



# SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

[www.ssmce.ac.in](http://www.ssmce.ac.in), ☎ 9894026708.

## HR POLICY



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## VISION

To propagate competent technical professionals and equipping them with knowledge and skills to make a successful entry into the Technological Arena and also to bring out the innovative skills to benefit the society, the nation and the world at large.

## MISSION

1. To disseminate globally standardized technical education.
2. To inculcate a high sense of discipline.
3. To foster research & development.
4. To gratify industry expectations through Industry – Institute interaction.
5. To be student centered in leadership skills to face the challenges of the competitive world.



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## FACULTY

### Recruitment

- Advertisement inviting applications to fill the vacancy positions is published in the newspapers.
- Preliminary screening of application is carried out and the applications are further transferred to the concerned department.
- Secondary screening based on qualification experience is done and a final list of candidates to be called for an interview is prepared.
- Interview call letter is dispatched.
- Candidates present for the interview have to fill a personal data sheet and annex their application with testimonials.
- Candidates appearing in front of the expert committee will be interviewed technically and their delivery process will be ascertained.
- The committee finalizes the shortlisted and waiting list candidates and submits their recommendations to the chairman who will conduct the personal interview and approve the process.
- Selected candidates will be issued an appointment order.
- The list of wait listed candidates will be submitted to the concerned department.
- Candidate has to submit a joining report on the duty of joining the duty.

### Orientation

- An appointed faculty on the day of joining the college will be briefly introduced about the vision, mission and objective of the institution by the principal.
- The principal then directs the individual to the Head of the department who briefs the functions, code of conduct and rules and regulations of the institute & department.
- To have a access to the facilities of the institution the individual is provided with ID card, Bus pass, Unique faculty code etc.
- In case a selected candidate does not report to the college on the reopening day without any information, his/her appointment will be deemed to be cancelled; next the wait list candidate will be called for providing appointment.



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## Probationary period

- The selected candidate will be on probation for a period for a period of 6 months. After satisfactory, completion of the period the candidate will be confirmed as regular employee for continuation of his/her service.
- During your probationary period the management is at liberty to terminate services at any time without assigning reasons.

## Qualification Norms and Pay scale as per pay commissions

S.No	CADER	Experience and Scale of Pay
1.	Principal	Special positions pay as per AICTE norms, commensurate with the qualifications and experience.
2.	Professor	B.E./B.Tech & M.E./M.Tech in relevant branch with first class- post Ph.D publications and guiding Ph.D is highly desirable. With minimum 10 years of experience in teaching and /or research and/or industry of which minimum 5 years should be at the level of Associate Professor- RS 37400 – 67000 grade pay 10000  OR Minimum 13 years of experience in teaching and /or research and/or industry. Research Experience: Good academic records, publication of Books/research papers/IPR/Patents shall be required.
3.	Associate Professor	B.E./B.Tech & M.E./M.Tech in relevant branch with first class- post Ph.D publications and guiding Ph.D is highly desirable with minimum 5 years of experience and /or research and/or industry of which minimum 2 years post Ph.D experience is desirable- RS 37400 – 67000 grade pay 9000.
4.	Assistant Professor	B.E./B.Tech & M.E./M.Tech in relevant branch with first class- 15600 – 39100 grade pay 4400/6000/7000/8000

Note : DA will be provided as per norms of AICTE for each category.



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## **Dearness allowance**

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.

## **Staff appraisal**

- A format for staff appraisal is present in each department. Each faculty has to fill and subsequently update the form at the end of each semester.
- At the end of each academic year, each faculty performance in the academic and non academic activities is gazed by the head of the institutions through the aid of this form after the approval of the Head.
- The Principal presence the consolidated list of faculty who entitled for promotion and increment.

The objectives of performance appraisal are as follows:

- Provides feedback
- Assess the training needed.
- Decides promotions and increment

## **Promotions**

- All promotions are considered on the basis of merit cum seniority.
- The Principal appoints a committee for promotion in which he shall be the Chairman.
- The committee considers promotion of teaching staff to the next higher position on the basis of the guidelines found in AICTE norms, subject to condition that there has not been any disciplinary action taken against such candidates.
- Under normal circumstances the senior most members of the staff is considered for promotion to the next higher level position, provided he/she had completed the years of service in the present position and qualification as prescribed by AICTE.



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## Resignation

- No faculty will be entertained to quit the service in the middle of the academic year or semester.
- A faculty will to leave the service has to provide a 3 months' notice.
- In case a faculty wishes to quit immediately at the end of semester, he/she has to pay 3months salary to the office.
- A no-due has to be obtained from the department, stores, library, transport, hostel, and sport department.
- Once all the dues are cleared the faculty will be permitted to resign and experience certificate will be issued in the office on the same day.

## Welfare Scheme for Faculty and non teaching staff members

- Provident fund.
- Maternity leave- Three months of maternity leave with pay.
- Medical leave, Faculty should submit medical certificate at the time of reporting.
- Winter and summer vacation to all teaching and non-teaching staff
- Advance to meet emergency expenditure
- Registration fee, TA, DA, for attending workshop conference, seminars, FDP,
- On Duty for attending Ph.D DC meetings and to attend viva voce

## Workshop, Conference, Seminar and FDP.

- Incentive towards publication of Books.
- Free Transport Facility is provided for all teaching faculty and non-teaching staff members.
- Group Insurance.
- Free Hostel accommodation.
- Special study leave to pursue higher education

## Incentives And Rewards

- Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- **100% results** in a theory paper.





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- Sports activities and awards are also initiated and encouraged suitably.

## Leave

Casual leave: All staff member are entitled to avail 12 days in a year. A leave letter has to be submitted to the office after getting the approval of HOD and Principal. A faculty availing leave more than 12 days will lead to a loss of pay.

CSL: Faculties engaged in a academic/non academic work on holiday can avail CSL on any particular working day, within 3 months from the date of earning of the leave.

## Permission

Permission extends to a period of 1 hour each faculty entitled to avail 2 permissions either in the morning (9 am to 10 am) or in the evening (3.40 pm to 4.40 pm).

## Maternity Leave

Women teaching and non-teaching faculty members are eligible to avail 3 months of maternity leave.

## Medical leave

Medical leave is available for all faculty members; a medical certificate has to be submitted prior to reporting to the college.

## On duty / Exam duty

a.	No. of on duty per year : 12			
S.No	Nature of Duty / Program	Experience (0-5)	Experience (5-10)	Experience (more than 10)
1	Conference	1 day	3 days	4 days
2	Seminars	1 day	3 days	4 days
3	Workshop/FDP/SFTP	5 days	5 days	5 days



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b.				
S.No	University related duties	Experience (0-5)	Experience (5-10)	Experience (more than 10)
1	External Examiner(Lab) / Projects (Lab)	1 day	2 days	3 days
2	Hall superintendent	6 day	4 days	-
3	Central Valuation & AUR	As per order.		

c.				
S.No	Ph.D	Experience (0-5)	Experience (5-10)	Experience (more than 10)
1	Ph.D related OD	4 days per semester		

**Note:** OD for special cases will be given at the discussion of HOD and Principal.

## Spell leave

Vacation can be availed by staff members these who have more than one year experience in this institution.

S.No	Years Of Experience	No. of Days Of Vacation(weeks)
1.	1-2 Years	1 week
2.	3-5 Years	2 weeks
3.	6-9 Years	3 weeks
4.	10 and above	4 weeks

## Grievance Cell

- Grievance committee is constituted by the Governing Council.
- Faculties and Students can represent themselves and to the grievance redressal cell and share academic and non-academic issues that kinder the overall performance of the individual.
- The committee shall hear the plea and redressal their grievances at the earliest.



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## Students Welfare

- Facilitating to get vehicle driving license
- Facilitating to take pass port and Pan card
- Students Scholarship
- On duty for attending Workshop, Conferences and Seminar

## Facilities for Differently able Students

- Barrier free environment
- Barrier free wash room
- Provision for lift
- Ramp at entrance
- Tactile paths
- Display boards
- Wheel Chair
- Scribe at the time of Exam
- Human Assistance

## Disciplinary committee

### ➤ Student

In-disciplinary activity: Any Student indulged in any sort of in-disciplinary activity in or out of the campus will be produced in-front of the disciplinary committee thorough enquiry will conducted, the defaulters will be identified and appropriate action will be taken based on the severity of the incident or cause.

### ➤ Staff

Any complaints on staff [academic and non-academic] stating the violation of code of conduct will be asked to report themselves in front of the disciplinary committee. Based on the enquiry report, disciplinary action enforced against the individual or group individuals.



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## Vishaka committee

- Vishaka committee has been constituted by the Governing Council for addressing the issues and allegations of sexual harassment of girls and faculty (Academic & Administrative).
- This committee conducts meeting in the beginning of I year and brief the need and benefits of the club for each girl student and faculty.

## General Rules and Regulations

### a. Gents Faculty

- A formal pant shirt with a formal shoe. If an individual is will to wear a tie can do so. Cuff buttons should be on and full sleeve should not be folded. A close hair cut and clean shave is mandatory.

### b. Female Faculty

- Should wear a sari and should wear an over coat while delivering lectures.
- Coloring of hair by both genders is not entertained.
- Free and untied hair should be avoided.
- Faculties should be a role model to the students by means of dressing, discipline, punctuality and behavior.

### c. General rules for Faculty

- Faculties must be present in the class on time.
- Each class has to be handled effectively and wastage of time should be avoided.
- Faculties should ensure that they are thoroughly prepared and go by their schedule.
- All the resource materials for teaching and learning has to be kept ready prior to start of the semester.
- A proper lesson plan has to be formulated as per the guidelines given in the academic calendar.
- Any special guest lectures and industrial visit has to be preplanned.
- Faculty should ensure that syllabus is completed in time.



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- Attendance of students has to be strictly monitored by the subject in-charge.
- A class committee meeting for each year has to be held twice in a semester to redress the grievance of the faculty and students.
- A standard and quality question paper has to be set that will meet the norms of the university.
- Proper and sincere evaluation of the answer scripts of the students is expected.
- Post analysis of the test results should be conducted and the causes and reason for failures identified and necessary remedial actions should be taken.
- Special classes and Assignments may be given to improve the performance and slow learners.
- Faculties are expected to deliver the knowledge beyond the Syllabus.
- Class in-charges have to send the feedback of the attendance and test marks to the parents and get it attested by them.
- Faculty should not man handle any students for any kind of behaviors.
- Faculties are motivated to pursue higher studies and perform research activities.
- Faculties should date their knowledge in their expertise domain by attending seminars, workshops and presenting papers in conference etc.,
- In any circumstance inside the class on laboratory Faculty should not be biased.
- Laboratory class allotted to a faculty has to be prepared ready prior to the start of the semester.
- Ensure that all the equipment, instruments, systems are in working conditions, if not replace or repair or service them.
- Faculty should make sure that each student possesses a standard text book for subjects.
- Faculty should sign the laboratory manually in the same class and record note book in the sub class.
- Faculty should not possess mobile phone inside the class room. Else when they can have in silent mode condition.
- Faculty if wants to alter a class, a prior permission has to be sent from the head of the department.



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- Timely submission of answer scripts and the mark statements is mandatory.
- Faculty should engage the full hours.
- Each faculty is responsible for the result of the student.
- Faculty should maintain all their records properly [ Attendance log book and mark statements]
- Faculties should counsel the students periodically and ensure that their students are performing well.

## General Rule for Students

### 1. Timings:

- a. College starts at 9 AM and ends at 4.40PM
- b. College may function with 5 days or 6 days per week as directed by Anna University
- c. Students should be present in the classes before 9 AM and leave the class room by 4.40 PM.
- d. Students should be in the classes before the commencement after lunch and break hours.

### 2. Dress Code

Students should follow the dress code prescribed by the Institution.

## BOYS

S.No	DO'S	DONT'S
1	Wear Formal Pant and Shirt.	Jeans, T-Shirts Dhotis, Shorts are not allowed.
2	Full hand shirt tucked in with cuff button on.	Accessories such as stud, bracelet is not permitted.
3	Give Preference to Formal Shoes.	Coloring or Bleaching of hair is not allowed
4	A close haircut and clean Shave is mandatory.	
5	Students should wear the ID Card.	



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## GIRLS

S.No	DO'S	DONT'S
1	Wear the Churidhar with Dhupata.	Leggings, Jeans and Short Tops are not allowed.
2	Give Preference to Cut Shoes.	Free Hair is not allowed.
3	Students should wear the ID Card	Coloring or Bleaching of hair is not allowed.

### 3. General

- Students are not permitted to use mobile phones.
- Students should not unnecessary loiter in and around the campus during class hours.
- Students should wear an ID card inside the campus and should produce the card to any faculty on demand.
- ID card must be produced in the stores and in the library to avail the facilities.

### Electronic gadgets like

- Mobile, camera, IPod, MP3 Player etc are prohibited.
- Vehicles should be parked in the area allotted for parking.
- Students without License and Helmet are not permitted to drive 2 or 4 wheelers.
- Canteen facilities should be availed during break and lunch hours only.
- Students forced to leave the campus in between working hours due to unavoidable circumstance have to obtain gate pass from the concerned department Head.
- Students are instructed to use the dustbins to throw or dispose (or) discard the waste.
- Students should turn off fans and lights when not in use to conserve energy.
- Water taps should be tightly closed after usage to conserve water resource.



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## 4. Transport

- a. Day scholar students availing the Transport facility should obtain a bus pass from the office.
- b. Hostlers are not allowed to board the bus in case of emergency a written consent from the head of the institution is mandatory.
- c. Students should wear the ID card in the Bus, and produce their bus pass as on demand by the in charges.
- d. Students are not allowed to travel standing on the footsteps.
- e. No celebrations are encouraged inside the bus.
- f. Students should be seated in their allotted places.
- g. Students are instructed to be present in their bus stop few minutes earlier than the arrival time of the bus.
- h. Students willing to cancel the pass have to bring it to the notice of the office immediately.

## 5. Hostel Timings

### BOYS

- a. Students are instructed to follow the timings strictly.
- b. No other visitor except the parent or guardian will be allowed inside the hostel to meet the students.
- c. Students are not allowed to take food to their room.
- d. Self-cooking is restricted in the hostel premises.
- e. Electrical appliances such as Iron box, heater, audio system, T.V are not allowed.
- f. Students are instructed to stay only in their allotted room.
- g. Day scholars are not permitted to enter the hostel without the consent of the warden.





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## GIRLS

- a. General: Mess reductions can be availed by submitting a form prior to the vacation leave( minimum 3 days).
- b. Students are requested to conserve energy by minimizing the usage of electricity and water.
- c. Students should maintain the cleanliness of their room.
- d. Students should give their attendance every day to the deputy warden.
- e. Students should not bring outside food to the hostel premises.
- f. Consumption of narcotics and alcohol are strictly prohibited if a student found to severe disciplinary action will be enforced the extend of expelling the student from hostel and college.
- g. Any grievance is the hostel can be represented to the hostel in charges.
- h. No damage should be caused to the property of the institution by any means If so found, the loss of property by means will be recovered demurrage from the students involved.
- i. Students can celebrate a hostel day once in a year inside the hostel campus.

## 7. Attendance

- Students are instructed to maintain 100% attendance even though the eligibility criteria is 75%
- Students can avail On Duty for Paper Presentation, attending seminars and workshops etc.
- Students will be given attendance for participating extra and co curricular activities inside and outside the campus.
- Students are permitted for industrial visit during once in every academic year.
- Students will be permitted on duty to attend interviews in campus or off campus.
- Students are allowed to go for internship only during vacation.

## 8. Leave

- Students can avail leave by obtaining prior permission from the class in charge, followed by the approval of HOD.



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- In case of emergency due to a genuine reason, information over a phone can be given to the class in charge or HOD.
- Students can avail medical leave and should produce a certificate from a competent authority before reporting to the classes.
- Students should attend the Internal Tests, Model Exam, university theory and practical exams without fail, No leave will be permitted on these days. In case of emergency their guardian or parents have to seek permission from the class in charge and HOD.

## 9. Students general

### Academics

Students should participate in seminars and attend workshops to enrich their knowledge.

### Club

Students should become a member of at least any two clubs.

### Communication

Students are instructed to communicate in English inside the campus.

### Website

- Our college website **[www.ssmce.ac.in](http://www.ssmce.ac.in)** servers as information broadcasting centre. All the college activities and department wise events like seminar, conferences, symposium, celebrations etc., are posted in the college website. Annual Reports, Graduation Day are hosted regularly.
- On-line girl's grievance form and On-line Student Feedback form links are available to facilitate students' community.

### Administration

- Our college administrative officer with his supporting staff members and finance and Accounts department maintain all the records and documents related to college enrollment
- fee, tuition fee and examination fee in his office. Staff salary is also maintained in the office.



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## Student Admission Policy

- SSM College of Engineering has active Admission cell which collects database from students and process the admission through Anna University system procedure established.

Admission Policy				
1	<b>Cut of Marks Calculation</b>			
	<b>Board of Study</b>	<b>Subject</b>	<b>Cut of Calculation</b>	
	State Board/ CBSE	Mathematics (M)	Mathematics (M) M1= Maths Reduced to 100	
		Physics (P)	Physics (P) P1= Reduced to 50	
		Chemistry (C)	Chemistry (C) C1= Reduce to 50	
	Engineering Cut off Calculation	Cut-off Marks =M1+P1+C1		
2	<b>Eligibility for B.E Admission</b>			
	Community	% of Marks eligible for B.E Program		
		HSC Academic	HSC Vocational	Lateral
		Avg. of Math, Phy, Che.	Avg. of Voc.T &P	Overall % of Diploma
	General	50%	50%	55%
	BC/BCM	45%	45%	50%
	MBC/DNC	40%	40%	45%
	SC/SCA/ ST	40%	40%	Pass
	Eligibility for Program			
	Course	Eligibility		
	M.E	A pass in recognized Bachelor's degree or equivalent in the relevant field and obtained at least 50% (45% in case of candidate belonging to the reserved category)		



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## **Examination**

- Our college has University Exam cell, a faculty from each department is a member of exam cell. University Practical and Theory exam timetable are followed as per the guidelines of the Anna University. Results are published by the University through online.
- Internal University exams are conducted through exam cell. Our exam cell has evaluation system and marks are entered in the exam cell.

## **Library**

Our College is well furnished library with e-learning facility. A policy has been framed to upgrade the e-learning resources. A system is followed to issue study materials for students.

## **Director of Physical Education**

Our College has sprawling play ground and well qualified and experienced physical director, whose role is to keep students active in sports activities.

- Organizes sports events on regular basis and train students to participate in zonal level and state level tournaments.
- Conducts inter collegiate tournaments.
- Organize yoga and Karate classes to streamline the health, body and mind.



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[www.ssmce.ac.in](http://www.ssmce.ac.in), ☎ 9894026708.

## CODE OF CONDUCT

### **Code of conduct for Governing Body**

The governing body of the college is responsible for ensuring the effective management of the institution and for planning its future development.

- (a) The governing body should act to approve the mission and strategic vision of the institution, long-term academic plans and ensure that these meet the interests of stakeholders, including students, local communities, Government and others representing public interests.
- (b) The body is formed to monitor institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other institutions.
- (c) Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
- (d) The governing body should ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- (e) The governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.



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- (f) The general principle of transparency of the governing body applies that students and staff of the institution should have appropriate access to information about the proceedings of the Governing body. All sorts of agendas of meetings, draft minutes (if cleared by the chair) and the signed minutes of governing body meetings together with the papers considered at meetings should generally be available for inspection by staff and students. There may, however, be matters covered in standing orders where it is necessary to observe confidentiality. Such matters are likely to concern individuals or have commercial sensitivity.

## CODE OF CONDUCT FOR THE PRINCIPAL

The chair of the Principal of a college has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct. These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization. Specifics of the salient and significant codes applicable in the conduct of Principal, as perceived and enforced by SSM College of Engineering College, are jotted underneath:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building.
3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.



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6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavour for the upkeep of tranquility of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.

As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

13.

## **Code of Conduct for Teachers**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his



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students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/ her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

## [A]. Professional Values

- (i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
- (ii) He shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.
- (iii) He should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.
- (iv) His aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- (v) The teacher should instill a scientific and democratic outlook among his students, making them community oriented, patriotic and broad minded. This is a part of his social responsibility.
- (vi) Above all a teacher should conform to the ethos of his profession and act in a dignified manner. He should keep in mind that society has entrusted him with their children.

## [B]. Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself in his field and other related ones in order to upgrade himself and the student community. He must also acquaint himself with recent methodologies and other applications.





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- (iii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He should involve himself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iv) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his professional duties.
- (v) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

## [C]. Professional Integrity

- (i) Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.
- (iii) There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching.
- (iv) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

## [D]. Professional Collaboration

- (i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner
- (ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.
- (iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.
- (iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.



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- (v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College
- (vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
- (vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

## **Code of Conduct for Support Staff**

All the support staff should follow the code of conduct stipulated by the State Government. The College has put forward its code of ethics for the support staff along the following lines.

### **Professional Conduct**

- (i) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- (ii) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- (iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- (iv) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- (v) They should not hamper the functioning of the college by engaging themselves in political or anti secular activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

### **Workplace Conduct**

- (i) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.



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- (ii) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- (iii) No support staff should be under the influence of drugs or alcohol during office hours.
- (iv) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- (v) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- (vi) The support staff should show no discrimination on basis of gender, caste or religion.

## **Professional Relationship**

(i) Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

(ii) The support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behavior, as the progress of an institution depends upon mutual goodwill and trust.

(iii) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

(iv) The Support Staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the institution. They should thus interact patiently and politely.



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## CODE OF CONDUCT FOR STUDENTS

### [A] CONDUCT

Misconduct of students within the campus or off campus may gravely affect the reputation of the institution. A student prior to being admitted in a course would have to sign and submit the undertakings that

- The student will abide to the rules and regulations framed by the institution.
- The student will be punctual, discipline and attend the classes regularly.
- If a student is found to be indulged in any sort of in-disciplinary activity, he /she may be punished severely to the extent of even expelling them from the college.
- If a student is willing to discontinue, he/she shall have to clear all pending dues.
- In the event, a student is forced to discontinue studies for any valid reason, he/she may be relieved from the Institution subject to the written consent of the college Authority etc.,

The institution believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

### **The various forms of Misconduct, the Students should refrain from:**

- a. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.
- b. Intentionally damaging or destroying Institute's property or property of other students and/or Faculty members & Support staffs.
- c. Any disruptive activity in a class room or in an event sponsored by the College.



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- d. Inability to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security personnel.
- e. Participating in activities including
- Organizing meetings and processions without permission from the Institution.
  - Unauthorized possession of any weapon, explosives, banned drugs, fireworks contrary to law or policy.
  - Smoking within the College campus.
  - Possessing / consuming alcohol in the Institute premises.
  - Rash driving causing inconvenience to others.
  - Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
  - Unauthorized access to the resources of others.
  - Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
  - Students are not permitted to use electronic gadgets in the campus during college hours
  - Students are expected exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave consequence on the reputation of the Institute.
  - Thievery or abuse causing damage to or destruction of Institution's property is offensive and liable to punishment
  - Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable. .

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.



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## [B]. ACADEMIC INTEGRITY

An institution with academic integrity will excel in all spheres of academic activities, right from teaching learning process to research and development and hence its violation constitutes a serious offence. It forms an integral part of the Code which is applicable to all the students of the Institution to which they should adhere. Every student of the Institution should feel responsible to ensure the highest standards of academic integrity.

The principles of academic integrity require that a student should Properly acknowledges and cites use of the ideas, results, material or words of others.

- Make sure that all assignments in a course are submitted by his/her own.
- Perform academic activities without the aid of impermissible materials
- Have right to pursue their educational goals without interference.

### **Violations of this policy include, but are not limited to**

(a) **Plagiarism:** Plagiarism means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

### Examples of plagiarism include

- Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.



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**(b) Cheating:** Cheating includes, but is not limited to

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized and purchasing or borrowing papers or material from various sources.
- Altering previously evaluated and re-submitting the work for re-evaluation
- Signing another student's name on an assignment, report, research paper, and thesis or attendance sheet.

**(c) Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

## [C]. ANTI-RAGGING

The Institution has a coherent and an effective anti-ragging policy. Ragging constitutes one or more of the following acts:

- 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 any student; b) Indulging in 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 other student;
- 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 a student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;



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- Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- Any act of financial extortion or forceful expenditure burden put on a student by other students;
- Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- Any act that affects the mental health and self-confidence of 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 other student.

## **[D]. GENDER DISCRIMINATION AND ALLIED HARASSMENT**

The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013). Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.





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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE - GCE 01
POLICY NAME	GREEN & CLEAN ENVIRONMENT
EFFECTIVE DATE	21.06.2005

### PURPOSE

To minimize pollution and encourage recycling of solid and liquid waste

### POLICY DETAILS

The objectives of the policy is to

- Minimize the air and noise pollution inside the campus
- Encourage the practice of riding bicycles and thereby creating an interest on physical fitness.
- Encourage walking in and around the campus
- Motivate the design & development of battery operated vehicles
- Reduce noise and air pollution

### POLICY SCOPE

The policy is applicable for all the teaching staff, non – teaching staff, administrative staff, Security personnel, ministerial staff, students, parents / guardian

### RELATED POLICIES

- Water Conservation and Management
- Renewable Energy
- Plastic Free Campus
- Audit
- Differently abled Students
- Code of Conduct & Ethics

### PROCEDURES



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- Obtain an approval status from the Governing council for the implementation of the policy
- Communicate the necessity of policy and action plan to staffs and students
- Place banners in prominent places such as “Green Campus”, “Parking Area”, “Pedestrian path” and so on
- Educate the students on the ill effects of air pollution
- Instruct the staff and students to use the pedestrian path
- Encourage students to use bicycles in the campus to keep them physically fit
- Instruct the security to restrict the entry of automobiles beyond the parking lot to prevent vehicle transit in the campus there by minimizing the air and sound pollution
- Maintain a predominantly green natural landscape, with foliage inside the campus
- Experiment the Miyawaki method of growing trees
- Monitor the gardener’s duty such as green scape, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter.
- Manage solid and liquid waste
- Recycle waste water
- Reuse waste water
- Install Reverse osmosis water treatment plant
- Adopt Rain water harvest technique to recharge bore well and underground surface water
- Conserve water and energy
- Compose a committee comprising of senior faculties to plan and monitor the various activities to be carried out to meet the policy objective
- Impose a fine if a student or staff does not park the vehicle in the parking area
- Carry out an audit through an external agency
- Implement the recommendations

**Management Representative**

**PRINCIPAL**



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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE - SE 02
POLICY NAME	RENEWABLE ENERGY
EFFECTIVE DATE	08.05.2006

### PURPOSE

To participate the fight against global warming – A social Issue.

### POLICY DETAILS

The objectives of the policy is to

- To utilize green energy
- Reduce CO2 emission
- Conserve fossil fuel energy
- Minimize the air pollution
- Utilize the clean energy

### POLICY SCOPE

The policy is applicable to the campus and the neighboring community and the whole nation in large

### RELATED POLICIES

- Plastic Free Campus
- Differently abled students
- Green & Clean Environment
- Water conservation and Management
- Audit



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- Renewable Energy

## PROCEDURES

- Obtain an approval status from the Governing council for the implementation of the policy
- Communicate the objectives of policy and action plan to staffs and students
- Install and utilize the renewable energy systems such as solar water heating, solar photovoltaic panel for electricity generation, solar pump, wind turbine etc., in a span of time.
- Transform the campus into a renewable energy campus
- Educate students on fossil fuel pollution, depletion and need for conservation
- Celebrate renewable energy day to create awareness among staffs and students
- Organize seminars and conference to provide an opportunity to understand and analyze the technology, recent developments, scope and feasibility of implementation in Indian context
- Encourage students to carry out renewable energy projects and motivate entrepreneurship in manufacturing the systems
- Carry out an audit through an external agency
- Implement the recommendations

**Management Representative**

**PRINCIPAL**



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## POLICY - PROCEDURE MANUAL

POLICY NUMBER	SSMCE - PFC 03
POLICY NAME	PLASTIC FREE CAMPUS
EFFECTIVE DATE	05.07.2010

### PURPOSE

To minimize the soil and water degradation arising due to plastics

### POLICY DETAILS

The objectives of the policy are to

- Inculcate the practice of limited usage of plastics among student & staff community
- Create awareness for the necessity to minimize the usage of plastics in the society
- Educate the hazardous effect of plastics on environment
- Initiate the research aptitude for developing biodegradable and /or alternate materials

### POLICY SCOPE

The policy will be applicable for all the teaching staff, non – teaching staff, Security, ministerial staff, students and their parents or guardians

### RELATED POLICIES

- Green and Clean Environment
- Water Conservation and Management
- Renewable Energy
- Audit

### PROCEDURES

- Obtain an approval status from the Governing council for the implementation of the policy
- Communicate the policy objectives and action plan to staffs and students



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- Place sign boards in prominent places such as “Say No to Plastics”, “Plastic Free Zone”, Ban Plastics and so on
- Create the awareness of soil degradation and water contamination due to the disposal of plastic carry bags
- Clarify and define the plastics that has to be avoided inside or outside the campus (Carry bags)
- Composition of a committee comprising the senior faculties to monitor the usage of plastic carry bags, plastic bottles etc.,
- Impose a fine to curtail the practice of utilizing the thin plastic carry bags inside the campus

**Management Representative**

**PRINCIPAL**



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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE - - DAS 04
POLICY NAME	DIFFERENTLY ABLED STUDENTS
EFFECTIVE DATE	12.06.2008

### Purpose

- To motivate the differently abled students to study engineering by providing a conducive environment
- To encourage differently abled staff to take up the teaching profession

### Policy Details

The objectives of the policy are to

- To provide the necessary infrastructure for the differently abled students
- To provide barrier free environment for carrying out their activities without any hindrance

### Policy Scope

- The policy is applicable for differently abled students admitted and staffs appointed in the institution

### Related Policies

- Water Conservation and Management
- Renewable Energy
- Plastic Free Campus
- Audit
- Green & Clean Environment
- Code of Conduct & Ethics



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## Procedures

- Obtain an approval status from the Governing council for the implementation of the policy
- Communicate the necessity of policy and action plan to staffs and students
- Arrange the facilities
- Barrier free wash room
- Ramp in entrance, wash room
- Tactile paths for transit
- Display boards in prominent locations
- Sign Boards in prominent places
- Wheel Chair
- Common Room
- Scribe assistance
- Human Assistance
- Software
- Compose a committee comprising to monitor and assist the activities of differently abled students

**Management Representative**

**PRINCIPAL**





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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE – F 5
POLICY NAME	FINANCE
EFFECTIVE DATE	21.02.2000

### PURPOSE

To carry out the finance management effectively

### POLICY DETAILS

The objectives of the policy;

- Identify and understand the financial resources of the institution
- Optimal Utilization of fund for promotion of learner centric activity
- Ensure Accountability and Transparency in the fund flow
- Curtail the unnecessary expenditure

### POLICY SCOPE

- The policy is applicable for the management

### RELATED POLICIES

- HR Policy
- Code of Conduct & Ethics

### PROCEDURES

- ✚ Obtain an approval status from the Governing council for the implementation of the policy
- ✚ Identify and appoint an administrative officer and an accountant, cashier to manage the finance of the institution
- ✚ Fix tuition fee based on the guide lines and norms issued by the government then and thereof.
- ✚ Identify the fund resources



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- Student fees
- Bank Loan
- Govt. First Graduate fund
- Post matric Scholar ship
- Conducting additional diploma courses
- Transport fee
- Hostel rent and Mess Fee
- Canteen
- Alumini Contribution

## Planning

- Call for budget from the department
- Departments need to submit their budget requirements as a function of three components i) Recurring ii) Non – Recurring and iii) Miscellaneous

## Budget formulation

- Administrative department need to prepare a consolidated budget after the collecting the requirement form each department.
- The head of the institution will present the budget to the management to seek approval

## Fund Allocation

- Management will review and sanction the budget in the absence of any incongruity. Else the budget will be revised.

## Utilization of Budget

The budget is utilized for the recurring and non- recurring expenses such as

Infrastructure development

- Repayment of loan
- Purchase
- Maintenance activities
- Payment of utility bills
- Office and administration expenses
- Salary
- Payment of university, AICTE related expenses
- Running expenses
- Contingency expenses etc.,



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## Accounting cash flow

- All the expenses need to be accounted for transparency
- Bills have to be submitted to the office for accounting purpose

## Audit

- The accounts section need to submit financial statement to the chartered accountant for auditing
- The audited report has to be submitted to the management for further analysis

## Analysis of Audit Report

- The report should be analyzed to identify areas where cost savings can be made and steps to curtail these expense should be discussed
- The copy of the financial audit statement needs to be maintained in the office

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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	WCM 06
POLICY NAME	WATER CONSERVATION & MANAGEMENT
EFFECTIVE DATE	27.04.2012

### PURPOSE

To conserve, for sustainable management of water resources

### POLICY DETAILS

The objectives of the policy are to

- Reduce wastage of water
- Recycle the waste water
- Harvest rain water
- Supply clean and potable water
- Ensure continuous water supply
- Treat effluents from laboratories
- Recharge the bore and well
- Store water

### POLICY SCOPE

- The policy is applicable for all the teaching staff, non – teaching staff, administrative staff, Security personnel, ministerial staff and students

### Related Policies

- Minimize Plastic Usage
- Renewable Energy
- Green and environment

### PROCEDURES

- Obtain an approval status from the Governing council for the implementation of the policy
- Communicate the objectives of policy and action plan to staffs and students
- Install reverse osmosis treatment plant with sufficient capacity to supply potable water in the



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campus

- Install water coolers to supply drinking water especially in summer
- Design and practice a rain water harvesting system to collect the water and recharge the bore wells
- Install a waste water treatment plant
- Construct tanks to store water
- Maintain the water distribution system
- Conserve water by replacing the leakage taps, joints, pipes, valves and other accessories
- Replace the old motors with energy efficient ones
- Install automatic control systems to switch ON and OFF the pump to conserve water and energy.
- Replace existing urinals by water less urinals
- Educate students and staff on management of water resources, energy conservation and water pollution etc.,
- Carry out an audit through an external agency
- Implement the recommendations
- Carry out an audit through internal experts
- Implement the recommendations

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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	WCM - AU 07
POLICY NAME	AUDIT
EFFECTIVE DATE	17.06.2014

### 1.0 PURPOSE

To carry out an Academic, Energy, Green and Environmental

### 2.0 POLICY DETAILS

In general, the objective of audit policy is to evaluate the quality and effectiveness of a system/process practiced to achieve excellence

- Academic audit should encourage to evaluate the education quality process
- Energy audit should attempt addressing the following aspects
- Determine the energy consumption pattern
- Identify and quantify the energy loss
- Suggest the methods to reduce the energy consumption
- Reduce environment damage and pollution
- Green and environment audit should pave way to improve the environment conditions of the institution
- Environmental audit is a tool to measure the effect of certain activities on the environment against a set standards or criteria

### 3.0 POLICY SCOPE

The policy is applicable for all the teaching staff, non – teaching staff, administrative staff, Security personnel, ministerial staff and students

### 4.0 RELATED POLICIES

- Plastic Free Campus
- Renewable Energy
- Green and clean environment
- Water Conservation and management



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## 5.0 PROCEDURES

- Obtain an approval status from the Governing council for the implementation of the policy
- Communicate the objectives of policy and action plan to staffs and students
- Invite certified external agency to conduct energy audit
- Clean and green environment audit shall be conducted by the internal experts of the institution

**Water Sample Test:** Chemistry Department

**Waste Water Recycle:** Civil and Chemistry

**Waste Management:** Civil Department

**Environment Cleanliness:** Civil Department

**Water body maintenance and Conservation:** Civil Department

Finally, the recommendations of the audit report has to be adopted/followed

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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE -EG 08
POLICY NAME	E- Governance
EFFECTIVE DATE	2008

### 1.0 PURPOSE

- To administer faculty and admit students as per norms of Anna University.

### 2.0 POLICY DETAILS

- Anna University has its own system procedure to admit students with certain eligibility criteria.
- All the details pertained to admission and exam are displayed in the University website.

### 3.0 POLICY SCOPE

- Policy is applicable for all UG & PG students registered under Anna University.

### 4.0 RELATED POLICIES

- HR policy
- Admission policy
- Scholarship policy

### 5.0 PROCEDURES

- Communicate the objectives of policy and action plan to staffs and students
- Conduct internal assessment and circulate academic schedule. Announcement of end semester exam date
- Conducts university practical exam through mapping. Announces the publication of result and revaluation.

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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE -SCP 08
POLICY NAME	Scholarship Policy
EFFECTIVE DATE	01.06.2015

### 1.0 PURPOSE

- To provide financial support for the deserving students.

### 2.0 POLICY DETAILS

- SSM Educational Trust scholarship policy is applicable only for the tuition fees for 4 years.
- Student should maintain record of no arrears during the study period of four years.
- SSM Educational Trust offers scholarship for the school toppers and students with 185 and above cut off.
- Government of Tamil Nadu offers scholarship scheme for the ST/SC/MBC category of students.

### 3.0 POLICY SCOPE

- Policy is applicable for students with single parent. (Should provide necessary document)
- Students with poor financial background. (Should attach income certificate).

#### Merit Scholarship

- School toppers in 12 exam in 12 exam.
- Students with 185 and above cut off marks in 12 exam
- Students with 85% of marks in Diploma, for lateral entry admission.

### 4.0 RELATED POLICIES

- HR policy
- Admission policy
- Scholarship policy



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## 5.0 PROCEDURES

- Collect data at the time of admission
- Initiates scholarship process after certificate verification

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## POLICY AND PROCEDURE MANUAL

POLICY NUMBER	SSMCE -SCP 08
POLICY NAME	Feedback Policy
EFFECTIVE DATE	16.08.2018

### 1.0 PURPOSE

- To ensure continuous improvement, relevance, and effectiveness of teaching and learning process by obtaining the feed back from the stake Holders (Student, Alumni, Faculty and Employer)

### 2.0 POLICY DETAILS

A questionnaire for obtaining the feed back from each stake holder is devised

- The questions are framed in such a manner to understand the perspectives of students and faculty to help in customizing the learning experience to meet diverse needs and preferences are related to understand the feedback on the curriculum
- The feedback from employers will help institutions adapt curricula to equip students with the skills, knowledge, and competencies needed in the job market.
- A feedback section is made available on the institution's website for stakeholders such as students, alumni, faculty, and employers to share their thoughts

### 3.0 POLICY SCOPE

**Policy is applicable to stake holders only** (Student, Alumni, Faculty and Employer)

### 4.0 RELATED POLICIES

- HR policy
- Admission policy
- Scholarship policy



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## 5.0 PROCEDURES

- All the stake holders will be informed to access the website to provide feedback at the end of each academic year.
- The criteria head will generate the consolidated report
- The report will be analyzed to identify the area for improvement
- The report will be recorded and presented in IQAC meeting for further process and action.

**Management Representative**

**PRINCIPAL**