SRI SHAKTHI

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi & affiliated to Anna University, Chennai, Tamilnadu.

L & T By pass road, Chinniyampalayam, Coimbatore – 641 062

Phone: 0422 2369900

SIET POLICIES, RULES AND REGULATIONS

CONTENTS

1. VISION

To make the institution one of our nation's great engineering schools, recognized nationally and internationally for excellence in teaching, research and public service. We seek to be the preferred destination for students, practitioners seeking an engineering education, employers hiring engineering graduates and organizations seeking engineering knowledge.

2.MISSION

To Provide an encouraging environment to develop the intellectual capacity, critical thinking, creativity and problem solving ability of the students.

3.CORE VALUES OF THE INSTITUTION

Quality Education and Integrity: Providing quality, global education that allows the student to achieve their career goals and aspirations with ethical values; preparing responsible citizens through systematic education.

Excellence in every area: Imparting career-focused educational programs with the highest level of academic to prepare the students with real-world experience,

Bringing the best: Encouraging critical thinking, quantitative, ethical decision making, effective communication and social responsibility in students.

Focusing on research activities: Creating excellent infrastructural amenities to undertake research activities, publish quality research articles and patenting the products/ technologies essential for the society.

4.QUALITY POLICY

We, Sri Shakthi Institute of Engineering and Technology, Strive to achieve quality in the overall development of the students and is committed to achieve excellence in Teaching and Research.

- By imparting globally focused education
- By means of state of art infrastructure and well endowed faculty
- By creating conducive environment for continuous improvement at all levels

5.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.

5.1 Courses Offered

Under Graduate Programmes

- B.E.Aeronautical Engineering
- B.E.Agriculture Engineering
- B.E Automobile Engineering
- B.E Biomedical Engineering
- B.Tech Bio Technology

- B.E. Computer Science & Engineering
- B.E. Civil Engineering
- B.E. Electronics & Communication Engineering
- B.E. Electrical & Electronics Engineering
- B.Tech Food Technology
- B.Tech. Information technology
- B.E. Mechanical Engineering

Post Graduate Programmes
- M.E.VLSI Design
- M.E. Embedded systems
- M.E. Computer Science & Engineering
- M.E. Power Electronics & Drives
- M.E. CAD/CAM

Ph.D Programmes
- Mechanical Engineering
- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Computer Science & Engineering
- Physics & Chemistry

5.2 Admission Process

SIET 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.

5.2.1. 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.

5.2.2. 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.

5.3. 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.o 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.

S.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

S.No	Community	Minimum % of marks
01.	General Category	50.00%
02.	Backward class including Backward Class muslims	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

5.4. 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.

S.No.	Community	Minimum eligibility
01.	General Category	55.00%
02.	Backward class including Backward Class muslim	50.00%
03.	MBC & DNC	45.00%
04.	SC / SCA / ST	Mere Pass in the qualifying examination

5.5. 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.

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

5.7. Economically Weaker Sections

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

5.8. Merit Scholarship for Government Quota

Cut off marks of above 195 – 100% all fee waiver*
Cut off marks of above 190 to 194.75 – 100% college fee waiver*
Cut off marks of between 185 – 189.75- Rs. 40,000/-
Cut off marks of between 180 – 184.75- Rs. 30,000/-
Cut off marks of between 175 – 179.75- Rs. 25,000/-
Cut off marks of between 170 – 174.75- Rs. 20,000/-

5.9. Merit Scholarship for Management Quota

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

5.10. Others (First Generation Graduate / Rural Students)

The Government of Tamil Nadu bears Rs.20,000/- 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, Tamil Nadu Government has based the admission only on the marks scored in the qualifying examination.

5.11. PG Courses :

A pass in a recognized Bachelor 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.

6.GENERAL RULES & REGULATIONS

6.1.College Timings

The college starts at 8.30 am. The students are expected to be present in their respective classes at 8.25 am. The college timing along with the break timing is as follows,

Timing	Except Tuesdays and Thursdays	Tuesdays and thursdays
Morning	8.30 am - 12.35 pm	8.30 am - 12.35 pm
Break	10.45 am - 11.05 am	10.45 am - 11.05 am
Lunch Break	12.35 pm - 1.20 pm	12.35 pm - 1.20 pm
Afternoon Break	2.50 pm - 3.05 pm	3.35 pm - 3.55 pm
Afternoon	1.20 pm - 4.35 pm	1.20 pm - 5.25 pm

6.2.Code of Conduct:

6.2.1. Jurisdiction

The Code of Conduct applies to both the on-campus and off-campus conduct of all students and is in force at all the established educational campuses of the College.
The Code of Conduct covers off-campus behaviour during:
- Industry Internships, field trips, as well as study abroad and student exchange program.
- Research at another institution or a professional practice assignment.
- Student activities: sponsored, conducted authorized by the College or by a registered student organization.

6.2.2. Misconduct

Misconduct by any student or an attempt to flout the Code of Conduct is subject to appropriate disciplinary action. The instances of misconduct include, but are not restricted to the following:

6.2.3. General discipline
- Students are accepted to conduct themselves at all the times in the classroom and on campus in a manner that enables them to qualify as responsible citizens.
- Unless instructed for educational purposes, the use of mobile phones, pagers and other wireless equipment is prohibited in the classroom, laboratory and other learning spaces. The

violation of this rule will lead to the confiscation of the instrument by the authorities with written warning to the student. The instrument will be returned only at the end of the course program.

- Respect the laws of the country, human rights, cultural and social values nurtured and followed by all sections and to conduct in a responsible and dignified manner at all times.
- Disruptive conduct is termed as conduct that is intentionally disruptive, substantially obstructs or disrupts the teaching in the College community; restricts the freedom of movement or other lawful activities on College premises; or in connection with any College-sponsored event or activity.
- Discrimination engaging in verbal or physical behavior directed at an individual or a group based on origin, race, creed, gender, religious belief, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them.
- Discrimination as a form of disruptive conduct includes remarks made by a student that are derogatory, racist, discriminatory, patently offensive, profane, sexually explicit or communicated as graphic messages, either in words or pictures, and which demonstrate a bias or discrimination against any individual or group within the College.
- Falsification means wilfully providing College offices or officials with false, misleading or incomplete information; forging or altering official College records or documents; either Further conspiring with or inducing others to forge alter College records and documents.
- Students are expected to wear and identify themselves through the officially provided ID card along with the tag.
- Refusal to identify: Refusal to identify means falsely identifying oneself when requested by an authorized College official including members of the hired security personnel. Signing in by a student of proxy attendance amounts to signature forgery and this will be treated as a criminal offence by Sri Shakthi Institute of engineering and Technology. Students involved in such forgery will be liable to prosecution.
- Illegal or unauthorized possession or use of weapons Illegal or unauthorized possession or use of a weapon by a student means possessing or using weapon or articles and substances which are usable as weapons and include, but are not limited to: firearms, incendiary devices, explosives which are dangerous, biological or chemical agents. The illegal or unauthorized possession or use of weapons by a student is serious offence liable to prosecution under law.
- Illegal or unauthorized possession or the use of drugs, alcohol and smoking. Sri Shakthi Institute of engineering and Technology strongly believes in a 'Drug Free Campus'. It is policy of Sri Shakthi Institute of engineering and Technology that no student will distribute, possess or use illegal drugs or a controlled substance on its premises.
- Possession of paraphernalia associated with the illegal use, possession or manufacture of a controlled substance is also prohibited.

- Smoking as a policy is prohibited inside the premises of all the campuses including the halls of residence hostels of the College. This is considered a serious offense and is likely to be prosecuted under disciplinary action.
- Unauthorized access and use means accessing without authorization from College by a student such as its property, facilities, services, information systems and obtaining or providing to another student or person the means of such unauthorized access, which includes but is not limited to using or providing without authorization keys, access cards or access codes of the College.
- Unauthorized access and use also include using the College's telecommunications, data communication networks for illegal or improper purposes or in violation of College regulations and policies, or related laws.
- Act of violence and threatening, harassing or assaultive conduct by a student means engaging in conduct that has causes injury to other students or residents of the educational campus, endangering the health and safety of another person, and includes but is not limited to threatening, harassing or assaultive conduct.
- Theft, property damage and vandalism Theft, property damage and vandalism by a student includes theft, embezzlement, damage, destruction, unauthorized possession or wrongful sale or gift.
- A student who engages in such mentioned conducts is liable for disciplinary action under the College code of conduct.
- Public display of affection Sri Shakthi Institute of engineering and Technology promotes a healthy interaction between genders at its educational campuses provided that the same is restricted to academic and professional spheres. Public display of affection through explicit physical contact by students in public places is banned and is construed as a punishable offence.
- Students of Sri Shakthi Institute of engineering and Technology are refrained from displaying public affection towards another student and at all the establishments of the College. Students are required to maintain decency in behavior and discipline at all times and must refrain from indulging in boisterous activities including birthday celebrations. Festival celebrations, however, can be planned with prior approvals.
- Indulging in any political activities or unwarranted dangerous activities that may cause of nuisance to neighbors and the neighborhood will be viewed seriously and can lead to expulsion of the student from the hostels and the College immediately.

6.2.4. Computer Lab Rules and Regulations :

A. Entry/Exit :
- Only students, faculty and staff of Sri Shakthi Institute of engineering and Technology are allowed inside the computer lab.
- Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.

- Students are required to sign the register at the time of entry and exit from the computer lab.
- Students should be dressed in a formal attire (as per the dress code stipulation of the College) to gain entry into the lab during working hours.
- Any kind of footwear inside the lab is strictly prohibited.
- Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab

- Students have to maintain silence at all times in the lab.
- Students will occupy the computer systems as identified by the lab-in-charge.
- Students will login with their username and password.
- Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- Any damage caused to the hardware will be recovered by the College from the concerned student/students.
- Students should not attempt to access IT servers.
- Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- The Internet facility at the College is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.
- The lab-in-charge, system administrators inside the Computer lab or the College is not responsible for the loss of any personal property of the students.
- Beverages and food are prohibited inside the Computer lab.
- Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- Chatting and talking is prohibited in all the Computer labs of the college.
- Students are prohibited from visiting any sites that do not add learning value or are illegal.
- Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using a monitoring software for regulation purposes.
- As a matter of courtesy, the students are expected to switch off the fans and lights when they exit from the laboratory.

6.2.5. Media Contact

- Students of Sri Shakthi Institute of engineering and Technology are prohibited from interacting or speaking on behalf of or for the College with any media organization or publication.
- Students on their own are also not allowed to invite any media person without the written or verbal permission of the Governing Council or Principal or persons of the College.
- Recording of photo images / video recording without the knowledge of another person Using electronic media, inviting outside media or engaging an outside person or media to video record actions without the permission of an individual is an offence likely to be punished under law.
- Exhibiting pornographic material or emailing pornographic material or using other forms such as SMS through mobiles etc., will not be tolerated by the College and is a criminal offense, punishable under law. This includes recording, exhibiting, broadcasting or displaying of such materials, causes injury, distress, or damage to reputation of the College and harms its self-integrity as also of the community of scholars and learned. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms and restrooms. The storing, sharing and distributing of such unauthorized records by student by any means is also prohibited.
- All provisions in the Indian Penal Code (IPC) as applicable to the IT sector will be binding on the students.

6.2.5.1. Responsible Use of Social Media :

Social media sites, as with most other web sites, are public and easily searchable. In addition to students and other key constituents of the College, sites may also be searched by future employers, aspirants to the College as well as personal acquaintances of the students, Faculty, staff. The use of social media brings with it a greater need for personal responsibility, particularly when engaging in online discussions or web chats as well as when exchanging or posting information using web based platforms. While the College has clear guidelines and policies regarding certain aspects of its operation, for example academic policies by students, IT and library, among others, these do not explicitly cover all the aspects of the usage of social media. Sri Shakthi Institute of engineering and Technology hereby releases the Social Media Policy and Guidelines to be followed by all students of the College.

The primary purpose of this policy is:
1. To encourage good and responsible practice in the use of social media.
2. To protect the interest of the College and its stakeholders including faculty, staff, students, alumni and other secondary stake holders.
3. To promote an effective and innovative use of social media by the student community.

A. Social Media Regulation
- Students will post meaningful and respectful comments: no spam and remarks that are off-topic or offensive will be passed on social media.

- Students always pause and think before posting any comment or remark on that said, reply responsibly to comments when a response is appropriate.
- Respect and honor proprietary information, content and confidentiality.
- When disagreeing with another's opinion, keep it appropriate, polite and respectful.

B. **Judiciousness in posting content**

- Students will ensure that their efforts to be conversational do not violate Sri Shakthi Institute of engineering and Technology's privacy, confidentiality and proprietary guidelines.
- Student will seek permission to publish or report on content (academic and administrative) that are meant to be private or for the internal to the College. All statements must be true and not misleading, and all claims must be substantiated and approved. Confidentiality of all academic and administrative content must be maintained at all times by student. When in doubt, approach College authorities.
- Student will never comment on anything related to academic or administrative matters without the appropriate approval of College. Also please be smart about protecting yourself, your privacy and the Sri Shakthi Institute of engineering and Technology's confidential information. What you publish is widely accessible and will be around for a long time, hence consider the content carefully.
- The lines between public and private as well as that between personal and professional content are often blurred on social Media. By identifying yourself as a student of Sri Shakthi Institute of engineering and Technology, you may influence perceptions about the College, particularly for those who have access to your social network profile or weblog.
- All content associated with the student will be consistent with your position at the School/College and with the College's values and professional standards.
- Unprofessional postings by others on a student's social media page may reflect bad impression on the student. Please monitor another's postings on your profile and strive to ensure that the content will not be viewed as unprofessional. It may be useful to block such postings from individuals.
- Students will help monitor their peers by alerting them to any unprofessional or potentially offensive comments made online or on social media platform. Please help to protect the good name of your College as well as that of yourself, your peers and friends.
- Student are required to follow through on this document, both in letter and in spirit. Students must remember that digital footprints are not easy to erase. They will have an impact both on their life and the career that they themselves wish to build for as well as the legacy that they want to create for their alma mater.
- Responsible behavior of every student has a duty to understand and abide by the policy and guidelines with regard to the responsible use of social media.
- A lack of knowledge of College policy will not be accepted as an excuse for failure to comply with the Code of Conduct on it.
- Any non-compliance by the students shall be subject to appropriate reprimand and disciplinary action.

6.2.6. Student Code of Conduct for Laboratory and Workshop classes :
- Students are to report for the required laboratory and workshop sessions on time.
- Students are required to wear laboratory/workshop uniforms as prescribed by the SSIET. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- All Laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by students-in-charge.
- Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- Any damage caused to equipment/machinery/appliances will be recovered by the College from the concerned student/students.
- Students should adhere to the instructions given by the faculty/laboratory technician/ workshop technician during the laboratory class.
- Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behavior such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.
- All materials used in the laboratory / workshop are the property of the college and should not be taken out of the laboratory / workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- Students absenting themselves from laboratory / workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.
- Records and observation notebooks pertaining to a lab session must be completed before the next lab session. The faculty reserves the right of admission to the next lab session based on the completion of the work from the previous lab session.
- As a matter of courtesy, the students are expected to switch off the fans and lights when they exit from the laboratory.

6.2.7. Academic Conduct :
- In lieu of achievement of the academic objectives, Sri Shakthi Institute of Engineering and Technology recommends that students use standard textbooks as prescribed by the university. Also a student is expected to come to the class with the adequate materials such as calculator, log book etc. Faculty is empowered to ensure that each student complies with this expectation.
- Punctuality: Students are required to be punctual for their classes as well as for seminars, presentations and assessment tests.
- Students arriving late to a class will be allowed to participate but marked absent.
- When a faculty member is late to the class, the student class representative shall take responsibility to report this to the class advisor. On repeated occurrence of delay from a particular faculty, the instance shall be reported to the Head of Department.

- In case of absence due to medical reasons, the student shall intimate the class advisor as early as possible and produce the required documentation to prove his/her case.
- A student shall intimate absence from class to the class advisor well in advance through an email or through the learning management system
- We don't encourage combining leaves. Combining leaves refers to the case where a student voluntarily takes an additional set of days either before or after an already declared set of holidays.
- On duty shall be obtained before a student participates in co-curricular and extra-curricular activities. Participation in these events without prior On-duty will result in the student being marked absence.

6.2.8. Academic misdemeanor

The following are considered as serious offences at Sri Shakthi Institute of engineering and Technology, and may result in the immediate dismissal from the course.

- Plagiarism occurs when a student submits work (that is, research, essays, and assignments) that steals and attempts to pass off another's ideas or words, or that uses another's work product without properly crediting the source.
- In such cases, the parties involved will: a. Forfeit marks available for a given assignment and/or b. Fail the course.
- Academic misconduct Students engaging in any form of activities construed as cheating, copying, assisting others or receiving any form of assistance during the examinations will be subject to disciplinary action. Any breach of requirements relating to examinations and assessments, whether committed intentionally or unintentionally, will be regarded as a 'gross misconduct' and a flagrant violation of the Code of Academic Integrity.
  - The Chief-superintendent (Examination & Evaluation)/Dean will refer the matter to the Discipline Committee, which can take any action deemed necessary.
  - The first occurence of such an instance will lead to a score of "zero" in that particular subject of the Internal Assessment Test
  - The second occurence of such an instance will lead to a score of "zero" in that all subjects of the Internal Assessment Test.
  - The third occurence will lead to a recommendation of disqualification from the final semester exam to the university.
- Proxy signatures Signing in by proxy in classroom attendance or elsewhere by students amounts to signature forgery and will be treated as a criminal offence by Sri Shakthi Institute of engineering and Technology. Students involved in such forgery will be liable to prosecution.
- Attendance Requirements
  - Every student is expected to have a minimum of *attendance of 75%,* as prescribed in the academic instructions for different courses during each semester. A shortfall in this requirement will mean that the student will not be eligible to appear for the semester-end examination.

- ○ An exemption of attendance may be given to students involved in work assigned to them by the College. This will be entirely at the discretion of the Principal.
- ○ Attendance at special seminars and guest lecturers is compulsory for students.
- ● On Duty
  - ○ The students who wish to be part of any **club / NSS / NCC / Sports** should register themselves with the faculty coordinators / in charges.
  - ○ The request for exemption of attendance of students who are involved in activities inside/ outside college premises will be submitted by the coordinators to the concerned Head of the Departments for approval.
  - ○ The final list of students will be circulated to all HoDs after it is approved and signed by the Principal.
  - ○ The students who wish to request the On Duty for any purpose should apply the same through Linways for department Approval.

6.2.9. ANTI-RAGGING

6.2.9.1.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

6.2.9.2.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.

6.2.9.3. 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:-

o Cancellation of admission
o Suspension from attending classes
  ▪ Withholding/withdrawing scholarship/fellowship and other benefits
  ▪ Debarring from appearing in any test/examination or other evaluation process
o Withholding results
  o Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  o Suspension/expulsion from the hostel
  o Rustication from the institution for period ranging from 1 to 4 semesters
  o Expulsion from the institution and consequent debarring from admission to any other institution.
  o 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.

6.2.9.4. Ragging :

● Students will refrain from ragging of any kind and those who violate this rule will be instantly suspended from the College and the hall of residence hostel for a period of one week.

- The matter will be placed before the Anti-Ragging Committee, which will review the incident of ragging and take action according to the due process of law.
- Students must take note that ragging results in dismissal from the College.
- The attention of the students is also drawn to the judgment of the Honorable Supreme Court of India wherein it is mandatory for the institution to file a complaint with the police and with all resulting consequences.

6.2.9.5. Anti-Ragging Measures :

- Government/College Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the College Grants Commission Act, 1956) are strictly implemented at Sri Shakthi Institute of Engineering and Technology.
- In addition to the above, those students who indulge in the acts of ragging shall attract the punishments as applicable, which include any one or combination thereof:
  a. Expulsion from the College/Hall of Residence hostel
  b. Suspension from the classes
  c. Fine with a public apology
  d. Withholding of scholarship or other benefits extended to those involved in ragging
  e. Debarring from representation in events such as cultural or sports, or any other representation in events for which the student(s) may have been selected
  f. Withholding examination results
- Entering the ragging incident on the Transfer Certificate/Migration Certificate of the students, which may adversely affect their career, No placement assistance too.
- Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
- The affected student is required to submit an anti-ragging affidavit as per the UGC notification.
- Continuous watch and vigil over ragging by Sri Shakthi Institute of engineering and Technology and the College will promptly deal with the incidents of ragging brought to its notice.
- The College will summarily punish or reprimand the guilty student, either by itself or by following procedures, administrative or otherwise, by constituting a special Enquiry Committee and put forth its findings or recommendations before the competent authority to take a decision.
- Students are encouraged to report any ragging act witnessed or experienced by them to the College's administrators, faculty, Grievances Redressal Cell or other any staff member with whom the student may feel comfortable. The College ensures the confidentiality of such a disclosure by the student.
- The student may also contact Dr. R. Ravikumar, HoD/Mech in the number 9443687165 in case of emergency.

6.2.9.6.Disciplinary action :

- The Discipline Committee will deal with all disciplinary matters.
- The Committee shall constantly monitor the behavior of the students. All disciplinary matters will be placed before the Committee, which will hear the matter and take action according to the due process of law.
- The Student Affairs and Grievances Committee hearing any matter will pass a resolution of termination, suspension, retention, penalties or any other action as deemed fit and necessary.
- The decision of the committee shall be final and binding

6.3.Payment of Fees :

- All fee payments to the College will be made on or before the date specified by the College.
- Failure to make fee payments by students on time will invite appropriate penalties as the College may prescribe, which also includes the cancellation of admission of the defaulting student.
- The fees for the entire course/program will be paid by the student who intends to discontinue for any reason whatsoever and at any time during the course/program.

6.4.Sexual Harassment :

- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  a. submission to such conduct is made a term or condition for participating in educational courses;
  b. submission to or rejection of such conduct is used as a basis for academic decisions affecting the student;
  c. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance thereby creating an intimidating, hostile or offensive working or learning environment.
- Some examples of sexual harassment may include, but are not limited to the following.
  a. Creating an offensive learning environment by repeated written, verbal, physical and/or visual contacts with sexual overtones
    i. Written forms include suggestive or obscene letters, notes and invitations.
    ii. Verbal forms include derogatory comments, slurs, jokes and epithets.
    iii. Physical forms include assault, unwelcome touching, impeding or blocking movements.
    iv. Visual forms include leering, gestures, display of sexually offensive objects, pictures, cartoons or posters.

b. Establishing a pattern of conduct that causes discomfort and/or humiliates a student at whom the conduct is directed and includes:

    i. Unnecessary touching, patting, hugging or brushing against a student.

    ii. Remarks of a sexual nature about a student's clothing or body, remarks about sexual activity or speculations about previous sexual experiences.

    iii. Continued expressions of sexual interest after being informed that the interest is unwelcome.

    iv. Making reprisals, threats of reprisal or implied threats of reprisal following a rebuff of harassing behavior.

    v. Retaliating against a student for reporting or threatening to report sexual harassment.

Any student indulging any such activity/behaviours will be liable for disciplinary actions.

- Students are encouraged to report any such act witnessed or experienced by them to the College's administrators, faculty, POSH Cell, Grievances Redressal Cell or other any staff member with whom the student may feel comfortable. The College ensures the confidentiality of such a disclosure by the student.
- The student may also contact Dr. M. Hemamalini, HoD/ English in the number 9442739082 in case of emergency.

6.5.Dress Code :

All students are expected to be appropriately attired-formally dressed while in the campus at all times, Monday thru Saturday.

- Men will wear formal trousers, formal shirts and leather shoes.
- Women will wear formal suits.Jeans, Leggings and short tops (Above knee level) are strictly forbidden in the campus.
- All students are required to wear suits/blazers on formal occasions, during special seminars and presentations and other functions organized by the College.
- Distinguished guests and visitors frequently visit the College and its educational campuses and therefore, students must bear in mind that they are projecting the image of the College.
- Students shall always identify themselves by their official ID card given to them.

6.6.Transport :

- Students who wish to avail of the college transport facility are to register with the College by paying bus fee and obtain the bus pass before 15th of June, every academic year.
- The bus pass will be issued to the student upon submitting the following documents
    - Original and Photocopy of bus fee receipt.
    - 2 stamp size photo
- Without the bus pass, the students will not be allowed to use the college bus.
- Bus pass cancellation may be done before 30th April for the forthcoming academic year.
- Students should reach the boarding point at least 5 minutes before the scheduled bus time

- College buses will be stopped only at the pre-designated places.
- Fine amount will be imposed on the students those who use wrong boarding point other than the boarding point mentioned in the bus pass.
- Students are requested to maintain discipline inside the bus and to avoid unnecessary arguments with drivers.
- Students are not permitted to use mobile phone with loud speaker inside college bus.

6.7.Vehicle Parking

- Students who wish to avail of the Parking facility for two and four wheelers are to register with the College by paying a nominal fee and obtain the vehicle pass before 15th of June, every academic year. Without the vehicle pass, the vehicle is not allowed inside the educational campuses.
- The vehicle pass will be issued to the student upon submitting a copy of valid driving license and 2 stamp size photo.
- Students are advised to follow all precautions for safe driving.
- Parking is at the owner's risk and the College shall not be responsible for any loss or damages to their vehicles.
- The concerned student will be held responsible for any violation of rules even if the vehicle is not driven by student.
- The students of first and second year are not allowed to bring their vehicle and pass will not be provided to them.
- Students are expected to restrict parking of the vehicles in the "No Parking" zone.

6.8.Disciplinary Proceedings

An incident of indiscipline/breach of the Code of Conduct by a student of Sri Shakthi Institute of engineering and Technology will be reported to the Secretary, Disciplinary Committee. The defaulting student will be issued a Show Cause notice where necessary. Such students will appear before Disciplinary Committee which will hear and take appropriate action(s). The Disciplinary Committee will communicate the decision to the defaulting student(s) in writing, a copy of which will be sent to respective parents and relevant departments/sections of the College for appropriate action(s).

6.9.Punishment and Penalties

One or more of the following courses of action can be taken when a student is found to have violated the student's Code of Conduct:
1. A written letter of reprimand by the College resulting from a student's misconduct.
2. Suspension is a sanction that terminates the student's enrollment at the College for a specified period of time.

3. Monetary fines are a sanction in which a student is required to deposit a specified amount of money as penalty or any amount deposited by the student previously is forfeited or adjusted, resulting from misconduct. It also includes restitution which means making compensation for loss, injury, or damage to the College, properties.

4. Confiscation: means confiscation of goods used or possessed in violation of the College regulations.

5. Restriction of privileges: means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programs, College events for a defined period of time.

6. Withholding of Diploma or Degree: withholding of diploma or degree means the withholding of diploma or degree of a student otherwise earned for a defined period of time or until the completion of assigned sanctions.

7. Dismissal: is a sanction which permanently separates a student from the College without opportunity to re-enroll in the future.

8. Other sanctions: other appropriate sanctions may be imposed by the competent authority of the College singularly or in combination with any of the sanctions noted above.

6.10.   LIBRARY INFORMATIONS, RULES AND REGULATIONS

6.10.1. Information

SIET library is established in an area of 509.18 sq.mts with 136 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 08 Computers with internet connectivity, Wi-fi facility and IP based access to e-resources, which can be accessible from anywhere within SIET campus. Dedicated internet bandwidth of 200 Mbps is available for the library.

Working hours : 8 :30 am to 8 :30 pm (on working days)

: 8 :30am to 4 :30 pm (on 2nd and 4th Saturday)

: 8 :30am to 12 :30 pm (on sunday)

6.10.2. 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.

Link : http://172.16.3.9/opac/index.asp

6.10.3. Electronic Resource Management package for e-journals

E-resource packages of DELNET CONSORTIUM subscription has been made for the

benefit of students and faculty. SIET Library is a member of DELNET and subscribing to 145 AICTE Consortia journals.

EBSCO   Link :http://web.a.ebscohost.com/ehost/search/basic?vid=0&sid=1dcf3356-f6f2-436a-9e21-6483594a83c3%40sessionmgr4010

DELNERT Link : http://162\4.100.247.30/

6.10.4. Circulation

The eligibility for borrowing the books is,

Category	No.of Books	Retention Period
UG& PG Students	4 books	15 days
Faculty	8 books	30 days

6.10.5. Central Library Rules and Regulations

o   All library users are required to enter their names and sign the register provided at the entrance.
o   Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
o   Students can borrow four books at a time
o   Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
o   Borrowers shall replace lost or damaged library materials with new versions of the same.
o   Renewals of library book and of the educational materials are generally allowed if no reservation has been made for the same.
o   Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
o   Case studies and project reports will not be issued to students and are for library reference purpose only.
o   Library users are expected to maintain silence at all times in the library. Cell phones and their use is prohibited.
o   Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
o   Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
o   Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
o   The membership of the library is not transferable.

- Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- All library users are expected to read the notice board for library timings and other services.
- The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- Students are requested to maintain the dress code of the College while they are in the library.
- Students should return all the borrowed items from the library and clear all fines before leaving the College.

6.11. Hostel Rules and Regulations :

All students residing in the Hostels provided by the College will follow the rules and regulations mentioned below including those that may be framed from time to time. Failure to follow these rules by students will invoke disciplinary action from the College

- No students should indulge in any desirable activity thereby causing problems to the smooth functioning of the hostel
- Students residing in the hostel are not permitted to change their hostel rooms allotted in hostels and without prior permission from the hostel management.
- Students residing in Hostel will pay the hostel charges for 12 months, irrespective of academic vacations.
- Six months' hostel charges are to be paid in advance to the College at the time of joining by the student. Hostel charges for the subsequent period(s) must be paid on or before the date notified. A late penalty will be levied in such case. The Hostel charges of the Halls of Residence and hostels may be revised as per the decision of the management.
- Study hours are observed from 8:30 pm to 11:00 pm and students should devote these hours only to their studies in their rooms only
- Daily attendance will be taken by the warden or deputy warden at 8.15 pm.
- No students are allowed to get into\go out of the hostel after 8:30 pm
- Prior permission should be obtained from the warden for entertaining visitors/guests in the hostel.
- Prefixing and Suffixing of holidays are strictly discouraged.
- Students who wish to stay out of the Hostels in the night occasionally for genuine reasons, upon having secured the permission from their respective parent/ guardian, may do so by submitting appropriate Leave letter to the hostel warden. In the case of Undergraduate students, the Leave form must necessarily be accompanied with the written consent of the parent/guardian.
- Students are advised to register their leave in the registered provided to go home on working day

- Playing of loud music or engaging in activities that may disturb other residents or neighbors is prohibited. Practice of using FM radios and mobile phones for listening songs are strictly prohibited inside the hostel. If found will be seized and returned only at the end of the course
- The utensils provided in the dining hall should not be taken outside the dining hall / to hostel rooms
- Hostel inmates are also instructed not to entertain days scholar students inside the hostel for any reason without prior permission from warden. If days scholar are found inside the hostel room, concerned roommates are accountable and will be liable for disciplinary action.
- Whenever students leave hostel for industrial visit, tour or any academic oriented programs, concerned students should submit the permission letter through proper channel
- More than two days of absenteeism without any intimation will lead to expel him/her from the hostel with immediate effect.
- At the time of vacating the hostels, the student must submit the 'No Dues Certificate' from the hostel management along with the room keys, hostel identity card and original deposit receipt.
- Students who choose to use the hostel facilities are required to use the hostel facilities for the entire year. If they seek to vacate in the middle of the course they have to pay the hostel charges for the current semester. However, the student can vacate the hostel if and when the option is given to them by a separate notice by the College. Undergraduate students must obtain written consent of their parents to discontinue availing hostel facility.
- All valuables (cash, jewellery, clothes, laptops, transistors, cameras, mobile phones, etc.) must be kept under lock and key. The hostel management will not be responsible for the loss or theft of such items.
- Cooking and cooking equipment are not allowed in the hostels. No electrical appliances such as electric irons, heaters, electrical coils, etc., are to be used in the room. The violation of this rule will result in the confiscation of such items as well as a penalty, which be returned to the defaulting student at the time of vacating the hostels.
- Student residents are expected to be considerate to others and should refrain from noisy activities at all times.
- The student residents are collectively responsible for keeping the premises clean and organized. Scribbling, spitting or hanging posters/art on walls is strictly prohibited. Similarly, Drilling, nailing and fixing other fixtures are not allowed.
- The College reserves the right to periodically check allotted rooms in the hostel rooms. The hostel management will take appropriate action including charging students for cleaning the room.
- Water and electricity are scarce resources. Residents are advised to ensure that all electrical switches are turned off and that water taps faucets are closed while not in use.

- Damage or loss caused to College properties (both movable and Immovable) by student residents such as furniture, fittings, etc., will be repaired or replaced by the College at the expense of the defaulting hostel residents.
- Parents or guardians may visit the Halls of Residence and hostels only with prior permission obtained from the hostel management. Parents and guardians are not allowed to stay in the Halls of Residence and hostels.
- The hostel management along with student representatives are responsible for taking care of health-related issues of student resident until the preliminary treatment is completed. In case of a medical emergency, the student resident are advised to use the campus medical ambulance facility to reach the nearest hospital or doctor for further treatment and the local guardian or parent will be informed. The local guardian or parent will have to take or hospitalization charge thereafter and the entire responsibility for treatment and related expenses will have to be borne by the parents or local guardian. In case of contagious health problems, the student resident must vacate the Halls of Residence and hostels and will reside either in the parents' home or at that of the local guardian.
- Men are not allowed in the women's hostels and vice versa. The violation of this rule will result in an immediate eviction from the hostel, of the student resident and liable for action. These student residents can also be expelled from the College immediately.
- It is imperative that student residents do not indulge in any activities that are considered inappropriate, unethical or illegal. Such activities include, but are not limited to the following: use of narcotics, smoking, drinking (consumption of liquor), use of gutka, use of abusive language, quarrels and arguments, driving without a license and proper documents, and rash driving, among others. Students residents found indulging in any of these activities and other such behavior considered detrimental to the image of the College will be liable for disciplinary action by the College, which includes the filing of a First Information Report (FIR) with the local police for appropriate and necessary legal action, as well as expulsion from the hostels and from the College.
- The College reserves the right to instruct any student resident to move from one room to another, from one hostel to another hostel, if need be, without explanation. Student residents are bound to carry out such instructions.
- The College reserves the right to change and introduce any new rules from time to time, in the larger interest of the College and the student residents. Rules and regulations formulated and those added from time to time are to be followed strictly. Violation of any rules and regulations will result in an immediate eviction of the student residents from the Halls of Residence or hostels and as well as a suspension from the College. A student resident facing such charges will be asked to appear before the Discipline Committee. This committee will hear the matter and take action according to the due process of law and pass resolutions for termination, suspension, penalty or any other action as deemed fit and necessary. The decision of the Discipline Committee shall be final and binding.
- Sri Shakthi Institute of engineering and Technology promotes a healthy interaction between genders provided that the same is restricted to academic and professional spheres. Public

display of affection through explicit physical contact in public places by student residents is banned and construed as a punishable offence.

7.CONTRACT OF EMPLOYMENT

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

7.2.Operating Authorities
1. The Management – The Chairman and The Principal
2. Human Resource Officer

7.3.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.

7.3.1	**7.3.1.1 Classification of Employees based on the Nature of the Job** **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. **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: (i) Lab In charge/Assistants (ii) Administrative Executives (iii) House Keeping Staff (iv) Drivers (v) Mess Executives
7.3.2	**Proof of Age:** 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: 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.

7.3.3	**Proof of address:** 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. 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. Employee(s) for this purpose shall provide any of the following documents for proof of address: 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
7.3.4	**Hours of Work** (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 and every second and fourth saturdays.
7.3.5	**Shift Timing** Currently the institution operates only in general shift. The shift starts at 8.30 AM and ends at 4.35 PM on all days except Tuesdays and Thursdays. The shift timing on Tuesdays and Thursdays is from 8.30 Am to 5.
7.3.6	**Attendance** The employee should also manually register attendance in the register. (ii) Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day. (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. (iv) A period of more than fifteen (15) minutes late coming shall be considered as 1 (one) hour permission (if available). (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. Deductions from the wages shall be in proportion with the time of late coming.
7.3.7	**Period of Payroll Process:** The wage period is calculated from 1st to the last day of themonth.
7.3.8	**Code of Conduct:** Appearance and Manner

● Staff dress and general appearance is as smart and as tidy

● Staff should be polite and courteous in their dealing with colleagues, students andclients.

● Staff should attend meetings on time, achieve deadlines, adhere to College policiesand conform to the College smoking policy.

● Staff should refrain from rude, coarse, profane or abusive language. Staff shouldrefrain from any conduct whether inside or outside the College which could bring theCollege into disrepute, at all times.

● Staff should exercise care and sensitivity in dealing with students, to be approachable,understanding and discreet.

● Aside from colleagues, teachers have a responsibility to interact positively withparents and other stakeholders. Contact with parents must be kept professional, freefrom arguments and physical contact.

Criminal Convictions : Any member of staff convicted of a criminal offence must inform the Principal of thenature of the offence and the penalty imposed, even if it does not directly relate to their work.Working with Students. All staff should ensure that this relationship with learners never compromises theirprofessional responsibilities. This includes:

● Discussing with learners friends/colleagues on social media sites

● Accepting gifts

● Use discriminatory language, or inappropriate language

● Use inappropriate remarks.

● Seek to influence the beliefs of students and staff during the course of their duties

● Discriminate against self or others on the basis of race, color, creed, age, religion,gender, national or ethnic origin, marital status, sexual preference, physical disabilityor any other legally protected status.

College Property :

All staffs have responsibility to take due care of College property and premises. Staffsare not to borrow or remove College property from the College site without writtenpermission from the Principal. Staff should endeavour to conserve resources (ie electric, gas,paper) during the use of the premises.

Confidentiality :

● Staff should maintain the confidentiality at all times of information relating to staff,students, employee, visitors, finance, marketing, strategic planning and informationbelonging to the College.

● Staff should continue to maintain such confidentiality for a minimum of one year afterleaving the College.

Media :

Staff should not deal with or make comments to any media contact without the knowledge and of the Principal.

	Disputes :
	If there is a dispute regarding any aspect of this code of conduct, staff should seekfurther information/support from the Principal.

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.

Internet

The internet is a facility provided for official purpose. The following activities, 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.

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

Outside Employment

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

Grievance

SIET 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.

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.

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.

Overtime

SIET 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 holiday, when the work is demanded by the HOD/Principal or Management.

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.

Work Place Violence Prevention

- SIETis 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.

	a. All employees, associated members, and students should be treated with courtesy and respect at all times.
	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.
	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.
	d. We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

Others

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

a) Theft or inappropriate removal or possession of property.

b) Falsification of timekeeping records.

c) Working under influence of alcohol or illegal drugs.

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.

e) Fighting or threatening violence in the workplace.

f) Boisterous or disruptive activity in theworkplace.

g) Negligence or improper conduct leading to damage of employer-owned or customer owned property.

h) Insubordination or other disrespectful conduct.

i) Violation of safety or health rules.

j) Sexual or other unlawful or unwelcome harassment.

8. EMPLOYEE GROWTH AND DEVELOPMENT POLICY

8.1. Objective

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

8.2. Operating Authorities

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

8.3. Operating Procedure

8.3.1	Faculty Development Training Programmes : ● 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 ismade.
8.3.2	Transfer:In the interestof the institution's work process, any employee shall be liable to be transferred at the discretion of the management from one Department to another.
8.3.3	Higher Studies: ● The faculties are motivated to pursue Higher Education. ● The Management approves Special Leave for the faculties who are to appear for Examinations. ● Those Faculty Members who are pursuing Ph.D can avail Special Casual Leave to carry out the activities of Ph. D.

8.4. RESIGNATION POLICY

8.4.1. Objective

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

8.4.2. Operating Authorities

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

8.4.3. 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.

8.4.3.1	Any permanent employee desirous of leaving the serviceshall provide three month notice or three month's salary inlieu of notice to the Management in writing.
8.4.3.2	The employee shall formally inform the Management in writing in the month of January about theirintention to get relieved from the services.
8.4.3.3	After completion of three months of notice period, the employee by producing the Certificates acknowledgment form can get the certificates from the Human ResourcesDepartment
8.4.3.4	All payments due to the employee or the management will be settled in full before the discharge.

8. FACULTY DEVELOPMENT PROGRAM /TRAINING

9.1. 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.

9.2. Process :
- o Identification of Domain Interest of the Faculty Members
- o Identification of Upcoming Technologies on which the Faculty Members need to be trained
- o Identification of Faculty Development Programs required to equip our faculty to handle subjects assigned to them effectively
- o Identification of institutions/agencies/industry that offer the identified Faculty Development Programs
- o Identified faculty members nominated for Faculty Development Programs
- o Faculty presents Learning Implementation Plan after completion of the training.
- o Faculty to transfer knowledge gained through Value Added Courses / Content Beyond Syllabus

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

9.4. WORKSHOP

9.4.1. Policy :

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

9.4.2. Process :
- ● Identification of workshops through suggestions from various stakeholders viz., academic advisory council, 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

9.4.3. 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

9.5. GUEST LECTURE/SEMINAR/ WEBINAR

9.5.1. Policy :

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

9.5.2. Process :
- Identification of guest lectures through suggestions from various stakeholders viz., Program assessment Committee, 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
-

9.5.3. Outcome :
- Better performance in assessments and university examinations
- Better performance in placement interviews
- Better paper presentations by students in conferences

9.6. VALUE ADDED COURSE

9.6.1. Objective :

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

9.6.2. Process :

- Identification of Value Added Courses through suggestions from various stakeholders viz.,Program assessment Committee, 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

9.6.3. 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

9.7. 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.

10. 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..
- Industrial visit/Internship/In-plant training will be permitted only after getting undertaking form from the students and parents.
- 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.

11.   TRAINING POLICY

11.1. Policy

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

11.1.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.

11.2. 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.

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

o   The student will be debarred from participating in recruitment process of that company and the upcoming companies he/she applied to and/ or shortlisted.

o   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.

o   Correct and verifiable information should be produced in the resume. Any student found violating this rule will be de-registered from the Placement Session.

o   Student misbehaving in any manner with staff of Training and Placement Cell and student representatives will be debarred form Placement session.

o   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 CDC 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.

o   If the student who is not already employed, is found to be absent in3 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.

o Students are not allowed to use mobile phones in the vicinity of a company office

o 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.

o 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.

o 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 CDC.

o Any issues to be discussed should be forwarded to the respective department Placement coordinator and it is his/her responsibility to take it up with Placement CelL

o 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.

o 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.

12. EXAMINATION POLICY

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

12.1.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.

12.2.Process

o Three Internal Assessment Tests for all UG/PG Courses as planned and projected in the academic calendar.

o Test Papers to be corrected by the concerned faculty and the corrected answer scripts along with marks should be submitted to the Director- Academics within 5 Days of the examination.

o Two sets of Question Papers for the concerned course are to be set bythe concerned department.

o One week prior to the date of examination, question papers are to be given to the exam cell.

- o Out of the two QPs for a concerned course, exam cell will randomly choose a QP.
- o Common Test portions for all the classes for a particular course.
- o Model exam (3 hour duration - All 5 units and for 100 Marks) will be conducted for all UG / PG classes as per the Anna University QP Pattern.
- o 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
- o Inculcating the students about the Dos/DON'Ts during examinations through HoDs/Class advisors/ Posters kept at prominent places in the college.
- o Allegations of malpractice can be reported by the invigilator through form to the concerned Exam cell and the respective HoD is anticipated to report the same to the Principal.
- o 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.
- o Coordinating the Anna University theory / practical examinations as per the instructions given time to time by the Anna University, Chennai.
- o Coordinating the entrance examination conducted by the Management Association for M.E students joining under management quota.
- o Coordinating the online examinations and other university entrance examinations to be held in the college premises.
- o Arranging to circulate the circulars to be sent from exam cell to all departments and maintaining the copy in the file.
- o Communicating all correspondence with the Anna University related to university examinations.
- o Coordinating with the Zonal Office for the smooth conduct of the Practical Examinations and Theory Examinations.
- o Examination notices received from the University are duly served to all concerned.

13. HIGHER EDUCATION POLICY

13.1. Policy

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

13.2. Process

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

Higher Education and Collaborative Study programmes.

14. PLACEMENT POLICY

14.1. Career Development Cell (CDC)

- Career development cell (CDC) at Sri Shakthi Institute of Engineering and Technology aims to provide comprehensive career guidance providing a range of resources and opportunities to accomplish the students' professional success.
- We train the students to meet the expectations of the industry through career development programmes. Extensive training is provided in the areas of Aptitude, Communication, soft skills and technical training to groom the students meet the global standards and emerge as employable professionals. We provide exposure to the students about the happenings with various industries. We not only focus on placements, the training team as a whole focus on higher education, alternate career, entrepreneurship programmes and other categories according to students' interest. We believe in the quote "Success is where preparation and opportunity meet", so we prepare the young generation to meet success by creating opportunity.

Objectives

CDC strives to,

- To nurture and mentor the students through aptitude and technical training and make them industry-ready.
- To facilitate the students plug and play by imparting soft skills and employability skills.
- To foster Industry – Institution relationship by signing MoUs and establishing Centers of Excellence.
- To give exposure to students on pursuing higher studies abroad and in India through lectures by eminent personalities and individual guidance.
- To impart technical training by the respective department to improve the tangent thoughts on technical skills through Workshop, Paper Presentation, Seminars and Projects.
- To enhance communication skills by carrying out Group Discussion, Seminars and extempore.

14.2. Process

- Companies are approached for Placement based on the Salary Package offered, feedback from our Alumni with them and also on the performance of the Companies.
- Once the confirmation is obtained from the Company for visiting our College for Campus Drive, we collect the Job Description and the Compensation Package details along with the Interview Selection Process.
- All these details are circulated to the Departments concerned and the Students for training and preparing the students for the Drive.
- Once the drive is over, feedback is collected from the HR on the performance of the students during the drive and also from the Students, which enables us to modify and improve the training process for better performance of the students during subsequent

drives.

- The students are allowed to participate in Companies with the following Salary Packages:
  - Placement Offer with Salary Package of Less than 2 Lakhs Per Annum
  - Placement Offer with Salary Package of 2 to 5 Lakhs Per Annum
  - Dream Offer with Salary Package of 5 to 10 Lakhs Per Annum
  - Super Dream Offer with Salary Package of above 10 Lakhs Per Annum
    - Student getting placed in less than 2 Lakhs Package is provided an opportunity to participate in any drive with higher salary package
    - Student getting placed in any of the Dream Offer Package or Super Dream Offer Package is not allowed to participate in any Placement Drive with lesser Salary Package.
- This process allows the students to select and focus on the Company in which they want to get placed and put all efforts to achieve their goal.

14.3. Outcome

Students get placed in all Industries as per their skills and choice.

Retention of students with the Companies are high, as they got selected of their own interest and preparation

Companies have started recognising the quality of the students and are visiting our Institutions year after year for recruitment.

15. BUDGET

15.1. Purpose

Effective management of financial resources through budget planning and monitoring.

15.2. Budget Policy

- Approval of budget by the Governing Council.
- 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.

15.3. 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.

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

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Principal and utilize.

o 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.

o Any unbudgeted expenses need prior approval from the management and/or the trust.

15.4.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 theprincipal through Overall budget coordinator for final approval. Fig. 1 describes department level budget process.
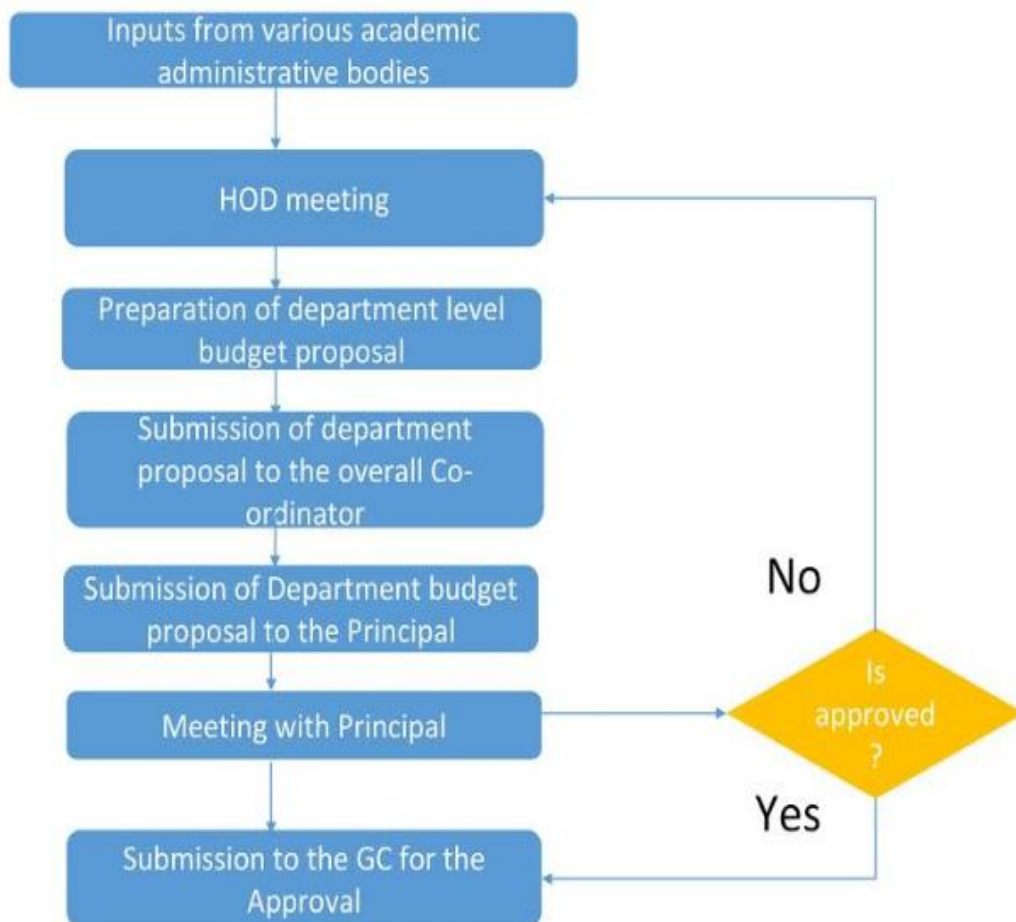

Fig 1 : Budget process institute level

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.
- 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 training 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
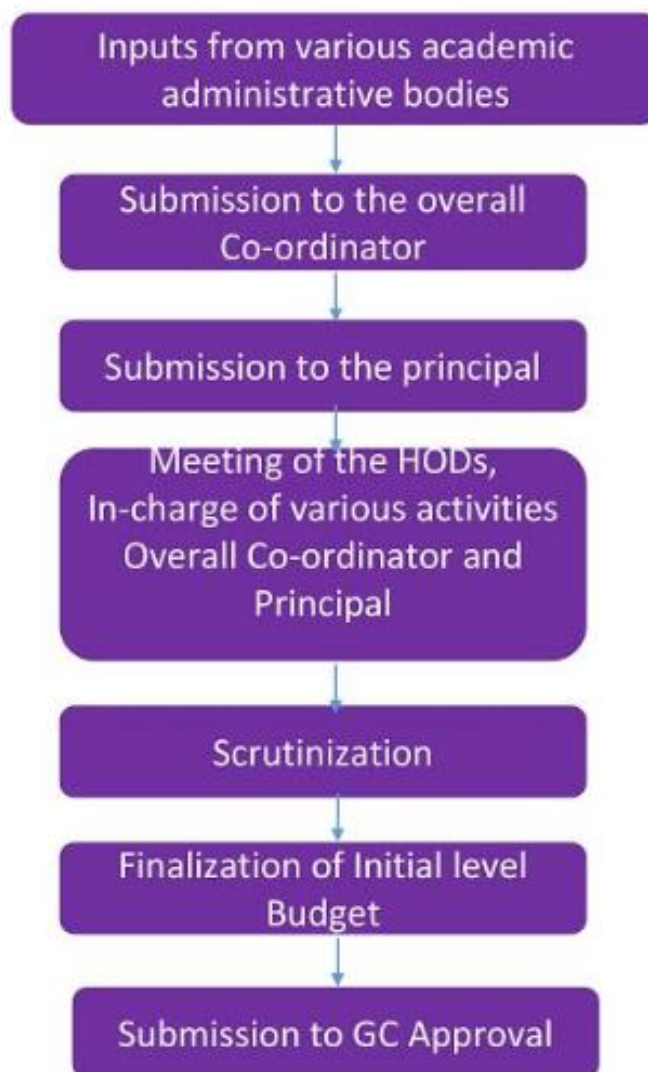
Fig 2 : Budget process- Department level

- 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

16. FINANCIAL POLICY

16.1. 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.
- During the bank holidays the fee collected shall be deposited on the subsequent bank working day.

16.2. 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.

16.3. 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.

16.4. Seminar/workshop/ Conference
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.

16.5. Entrepreneurship Development Cell (EDC)
All the funding received from agencies shall be accounted separately and the financial transactions are carried out through dedicated bank account.

16.6. 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.

16.7.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

o Such incidental expenses will be paid through cheque/bank account after deducting applicable taxes.
o All the expenses that are to be paid by cheque shall be signed by Chairman/Secretary.
o All cash payments shall necessarily be supported by a cash voucher.

Reporting

o Daily income and expenditure are verified and approved by the chairman.
o Account department shall prepare annual income expenditure statement and submit the same to the auditor's office once approved by the management.
o At the end of June every year, Form 16 shall be generated for all the staff members and issued to them.

17. RESEARCH, CONSULTANCY AND EXTENSION

17.1.Promotion of Research
Research centres

The institution encourages all the eligible departments to establish recognized research centres of the affiliating University or any other agency/organization in every department.

Research Committee
- The Institution has a research committee to monitor and address the issues of research.
- The committee shall consist of the Principal, Director - Research , HODs and identified 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.

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.

17.1.1. 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 have 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.

- o Supportfromadministrative staff to the investigators of the research projects will also be provided.

Time-off, reduced teaching load, special leave etc. to teachers
- o Their teaching workloads will be adjusted and reduced if necessary, so as to enable them to finish their research project in time.
- o Faculty members who handle research projects will be provided with privileges such as on duty, paid leave and permission as required.

Support in terms of technology and information needs
- o The departments shall provide facilities such as personal computers, internet connectivity, Wi-Fi, LAN, on-line and digital resources, access to e-journals etc.
- o 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.
- o The institution shall provide a Certified Auditor to verify and certify utilization certificate for the expenditure incurred on the project.
- o The service of the administrative staff will also be extended for the preparation and submission of utilization certificates on time.

Developing scientific temper, research culture and aptitude among students.
- o Research committee will continuously monitor and create opportunities for the students to participate in various research activities.
- o Students will be engaged in the execution of research projects and preparation of research proposals.
- o Students will be motivated to publish their final year projects in journals / conferences.
- o College will conduct "Project Exhibition - Blitz" 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.
- o SIET will organize conferences, workshops and seminars through which students will be motivated to participate actively in research related activities.
- o Students will also be motivated to participate in various technical events and present papers in national conferences organized by other institutions.
- o Research awareness programme will be organized for the students to understand the steps involved in research process.
- o Students will also be encouraged to interact with eminent researchers (Academics and Industry) during the conferences / programmes organized.
- o The Institution will encourage faculty members to submit research proposals to various funding agencies.

17.1.2. Development of prioritized research areas and the expertise.

o The institute will encourage faculty to enrich their knowledge to be experts in their field of interest by providing the required support.

o Prioritized research areas will be continuously identified and published in various forums.

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

o Institution will invite the researchers of eminence to the campus and arrange to interact with teachers and students.

o SIET faculty members will be permitted to visit the industries and interact with eminent people related to their research issues.

o SIET 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.

17.1.4. Awareness, advocating/ transfer of relative findings of research of the institution and elsewhere to students and community.

o Details of research publications and patents of the institution will be updated to the Research and Development Cell.

o The details of patents applied will also be reported to the the department research centres.

o The Central Library will increase the subscription to National and International Journals to bring articles related to research outside to SIET faculty and students.

o 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.

o Working models of the projects of students will be displayed in the their departments.

o In all SIET labs, students will be encouraged to conduct additional experiments beyond the prescribed syllabus; as an initiative to create awareness on research among students.

o Department newsletters will be published in regular intervals to advocate research achievements of the departments among students and faculty.

o Students will be encouraged to shoot videos of their research projects and upload in internet for public viewing. (www.youtube,com).

o The institution will encourage the faculty members to publish research articles.

17.2. Resource Mobilization for Research

17.2.1. Budget for research.

o 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.

o The Management will also provide grants to organize conferences and seminars by various departments.

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

17.3. Inter-disciplinary research.
- o Research Cell of the institution will organize research seminars related to interdisciplinary 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.
- o The institution will discuss about interdisciplinary research in the following forums.
- o Communication to all the faculty members through group emails.
- o Discussion in Research Committee meetings.
- o During timeline presentation of research scholars.

17.4. Optimal use of various equipment and research facilities of the institution by its staff and students.
- o 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.
- o Seminars and workshops will be conducted by focusing on the application of different types of specialized equipment and software.
- o Training and demonstration will also be carried out using these instruments during workshop for the participants.
- o The laboratory and library facilities available in the campus will be utilized by the staff and students involved in research with no time restriction.
- o Wi-Fi internet connectivity, software, computing facilities, and electronic equipment will also be used freely by students and faculty members.

17.5. 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
Support provided to the faculty in securing research funds from various funding agencies, industry and other organizations.
- o The faculty members will be given support and assisted in securing research funds from various funding agencies.
- o The research committee will guide about the availability of funding opportunities from DST, AICTE, TNSCST, MHRD, CSIR, DRDO, ISTE etc..
- o Information about the request for proposals will be circulated among all faculty members.

- o Members of faculty will be deputed to workshops and conferences on research proposals and funding agencies.
- o Faculty members will be deputed to other institutions to know about research projects executed by them.
- o Faculty members will also be sponsored for conferences and workshops on emerging technologies in order to secure research projects in those areas.
- o On duty will be provided for industrial visits related to research. Workload will be reduced wherever required to expedite the projects judiciously.
- o Travel and other expenses towards project proposal presentation will be sponsored by the institution.

17.7. Research Facilities
Research facilities available to the students and research scholars within the campus.
- o Research centres of the institution.
- o Laboratories in various departments.
- o 'Centre of Excellences' establishedineverydepartment in association with leading industries.
- o High end computer systems.
- o Library facilities. Digital section, E-journal subscription and back Volumes of library.
- o Online access of IEEE journals and E-Journals.
- o 200 Mbps internet connectivity and Wi-Fi facility.
- o Video-conferencing facility.
- o Administrative support will be extended in procurement, servicing and Utilization Certificate submission for the funds received.

Planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.
- o 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.
- o The institution shall develop a strong relationship with leading industries which contribute to its efforts in establishing research facilities.
- o Long term plan will be put in place to establish Centres of Excellence in emerging areas.
- o 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.
- o Faculty and students will be encouraged to interact with industries for exploring the avenues of collaborative research.

Research facilities made available to the students and research scholars outside the campus/ other research laboratories.
- o Industries will be requested to permit SIET students to do research oriented projects in their premises.
- o Faculty members registered for PhD programme may avail the
- o Anna University's research facilities.

- SIET has signed MOUs with industries and they permit SIET members of faculty to carry out research using their facility.
- SIET has become an associate member of Coimbatore District Small Scale Industries Association (CODISSIA) through which research opportunities in companies in and around Coimbatore can be explored.
- Chairman of SIET is the current chairman of Institute of Engineers Coimbatore Chapter..

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 200 Mbps) and all students and staff

Research Publications and Awards

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

Incentives given to faculty for research contributions :

- SIET 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 with impact factor more than 2	Rs 2,000
2	PhD Completion and after award of Degree certificate	As per the HR Policy

17.8.Center of Excellences (COE)

- SIET has made a significant step forward in its quest to train their students on emerging technologies. The college has established COE in various departments Following activities conducted under COE will be enhanced in future.
  - Faculty training by industry.
  - Visiting faculty from industry.
  - Industry projects, Industrial visits and internships.
  - Industry consultancy and Research
  - Recruitment.

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 30 % of profit amount will be shared among the contributors.

Advocating and publicizing of expertise

- 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 SIET consultancy expertise will also be shown.

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.
- SIET will encourage the faculty to visit the industries and supervise the project work carried out by the students in industries.

Program Assessment Committee(PAC) and Department Advisory Board(DAB):

- PAC and DAB for every program have been established with senior experts from industry, faculty, academicians, students, member from professional bodies, alumni, and parents as members
- The PAC & DAB Meetings are chaired by the respective Heads of the Department
- The DAB provides input for defining/re- defining the Vision, Mission, Program Educational Objectives and PSOs for therespective programs
- The PAC 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 PAC reviews the attainment of Program andCourse Outcomes.
- In addition, the Academic Advisory Council also suggests on guest lectures, workshops, seminars etc. to enrich the curriculum.
- ThePAC reviews the overall performance of the department every year and provides suggestions for improvement to attain POs.

18. EXTENSION ACTIVITIES AND INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR) :

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

- o Various clubs will involve in social services and create awareness about society related and citizens' responsibilities to students.
- o SIET will ensure holistic development of students to mould them as responsible citizens by teaching them the moral values.
- o The institute conscious of its role in campus community connection, wellbeing of its neighbourhood will initiate a number of community development activities.

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

- o A Professor will coordinate and advise on the club andextension activities.
- o Frequent meetings will be conducted by Socio Eco Club and NSS to share the ideas of individuals to help the society.
- o At the commencement of the year, a list of activities will be identified and their execution

will be tracked.

- o SIET shall assign one faculty as coordinator and students as volunteers from each department to organize activities. The faculty coordinator will monitor the activities and maintain record.

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 SIET

- o SIET will motivate its students and external candidates to take-up entrepreneurship as a career path.
- o 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.
- o Renewable Energy Programmes will be organized regularly to train SIET students in renewable energy applications.

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

- o 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.
- o Members of faculty who have remarkable inclination towards society shall function as coordinators and motivate students to participate in extension activities.
- o During induction, the coordinators of these sections shall narrate students on the benefits and scope of the extension activities.
- o 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.
- o The students and faculty members will be given On-Duty for involving themselves in social awareness programs.

Social justice and empowerment of students.

- o 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.

Expected outcomes of the extension activities organized by the institution.

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

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

- o The institution shall maintain good relationship with neighbourhood village authorities and the village authorities are free to approach the institution for support and outreach programmes.
- o SIET will maintain cordial relationship with other institutions in the neighbourhood and collaborate with them for outreach programmes.
- o All the leading local newspapers will be requested to provide media support for all SIET efforts.

Awards for extension activities.

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

19. COLLABORATIONS :

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

SIET collaborates with industry through various avenues as detailed below.
- o Program Assessment Committee meeting conducted at the campus to bridge the gap between curriculum and industry expectations.
- o Deputation of faculty members for exposure to industrial practices.
- o In plant training and industrial visits for students.
- o Guest lectures by industry experts on upcoming technologies.
- o MOUs with industries for carrying out mutually beneficial projects.

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

- SIET 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.

Expected outcomes of the industry-institution- community interactions.

- Establishment of Center of Excellences.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.
- Placement opportunities in product and service companies for students.
- MOU's through which industry based academic projects are carried out by the students.

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 SIET.
- When the relationship matures, the industry will be requested for on-campus placement of SIET students.
- College will sign MOU with industries mainly to establish the linkage / collaboration related to academic and research activities. Center of Excellences will also be established with the support of industries.
- PAC 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.

20. GRIEVANCE REDRESSAL CELL (GRC) POLICY

Policy

All students of SIET 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.

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 mentor@siet.ac.in, providing complete details of their grievances along with their details. The grievances collectedthrough the members are routed/discussed with the concerned authorities and resolved.
- Additionally, a Suggestions/Grievances box is kept in theadministrative 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

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 five days of the examination conducted.
- If any grievance is there in the evaluation, it is addressed by the respective faculty and then the marks are corrected..
- 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 Faculty who handled the subject, 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.

21. WOMEN EMPOWERMENT AND POSH CELL POLICY

Policy

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

Purpose

The college is having its women empowerment cell 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 empowerment cell of the college has been constituted by selecting one woman staff member as Convenerand 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 POSH cell members or dropping a mail to mentor@siet.ac.in.

POSH Cell's action towards the issues

The POSH cell is empowered to punish the guilty persons in due consultation with thePrincipal 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.

22. PHYSICAL EDUCATION POLICY :

Policy

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

Process
- Formation of college sports council with Principal as Chairman, Physical Director, with representatives from faculty, students, non-teaching staff, and other employees.
- Formation of sports calendar
- Planning for the tournaments
- Ensuring better training and practices in the morning andevening.
- 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.
- Maintain the stock register
- Maintain the students attendance register
- Maintain the gym both boys & girls

- Update the sports committee meeting details
- 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.

Other information
- 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 scholarships.

23. ALUMNI CELL POLICY

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

Past History
  The Alumni Association of SIET is formed by a group of first batch of students of Sri Shakthi Institute of Engineering and Technology. The underlying philosophy of this association is to contribute back to the institution. Alumni are contributing in many areas like mentoring, 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.

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 alumni office bearers meeting minimum of two times in a year
- To conduct alumni meet @ SIET campus
- To conduct at least one regional alumni meet each at chennai, bangalore.
- To send mails to alumni about accomplishments of SIET
- To collect details of alumni accomplishments and career progression

- To maintain details about alumni visit to SIET for mock interviews, guest lectures, jury for events, project review etc.
- To represent SIET in alumni's family events (e.g.) Wedding, house warming etc.
- To form a alumni network through various social network media and mails
- To come up with new initiatives for connecting alumni.

24. STUDENT WELFARE

Welfare schemes are

- Merit scholarships and fee concessions for deserving students
- Full fee waiver including tution fee, books, transport, hostel fees placement training fees for merit students
- Awards to class toppers
- Financial assistance to projects
- Travel grants to participate in competitions and conferences
- Extended bank help-desk services, ATM.
- Health screening initiatives
- Subsidized canteen which supplies hygienic and nutritious food
- Ambulance facility during emergencies
- Health Centre
- Assistance for bank loan services

25. 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.

Adherence to academic calendar:

- **Institute Academic Calendar** During the commencement of every semester, Institute Academic Calendar for the semester is prepared by the Principal / Director - Academics 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 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.
- 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.

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.

26. STUDENT CENTRIC POLICIES

Category	Policy Decision
Scholarship	
School final marks Sports excellence	Cut off marks of above 195 – 100% all fee waiver* Cut off marks of above 190 to 194.75 – 100% college fee waiver* Cut off marks of between 185 – 189.75- Rs. 40,000/- Cut off marks of between 180 – 184.75- Rs. 30,000/- Cut off marks of between 175 – 179.75- Rs. 25,000/- Cut off marks of between 170 – 174.75- Rs. 20,000/-
Academic excellence	**UG :** 1st and 2nd rank : Rs. 10,000/- cash award 3rd and 4th rank : Rs. 5,000/- cash award 5th and 6th rank : Rs. 2,500/- cash award **PG :** >9 CGPA : Rs. 20,000/- Publish a paper in journal with impact factor >2 : Rs. 20,000/-
Projects	
Student innovative projects Travel fund (Competitions, Sports Events)	Based on the demand
General Policy	
Student accident group insurance policy	100% Premium is being paid by management

On duty for participating competitions	Based on the demand
Career Guidance Support	
Incubation support for entrepreneurship	Free infrastructure will be provided by the management
Higher studies-GATE training	50 % of training fees will be paid by Management
Placements	Placemnet training and placement assistance will be given to all the placement registered students.
Value added courses	Courses will be conducted with free of cost
Student presentation	One Hour per week
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	
Idea contest/ Hackathon	
Certificate	
100% attendance	Certificates will be given during annual day
Best performer in sports, cocurricular and extra curricular activities	

27. 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	100% of transport fees
Fee Concession for wards	Based on management decision
Hostel fee concession of residential tutors	Concession is provided
Award policy	
100% Result in Anna university examinations	Appreciation will be given during annual day
Faculty guiding higher level competitions	
Best industry linkage department	
Best consultancy work done department	
Best researcher award	

28. 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.

29. 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.