director and also by their respective HODs. The photo copies of that permission letter submitted to their concern class advisor.
- College provides sports quota for basketball & volleyball players. College already selected the students those who have won/ participated in State/ National Level Tournaments. Those selected students are given 100% free Education and 75% Hostel Facilities.

42. ALUMNI CELL POLICY

42.1 Policy

Nurture a mutually beneficial relationship with the alumni and leverage their expertise and experience for the growth of the institution

42.2 Past History

Alumni portal is installed with an objective to make this a virtual place to conglomerate and contribute effectively and productively by the passed out students of Sri Eshwar College of Engineering for the betterment of the current and future Eshwarites. The Alumni Association of SECE is formed by a group of first batch of students of Sri Eshwar College of Engineering. The underlying philosophy of this association is to contribute back to the institution which has groomed us to succeed in life and reach a position of respect in the society.

Alumni were contributing many areas like sponsoring infrastructure, scholarship offering to deserving students, helping our students to get internship, facilitating industry visits, supporting financially for projects, sponsoring prizes and awards for events, volunteering to give guest lectures, playing the role of a visiting faculty and the possibilities continues.

Active involvement in the Alumni association activities will help us bond our friendship and will be a gratifying experience of having played a positive role in the quest for excellence of our great college.

42.3 Objective

- To create and maintain alumni database
- To identify alumni willing to be visiting faculty
- To identification of alumni office bearers during the farewell day
- To conduct farewell day event
- To conduct alumini office bearers meeting minimum of two times in a year
- To conduct alumni meet @ SECE campus
- To conduct at least one regional alumni meet each at chennai, bangalore and kerala (cochin or trivandrum)
- To send mails to alumni about accomplishments of SECE
- To collect details of alumni accomplishments and career progression
- To maintain details about alumni visit to SECE for mock interviews, guest lectures, jury for events etc.
- To collect feedback from companies about alumni's performance
- To represent SECE in alumni's family events (e.g.) Wedding, house warming etc.
- To update alumni portal with relevant contents
- To form a alumni network through various social network media and mails
- To communicate the news and events to all alumni on day to day basis.
- To come up with new initiatives for connecting alumni.

43. STUDENT WELFARE

Some of the other welfare schemes are

- Merit scholarships and fee concessions for deserving students
- Full fee waiver including tuition fee, books, transport, hostel fees placement training fees for merit students
- Awards to class toppers
- Financial assistance to projects
- Students group insurance scheme

All the Students and members of faculty have been covered under group insurance with United India Insurance Co. Ltd. Under this scheme they are eligible for the following benefits.

S.No	Coverage	Compensation / Sum Insured
1	Death or Permanent total disability due to accident to students	Rs. 2,00,000/-

2	Death or Permanent total disability to parent/guardian due to accident	Rs. 2,00,000/-
3	Death or Permanent total disability to teaching and non-teaching staff, due to accident	Rs. 1,00,000/-
4	Hospitalization expenses arising out of accidents to students and staff	Rs. 50,000/-
5	Compensation of Tuition fees, Hostel fees, boarding fees subject to actual and maximum for the remaining period of study consequent upon accidental death/permanent total disability of parent/guardian due to accident (as per college register)	Rs. 1,00,000/-

- Travel grants to participate in competitions and conferences
- Extended bank help-desk services, ATM, Post Office
- Health screening initiatives
- Subsidized canteen which supplies hygienic and nutritious food
- Ambulance facility during emergencies
- Health Centre
- Assistance for bank loan services

44. TEACHING LEARNING PROCESS

- At the beginning of each semester subjects are allocated to the faculty members based on their specialization and expertise.
- Based on academic calendar lesson plan and course files are prepared by concern faculty member.
- At most care is taken by each faculty member to ensure effective teaching learning process takes place in classrooms and laboratories by using various teaching and learning modes that are in practice.
- Effectiveness of the teaching learning process is ensured by collecting periodic feedback from students during a semester.
- At the end of the semester assessment of CO, PO & PSOs attainment is made by considering internal marks, assignment marks, course end survey and university examination result.

- Based on the CO, PO & PSOs attainment either goals are reset to higher order or corrective actions are identified for improvement. The entire teaching learning process is depicted in Figure 44.1

Adherence to academic calendar:

- **Institute Academic Calendar** During the commencement of every semester, Institute Academic Calendar for the semester is prepared by the overall academic coordinator in compliance with Anna University academic schedule. Institution level academic calendar includes schedules for reopening, internal tests, student feedback, class committee meeting, important events and holidays for the semester.
- **Department Academic Calendar** is prepared in line with the institute's academic calendar by the Department Academic Coordinators and approved by the HOD. In addition, it consists of various events like Value Added Courses, Guest Lectures, Workshops, Industrial Visits and other Technical Events pertaining to the semester.
- The department's academic activities are carried out as per the department's academic calendar and **adherence to the academic calendar** is reviewed by the HoD on a fortnightly basis.
- Appropriate **re-planning** is done by the HoD for any unavoidable exigencies to the department academic calendar.
- After necessary changes are made, the **revised academic calendar** is published by HOD for implementation and information dissemination.

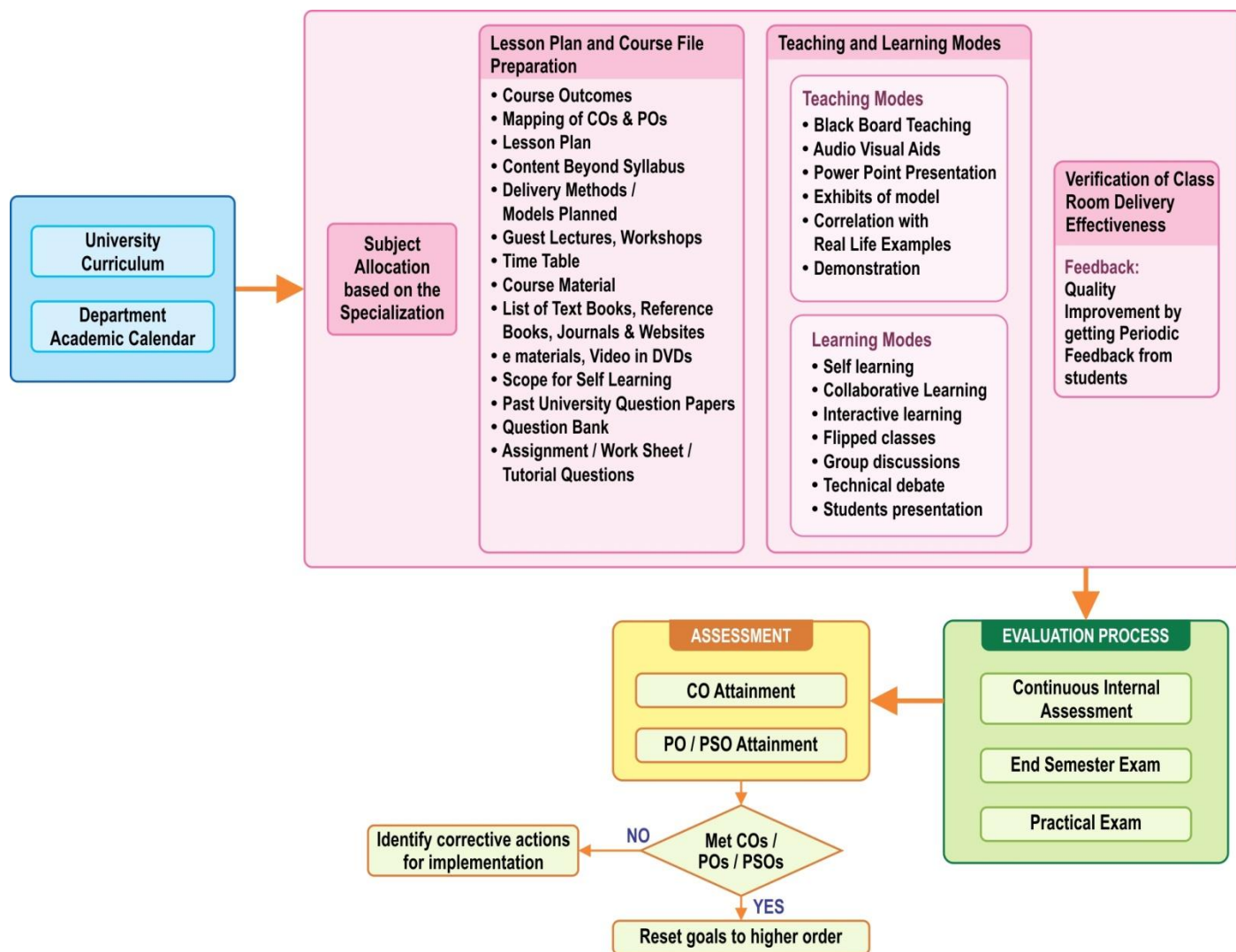


Fig 44.1 Teaching Learning Process

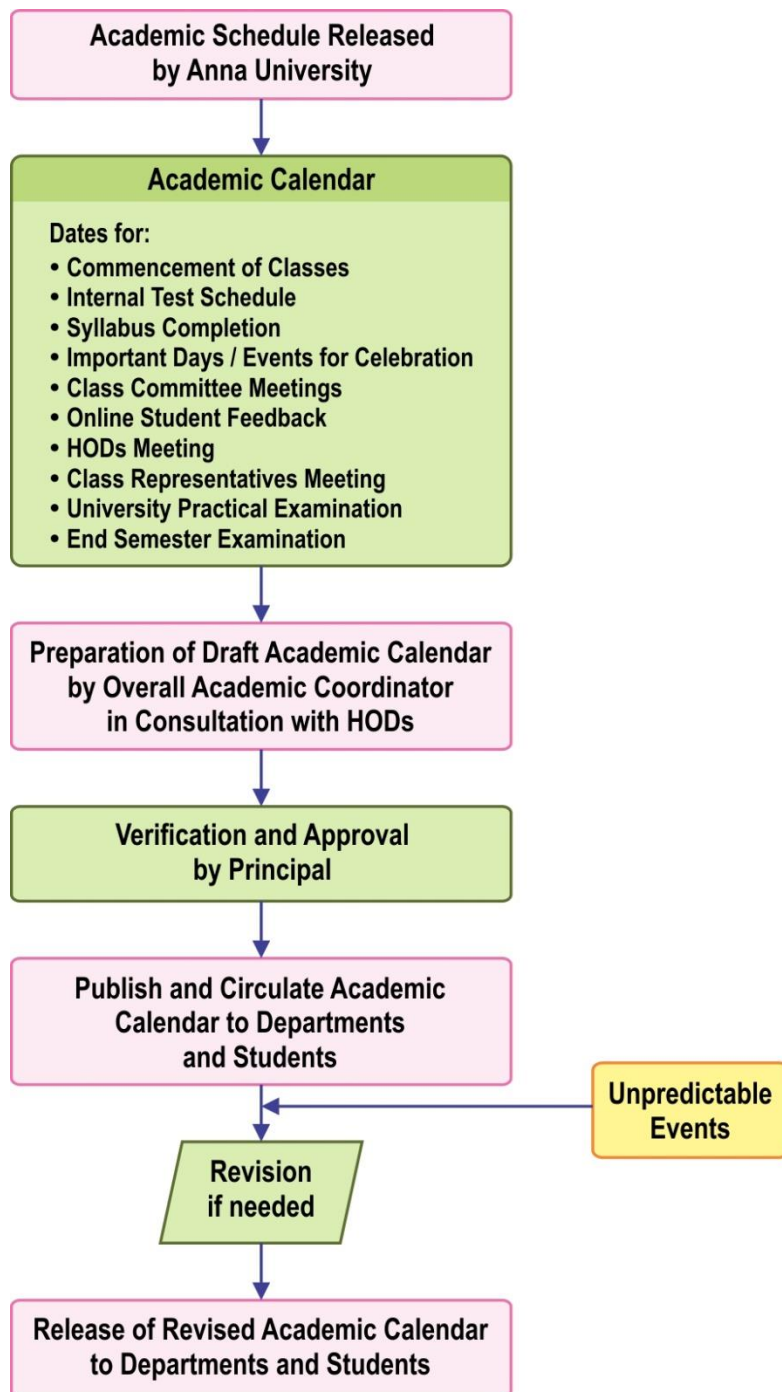


Fig 44.2 Adherence to Academic Calendar

Use of various instructional methods and pedagogical initiatives:

Teaching modes:

- To increase the attention span of the students and to have quality learning sessions, the following teaching modes are used apart from conventional black-board approach.
- Faculty members use ICT for effective delivery.

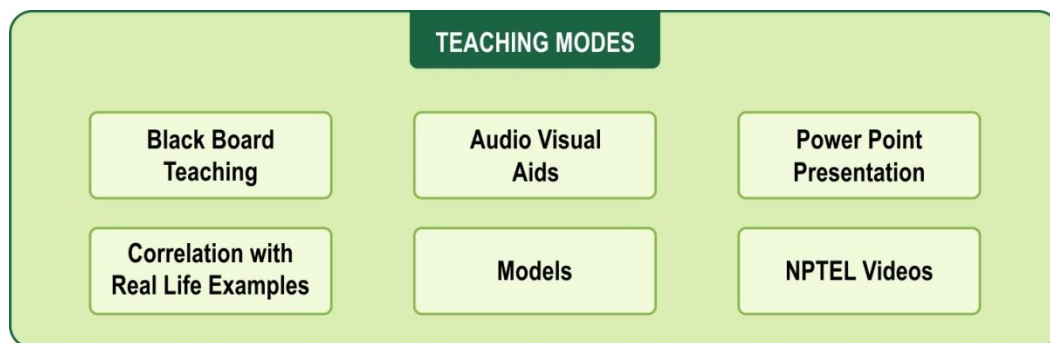


Fig 44.3 Teaching modes

Pedagogical Initiatives Effective Teaching Learning Process

To improve the Teaching learning process, periodical pedagogical sessions and Faculty Development Programs are conducted.

- Two sessions on same topic per week is allotted for the pedagogical initiatives in which different topics are discussed. Senior faculty members and subject matter experts share their experience and guide the faculty members to conduct classes in an effective manner.
- All faculty members are mandated to attend either of the sessions.

Various Learning Methodologies

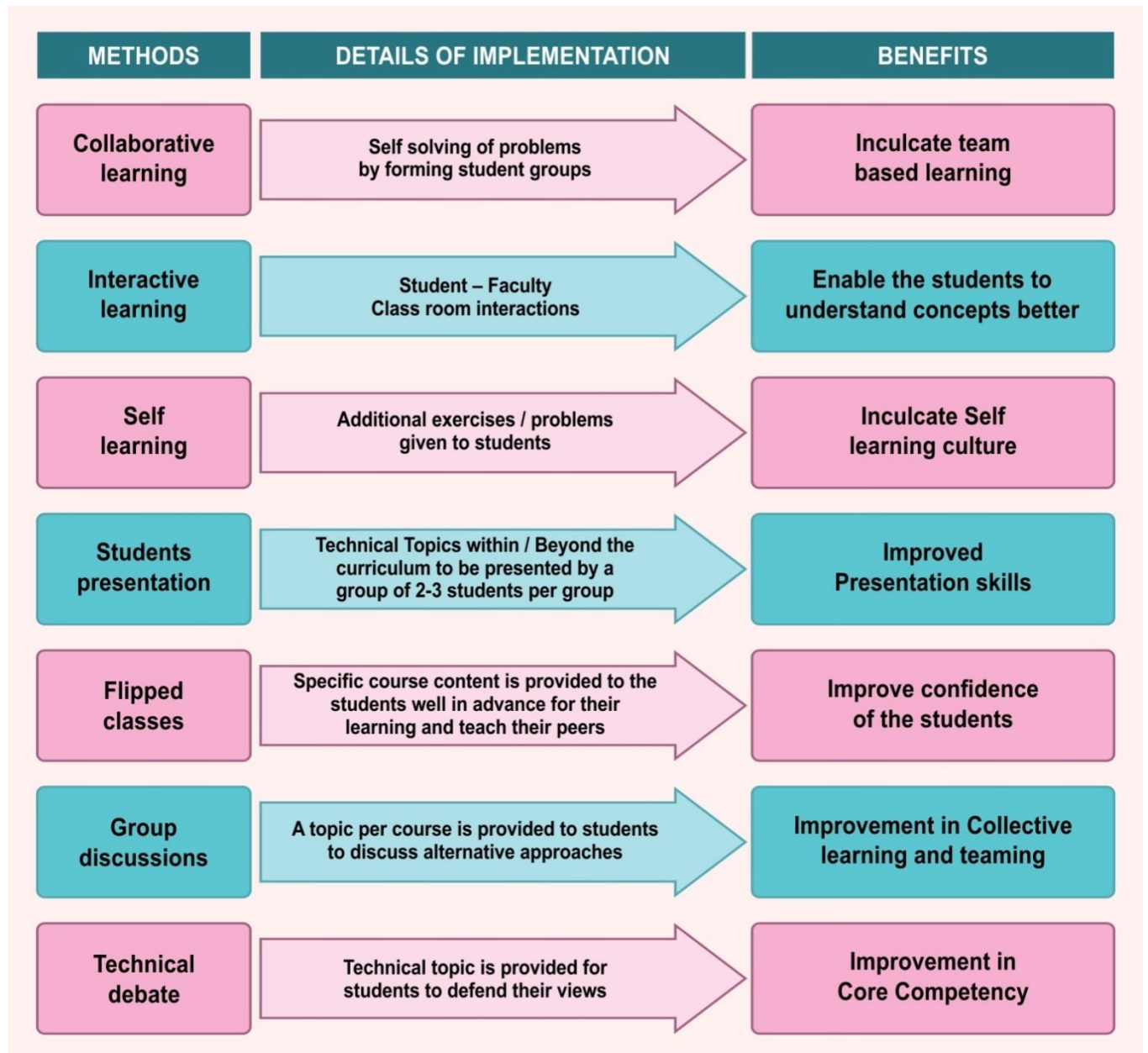


Fig 44.4 Various Learning Methodologies

Methodologies to support slow learners and encourage bright students.

Support for slow learners

- Weaker Students are termed as Slow learners in our system
- Slow learners are identified based on the performance of students in internal tests and university exams.
- A student scoring less than 50% of marks in internal test or failing in the university exam is identified as a slow learner
- Additional coaching classes and retests are conducted for the slow learners to ensure improved performance.
- Slow learners who pass in the subsequent internal test/university exam are removed from the list.

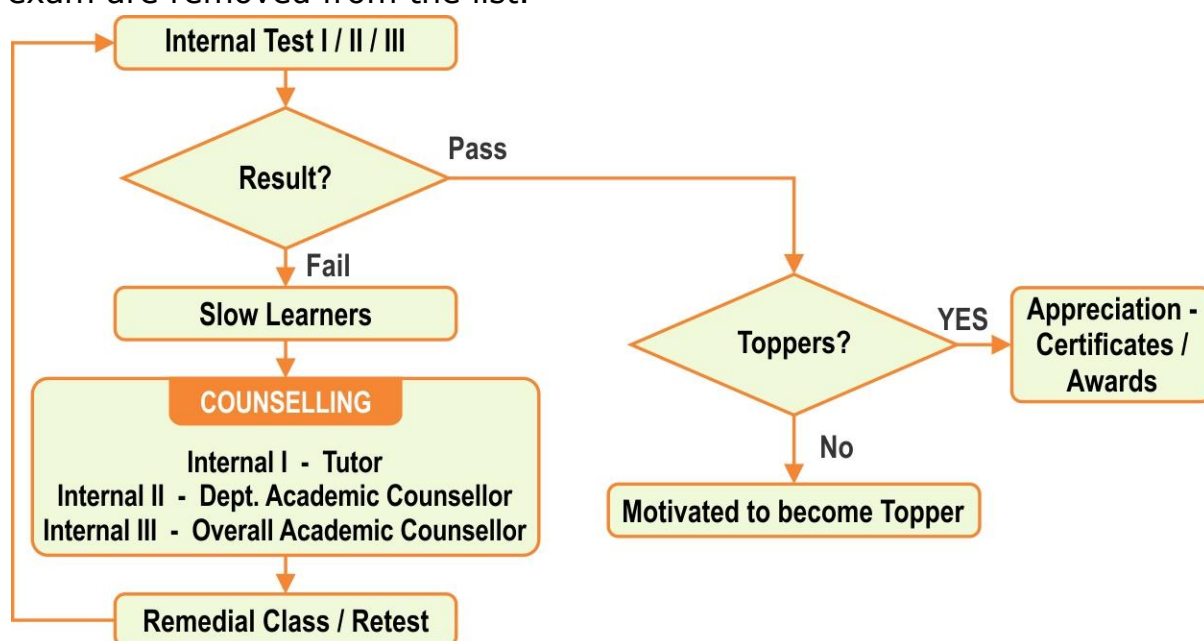


Fig 44.5 Methods of identifying Slow learners and Providing Additional Support

Identification of Bright Students and Providing Additional Support

- Bright Students are termed as Advanced learners in our system
- Students who perform well academically are categorized as Class Toppers and Advanced Learners. The top three scoring students in every internal test are identified as Class Toppers and provided with awards and certificates. A Student scoring CGPA of 7 without arrears in university examinations is identified as Advanced Learners.

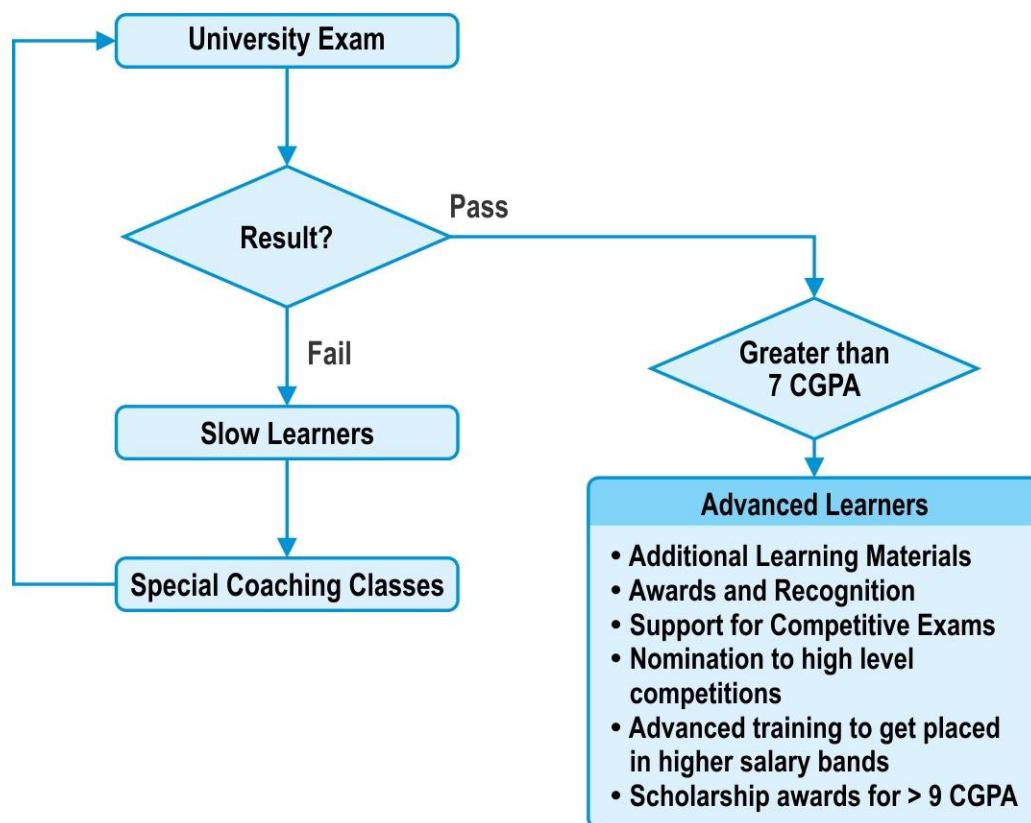


Fig 44.6 Identification of Bright Students and Providing Additional Support

Quality of class room and Laboratory teaching

- Each classroom is provided with Personal Computer with LAN, LCD Projector, Audio System and Internet Connectivity.
- Faculty ensures the availability of course plan, lesson plan and course material for each course in the respective course file.
- Each lecture session begins with review of previous session topics and a brief outline on the topic to be covered.
- At the end of each lecture hour, faculty summarizes the topic covered.
- To enhance the understanding of the students, Self learning, Collaborative learning, Interactive learning, Flipped Classes are followed.
- For random assessment, the methodologies like Clicker, Technical Presentations and Quiz Programs are adopted.
- Faculty ensures the successful delivery of course content as per the university norms.

Conduct of Experiments

- It is mandatory to conduct all the experiments prescribed in the syllabus.
- Students are requested to read DO's and DON'T's displayed in the lab.
- Students are advised to attend lab session in proper dress code.
- Students' attendance is recorded.
- Observation note is verified.
- Execute experiment with the help of faculty members.
- Discuss with the faculty in charge for any clarification.

Continuous assessment in the Laboratory

- During laboratory classes students are assessed with viva voce questions to check their theoretical understanding and the application of it by respective faculty.
- Each experiment is assessed by assigning marks for preparation, execution and results obtained.
- The completion of the record is monitored.
- Model practical examination is conducted at the end of the semester.
- Based on the student performance, internal marks are awarded.

Distribution of marks for each experiment

S.No	Description	Marks Awarded
1	Average of record book assessment	15
2	Model examination	5
Total		20

Student feedback on teaching learning process and actions taken

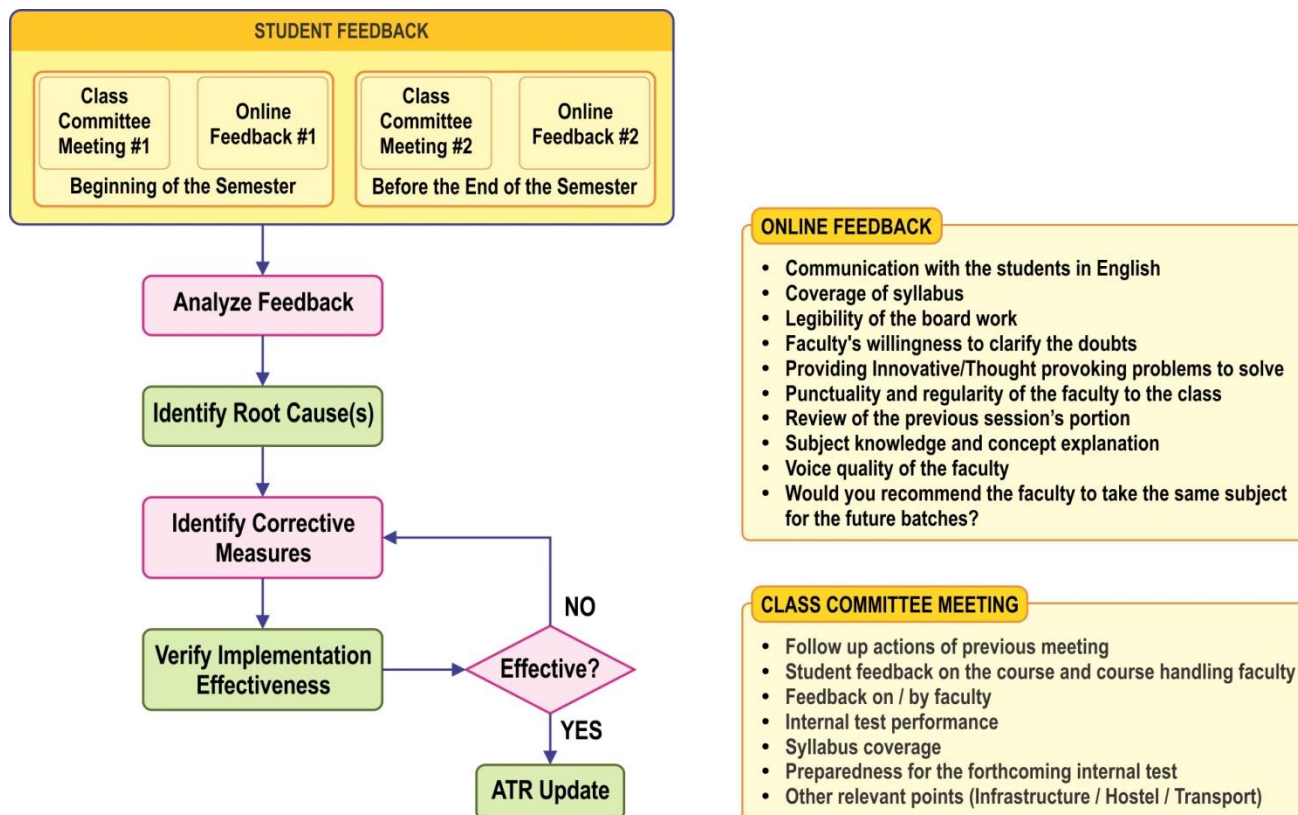


Fig 44.7 Feedback on Teaching & Learning Process

- To ensure quality of teaching learning process, online feedback and class committee meetings are conducted twice in a semester.
- The first online feedback is obtained within 20 days of commencement of semester.
- The second online feedback is obtained 20 days prior to the completion of the semester. The online feedback includes the parameters as shown in Fig 44.7
- Faculty with feedback score of less than 80 in the online feedback are counseled by HoD and necessary guidelines/support are given to improve their performance.
- The faculty with low score commits an action plan to improve the score, in the ATR. Closure of the committed action plan is tracked by the HOD with an expected improved score in the subsequent feedback survey.
- The Class committee meeting is chaired by the HoD and attended by all the subject handling faculty members and a team of minimum 4

student representatives during which the points as shown in Figure No.44.7 are discussed and recorded.

- Based on the feedback obtained in the class committee meeting, necessary remedial actions are taken.
- At the end of the semester, second class committee meeting is conducted to review the improvement in the teaching learning process.
- Course end survey is administered to the students after the completion of the respective courses and it is evaluated using rubrics.
- Based on the course end survey findings, suitable changes are made in the teaching and learning process in the subsequent semester.

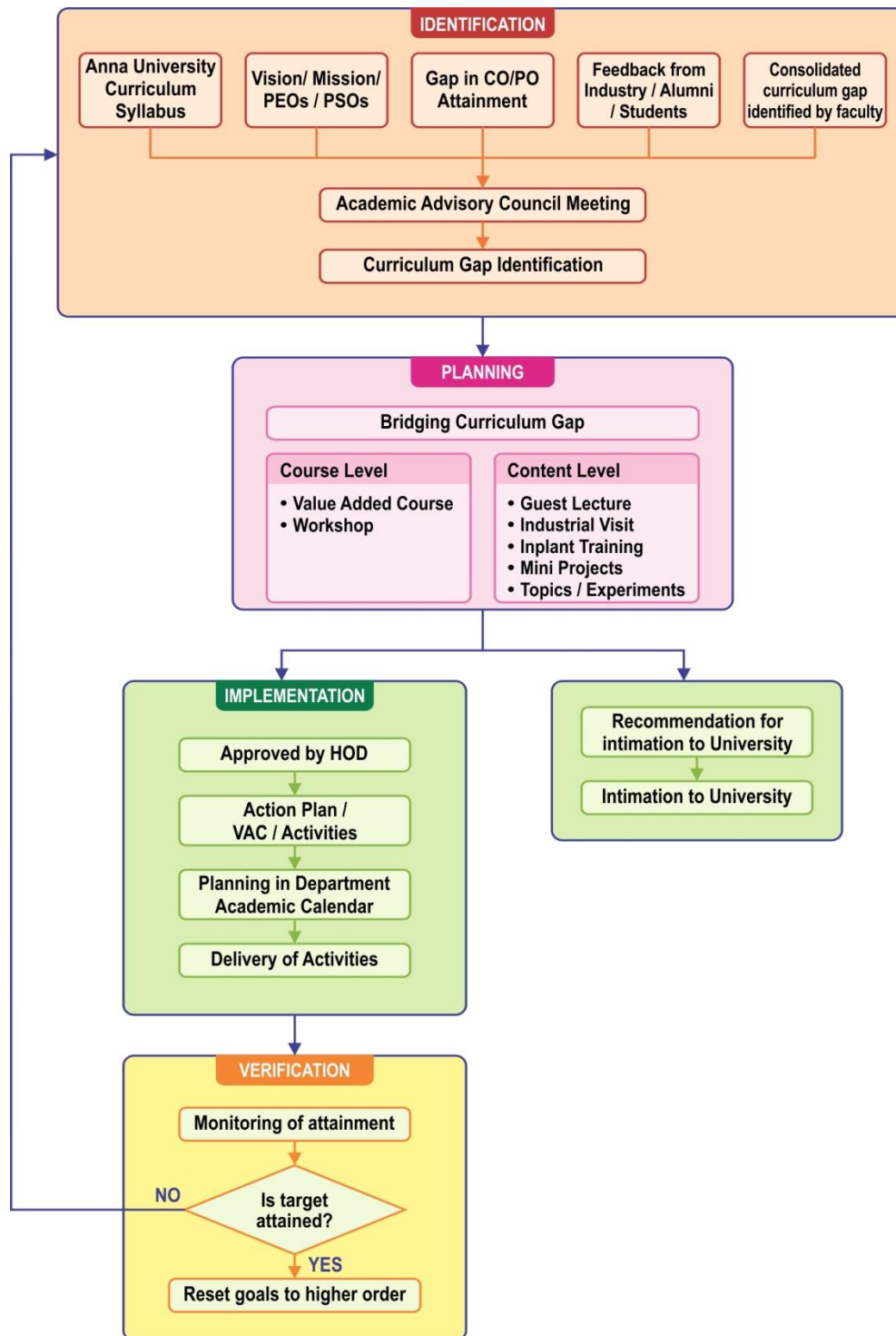


Fig 44.8 Process for identification of curriculum gap

Quality of internal semester Question papers, Assignments and Evaluation

(A) Process for internal semester question paper setting, evaluation and effective process implementation:

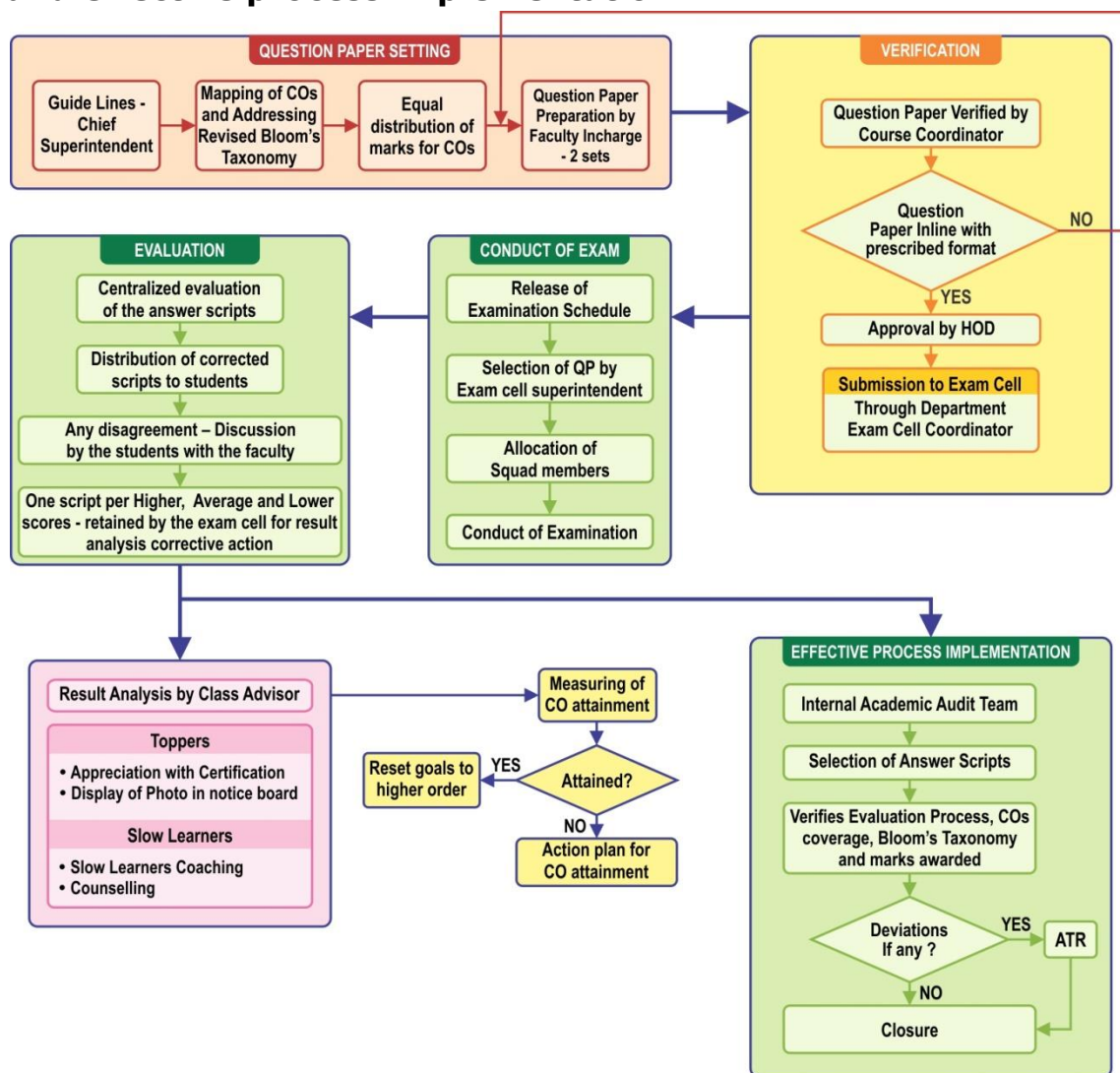


Fig 44.8 Processes of internal test question paper setting and evaluation

Internal semester question paper setting (Internal Test):

- Three tests are conducted internally in a semester to evaluate the performance of the students.
- It is ensured that the first and second internal tests cover 2 units each and the third internal test covers the 5th unit of the course.
- It is ensured that the first test covers Course Outcomes 1 and 2, the second test covers Course Outcomes 3 and 4 and the third test covers the 5th Course Outcome.
- While the question papers are set, it is ensured that every question is mapped to the relevant Course Outcomes as well as Bloom's Taxonomy for facilitating attainment assessment.
- Wherever there are either or questions, it is ensured that both the questions are prepared to meet the same Course Outcome.
- Following the above processes, two sets of question papers for each test is prepared well in advance by the Faculty in charge, verified by the Course Coordinator and approved by the HoD.
- The approved question papers are submitted to the Exam cell through department exam cell Coordinator.
- Out of the two sets of question papers submitted, the Controller of Examinations chooses one set and gives the same for conducting the test.
- The examination cell assigns cross department invigilation duty to the faculty members

Evaluation:

- Evaluation of the answer scripts is done by the respective faculty members in a centralized location and marks are allotted based on the answer key and split up of marks.
- The corrected answer scripts are handed over to the students for their reference
- Wherever the students have any disagreement on the marks awarded, the same are discussed with the faculty member who corrected the answer script and a resolution arrived at.
- For every test conducted, three sets of answer scripts, one each with low, average and high scores are selected by the exam cell and kept under their custody for result analysis and corrective action.

Verification of Effectiveness of Process Implementation:

- In order to ensure effective implementation of the question paper setting and evaluation processes, SECE has established an Internal Academic Audit Team, which verifies the process and identifies deviations.
- The Internal Academic Audit Team obtains the randomly selected answer scripts from the exam cell for verifying the process of correcting the answer scripts and awarding of marks.
- Based on the deviations observed during the Internal Academic Audit, an action taken report is generated to identify corrective action and the same is tracked to closure.

As a part of Internal Academic Audit, the following documents are verified by the audit team:

Question Paper Setting:

- Adequacy of CO coverage in question papers
- Accuracy of Mapping of CO in the questions
- Allocation of marks proportionately
- Identification of appropriate Blooms Taxonomy in the question paper

Evaluation Process:

- Course file
- Log book
- Question Paper
- Answer key
- Sample answer scripts
- CO attainment

Process to ensure questions from outcomes / learning levels perspective

- Three tests are conducted in every semester for theory courses.
- Question Papers are designed in such a way that all the Course Outcomes of the theory courses are covered among the three tests conducted.

Quality of assignments:

Internal Assignments:

- In the incredibly competitive environment, students try to bring innovativeness and exhibit creativity in the subject through assignments. Fresh perspectives, creative approaches and precise writing always receive recognition.

- Other than enhancing creativity, practicing assignment writing also helps to improve vocabulary strength.
- As they need to condense their thoughts in a limited number of words, the choice of words often helps them to express the thoughts better.
- Faculty members acknowledge the importance of assignment writing for students to increase their technical, vocabulary, presentation and writing skills.
- Assignment questions are prepared in such a way that they trigger the thinking of the students.
- Three assignments which adequately cover the entire COs are given to the students where each assignment carries 10 marks.
- The students are given specific date for assignment submission and it is evaluated by the faculty members and the same is returned to the students with corrections and suggestions.

Quality of student projects

The knowledge acquired by the students is validated through implementation of the same in a project. Thus, the projects carried out by students are given greater importance. Project work not only gives a deeper and better understanding of the subject but also helps to gain hands on experience in applying the theoretical knowledge in practical aspects. Project work is carried out by a team consisting of maximum of 4 students. Every project team is assigned with a Faculty Guide who helps the project team in achieving the objectives of the project. Executing the projects will enable the students to:

1. Have better understanding in the subject
2. Gain hands on practical experience
3. Have opportunity to exhibit their skills
4. Reflect teamwork and develop communication skills

Identification of projects and allocation methodology to Faculty members

Steps involved :

- Selection of Project Domain
- Allocation of Guide
- Identification of the type of project

- Problem Definition
- Project goals, objectives and outcomes
- Following SDLC process

Process for Monitoring & Evaluation:

In order to ensure that the objectives of the projects are accomplished, the projects are put through a structured review mechanism as prescribed by Anna University.

The activities carried out during project evaluation are depicted in the below fig 44.9:

(D) Process to assess individual and team performance

- The performance of the students as a team and as individuals in a project is assessed on an ongoing basis through the three reviews, the thesis submitted and the final viva-voce examination.
- The students are evaluated based on parameters given in the below table during the three reviews of their projects.
- A student who secures above 50% in the project evaluation is declared as qualified in the evaluation.

Review I	Review II	Review III	End Semester Examination				
			Thesis Submission (30)		Viva-Voce (50)		
5	7.5	7.5	Internal	External	Internal Examiner	External Examiner	Supervisor
			15	15	15	20	15

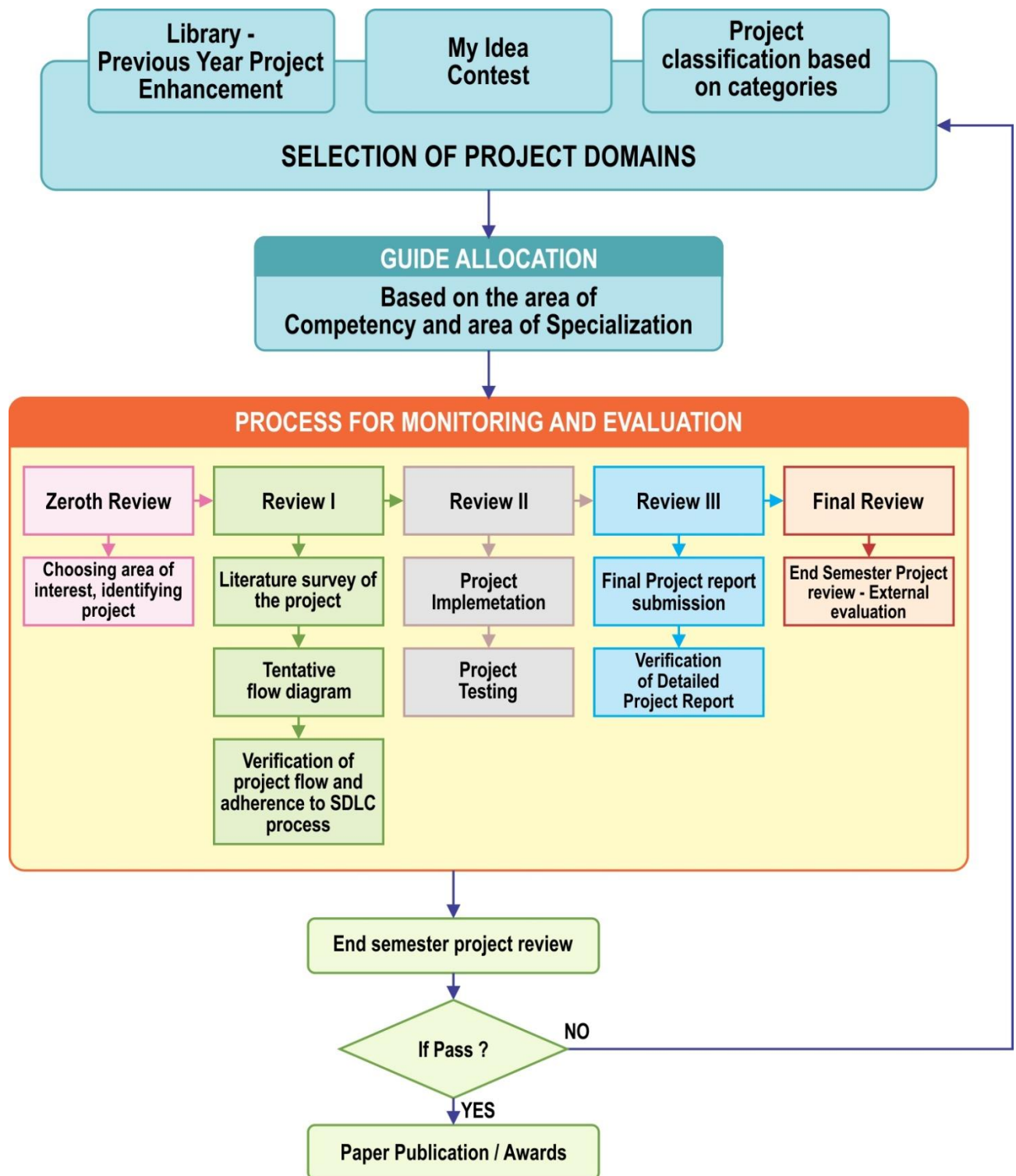


Fig 44.9 Student Project Monitoring & Evaluation Process

Project Work-Assessment Method:

Review Phase	Allocation of Marks	Parameters				
Zeroth Review	-	Technical Competency (20)	Design (20)	Communication (20)	Team Work and Presentation (20)	Viva (20)
First Review	100					
Second Review	100					
Third Review	100					

Zeroth Review – Identification of appropriate project domain, type, title and problem statement.

First Review – Verification of project flow and adherence to SDLC process.

Second Review – Verification of module implementation and testing.

Third Review – Demonstration of the project and verification of detailed project report.

Program Specific Outcome (PSOs)

The Program Specific Outcomes have been framed based on the Institute & Department Vision and Mission, Program Outcomes, Program Educational Outcomes, and feedback from Industry Representatives & Alumni. The PSO's are validated against the outcomes or objectives of various technical societies and other premier institutions.

- Sri Eshwar College of Engineering is affiliated to Anna University , Chennai and hence the curriculum and syllabi prescribed by the University is followed for the conduct of various programmes .
- The Board of studies Meeting is used as a platform to discuss the feedback received from various stakeholders on the University's Curriculum and Syllabi .
- The Course outcomes of every course are formulated by the respective Course Coordinators. Those COs that do not adequately contribute to the attainment of PO/PSO are identified by the respective faculty member.

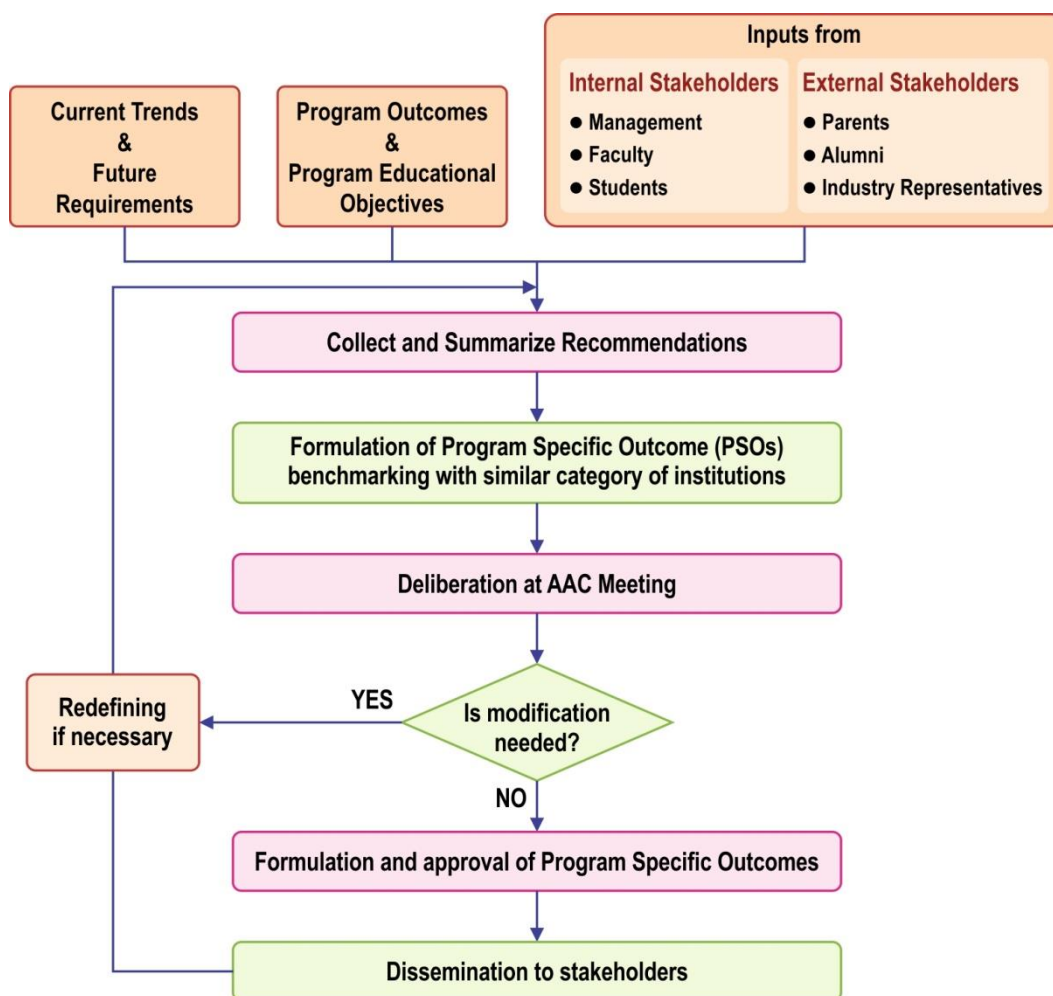


Fig 44.10 Process for PSOs formulation

- The feedback of the stakeholders and results of attainment process are used to identify the curricular gaps
- To bridge the curricular/attainment gap additional special initiatives like value added course, guest lecture, industrial visit, in plant training, etc, are identified by the Board of studies. These initiatives are offered to the Students by the department.

45. STUDENT CENTRIC POLICIES

Category	Policy Decision
Scholarship	
School final marks	Refer student hand book
Sports excellence	
Academic excellence	Cash of Rs 10,000 will be given to student if he/she scores more than or equal to 9 CGPA
Projects	
Student innovative projects	Refer this manual
Travel fund (Competitions, Sports Events)	
General Policy	
Student accident group insurance policy	100% Premium is being paid by management
On duty for participating competitions	7 Days/semester
Career Guidance Support	
Incubation support for entrepreneurship	Refer this manual
Higher studies-GATE training	50 % of training fees will be paid by Management
Placements	Refer this manual
Value added courses	7 Days / semester
15 Minute activity	Daily
Student presentation	One Hour per week
Toast masters club	Weekly once
Club activities	3 Hours per week
Award Policy	
Class topper in university examination	Award will be given during annual day
Best innovative project award	
Winning in high level competitions	
Best outgoing student award	
My Idea contest	
Certificate	
!00% attendance	Certificates will be given during annual day
Student presentation	
Internal test toppers	
15 Minutes activity	

46. FACULTY CENTRIC POLICIES

Category	Policy Decision
Consultancy	
Revenue share	Refer this manual
Leave Policy	
Medical Leave	Refer HR manual
Sabbatical Leave	
Other Leave (CL, permission, vacation)	
On duty for higher studies, research, FDP	
FDP	
Training Fee	Refer this manual
Travel fund	
Research	
Incentive for publication	Refer this manual
Patent filing fee	
Research project incentives	
General Policy	
Free lunch and refreshment	100% is paid by management
Transport concession	50% of student transport fees
Employee insurance	100% Premium is being paid by management
Fee Concession for wards	Based on management decision
Hostel fee concession of residential tutors	40% of hostel fees
Award policy	
100% Result in Anna university examinations	Award will be given during annual day
Faculty guiding higher level competitions	
Best tutor award	
Best course plan delivery award	
Best project coordinator	
Best project mentor	
Best academic department	
Best industry linkage department	
Best consultancy work done department	
Best researcher award	

47. TUTOR WARD POLICY

All the Staff are assigned as a Tutor and 20 to 25 Students are allotted to them.

The Tutor Ward session is for all Students of all the classes to share their reviews to the tutors in order to solve the issues faced by them.

This session deliberately helps every single Student of the class to improve his or her reasoning skills and also it acknowledges the Tutors to understand their Students.

The session enables the Student to recall what has been done for an interval of time and to agree to the facts that makes an individual develop.

Faculty and Students are benefitted so that they could go on with their academic activities in an ease manner.

Slow learners and the advanced learners are identified easily through the Tutor Ward session.

If the students fail in Internal Test I they are counselled by their Tutor or Class Advisor. If they fail again in Internal Test II they are counselled by their Academic Coordinator or Academic Councillors or HOD for further improvements.

Advanced learners are getting benefits to get more books in the Library and to motivate to participate in attending Paper Presentation, Workshops, Seminars etc.,

Contact Number of the Tutors are given to the parents to know the behaviour of their son/daughter in and out of the academics inside the College.

Parents are also facilitated to share the information with the concerned Tutors for their sons/daughters betterment.

There is a good relationship between the Tutor, Parents and the Students, hence Academic results may improve.

Students may also share their personal problems to some extent with their Tutors.

48. INFORMATION TECHNOLOGY POLICY:

Systems are purchased based on change in intake and wear and tear of the machine and the system specification is based on specific request for loading specific software's for individual labs.

For safety of computers, We installed end point security in each systems and CCTV surveillance cameras are fixed in labs.

Internet is based on requirement of labs and based on feedback from students, we will update every year.

Electronics waste(e-waste) is one of the fastest-growing pollution problems worldwide, in our college e-waste were given to proper recycling company.

CCTV is based on vulnerability assessment and are fixed hostel, main gate, corridor, parking, hostel and amenity

49.ADDITIONAL POLICIES RELATED TO RESEARCH

49. 1 Funding for innovative projects

- National Science & Technology Entrepreneurship Development Board (NSTEDB), Government of India, New Delhi approved establishment of Innovation and Entrepreneurship Development Centre (IEDC) at our College.
- As part of this programme, selected innovative projects are funded. Five projects are funded per academic year. IEDC Advisory committee selects projects for funding.
- In addition, Management supports projects that are recommended by the Departments for funding.
- Projects that are highly innovative and useful to the society are recommended by the departments. They consider the feasibility of conversion of projects into products as prime criteria.
- Support is extended domain-wise and the projects that have clear commercial viability.
- Selection of domains/department-wise is based on the current international focus and the availability of technical resources in the department.

Following are the selected domains for Project-funding.

S.NO	Dept	Domain / Field of support	Details of IEDC support
1.	CSE	<ul style="list-style-type: none">• Mobile Application• Web Technology (Cloud, IOT)	<ul style="list-style-type: none">• IEDC purchases web services and offers free of cost

S.NO	Dept	Domain / Field of support	Details of IEDC support
		<ul style="list-style-type: none"> Robotics 	<p>to all the students</p> <ul style="list-style-type: none"> All the projects are uploaded either in Google play store (Mobile App) or as a website in internet Review is based on the rating of the uploaded project
2.	ECE	<ul style="list-style-type: none"> IOT Embedded systems Augmented Reality (AR) and Virtual reality (VR) Data Analytics Automation Robotics 	<ul style="list-style-type: none"> Web services is extended similar to CSE projects Multi-Disciplinary projects are encouraged
3.	EEE	<ul style="list-style-type: none"> Renewable Energy Power Electronics and Machines Embedded systems IOT Automation Robotics 	<ul style="list-style-type: none"> Support of web services is similar to CSE projects Multi-Disciplinary projects are encouraged
4.	Mech	<ul style="list-style-type: none"> Multi-Disciplinary projects involving CAD/Optimization/Analysis Robotics Automation 	<ul style="list-style-type: none"> Support of web services is similar to CSE projects Multi-Disciplinary projects are encouraged
5.	Civil	<ul style="list-style-type: none"> Multi-Disciplinary projects involving CAD/Optimization/Analysis 	<ul style="list-style-type: none"> Support of web services is similar to CSE projects Multi-Disciplinary projects are encouraged

- IEDC provides domain experts and offers training to the members of faculty and students if necessary.

49.2 Patent filing fee

- A *Patent* is a statutory right for an invention granted for a limited period of time to the patentee by the Government, in exchange of full disclosure of his invention for excluding others, from making, using, selling, importing the patented product or process for producing that product for those purposes without his consent.
- Staff and students are encouraged to file patent applications for innovative and novel products fabricated as part of project and research work. The institution sponsors and bears all the expenses in filing applications at Chennai patent office.

49.3 Incubation support for entrepreneurship

- "National Science & Technology Entrepreneurship Development Board (NSTEDB)", New Delhi, Government of India has approved establishment of "Innovation and Entrepreneurship Development Centre (IEDC)" at our College. As part of the IEDC programme, selected Innovative projects of students are funded. Incubation space is also provided for development of products.
- IEDC advisory board in our college selects the projects submitted by the students. The criteria for selection are novelty, originality, usefulness to the society and scalability.
- Incubation space is also provided for start-ups funded externally and for the entrepreneurs supported by the management.

49.4 Travel fund for competitions

Travel fund is provided to the project teams selected under IEDC banner. Travel fund is provided to the project teams who work on institution funded projects.

Travel fund is provided to the project teams who participate in final round of high level competitions.

49.5 Best innovative project award

- Alumni Mentored Students' Innovative project exhibition is held in our campus during the month of 'March' every academic year.
- Interested students fabricate highly innovative and industry ready projects and present it in the exhibition.
- To facilitate project selection and fabrication, value added courses are conducted.
- Our Alumni also mentor and guide projects based on their expertise and interest.
- Alumni judge the best 3 projects per class and present awards to the winners sponsored by them.

49.6 My Idea contest

- To continuously improve the facilities and systems at our college, Staff and students are motivated to participate in the "My idea contest" conducted annually.
- The theme of My Idea Contest is "Think SECE, Transform SECE".
- Winners are provided with financial support to convert ideas into projects.
- Appreciation certificate and Rs 1,000 cash award is given to the winners during annual day celebrations.

Ideas are invited related to the following areas.

- Engineering – All the branches
- Multi-disciplinary projects (2 or more branches of Engineering)
- Admission process
- Academics process
- Internal examination
- Billing system
- Hostel and mess activities
- Library activities
- Transport activities
- Sports
- Maintenance and service activities
- Other activities related to the institution

- Best ideas are selected by jury and the contributors are honored with cash prizes and appreciation certificates.

49.7 Best project coordinator (Final year projects)

Recommended focus areas for selection of final year projects are given below

1. Institution Development	– 20%
2. Society Oriented	– 20%
3. Faculty Research	– 20%
4. Industry Sponsored	– 30%
5. <u>Multi-Disciplinary</u>	<u>– 10%</u>
Total	- 100%

HODs conduct meeting and create awareness among faculty members and students about the project regulations.

Project coordinator is nominated by the HOD for every section of final year.

Projects are selected based on innovations, novelty, originality and usefulness to the society.

Projects are also generated out of the ideas given by the students who participated in “My idea Contest”.

The objective of every project team is to convert their projects into commercially viable products.

After completion of projects, students are encouraged to participate in Project competitions conducted by private and Government bodies.

Training required for the execution of the projects on new technologies if any is organized by IEDC.

Awards for Best projects are given during Annual day celebrations.

“Best project coordinator” of the college is selected and awarded during annual day celebrations based on the following norms.

Total number of prizes won in high level competitions.

Total value of the prizes won

Journal paper publications

Products developed

49.8 Best project mentor

Department level Project mentors are nominated by the HODs.

Project mentors are domain experts and work closely with project teams who select projects of their specialization.

Project mentors handhold the project teams and mentor them regularly.

Highly innovative projects, institution/IEDC funded projects are given special attention.

The project teams are motivated to participate in High level competitions conducted at national level.

“Best project Mentor” of the college is selected and awarded during annual day celebrations based on the following norms.

Total number of prizes won in high level competitions.

Total value of the prizes won

Journal paper publications

Products developed

49.9 Best consultancy work done department

- Consultancy is work of a professional nature, undertaken by the staff in their field of expertise, for external clients, for which financial and other benefits are received.
- Revenue generated by the departments is shared with members as per the consultancy policy.
- The department which earns highest consultancy revenue during the academic year is selected as the “Best consultancy work done department” and awarded during annual day celebrations.

49.10 Best researcher award

- The “Best Researcher award” and the “Best emerging researcher award” are given annually during “Annual day celebrations.
- Awards are given department-wise.
- The selection for these awards is based on the web page <https://scholar.google.co.in/> of the scholar and the points are awarded as per the parameters given below

S.No	Criteria	Points
1.	Number of Research papers published in the	25

	international Journals	
2.	Total number of citations	25
3.	h-index	25
4.	i10-index	25
TOTAL		100

- Jury takes the above data directly from the Google scholar pages of the faculty after receiving his/her willingness and selects the winners.

50. MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

50.1 Maintenance of physical, academic and support facilities

- A master maintenance schedule for every laboratory is maintained by the respective laboratory in-charge.
- The master maintenance schedule identifies the various equipment that are available in the lab and also the frequency of their maintenance viz., Weekly, Fortnightly, Monthly, Quarterly, Half Yearly, Yearly.
- The master maintenance schedule becomes the reference document for scheduling the maintenance activities
- Maintenance of equipment is carried out by qualified staff members or service technicians from the vendors.
- Based on the frequency defined, maintenance activities are coordinated with service providers, where required.
- The outcome of the maintenance activity is recorded in the Maintenance Register.
- The Maintenance Register captures the details of both Preventive Maintenance and Break Down Maintenance.
- Where required, spares are replaced during the maintenance activity and details of the same are captured in the Maintenance Register

- The replaced parts are handed over to the Stores Department for disposal
- The Maintenance Register is used to observe the performance of the equipment based on both Preventive and Break Down Maintenance
- The Maintenance Register is also used to analyze the maintenance cost incurred on every equipment and take informed decision of retention or disposal of such equipment.
- Stock Verification is executed every year for laboratories, library and sports facilities
- Calibration of measuring instruments is done in every 3 years

50.2 Utilization of physical, academic and support facilities

- All the classrooms in SECE are Information and Communication Technology (ICT)enabled and are equipped with LCD projectors, computers connected to Internet to utilize the e-resources as a support for the subjects being taught.
- The department students utilize the laboratories for their mini projects, innovative projects and final year projects.
- Faculty members guide the students during working hours and beyond working hours to carry out projects
- After working hours, students will use library and sports facilities

51. E-GOVERNANCE POLICY

Introduction

Institution has committed and implement e-governance in order to provide simpler and efficient system of governance for institution overall growth.

Scope

Policy is applicable authorities, departments, other internal and external stakeholders

Operating Authorities

1. The Management – The Principal
2. Human Resource Officer

Objective

- To implement electronic mode of communication in all the areas
- To improve productivity and efficiency of governance
- To Provide easy access to information

Areas of operation

- Academics
- Student admission
- Examination
- Accounts
- Transport
- Hostel
- Stock & Inventory
- Billing
- Library
- Placement
- HR Management
- Website & social media
- Payment Systems

Prepared by : Dr.G.Gokilakrishnan

Engineering streams:

Engineering streams Non PhD Category

NORMS	Slab 1	Slab 2	Slab 3	Slab 4	Slab 5	Slab 6
Qualification	AP Assistant Professor (0 to 2 yrs) From Tier I Institutions	AP Assistant professor (2 to 4 yrs) AP with 2 yrs and Non- PhD Registration	API Assistant professor Gr I (2 to 4 yrs) AP with 4 yrs and PhD Registration	AP(SG) Assistant Professor (Senior Scale) (4 to 8 yrs) and PhD Course Work Completion Or Direct PhD with No Teaching Experience	AP(SIGr) Assistant Professor (Selection Grade) (8 to 13 yrs) and Synopsis Submitted Or Direct PhD with 1 yr Teaching Experience	AP(SIGr) Assistant Professor (Selection Grade) (8 to 13 yrs) and Thesis Submitted Or Direct PhD with 2 yrs Teaching Experience




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Engineering streams PhD Category

NORMS	Slab 1	Slab 2	Slab 3	Slab 4	Slab 5	Slab 6	Slab 7
Qualification	AP(SI Gr) Assistant Professor (Selection Grade) (8 to 13 yrs) and PhD Or Direct PhD with 3 yrs Teaching Experience	AP(SI Gr) Assistant Professor (Selection Grade) (8 to 13 yrs) and PhD Or Direct PhD with 4 yrs Teaching Experience	AP(SI Gr) Assistant Professor (Selection Grade) (8 to 13 yrs) and PhD with AU-Supervisor Or Direct PhD with 4 yrs Teaching Experience with AU-Supervisor	ASSO / PROF Associate Professor PhD with 8 yrs and above (After PhD 2 yrs) Or Direct PhD with 5 yrs Teaching Experience (Research Experience not Counted)	ASSO / PROF Associate Professor PhD with 8 yrs and above (After PhD 2 yrs) Or Direct PhD with 5 yrs Teaching Experience (Research Experience not Counted)	ASSO / PROF(SG) Associate Professor (Senior Scale) PhD with 12 yrs and above (After PhD 3 yrs) Or Direct PhD with 8 yrs Teaching Experience (Research Experience not Counted)	PROF Professor PhD with 12 yrs and above (After PhD 5 yrs) Or Direct PhD with 10 yrs Teaching Experience (Research Experience not Counted)

* (BE/B.Tech. and M.E/M.Tech or equivalent in the appropriate branch of Engineering)



Science & Humanities Stream:

NORMS	Slab 1	Slab 2	Slab 3	Slab 4	Slab 5	Slab 6	Slab 7
Qualification	AP Assistant Professor (4 to 8 yrs) Or Direct PhD with No Teaching Experience	AP+PhD Assistant Professor (0 to 4 yrs) and PhD Or Direct PhD with 1 yr Teaching Experience	AP+PhD Assistant Professor (Senior Scale) (4 to 8 yrs) and PhD with AU-Supervisor Or Direct PhD with 2 yrs Teaching Experience with AU- Supervisor	AP+PhD Assistant Professor (Section Scale) (8 to 13 yrs) and PhD with AU-Supervisor Or Direct PhD with 3 yrs Teaching Experience with AU- Supervisor	ASSO/PROF Associate Professor PhD with 8 yrs and above (After PhD 2 yrs) Or Direct PhD with 5 yrs Teaching Experience (Research Experience not Counted)	ASSO/PROF Associate Professor (Senior Scale) PhD with 12 yrs and above (After PhD 3 yrs) Or Direct PhD with 8 yrs Teaching Experience (Research Experience not Counted)	PROF Professor PhD with 12 yrs and above (After PhD 5 yrs) Or Direct PhD with 10 yrs Teaching Experience (Research Experience not Counted)

* PhD with at least 55% marks in Post Graduate Degree is essential.



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