



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)



**Approved by AICTE, Recognized by UGC &
Affiliated to Anna University**

Accredited by NBA-AICTE, NAAC-UGC with 'A+' Grade



POLICY BOOK

**SNS KALVI NAGAR, SATHY MAIN ROAD (NH 209),
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COIMBATORE -641035.**



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VISION:

SNS College of Technology envisions to be an internationally recognized Technical University, renowned for its excellence in teaching, learning and research in diversified fields of Engineering and Technology, by producing globally competent technocrats with strong ethical values.

MISSION:

- To offer contemporary and rigorous educational experiences that will equip the graduates with advanced problem solving and critical thinking skills for contributing to societal growth.
- To ensure continuous development of infrastructure and state-of-the art equipments to provide technologically advanced and intellectually inspiring learning environment.
- To provide an ambience that encourages knowledge acquisition and academic freedom, to produce skilled professionals and vibrant entrepreneurs.
- To collaborate with Industry, Government bodies, R&D Organizations and Foreign Universities to acquire new knowledge and develop technological transformations to achieve global excellence.
- To instill a sense of professional integrity, social and ethical values, leadership qualities and cultural awareness to evolve as a responsible citizen.



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1.POLICY FOR FACULTY & STAFF

1. POLICY FOR FACULTY & STAFF

SNS College of Technology strictly believes in following all statutory requirements of UGC, AICTE and Anna University from recruitment onwards.

1.1 Norms For Faculty Recruitment

Every year faculty recruitment is done twice a year as per AICTE norms to maintain Teacher-Students ratio at 1:15 .The recruitment qualifications prescribed by AICTE and Anna University will be followed from time to time.

1.1.1 Rules / Regulations on the Roles and Responsibilities of Faculty Members

- The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive.
- Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable action will be initiated against such employees/faculty members.

1.1.2 General Norms

- The faculty members must be punctual to duty.
- He/she shall stay within the campus during the working hours of the College.
- He/she shall discharge the responsibilities assigned in teaching/research/consultancy and administrative works diligently in honest and un- biased manner with total commitment.
- The faculty members are expected to conduct themselves in a professional and cooperative manner.
- Take precautions to protect equipment, materials and facilities of the college.
- Attend and participate in the meetings, activities called/assigned by the HoD / Dean(s) / Principal / Director / Management.
- Undertake Research / Consultancy Activities constantly in addition to teaching at the level of Professor, Associate Professor and Assistant Professor.
- He / she shall not engage/take private tuitions to our students.
- He / She shall follow professional dress code.
- He/she shall finish the evaluation work of Continuous Internal Assessment (IAE) and End Semester Examinations on priority without causing any inconvenience to the evaluation process.
- He/she shall not accept/proceed to undertake any duties/works outside the college without

prior approval of the Principal/Director.

- Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned staff should submit proof of attendance along with one/ two-page report to the Principal and the same should be maintained in the department for verification.
- For any other reason, collection of funds from students should be avoided. If necessary, collection of money should be made only after obtaining permission of concerned HoD and Principal for the conduct of Seminars, Symposia, Conference, Industrial Visit and Association expenses which are part of the Co-Curricular and Extra-Curricular activities.
- As and when a circular is issued, if any one desires to give resignation, they could be relieved after completion of the semester or earlier at the discretion of the Management. No person will ordinarily be relieved from the duty, during the middle of the academic year. If anyone desires to leave in the middle of the academic year, for whatsoever reason, it will be deemed as violation of accepted norms and conditions and shall pay three months' salary.
- He / She shall contribute effectively and always work towards continuous improvement.
- He / She should obtain prior permission from the head of the institution to apply for any government jobs.
- All are required to confirm to & follow the rules & regulations in force and brought in force from time to time.

1.1.3 Behavioural Norms

The teaching profession expects high standards of ethical behaviour. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

- The faculty shall not indulge in rude or abusive behaviour, comment against superiors, make negative comments about other staff members or the Institution, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;
- The faculty shall desist from un-authorized distribution of irrelevant material either Hard copy or soft copy etc.
- The faculty shall also desist from falsifying/tampering any records or documents.
- The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- Faculty members should follow the hierarchy at all times;
- Staff absent without prior approval of leave or information will be treated only as leave

on loss of pay.

- Alternate arrangement should be made only with person who will be available to handle the course to the class.
- Avoid availing leave frequently since it would affect the teaching learning process.
- While accompanying the students for educational tour/industrial visits utmost exercise of control and discipline is to be maintained.
- While attending national conferences, symposia or seminars outside the college campus, the faculty members, who will be then the brand Ambassadors of the college, should maintain a high standard for the college prestige and nothing by words or action should cause any disrespect to the Management/Principal or College itself.
- Personal use of cell phones inside the class rooms and laboratories is strictly prohibited.

1.1.4 Academic Norms

- Conduct the assigned classes as per schedule.
- Maintain the record of lesson plans and other relevant documents of the courses handled by them.
- Implement designated curriculum / Syllabus with the said course objectives.
- Participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery & also in practical sessions.
- The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, projects or outdoor activities thereby help in improving Teaching and Learning Process.

1.1.5 Classroom Management Norms

- The faculty shall prepare well for the class and stay focused on the topic/content.
- Be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement].
- Mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
- Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
- Share knowledge in a manner that encourages effective two-way communication.
- Be organized and in order to make efficient use of time and move in a planned and systematic direction.

- Use of ICT based teaching and learning wherever possible make video lectures, Case studies, role plays, mind mapping, usage of charts, models, simulations, etc in addition to conventional use of black board depending on the course & necessity.
- Pose questions to the students which inculcate out of box thinking.
- Summarize the concepts at the end of every class.
- After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it.
- Evaluate the test answer books within the stipulated time; make the scheme of evaluation transparent by getting signature of the students in answer sheets.
- The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- Faculty shall not pre-pone, post-pone, let-off, alter or suspend a scheduled class without authorization from the concerned HoD/Dean.
- Individual attention to be paid during the practical class; Maximum students per batch shall be not exceed 4.
- Students should be properly instructed regarding the procedures and methods of doing the experiments.
- Safety aspects should be taught both human safety and safe handling of equipment's and machines.
- Observations should be corrected on the day of experiment and record should be corrected on or before the next practical class.
- Viva-Voce is to be effectively conducted for each experiment while correcting the observation note in the laboratory class.
- Teacher shall handle the class (theory or practical or tutorial) for the complete duration of the said class.

1.1.6 Role as Mentor/Class Advisor

- A Mentor is responsible for a batch of 20 students in a class. The Mentor assigned will remain till the students complete their course of study unless or otherwise a mentor gets relieved from the institution.
- As a mentor, the faculty shall advise/counsel the student on all the academic and other matters (like studies, lab classes, projects, personal issues etc.).
- He/she must meet the assigned students at least once in a month and shall report to the HoD/Dean about the outcome of the meeting and about those students who avoid meeting the counsellor

- He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed. Ensure the maintenance of counselling register in accurate, complete, and appropriate manner.
- Keep the parents apprised about the academic progress and general behaviour of their wards.
- Demonstrate communication and Interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators.
- The Green Card is to be regularly updated with the comprehensive information of the student's academic progress with proper verification.
- The mentor should serve as a Friend, Philosopher and Guide.
- Class Advisor/Mentor should report about the academic progress of the class to the HoD / Dean, maintain attendance, class log book, uploading CIA marks and attendance to the CoE section/University and the overall maintenance of the class.

1.1.7 Faculty Norm related to students

- Motivate students to inculcate interest so as to create a culture of life long learning.
- Faculty should be available for the students even after class hours to clarify their doubts, if any.
- Provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge & face the examinations confidently.
- Treat students with respect, and teach them to treat others with respect.
- Do not punish or scold the students in front of other students inside the class unnecessarily, rather they may be advised in person at a later time.

Motivate and help students to do educational projects in related area/topics (suggested by you & chosen by the student himself/herself), so that their analytical and self-learning is enhanced.

1.2 Responsibilities And Functions of Various Official In- Charge of Academic Administration

1.2.1 The Principal

The Principal shall provide leadership for the academic administration and create an environment conducive for teaching, learning and research. He/ She shall ensure that quality education is imparted to the students and fosters the holistic development of the students. He/ She shall ensure all round development of the Institute and achievement of strategic goals of the institution.

- The Principal shall Report to the Chairman, Correspondent & Technical Director on all matters.
- The Principal is the Head of the Institution and shall act as a link between the Staff, Students, Management and other stack holders.
- In the capacity of the Member-Secretary of the Governing Council, he shall put- forth proposals in all administrative/academic/finance for next developmental matters and seek approval and ensure its effective implementation.
- The Principal shall assess the HR requirement and make recruitments as per the procedures and norms.
- As the Ex-officio Chairman of the Academic Council of the College, he shall advice and guide the Chairpersons of the BoS for providing curriculum to match with market needs; ensure implementation of the decision/regulations approved by the Council.
- The Principal shall act as a link between external agencies and the Institutional faculties.
- The Principal shall facilitate all the stakeholders to provide the necessary impetus for growth and development of the Institution.
- The Principal shall ensure the proper administrative and evaluation process in addition to addressing to the rightful grievances of the students and staff members.
- The Principal shall be the executive in-charge of all academic and administrative bodies and ensure adherence of all regulations framed by the institution.

1.2.2 Governing Council

- Conduct regular meetings (Minimum Twice a year) among various bodies as necessary for proper functioning of the Institution.
- Comply in a timely fashion all records and reports required by the various agencies like UGC, AICTE and Anna University. Promote accreditation activities and facilitate agencies like NBA, NAAC etc by complying in a timely fashion all records and reports required by the agencies.
- Take all necessary steps for admission, DOTE approval and scholarship approval process, etc.,
- Take all necessary actions for smooth conduction of examinations.
- Being the Chief Warden of the Hostel, shall advise and monitor the functioning of the Hostels; ensure congenial environment for the hostilities.
- Principal shall put-forth plans for various building projects proposed by the College and proper completion of the approved projects.
- As per the 5th Governing council meeting held on 16.12.2006, the financial power delegated to the Principal is Rs. 25,000/-.
- Any other duties and responsibilities assigned by the Chairman, GC/Management from time to time.

1.2.3 Vice Principal Administration

- He / she shall involve and report to the principal on all administrative related matters time to time.
- Monitoring the discipline of students and staff members.
- Promote accreditation activities and facilitate agencies like NBA, NAAC, ATAL ranking, CII survey, MHRD-IIC, etc by complying in a timely fashion of all records and reports required by the agencies.
- He / She shall oversee the procedures to obtain and renew the affiliation process by AICTE & Anna University, etc.,
- To put forward the development strategies for obtaining NIRF ranking, admission and overall growth of Institution.

- He / she along with the Principal shall monitor the hostel and transport as per procedure.
- To propose the development of buildings and laboratories and other infrastructure facilities as per norms and also to monitor the approved projects.

1.2.4 Vice Principal Academics

- He / She shall report to the Principal on academic,5 pillars and placement related matters time to time.
- As a member of Governing Council, the Vice principal Academics proposes plan & strategies for institutional development.
- He / She acts as a member of Academic Council & guide the Board of Studies Chairman for effective curriculum development in line with latest technologies and ensure its prompt implementation.
- He / She oversee the autonomous approval process, effective implementation of curriculum and conduction of examinations and also to oversee functions of CoE office.
- He / She monitor the effective implementation of five pillar activities and assess its outcome at regular intervals through IQAC.
- He / She facilitate to conduct meetings during the beginning of each semester to propose the academic calendar and its meeting implementation.
- He / she along with the Principal shall monitor the staff requirement as per procedure and norms.
- He / she to prepare strategic plans for placement activities and ensure companies are visiting for campus recruitment. Also to ensure career progression of all registered students.
- He/ She to monitor Academic performance & to take remedial measures wherever requiredwith the approval of the Principal.

1.2.5 Controller of Examination [COE]

- Controller of Examinations is the authority of the college, who is responsible for all activities of the Autonomous College End Semester Examinations.
- Course Registration & Course Re-registration.
- Authentication or permission for late Course Registration/Re-registration.
- Only Faculty members [External & Internal] with more than 10 years of experience should be invited for question paper setting and valuation.

- Conduction of End semester Theory & Practical Examination.
- Publishing the End semester Examination results.
- Redressal of grievances with respect to examination conduction.
- Any other duties assigned by the Principal/Management.

1.2.6 Director – Centre for Learning and Teaching (CLT)

- The Director CLT shall report to the Technical Director and coordinate with Principals/Vice Principal's in all the teaching and learning related activities from time to time.
- Shall oversee the syllabus framing by the department through vet/vouch from the academic and industry professionals.
- Ensure implementation of blooms taxonomy in question paper setting.
- Monitoring the innovative and best teaching practices.
- Shall oversee implementation of remedial classes for achievers and one credit value added courses for advances learners.
- Shall conduct upskilling programs for teaching & non teaching staff member.

1.2.7 Director – Centre for Creativity (CFC)

- The Director CFC shall report to the Technical Director and coordinate with Principals/Vice Principal's in all research, start-up, consultancy and incubation centre related activities from time to time.
- Shall oversee the preparation of Design Thinking based Industry case study video preparation by faculty members.
- To motivate faculty members to convert student Design Thinking based projects into patent and oversee its proceedings.

- To encourage the students through faculty members to participate in design contests.
- Identify research potentials of faculty and students through well charted procedures and allocating seed money to initiate research work.
- Identify funding agencies and motivate the faculty members to submit proposals from time to time.
- To groom the SNS iHUB members so that facilitation on start-ups, innovative projects/products, research, IPR and publications can be supported.

1.2.8 Training & Placement – Head

- Counselling the Students related to training, placement & higher studies.
- Training the Students for soft skills development.
- Maintaining Placement Database.
- Maintaining Industry Database.
- Ensure more than 90% Student Career Progression.
- Facilitating Internships.
- MOU's with Industry for Academic Development in consultation with HoD.
- Industry Institution Interaction.
- Organizing HR Conclave and other similar events.
- Any other duties assigned by the Principal/Vice Principals / Management.

1.2.9 Director-R&D

- Provide platform for sharing available research facilities.
- Identify thrust areas of National and International significance related to each department and motivate Dean/ HOD / Faculty to write proposals for getting external funds.
- Help the faculty/scholars working for their Ph.D or research to become innovators.
- Motivate and guide faculty/students to publish papers in National and International refereed Journals in their area of research.
- Monitor the research activities of faculty.
- Monitor the research activities of students [Research & Innovation Club] with the help of Deans and HoDs.

- Recommend incentives for outstanding research articles, projects, research proposals and patents.
- Develop close link between research scholars, guides and related industry for fostering research culture in the campus.
- Conduct faculty lecture series based on the faculty publications, research/ innovative works/patents/IPR for presentation.
- Regular monitoring of the Progress in the on-going funded projects [both external and In-house].
- Identify useful and innovative projects of staff and students for allotting seed money. Advice Dean/ HoD to monitor the seed money projects till completion.
- Identify research thrust areas, promoting research, evaluating and disseminating research outcome.
- Any other responsibilities assigned by Management from time to time.
- Motivate Dean/HoD/Senior Professors to become AU recognized supervisors.

1.2.10 Dean-First Year (B.E./ B.Tech.) Students

The Prime Role of Dean (First Year B.E./B.Tech.) is to liaise between the administration, department and first year students. The responsibilities are as follows:

- Guide the students regarding Rules and regulations.
- Co-ordinate with various trainers/counsellors towards providing additional training needs.
- Monitor the class list of the students and administer changes as required with the approval of the Principal.
- Monitor the student attendance. Authorized to condone the attendance as prescribed.
- Monitor the conduction of Classes in co-ordination with the concerned HODs.
- Suggest methods for improving the first year curriculum.
- Interact with the HOD/Tutor/faculty members handling first year courses to resolve student related issues.
- Organize Bridge course during the start of I year programme to bridge the gap between school education and engineering college education.
- Ensure that the IAE (both attendance and marks) are recorded/maintained properly by the concerned faculty. To liaise with the Controller of Examination in this regard.
- Ensure proper conduct of IAE (Tests, Quizzes etc)

- Identify slow learners and arrange for remedial coaching on need basis by seeking due approval.
- Ensure students are free from any acts of ragging or other such activities.
- Organize science exhibition.
- Ensure proper handing over of all documents pertaining to students to the concerned department when they move to II Year.
- Any other responsibilities in this regard assigned by the Principal from time to time.

1.2.11 Dean / Head of the Department

The prime role of the Head of an Academic Department is to provide strong academic leadership.

- Lead, manage and develop the department to ensure the highest possible standards of excellence in all its activities.
- Ensuring the educational progress and welfare of students registered with the Department.
- Plan and prepare proposals for development of the department.
- Involve self and the other faculty in the process of curriculum development, in updating and revision on continued basis to meet the requirement of industry.
- Organize the academic work load of the Department (theory classes, drawing classes, laboratory classes, Project supervision etc) as per norms indicated by Principal/Vice Principals / IQAC/other statutory bodies.
- Monitor the attendance of the students in classes and laboratories and to scrutinize the academic progress of them.
- Ensure smooth conduction of examinations in co-ordination with the office of COE. To assist the administration in smooth conduct of the examination/ admission/ IAE/ practical/seminars/disciplinary matters.
- Encourage Research, collaborations, consultancy amongst faculty and students continuously.
- Take suitable initiatives to excel their department in research.
- The Dean/HoD should be a role model for all faculty members and students in research and development. To achieve this Dean/HoD should become Anna University recognized supervisor and guide more research scholars.

- Ensure proper maintenance and upkeep of the Department. Ensure that the laboratories in the department are well equipped and maintained according to the curriculum/Research/Consultancy requirements.
- Prepare department Budget and ensure effective financial management of the department in accordance with the financial procedures and as delegated by the Principal.
- Responsible for faculty/staff welfare and development including but not limited to (i) training, development and career management and (ii) day-to-day management matters, such as leave of absence, sick leave, etc.
- If Dean/HoD is not satisfied with the performance of a faculty, he/she can issue memos to the faculty showing all the non-performance remarks with material evidences. If the performance of the faculty is not improved, a file containing all the details and the evidences for the non-performance shall be submitted to the Principal / Vice Principal. Based on the details an enquiry may be conducted by the Principal and Director and action will be taken based on the findings during the enquiry.
- Prepare all records and reports required by the concerned College office to comply with agencies like AICTE, Anna University, UGC, NAAC and others in a timely manner
- Promote accreditation activities and facilitate agencies like NBA, NAAC etc and ensure awareness among staff.
- Submit monthly report to the management through the Principal.
- Conduct regular meetings with faculty/staff (once in a fortnight) in order to assess the academic progress and to ensure that the department is aware of all the policies.
- Ensure Safety Objectives/security measures are in place.
- As per the 5th Governing council meeting held on 16.12.2006, the financial power delegated to the Head of the Departments is Rs.5000.
- Ensure Maintaining conduct and discipline in the department.
- Undertake any other tasks as and when assigned by the Principal/Vice Principals/Management from time to time.

1.2.12 Duties and Responsibilities-Faculty Acting as Department Co-Ordinators

1. Duties and Responsibilities of Heads/Deans

S.No.	COORDINATOR	RESPONSIBILITIES
1.	DEAN/HOD	Action Plan & Follow up, Admission Minimum pass percentage in each IA Exam Improvement in University result, Placement, Ranking of the Dept./college, Classroom observation Project exhibition, Students discipline, Student Grievance & Redressal Overall development of the department.
2.	Dept. IQAC Coordinator	Academic Calendar, IQAC Monthly, Quarterly & Annual report preparation Monthly IQAC PPT preparation Accreditation report and PPT preparation, Overall IQAC activity of the department Youth Parliament.

1.2.13 Duties and Responsibilities of Faculty based on 5 Pillar approach

S. No	5 Pillars	COORDINATOR	RESPONSIBILITIES
1.	Centre for Learning and Teaching (CLT)	Academic Coordinator	Regulation, Curriculum, Syllabus, CDC and Board of Studies, Syllabus vet/vouch by industry or academic professionals Subject Allocation Time Table & work load, Elective Selection Lesson Plan, Course Material preparation, Lab Manuals & Lab records, Class committee meeting, Course committee meeting Identifying Result affecting subjects, Parent Intimation regarding attendance & performance, Parent teacher meeting, Student Counseling Student Feedback, Fortnight attendance monitoring, Conduction of VQAR, Domain and Coding test, NAC Assessment.

2		Teaching Coordinator	Use of Blooms Taxonomy in syllabus framing, QP setting etc., Innovative and best teaching practice, Development of Demonstrable model Innovative Topics /Case study as assignment Remedial process for Achievers. Special attention to advanced learner, Random verification of answer script, Monitoring Tutorial, Seminar & Lab Classes FDP for specific skill set development, Content beyond Syllabus, Lab teaching & demonstration Mini project, DT based Industry case study video preparation, MOOC Courses enrollment and completed by students and faculty.
3		Exam Coordinator	Planning and conducting IA Exams, and End semester & practical exams, IA Exam result analysis and Presentation Uploading attendance & Internal Marks in college portal End semester result analysis and Presentation Revaluation & Challenge Revaluation Invigilation & Squad Examination Fee Payment Details External invigilation, examiner & Valuation duty Graduation details & University Ranks, Exam date information to students.
4	Centre for Creativity (CFC)	Research Coordinator	Funded projects and Startup Funded/Financially assisted activity/program, National & International Conference/ workshop publications National & International Journal Paper publication, Ph.D. Completed/ Pursuing Guiding Ph.D /M.S(By Research), scholars Faculty pursuing Ph.D./M.S(By Research), Reviewer / Editor in Journals Patents, Design contest / Project Contest organized National/ International Conference organized, Research and Innovation Club – Seed Money, Patents, Consultancy Work.

5	Centre for Creativity (CFC)	Students Activity Coordinator	<p>Co-curricular activities attended</p> <p>Paper Presentation in Journals, Conference & Symposium Workshop / Seminars Attended Other Technical Events Prizes Won.</p> <p>Extra-curricular activities participated</p> <p>Sports, Cultural [Music, Dance, Club Activities Etc.] Any Others:</p> <p>Participation in competitive exams & Results Extension Activity Participated</p> <p>NCC, NSS, YRC, RRC.</p>
6		Staff Support Coordinator	<p>Faculty Details with Qualification Proof , Faculty permitted for higher studies, Faculty participation in Conference, Workshops, Seminars Faculty as Resource Person FDP – Emerging Areas Faculty Orientation Programme, Book Publication, Non-Teaching Staff Details, Training for Non-Teaching Staff, Skill Upgradation Program.</p>
7	Industry Institute Partnership Cell(IIPC)	IIPC Coordinator	<p>MoUs signing with Industry / Institution Activity/ program by the existing MoUs Implant training and report Industrial visit and report Internship to students and report Industrial projects Consultancy work from Industries Guest Lecture by Industry persons Attending Technical Exhibitions and Report Student technical contest / Competition /Hackathon/Participation.</p>
8		Infrastructure Coordinator	<p>Budget preparation & Utilization Purchase of equipment's/items/software Stock Entry & Maintenance Stock verification, Classroom, Lab, Faculty Room, Dept Library Maintenance, Department Library Register Electrical Equipment's, LCDs & OHPs Furniture [Classroom, Laboratory, Faculty Room & Department Library]. Periodic Maintenance & Problem Report Cleanliness of the department.</p>

9	Industry Institute Partnership Cell(IIPC)	Training & Placement Coordinator	Training in Soft-skills, GD, Aptitude, Technical Company Specific Training, Mock Interview, Sample Aptitude & Interview Question Bank (All Possible Recruiters) Linguistics and Logical Ability Test [LLA] Placement Eligible Students List Placement Target List of Recruiters. Assisting during Placement Drive Strength & Weakness analysis after each campus drive Placement Through Alumni Placement Through MoU Recruiters / Employers feedback Competitive Exam and Higher Studies Coaching Printed and Video resume Student LinkedIn account and Other student society's enrollment Student online interview, Students Database.
10		Department Activity Coordinator	Association activities & Association Accounts, Workshop/ Seminar / Symposium / Conference / GC Organized.
11		Media, Website & MIS Coordinator	Publishing events in News Papers or other social media. Publishing events and achievements in Bitrix Hosting the events details one week before the event in the website and Bitrix. Updating www.snsct.org . Maintain the department files and all reports Campus cleanliness.
12		Alumni & Scholarship Coordinator	Alumni Details Alumni guest lecture Organizing Alumni reunion Alumni feedback Information of scholarship holders Information about scholarship schemes Academic details of scholarship holders.

1.3 Guidelines For Performance Measurement of The Faculty of Various Cadres By Way Of Duties & Responsibilities

1.3.1 Duties and Responsibilities- Professor

A Professor shall provide academic leadership in creating an effective learning environment for students.

Duties:

- To conduct Curriculum Development Committee (CDC) meeting to Design/revise and up-gradation of courses.
- Deliver lectures, practical skills, and techniques to students using innovative techniques.
- Prepare course material, lesson plans and case studies for the courses assigned.
- Take-up on priority mandatory works of the College like paper setting, invigilation, evaluation etc.
- Conduct internal tests and end semester examinations with the utmost integrity.
- Monitor and counsel students.
- Supervise [innovative] students' project.
- Conduct refresher courses for industry executives.
- Shall publish research papers jointly with industry persons.
- Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities.
- Involve in the process of procuring course materials/textbooks, laboratory equipment.
- Participate in all departmental and College activities as prescribed.
- Publish at least one research paper at the international conference and one research paper in the SCI/WoS Journal in a year.
- Any other responsibilities assigned by the Dean/HoD/Vice-Principal/Principal/ Management from time to time.

Responsibilities:

- Continuous research work.
- Prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc.
- Guide Research Scholars for Ph.D.
- Make presentations and act as keynote speakers at national and international conferences and similar events.
- Writing Text Books/Manuals/Monographs etc. in reputed book publisher.
- Developing products & applying for patents.
- Undertake consultancy works.
- Keep abreast of current developments in their respective fields.
- Conduct/organize FDPs [workshop/conference/STTP] one in a year.
- Deliver Guest / Invited lectures [one per year] at other Institutions [without affecting the scheduled class works at the Department].
- Take steps to be a member of the industry executive council, R&D Cell, Academic council, board of studies, etc., in Industries or Institutions.

1.3.2 Duties and Responsibilities-Associate Professor**Duties:**

- Involve in Design/revision and up-gradation of courses.
- Deliver lectures using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques.
- Prepare course material, lesson plans and case studies for the courses assigned.
- Take-up on priority mandatory works of the College like Question paper setting, invigilation, evaluation etc.
- Conduct internal tests, semester-end examinations & university examination with the utmost integrity.
- Submit annual performance commitment before the commencement of the academic year and deliver the same.

- Monitor and counsel.
- Supervise student projects.
- Publish at least one paper in the international conference and one paper in the web of science Journal in a year.
- Participate in all departmental and College activities as prescribed.
- Any other responsibilities assigned by the HOD/Principal/Management from time to time.

Responsibilities:

- Pursue research & Consultancy works.
- Guide research scholars for Ph.D.
- Prepare and submit proposals for external funding agencies like UGC, AICTE, DST etc.,
- Make presentations at National and International conferences and similar events.
- Keep abreast of current developments in the respective fields.
- Writing Text Books/Manuals/Monographs etc.
- Conduct/organize FDPs [workshop/conference/STTP] one per year.
- Deliver Guest / Invited lectures [one per year] at other Institutions [without affecting the scheduled class works at the Department].

1.3.3 Duties and Responsibilities- Assistant Professor

Duties:

- Prepare course material, lesson plans and case studies for the courses assigned.
- Deliver lectures using innovative methods and technology.
- Submit annual performance commitment before the commencement of the academic year and deliver the same.
- Assist students in improving their learning in academics.
- Supervise student projects.
- Monitor and counsel students.
- Accompany students during field trips and industrial visits.
- Take-up on priority mandatory works of the College like question paper setting, invigilation, evaluation etc.,
- Conduct internal tests, semester-end examinations with the utmost integrity.
- Attend at least one FDP [workshop/conference/STTP] during the lean period [The duration of the programme shall not be less than one week].

- Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/administrative activities).
- Involve in the process of procuring course materials/textbooks, laboratory equipment etc.,

Responsibilities:

- Publish one paper in the web of science/Scopus/UGC Journal in a year.
- Present at least one paper in international conference.
- Keep abreast of current developments in their respective fields.
- The faculty with three years and more experience in the College shall compulsorily register for PhD subject to the college norms.
- Participate in all departmental and College activities as prescribed.
- Any other responsibilities assigned by the HOD/ Principal/ Management from time to time.

1.4. Rules / Regulations On The Roles And Responsibilities of Non-Teaching Staff Members

- “The non-teaching staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non- compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee”.
- The non-teaching staff members must be punctual to duty.
- The non-teaching staff shall stay in the workplace during the entire working hours of the College.
- The non-teaching staff shall discharge the responsibilities diligently in honest and un-Biased manner with total commitment.
- The non-teaching staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so.
- The non-teaching staff shall desist from falsifying/tampering any records or documents.
- The non-teaching staff shall take precautions to protect equipment, materials and facilities.
- The non-teaching staff shall take up other responsibilities prescribed by the Superiors from time to time.
- The non-teaching staff shall wear uniforms provided (if any) while on duty.

- The non-teaching staff shall desist from borrowing/lending money from/to other employees.
- The non-teaching staff shall not act in the manner amounting to in subordination, breach of trust, fraud etc.
- The non-teaching staff shall assist/carryout their works with a view to meet the dead line notified by the competent authority.
- The non-teaching staff shall not indulge in rude or abusive behaviour, comments against superiors and negative comments about other non-teaching staff members or students.
- The non-teaching staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct.
- The employee shall not consume alcoholic beverages in the premises. He/she shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He shall also not arrive at work with the smell of alcohol on the breath.
- The employee shall desist from un-authorized distribution of printed material or sell items on campus.
- The non-teaching staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest.
- The non-teaching staff shall desist from participating in professional or personal behaviours that jeopardize the moral standards of the institution.
- Non-teaching Staff shall take part at least 1 skill upgradation program in every year.
- The non-teaching staff members are expected to conduct themselves in a professional, co-operative and ethical manner.
- The non-teaching staff shall comply with rules, regulations and policies of Management from time to time.

1.4.1 Guidelines/Conditions for Deputing Non-Teaching Staff Members for Higher Studies

- To depute a maximum of 10% of the total non-teaching staff members in a department for pursuing UG/PG programmes on Part-Time subject to the following guidelines/eligibility conditions.
- To execute a Bond (on a Stamp Paper) with a surety to serve SNSCT for a minimum period of 3 years after successful completion of UG/PG Programme.
- That in case the faculty fails to fulfil the above condition, the faculty and the surety shall be jointly and severally liable for the payment of three months' salary to SNSCT.
- The staff shall be bound by the rules of Management from time to time.

1.4.2 Financial Assistance for Non-Teaching Staff Undergoing Industrial / Skill Upgradation Training

- Non-Teaching staff members are motivated to undergo skill up gradation training for a period of 7 days in a year.
- Non-Teaching staff members will be reimbursed with 100 % of registration fee.

1.5. Leave / On Duty Norms (Applicable To Faculty & Non-Teaching Staff)

1.5.1 General Leave Rules

- Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities.
- It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.
- Leave cannot be claimed as a matter of right. Discretion is reserved to the PRINCIPAL to grant leave or to refuse or revoke leave at any time according to the exigencies.
- A staff who remains absent from duty without leave [for a period of four months or more] may be liable to be removed from service.
- Carryover of vacation or casual leave to next academic year is not possible.
- Accordingly, leave rules and norms have been categorized under various heads.
- The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-teaching staff of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute.

1.5.2 Casual Leave

- A staff [who has put in one or more years of service] is credited a Casual Leave [CL] of 12 days in each academic year [June to May]; Maximum 3 days of CL can be availed at a time. If more than 3 days of CL is availed in a month, the rest of the days will be considered as loss of pay.
- Faculty Members under probation period are eligible to take only 1 day CL per month.
- CL cannot be combined with any type of leave.
- CL can also be availed for half a day also.
- Casual Leave shall be sanctioned before a staff avails or proceeds on leave.

- If a staff is unable to attend due to illness or other sufficient cause and obtain consent to avail leave in time, he/she may be granted casual leave subsequently if He/She established to the satisfaction of such authority that he/she was unable to attend His/Her duty or duties for reasons beyond his/her control.
- Casual leave granted by the HOD/Principal over phone will be marked as phone leave [PL]; Number of PLs shall not exceed 3 in an academic year.
- Leave taken without any information will be marked as absent leave [AL] and considered as loss of pay.
- Holiday Saturday/Sunday shall not be prefixed as well as suffixed by Casual Leave without Prior Permission from the Principal.

1.5.3 Vacation Leave

- Faculty members can avail vacation leave based on their service at SNSCT.
- All academic and other allotted activities of the previous semester should be completed before availing vacation leave.
- The duration of winter vacation period and summer vacation period will be notified by the Principal.
- Totally 35 days (5 Weeks) of vacation leave is permitted to faculty members, out of which 2 weeks shall be availed in winter and 3 weeks in summer.
- Eligibility for vacation is as below;
 - 2 semesters of service in SNSCT – 1 week in summer
 - 4 semesters of service in SNSCT – 4 weeks (2 weeks in winter + 2 weeks in summer)
 - More than 4 semesters in SNSCT – 5 weeks (2 weeks in winter + 3 weeks in summer)
- Non-Teaching staff members who have completed 1 year of service are eligible to avail 1 week vacation during summer.

1.5.4 Earned Leave

- Staff members prevented from vacation for any academic or administrative duty can avail earned leave.
- Number of Vacation days worked will be converted in to Earned Leave in the ratio of 3:1

1.5.5 Medical Leave

- A staff [who has put in one or more years of service] is eligible to avail medical leave of 7 days in a year.

- Medical documents such as medical certificate, Discharge summary etc to be produced to avail the leave.
- An intimation regarding medical leave should be properly informed to Dean/HoD & Principal over phone or e-mail without fail.

1.5.6 Maternity Leave

- A female staff may be granted maternity leave for a period of 6 months to 1 year.
- Maternity leave shall not be admissible to a female staff who has two or more living children.
- If the maternity leave is extended beyond 6 months, faculty may be permitted to rejoin the duty only during the commencement of next academic year, subject to the availability of the vacancy. Such Maternity Leave period will not be considered as the service period for increment, promotion, etc.

1.5.7 On-Duty (OD)

- OD is classified as Exam ODs and Other ODs.
- Up to seven days of EXAM OD per semester may be availed for exam related works like invigilation duty , valuation, Examiner for practicals etc.,
- Maximum of 10 days of OTHER ODs per year can be availed for participation in conferences, workshops, seminars etc.,
- In case of college/ department related activities such as Industrial visits, MoU signing, Consultancy a maximum of 10 days in a year is permitted.
- OD can also be availed for half a day also.
- The HoD/Principal is empowered to examine the purposes for which absence can be treated as “ON DUTY” and granting of on-duty.
- On-duty shall be claimed at least one day in advance.

1.5.8 Permission

- Faculty members are allowed to avail 2 permissions [9:10am-10:00am or 3.45pm-4.45pm] in a month.
- Permission cannot be claimed as a matter of right and the sanctioning authority may refuse or revoke the permission on any ground.
- Permission and Casual leave cannot be availed on the same day.

1.6 Guidelines/Conditions For Deputing Faculty Members For Higher Studies

- Minimum teaching and / or industrial experience shall be 3 years.
- If the candidate possesses polytechnic experience, 2 years of experience will be considered as one year.
- Among the 3 years of service as mentioned above, one year service is mandatory at SNS after PG.
- It is essential that the candidate should have published at least one paper in either national/international conference / journal while serving at SNS.
- The candidate's teaching performance / results shall be reasonably good and to be approved by research committee.
- Other than the academic work, the candidate shall show his/her contribution towards research & development of the department and college.
- The HoD / Dean should clearly mention, how many staff members are doing Ph.D and yet to complete their courses work and also how many staff members completed their course work and yet to submit their thesis. The total number of staff members applying for Ph.D. during that session along with the percentage for all categories.
- The HoD / Dean should clearly indicate the academic performance of the faculty applying for Ph.D. and also their contribution to the department and college along with the student feedback. At any point of time 15% of the total sanctioned strength of the department is only permitted to do Ph.D. course work and the candidate doing Ph.D. should not exceed over all 35% of the total strength of the department.
- When the number of applicants exceeds the prescribed limit, the research committee will decide the selection of the candidate taking into the account, their station seniority and contribution to the department and college.
- Approved candidates will not be permitted to write 4 course works at a time, maximum of 2 course works only permitted to write.
- No bond need to be executed. But if the candidate leaves the college before completion of the Ph.D he/she has to pay 3 month salary (independent of the other terms of appointment).

- Ph.D. work should not affect the regular academic schedule on any account. There won't be any OD for the candidates permitted but they could go on casual leave for their Ph.D. research work if needed.
- The candidate should clearly indicate the name of the guide and where they are working with contact details.
- The candidate should present their plan of work before the research committee of SNS.
- The approval of Research Committee of SNS is mandatory.
- Extraordinary special cases will be considered based on the merit of the candidate and the need of the department by Management and Principal, if required.
- The faculty shall be bound by the rules of Management from time to time.



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)



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Accredited by NBA-AICTE, NAAC-UGC with 'A+' Grade

2.ADMISSION POLICY AND **RULES OF RESERVATION**

2. ADMISSION POLICY AND RULES OF RESERVATION:

S.No.	Name of the Course	Approved Intake
Under Graduate Courses:		
1.	Artificial Intelligence and Machine Learning	120
2.	Aerospace Engineering	30
3.	Agriculture Engineering	60
4.	Automobile Engineering	30
5.	Bio-Medical ENGINEERING	60
6.	Civil Engineering	60
7.	Computer Science and Engineering	180
8.	Electronics and Communication Engineering	150
9.	Electrical and Electronics Engineering	60
10.	Food Technology	60
11.	Information Technology	60
12.	Mechatronics Engineering	60
13.	Mechanical Engineering	90
Post Graduate Courses:		
1.	Master of Business Administration	120
2.	Master of Computer Applications	60
3.	M.E. Computer Science and Engineering	06
4.	M.E. Power System Engineering	06
5.	M.E. Thermal Engineering	06
6.	M.E. Structural Engineering	18

2.1 Under Graduation (UG):

The candidates for UG Programs are admitted based on the procedure laid down by Department of Technical Education (DoTE), Government of Tamil Nadu and Anna University. Students for UG Programs are admitted under two categories.

2.1.1 Government Quota

Candidates for UG Programs under government quota are admitted based on online single window counseling procedure as announced by DoTE and TNEA, Anna University. Steps involved in the single window counseling procedure are given below as a quick reference guideline. Students and parents are advised to kindly follow the detailed instructions given in the website of TNEA, Anna University.

2.1.2 Management Quota

Candidates for UG Program under management quota are admitted directly by SNS College of Technology. Upon satisfying all the eligibility criteria prescribed by DoTE and consortium of self-financing engineering colleges.

2.1.3 First Year Admission

- Students for admission to the first semester of the eight semester B.E. / B.Tech. Degree Programme shall be required to have a pass in Higher Secondary Examination (Academic 10 + 2) Curriculum or its equivalent examinations with Mathematics, Physics and Chemistry.
- The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Affiliating University and Government of Tamil Nadu from time to time. The institution shall adapt the same.

2.1.4 Lateral Entry Admission

- The Candidates who possess the Diploma in Engineering / Technology Examinations of the State Board of Technical Education, Tamil Nadu or its equivalent are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. In the branch corresponding to the branch of study.

(OR)

- The candidates who possess the Degree in Science (B.Sc.) (10+2+3 stream) with Mathematics as a course at the B.Sc. Level are eligible to apply for Lateral entry admission to the third semester of B.E. / B.Tech. Such candidates shall undergo two additional courses.

2.2 Post Graduation (PG):

SNS College of Technology offers MBA, MCA and ME programs in various disciplines. Candidates for PG Programs are admitted based on the procedure laid down by DoTE / Anna University.

Candidates for PG Programs are admitted under two categories.

2.2.1 Government Quota

SNS College of Technology offers M.E. programs in various disciplines. BE / B.Tech degree in the relevant field is the minimum eligibility criteria for admission. Admission is based on TANCET score followed by university-based counseling (TANCA).

2.2.2 Management Quota

Candidates for PG Programs under management quota are admitted directly by SNS College of Technology. Upon satisfying all-eligibility criteria prescribed by the DoTE / Anna University / Entrance Examination conducted by the Consortium of Self-Financing Professional, Arts and Science Colleges in Tamil Nadu, Chennai-600 040.

2.2.3 First Year Admission

- Students for admission to the first semester of M.B.A., M.C.A. shall be required to have a pass in any recognized Bachelor's Degree (in any discipline) of minimum of 3 years duration with 10 + 2 + 3/4 years pattern. (i.e. 10th + HSC + 3/4 Years Degree) and should obtain the required percentage in the qualifying examinations.
- Students for admission to the first semester of M.E-CSE shall be required to have a pass in B.E./B.Tech.- EEE / ECE / Electronics / IT / CSE / I&C /E&I/ Instrumentation/Computer Hardware & Software (or) M.C.A. (10+2+3+3 Pattern) (or) M.Sc. 5 Years Integrated IT / CS / Software Engineering and should obtain the required percentage in the qualifying examinations.
- Students for admission to the first semester of M.E. – Power System & Engineering shall be required to have a pass in B.E. / B.Tech. – EEE / ECE / Electronics / E&I / I&C / Instrumentation and should obtain the required percentage in the qualifying examinations.
- Students for admission to the first semester of M.E. – Thermal Engineering shall be required to have a pass in B.E. / B.Tech/ Production/ Automobile/ Mechanical/ Industrial/ Metallurgy/ Manufacturing/ Mechatronics/ Material Science.
- Students for admission to the first semester of M.E. – Structural Engineering shall be required to have a pass in B.E. – Civil Engineering, Civil Engineering & planning.



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3.POLICY FOR PROMOTION **OF RESEARCH**

3. POLICY FOR PROMOTION OF RESEARCH

“Research is Neither a First Step nor a Last Step But it is only a Next Step”

3.1 Prologue:

The SNS College of Technology aims to serve society through the pursuit of research excellence and strives to achieve international recognition through joint interdepartmental and inter-institutional research programs in spanning science, engineering and technology. The purpose of this policy is to establish procedures for conducting research and scientific activities and to encourage applied research and innovation. The SNSCT aims to ensure exponential growth in all fields of research across interdisciplinary and intradisciplinary types without compromising ethical norms and research standards.

3.2 Objective:

- To make the students and the faculty members aware of the latest advancements in technology and to foster interdisciplinary and trans-disciplinary research using design thinking concepts.
- To create atmosphere among the staff members to take up research projects and improve their knowledge, skills and qualifications by registering Ph. D's.
- To promote Industry-Academia collaboration and interaction.
- To conduct conferences, workshops and seminars on current research areas, intellectual property rights and patents to seek knowledge.
- To provide financial support for attending and publishing papers in National / International Conferences, journals, patents, and for conducting collaborative research with industry and research institutions.
- To encourage all the young and potential faculty members by providing SEED money for carrying out internal projects and collaborative research activities.
- Motivate faculty to undertake nationally and internationally funded projects in science and technology.
- Strengthening faculty for advisory and outreach activities.

3.3 Research Culture in the Institution:

A research and development cell was established at the Institute to promote a quality research culture among the faculty members, scholars and students. R&D cell support addressing societal challenges through academic research, funded projects, and agency-wide consulting projects. The institution has formed a Research Advisory Committee and Research Ethics Committee that include members of our institution and industry experts to provide advice and guidance that will lead to the continued growth of research-related topics.

Faculty members are allowed to attend conferences/workshops related to their field of study in India or abroad. Each year, the institution organize an international conference, research conclaves, seminars, workshops, guest lecturers from leading institutions and industrial experts. Global immersion programs were initiated for the promotion of research work.

3.4 Collaborative Research:

SNSCT has always used opportunities for academia and industry to work together in win-win situations. We have made a consistent effort to partner with reputable academic institutions and industry to provide our students with world-class exposure. The Institute builds strong industrial interactions with various industries for research collaboration. These excellent collaborations help students acquire the necessary knowledge, skills and abilities to participate globally in terms of higher studies, internships and entrepreneurship. These sponsored research programs have helped the Institute build its infrastructure and strengthen its facilities in several emerging technology areas. The Institute has also received numerous research grants, projects, special grants, travel grants, STTP, MODROBS, FDP grants and fellowships from DST, CSIR, AICTE and various companies.

3.5 Research centers and Laboratories:

The Institution is committed to maintaining necessary infrastructure and facilities for academic training and to support research activities to the extent that faculty can conduct research in critical areas and use that research output to secure extramural grant support. The institution provides faculty with basic and advanced facilities to conduct various research activities. The institution has special and prestigious facilities for frontier research. The institution has five research centers recognized by Anna University, Chennai (Mechanical Engineering, Computer Science and Engineering, Civil Engineering, Electronic and Communication Engineering, and Electrical and Electronic Engineering) and Anna University, Chennai approved research supervisors.

To promote inter disciplinary research activities the following Centre of Excellences like Robotics Process Automation (BOT Lab), BMW Lab, 24/7 Project Laboratory, VLSI Research Lab, AR/VR Lab, IoT Lab, SNS Liquid Studio, Virtual Lab, Advanced Process Control Lab and Power Electronics and Drives Lab and special equipments (few are listed like 3D Printing, Robot Arm Automation with IOT, VCR Research Engine, Antenna Analyzer ATS10, Cadence Software tools, Andes IoT, PWM based AC drive trainer with Induction motor and loading arrangements) were created for the benefit of faculty members, research scholars and students.

Research Grants/Financial Supports/Seed Money/Incentives by the Institution:

- The Institute has introduced seed money support that allows faculty members to continue their research in certain advanced research topics.
- All proposals received will be evaluated for quality by a panel of academic and industry experts, and nominated applicants will receive seed grants. The project duration is one year from the date of approval.
- Grant applications submitted to government agencies and non government agencies must follow the format required for each funding scheme as published on the Government of India website.
- Incentives are given to faculty members who receive research grants from various funding agencies, research publications, publications of books, Collaborative Research Project with renowned industries, Undertaking Consultancy Projects, Presenting research papers at National & International Conferences, Faculty/Staff Development Programme.
- College provides financial support to faculty members for paper presentations in National and International conferences, participation in seminars, workshops, FDPs, STTPs, Industrial Trainings based on their request.

3.6 PhD Programme:

- Faculty members are encouraged to enroll in doctoral programs after obtaining clearance from the institution.
- A PhD student is required to present the research progress every six months to an expert panel appointed by the institution.
- Ph.D holders are advised to get supervisor recognition from Anna University, Chennai.
- Researchers are encouraged to publish their research papers in prestigious SCI-indexed journals.

3.6.1 Full-Time and Part-Time Ph.D Admission

- The candidate shall present their Ph.D work idea to the Principal, Vice Principals, R&D Coordinator, concern department Head/Dean and the supervisor.
- The candidate must clear Entrance examination and Interview conducted by Anna University, Chennai.
- While admission time, candidate have to submit B.E/ B.Tech & M.E/M.TECH/M.Sc degree Certificate/TC.
- Full-time Ph.D candidate should be available during the working hours for curricular and related activities and to sign in the attendance register on all working days at the respective place of research.
- After the successful completion of Ph.D degree, they have to work for minimum three years.

3.7 Consultancy Activities:

Faculty members can take up consultancy works from industry and other organizations. All consultancy work shall be approved by the college level committee, and categorize the consultancy as Type I or II consultancy and then taken up by the Principal Investigator [PI].

i. Type-I Consultancy Projects

Consultancy Projects which do not require laboratory facilities of the Departments/ Institute.

After meeting all the expenses in connection with the consultancy work, the balance amount shall be disbursed to the PIs/consultants, department and the Institute in the ratio of 70%: 10%: 20%

ii. Type-II Consultancy Projects (involving lab. facilities, etc.,)

Consultancy Projects involving use of laboratory facilities of the Departments/Institute will be classified as Type-II Consultancy Projects. Such projects will cover testing, measurements, calibration of equipment/ equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project.

All fees/charges in connection with consultancy projects should be received in the name of Principal, SNS College of Technology, Coimbatore.

R and D cell shall disburse the fund appropriately as per guidelines provided by the Head of Institution wherever necessary, in case of deviations.

For Individual Consultancy/Department Consultancy work, faculty and non teaching staff members proceeding out of station for consultancy work with the permission of HOD, will be treated as on duty. However consultancy must not hamper the academic schedule/services to be given to the students.

After meeting all the expenses in connection with the consultancy project, the balance amount shall be disbursed to the PIs/consultants, department and the Institute in the ratio of 50%:25%:25%.

3.8 Intellectual Property Rights:

The IPR cell at SNS College of Technology will guide the faculty members, researchers and students through the patent application process, IPR procedures, drafting and submitting patents to competing authority and promoting a better understanding of IPR. Workshops and seminars were frequently held to help inventors to translate their ideas into patentable documents. The IPR Cell strongly encourages fresh ideas from faculty members and students and provides funding to apply for patents and work on inventions.

3.9 Research Committee:

SNSCT has a campus level Research advisory committee and Research Ethics Committee. These committees meet twice in a year or as needed to review research requirements, assess progress in faculty research, oversee the needs of the Ph.D research activity at the campus and bring any issues to the attention of the of the Research Co-coordinator. Any ethical issues in research are brought to the attention of this committee for review and redressal.



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4.RESEARCH ETHICS POLICY

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Whole Truth, Only the Truth and Nothing but the Truth

- The objective of the Ethics Policy is to propagate highest level of Ethical Adherence by Faculty Members to attain high quality of research.
- SNS College of Technology encourages the Faculty Members to follow the Code of Ethics for Academic and Sponsored Research as implicit in standards and also the Institution emphasizes honesty and integrity in all research.
- It is the responsibility of the ethics committee to maintain the Academic Quality of the manuscript conforming to the required standards to ward off plagiarism issues.
- The Committee has adopted anti-plagiarism software and made Plagiarism report compulsory for all research programs, thesis, dissertation, Publications and funding projects.
- The Policy is subject to changes from time to time as approved by the Institution.
- By virtue of the above mentioned guidelines, The College ensures the implementation of Stated Code of Ethics for Academic and Sponsored Research across all the Faculties and students of the Institution which is associated with honor, privilege, responsibility and professional ethics.

4.1 Code of Ethics on Research:

- The faculty and student members undergoing research activity should follow the code of conduct of the institution.
- To maintain secrecy of the research findings and technical information along with official documents.
- To ensure the quality of the research findings and technical information along with official documents through ethical committee.
- To ensure the quality of the research work and research articles through clearance of plagiarism.
- To practice and promote fairness in the research.
- If found guilty more than once in a year suitable actions can be initiated



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5.PLACEMENT POLICY

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- At the time of recruitment most of the companies insist on documents such as PASSPORT, PAN CARD, Voter ID Card and Aadhaar Card. The students are expected to apply for the same at least during pre-final year of the degree programmer.

- All eligible candidates shall have the options as follows for placement offers:

For CSE/ IT and MCA – Software Company offer (max 2 offers)

Other departments – Software /Core company offer - (max 2+1 offers)

Candidates from Core Engineering branches (ECE /EEE /Mechanical/ Civil/ Mechatronics/ Others) will be allowed to participate in the core company selection process even after getting an offer with IT companies. In the event of getting selected themselves by Core Engineering Companies, they will not be permitted to appear for further campus interviews.

Students selected by any core companies through Campus drive will not be allowed to attend the other core Campus interview organized by the Institution.

- Placement Cell will send placement / training related mails, job openings, etc., through E-mail with detailed job description, eligibility criteria, selection procedures, salary, company details and other related information about service bond, training periods etc. The students are expected not to share such information's with their friends / relatives studying in other Institutions.
- The Students are responsible for their travel and accommodation if they want to attend placement interviews at outside our institution.
- Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other Institutions (Combined On-Campus / TNSLPP-CUIC, Anna University, etc.). Students should inform their parents about the placement process, venue, and timings etc., in advance.
- Students are expected to maintain discipline and decorum at all time during recruitment process. Any violation will be viewed very seriously.
- All students attending campus interviews are requested to keep in mind the following points without fail:
 - Report at the venue of pre-placement talk as per the schedule well in advance.
 - Students should carry 2 copies of their resume, photocopies of all original certificates, 5 passport size photographs and all sufficient documents / Certificates for all the interviews.

- Students should follow professional dress code and properly groomed.
- Students must carry their identity cards with them during the PPT / written or online test/group discussion/ interview, and produce the same whenever demanded by the company concerned.
- Students will be asked to clarify their doubts regarding Salary, Service Bond, Training Period, Career Growth, Job Location, joining Date and Job Description etc., during the Pre-Placement Talk itself. After PPT, Students will not be allowed to interact with the company executives directly. Subsequently, they can bring their doubts (if any) to the notice of the placement officer who will then take necessary action for clarification.
- If once a student is shortlisted by the company for further test / interview etc., He / She is not permitted to leave the placement process in mid-way, which has to be ensured by concerned department Heads.
- All eligible students for a particular campus drive should attend without fail. If in case, the students are not interested or pre-occupied with other personal work should intimate the reason for not attending the placement drive well in advance to Placement cell through concerned department Heads.
- If the Student is already placed in IT/CORE Company, they will be allowed for next company only if the salary Package difference is higher than 2 LPA.
- Students got placement offer during on campus drive and accepted the same must join with the company, else a penalty of Rs.5000 will be levied.

To be followed while **Placement Cell / Department bringing in virtual/On Campus drive Companies.**

- Step 1 - Approval from Management for Bringing in the company for placement
- Step 2 - Creation of Flyer (Template will be shared in editable format) - Internal Spell Check and Approval - Circulation in social media & Website
- Step 3 - Sharing Company details to HoD through official mail followed by a telecall (Atleast 7 days prior to drive) and Students prepare for the drive to be started via HoD

- Step 4 - Sharing Company detail with the training team for conducting SCD Technical / VQAR / Coding Certification, mock test about the company, and company-specific questions
- Step 5 - HoD should give the final list of students to attend the drive
- Step 6 - After the drive, Feedback is to be collected from students through the department.
- Step 7 - Appreciation Flyer to be created for Placed Students for Social Media circulation and Website - Placement team should share the detail to designing team for flyer creation.
- Step 8 - Students' experience shall be shared as articles/Images/Video interviews and to be posted on social media



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6. INTERNSHIP POLICY

6. INTERNSHIP POLICY

- Each student is normally required to undergo professional exposure beyond the classroom in an Industry /Research or Technical College /Research Lab for a period of at least 6 to 8 weeks preferably 8 weeks for effective engagement.
- Internship prescribed under curriculum will be done by each student with the approval of the college during the vacation period immediately after 4th or 6th semester.
- The students who got their internship in the summer vacation after the 4th semester through college T&P Department, faculty/visiting faculty contacts will be evaluated. In the event, if the performance of the student is found unsatisfactory; He/She will not be allowed to register for an internship through the college during the 6th semester.
- The Internship would be evaluated by the department concerned based on the training report submitted by the student, presentation, and mentor's input immediately after the successful completion of the internship.
- If the performance of the student, who opts internship after the 6th semester is unsatisfactory, they would be allowed to undertake the Internship during the vacation after the 7th semester till they satisfactorily complete their internship.
- It is mandatory that all the students get the internship's evaluated as per requirements of curriculum.

6.1 Finding Internship:

- Students can find Internships on their own or through Department or through department of Training & Placement (T&P). The task of finding an internship via T&P for Industrial is a collective effort by the students and the College T&P Department. The Department of T&P will facilitate/guide and oversee the activities, and assist the students wherever needed.

6.2 Internship Registration:

- If the students are opting for Internship through college, then the recruitment process generally consists of the following steps:
- All 2nd and 3rd year students interested in getting an internship through the College are required to apply to the department of T&P showing their interest in seeking internship.

- Student's internship registration process: All interested students will be able to take part in further processes to get an internship through the College. All other students will be treated as not interested/Off campus, non -PC track (placement Office). We encourage such students to inform their internship status to the T&P for records.
- After a company is enlisted and it is approved by the T&P, the company profiles will be made available to all the interested/eligible students via a circular by the respective departmental placement coordinator, HOD and whatsapp group. Students must check the whatsapp group regularly to check if there are company profiles for which they are eligible to apply. If they find the suitable industry, then the students shall participate in the selection drive for this profile.
- The company will be allowed dates for conducting Pre-Placement Talk (PPT)/Written Test/Online Test, with a request to confirm the same by a specified date.
- The Company visits the campus on scheduled dates and conducts the Written/Online Test/GD/Interview as part of their intern selection procedure during the time frame assigned to them.
- Company is suggested to prepare a list of waitlisted students in order of their merit. In the event that a selected student drops out from the list of selected candidates, the waitlist will become operational, and the company will be informed of the same.
- Waitlisted students who have not received any offers may continue to participate in the Internship process.
- Once a student has been given an offer by a company, he/she will be de-registered from the internship process irrespective of whether he/she accepts or declines the offer.
- A student who is interested for a company is required to go through all the subsequent steps required by the company for which he/she is eligible. Disengaging from the process in the middle without prior approval from the Department of Training & placement will lead to the student being subjected to disciplinary actions (after a hearing).
- The students are expected to follow all deadlines. No requests for extension of deadlines will be entertained. However, special cases may be brought to the notice of the Department of T&P for a final decision.
- The dates for interviews /tests will be decided by the T&P keeping in mind the best interests of a majority of the students and shall be duly notified to the concerned students at least 24 hours prior to the scheduled activity. No requests for change of dates will be entertained.

- Slots for interviews /GDs for each student will be decided by recruiting company. If a student requires a change in slot timings for a valid reason, then they shall inform to the Department of T&P at the earliest. If the company declines to accept this change, then it is the responsibility for the student to be present for the GD/Interview.
- Registered students shall not contact companies directly without the prior knowledge or consent of the T&P office, until internship offers are made to particular student. This includes any form of verbal/written communications including telephonic, electronic or direct conversations.
- The Companies have been requested to inform the results to T&P for subsequent information to students. Companies have also been requested not to communicate with the students directly.
- If a student registered for the internship process has been offered an internship off - campus then He/She shall immediately inform the Placement Office for deregistering from the list/database.
- T&P strictly adheres to the notion of "One Student One Offer per year".
- Dress Code to be followed during internship related activities/interviews-students (girls and boys) must wear neat business attire with covered shoes.
- Students violating the dress code during the Internship activities will not be permitted to attend any further internship activities.
- If any student is offered an internship (in the second or third year of study) through T&P, it is mandatory for the student to accept/continue with the internship. If a student rejects/discontinues, then he/she will be de-registered from the list/database and would be ineligible from participating in further placement process in the Final year. Exceptional cases that deserve reconsideration will be assessed separately (case by case) and the decision would be taken by T&P committee.
- In case a student is offered an academic internship by a university/corporate with which SNSCT has an agreement, it is mandatory for the students to accept such an offer and join. This is regardless of their previous offer from any other organization/institution.



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7.INFRASTRUCTURE POLICY

7. **INFRASTRUCTURE POLICY**

7.1 Response:

SNS College of Technology has the state-of-the-art facilities on almost all the aspects pertaining to teaching-learning process.

7.2 Classrooms, Drawing Halls and Seminar Halls:

The institution has adequate classrooms with Wi-Fi connectivity. All classrooms have LCD Projectors. Each classroom has adequate seating capacity based on sanctioned intake. Two Drawing Halls are available based on the requirements of the curriculum. Each block has Seminar Hall for conducting Department level programs such as association activities and programs related to the professional. Our college has a **centralized multipurpose Convention Centre** with a seating capacity of 4500+ to conduct College level programs. Each department has various Laboratories, Department Library and Department Computer Centre. Each Department has well-equipped laboratory facilities over and above the mandatory AICTE requirements. Central Library, with adequate number of titles and volumes of text and reference books, is available for students and faculty members.

Each department also has its own Department Library for the benefit of students and staff. Each department has computer centres, with adequate number of computers with LAN and Internet facilities.

7.3 Computing facilities:

There are adequate computer systems, connected to internet are available in the campus. In order to support ICT based teaching-learning process, each building, including hostels, has Wi-Fi facility.

7.4 E-Resources:

Study materials and online video lectures for each subject are posted in the SNS courseware portal which would help the students in their learning. Such materials can be viewed by the students during their study time. Online tutorials, quizzes and assignments are also conducted using Google Classroom.

7.5 General Facilities:

The institution is spread over 10.24 acres of land. Transport facility with a fleet of 17 buses and other vehicles is available. The college campus has blocks, Gents Hostels, Ladies Hostel, Food Courts and other essential facilities. In order to provide students and staff with the basic medical facilities, Sri SNS Subbanna Gounder clinic is housed in the campus and ambulances are available 24*7. In order to support the physical and mental fitness, separate Gymnasium facility is available for Boys and Girls, and Yoga and Meditation Centres are available. The entire campus has uninterrupted electric power supply supported power generator and water supply 24*7. Drinking water, throughout the campus, is supplied by RO Mineral Water Plant.



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8.IT POLICY

8. IT POLICY

To integrate the Changing technology and its requirements read drafting of the policy on a regular basis becomes essential. As a effective policies are a sign of due diligence, SNSCT has embarked upon the establishment of the high end Network infrastructure. SNSCT has always given priority for upgradation of IT Facilities. Regular Updating is done in facilities at Department level as well as institute level.

8.1 IT Management:

- To maintain secure and appropriate use of IT infrastructure.
- To establish the responsibilities of all IT users for protecting integrity and confidentiality of the controlled information assets.
- To monitor infrastructural assets and informational asset like data, Network devices & documents.

8.2 IT usage Policy:

- To ensure that SNSCT proprietary information stored on electronic & Computing Devices remains IT sole property.
- Member of SNSCT asses proprietary information only to extend its authorities authorized and necessary to fullfill assigned job Duties.
- Authorized in individual may Monitor system & Network traffic at any time.

8.3 IT Security Policy:

- Installation of Anti-Malware software, Firewalls and access authentication system.
- All the member of Faculty, Student, Technical Staff and other workers of SNSCT are responsible for excersing appropriate use of information and the network resourses in accordance with the policies and standards.



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9.RESOURCE MOBILIZATION POLICY

9. RESOURCE MOBILIZATION POLICY

9.1 Institution conducts internal and external financial audits regularly:

The college has the mechanism for both internal and external financial audits. Meetings will be conducted regularly for settling various accounts of the institution.

9.2 External Audit:

Management-appointed External Auditor audits the annual accounts regularly.

9.3 Internal audit:

- a. The income and expenditure of the institution will be verified by the Administrative Officer and the Principal on daily basis.
- b. Office Superintendent and Accountant will check cash ledgers on daily basis
- c. Funds received from various agencies are properly accounted, vouched and verified in the college office and finally checked by the AO and the Principal.
- d. For the regular maintenance of accounts, the Staff members are also assigned duties

The expenses of the college are incurred in accordance with the budget approved by the College Finance Committee every year. All the CCOs, HODs and other faculty in charges are given power to utilize the funds as per the guidelines with the approval of the Principal. The college is maintaining the internal finance approval system for all expenses. All the vouchers and bills are audited once in a month by an Internal Auditor. The audit objections and report of the internal auditors is discussed in the management committee meeting conducted every month.

Books of Accounts maintained in the college are audited annually by External Qualified Chartered Accountants appointed by the Management and the final audited report is discussed in the Annual Meeting of the Management Committee for further actions and suggestions.

9.4 Audit for Government Funds:

The expenses made from the various grants received from Central, State governments and other funding agencies under various schemes including R&D projects and Funding Sponsored Programme are audited by the Chartered Accountant appointed by the college and relevant Utilization certificate duly signed by the Principal and the Chartered Accountant are sent to the authority concerned.



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10.E-GOVERNANCE POLICY

10. E-GOVERNANCE POLICY

10.1 Scope:

The scope of this policy extends to the following areas:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

10.2 Objectives:

- Implementation of E-governance in the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make Wi-Fi enabled campus.
- To make our Classrooms ICT Enabled with Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

10.3 Policy:

The college will implement e-governance in all aspects of functions like library, accounts, admissions, administration, teaching, etc.

The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

10.3.1 Website:

The website will act as an information center which will reflect about the college in all activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed in the college. Training will be given to the administrative and teaching staff to make important updates in the website.

A Website Committee is to be formed for the administration in the college website. The Committee will look after the process of updation, maintenance and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

10.3.2 Student Admission:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying in each course, withdrawals, fees submission, should be managed in this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software is to be used by the Admission Co-ordinator.

10.3.3 Accounts:

The office continues to maintain its account on Tally. Latest versions of the software is to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly.

10.3.4 Library:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- The Library is to be installed with fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.
- The use of Online Public Access Catalogue module of the software allows library database searching by entering preferred terms for information retrieval.

- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

10.3.5 Administration:

- Attendance Management Software is used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports are generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college is to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staffs should be provided with adequate training and development to keep them abreast with the new technology.

10.3.6 Examination:

The college has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and the governance policy of the University is adopted in this regard.

10.3.7 Alumni:

In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association is to be consulted for regular updates and database management.

10.4 ICT Tools:

10.4.1 Hardware Infrastructure

- The College to ensures the adequate number of desktops and laptops for students and staff.
- Computers and printers are available in the all the departments.
- Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure should be complemented by Resograph, computer networking devices, scanners and interactive teaching board/smart board etc.

10.4.2 Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MSOffice and Antivirus are purchased and updated regularly.
- The college provides access to all standard Econometrics, Statistical, computational and scientific type setting packages.



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11.MAINTENANCE POLICY

11. MAINTENANCE POLICY

11.1 Library Maintenance:

- Each book is assigned an accession number, which is kept in the Book Stock Register.
- Staff and Students visit the library to use the books, visitors' information is kept on the file in E-Gate register on a daily basis.
- A transactions register is kept in the library for the issue and return of books.
- A gate entry register is kept for the Digital Library.
- Periodicals and non-book items are kept up to date every year.
- Every day, 5 daily newspapers are kept in the library.
- Once a year, the newspapers are disposed of based on the date of purchase.
- Fire extinguishers are kept in the library to manage/safeguard in case of a fire.
- Feedback from staff and students are received periodically in order to improve the Library.
- Old books, journals, and periodicals are bounded to avoid damages.
- Physical stock verification is performed in the Library once a year.
- Every day evening, the library's book shelves are reorganised.
- Every morning, all section furnitures are cleaned.
- Every day, the working conditions of all computer systems and printers are examined.
- Computer systems and printers are cleaned on a daily basis.
- Every day, the library floors and book stack area are cleaned.
- Every week, all electrical components are inspected.

11.2 Laboratory Maintenance Procedure (Computer Lab):

- Under the supervision of the HoD, the technician in charge does regular maintenance work as per the maintenance schedule, which is then reordered in the maintenance register.
- The IP peripherals of the system are maintained and serviced in accordance with the contained method.
- Stock registers are kept separately for consumables and non-consumables.
- Consumables are verified at the beginning of every semester. Non-consumables are serviced every year by the Lab Technician. If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to attend the service.

- In response, the supplier/manufacturer may visit the campus and service the same, for which a service charge will be charged. If the supplier wants to take the system peripherals to their location for repair, the malfunctioning equipment will be returned to the company after proper approval.
- Upon receipt of the malfunctioning system peripherals, the supplier will provide with an oral service estimate. If it is acceptable, the equipment is repaired and serviced.
- At the end of the semester, the maintenance work is cross-checked by the faculty in-charge and the HoD. Every year, inter department stock verification is done. System maintenance in the Laboratories is done based on the need.
- UPS maintenance is also done periodically and based on the need; it is processed immediately.

11.3 Classroom Maintenance Procedure:

- The classrooms are well-furnished, and the desks are well organised.
- The Green board is cleaned after each session by the faculty concerned, and it is cleaned with water in the evening by an attendant every day.
- Every week, the classrooms are cleaned twice.
- Students are instructed to dispose of waste in the trash bin kept for the same.
- For electrical faults like fan tube lights, the student representative will notify the Class advisor. The class advisor will notify the section concerned (Work Section/Electrical Maintenance Section) via the Head of the Department for quick repairing.
- The projector in the classrooms is ensured to be turned off when the students leave the classroom every day, and the lights and fans in the classroom are turned off by the students themselves when they leave the classroom.

11.4 Maintenance of Audio-Visual Equipment's:

- The LCD projectors are tested for proper operation and brightness. Its air filters are cleansed in response to notifications from the projectors.
- If the LCD projector cannot be maintained by the in-charge technician (for example, bulb replacement and comprehensive cleaning if the illumination is dull), service workers from outside are called on payment basis.
- The pad controls in the mixer units of audio systems are cleaned once a semester.

- During the semester break, microphone wires and sockets are examined for correct soldering and terminal tightness.
- The speaker line and speakers are verified for correct terminal connections and earth connections.

11.5 College vehicle maintenance schedule:

- The Transport is given as lease to the external vendor they properly check the working condition of the vehicle regularly.
- A separate Transport Department is fully functioning in the Institute with Transport manager. He takes care of the bus timing and other necessary arrangements whenever required.
- The transport manager regularly monitors the working condition of the vehicle like, Grease, Oil level in the engine, distilled water level in the battery, joint bolts & wheel bolts, radiator coolant refilled or not and water servicing.

11.6 Maintenance of CCTV surveillance camera

- In addition, technician in-charges will provide maintenance service in response to requests from various departments.
- The major equipment, such as NVRs and cameras, will be maintained and monitored on a daily basis by a campus-wide centralised NVR monitoring facility.
- If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to come to the institution for service.
- If the supplier requires that the equipment to be repaired in the approved service centre, the malfunctioning equipment will be forwarded to the repair centre via them.
- When necessary, the above maintenance work is cross-checked by the Professor in charge of the System group.

11.7 Maintenance of Networking & Intranet:

- Every day, system administrators will do regular maintenance in response to requests from various departments.
- The status of the access points will be reported to the system maintenance, and the maintenance work will be reviewed.
- Network administrators and lab technicians adopt and maintain Intranet addresses.



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12.CODE OF CONDUCT
FOR STUDENTS

12. CODE OF CONDUCT FOR STUDENTS

12.1 Preamble:

The institution is not only a place for learning for students, but also to have an overall growth of their intellect, personality, behaviour and further more to in still a sense of patriotism and social responsibility. While all conducive environment will be provided by the management towards this, it is also the responsibility of all stake holders to uphold the reputation of the Institution, the department and the faculty. The following are the guidelines and rules for the students that they must strictly adhere during their tenure of their studies.

12.2 Discipline:

- Students are expected to maintain the highest standards of discipline and character, inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that upholds the reputation of the college.
- A six-day working schedule from Monday to Saturday is followed. Classes are scheduled between 9 A.M and 4.45 P.M. The college begins with a two minutes prayer in silence between 8.58 A.M and 9 A.M, where the students and faculty members pray silently while standing at their respective places inside the campus.
- Students should be respectful towards members of the faculty, staff and maintain mutual respect with their peers of sister institutions.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or fireworks will lead to strict action and punishment / expulsion from the institution.
- Narcotics and Smoking is strictly prohibited inside the campus. Any form of possession consumption/distribution of such items will attract severe punishment that can lead to expulsion from the institution.
- Students are not permitted to arrange for any unauthorized gatherings/celebrations and decorations of any magnitude inside the campus.
- Students are not permitted to initiate/join in any form of unauthorized groups, both physically and electronically.
- Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.
- Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within campus and outside the college during their study tenure.

- Intentionally damaging or destroying Institute property or property of other students and/or faculty members will invite disciplinary action and if found guilty, the person has to bear the entire cost of the damaged property.
- Rash driving inside the campus premises and causing inconvenience to others is strictly prohibited. Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles will be viewed seriously and must be avoided.
- A Disciplinary committee is constituted to monitor students' discipline effectively. The committee possesses the power to call the students directly for an enquiry on issues related to students' discipline on and off the campus.
- Any student who has been convicted in the court of law will lose his/her studentship.
- The campus activities are monitored using CCTV as well as members of the discipline committee.

12.3 Academic Conduct:

- All the students are expected to come to class well ahead of the scheduled time. Late coming must be avoided and lack of proper reason will attract disciplinary actions.
- Leaving the classroom during the academic hours without proper approval is not permitted.
- Students must come to college in approved uniforms/dress code and male students neatly shaved. Laboratory classes require students to wear lab coat.
- All leave applications (Regular) shall be submitted prior taking leave duly signed by the tutor/ class advisor and HoD. Medical leave must be intimated on the same day and the same may be regularized upon submission of leave application accompanied with valid medical certificates.
- Male students shall come to the college in approved uniforms / formal shirts tucked into trousers / jeans with shoes with well-groomed hair and face to be clean shaved. Collarless T-shirts and Shirts with captions / psychedelic colors and chappals are not permitted.
- Female students shall come to the college in Churidar with dupatta and shoes.
- All the students shall wear their identity cards, well displayed and may be subjected to inspection by any teaching staff and non-teaching staff.
- Students are expected to maintain silence in the academic premises and should maintain the dignity and decorum. Any abnormal behaviour such as hooting, whistling and loitering in the corridor will be treated as an instance of indiscipline.

- Students are encouraged to make use of the library, common computing facilities, 24x7 laboratory and to involve in professional body activities beyond class hours. However, under normal circumstances, students shall return to their hostels or residences by 6.30pm.
- Accesses to academic buildings beyond the working hours and on holidays require written permission from the concerned HoD and Principal.
- Students interested in participating at inter college events shall apply for on-duty leave with proper approval.
- Students are advised to use the social media carefully and responsibly. They must not post derogatory comments about other individuals that degrades the reputation of the Institute.
- Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
- During educational tours students should dress in a way that will be fit the culture and rules of the Institution.
- Students should get prior permission to bring their materials inside the college campus for doing project or any other academic work and also should obtain a gate pass to take back the material.
- Cell phones are to be switched off inside the academic buildings (Class rooms, Laboratories and Library) during the working hours (9.00 a.m to 5.00 p.m) to avoid confiscation. Confiscated phones will be returned at the end of the academic year.

12.4 Anti Ragging:

- The Institute has a sound and an effective anti-ragging policy on the lines of UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.
- The conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student is considered ragging and punishable.
- Any student indulging in undisciplined activities which causes annoyance, hardship, physical or psychological harm is also an act of ragging which is punishable.
- Exploiting the services of a junior student for completing the academic or non-academic tasks is punishable.

- Any act of financial extortion or forceful expenditure burden put on a student by senior students is punishable.
- Any act of physical abuse including sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person is a criminal offence and attracts stringent punishment.
- All the above acts are punishable which includes cancellation of admission, Suspension from classes, debarring from examinations or even filing an FIR with the local police station.

12.5 Examinations:

- Student should be regular to the classes and to their academic submissions.
- Full attendance is expected but under unavoidable circumstances, a minimum of 75% attendance for every course is required to qualify appearance for end semester examination.
- Under medical grounds, the students are relaxed to have minimum 65% attendance when accompanied with a valid medical certificate.
- On no account, the students will be allowed to remain absent for any internal assessment exams conducted by Institute.
- Candidates must appear at the examination hall well before the commencement of the examination.
- Malpractices committed during Examinations (Both Internal Assessment and End Sem) by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc, as per Anna University Norms.
- All cases of examination malpractices informed by the faculty / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment as per Anna university norms will be binding on the students.
- Mobile phones and other digital gadgets are strictly banned inside the examination hall.
- Any one possessing the above gadgets will be booked under malpractice for further actions.

12.6 Placements:

- Students are advised to communicate in English, without intimidation in order to acquire proficiency of the language
- Students are encouraged to participate in all kinds of placement activities without fail.
- Under no circumstances, the student shall absent themselves for any placement training and tests conducted by the institution. Counselling will be provided for such absentees and defaulters will be treated very seriously.
- Students should come in formal attire for all placement interviews.
- Students should behave with utmost responsibility with the prospective company HRs to boost the image of the college.

12.7 General:

- Students shall take sole responsibility for the safety of all their belongings.
- Students should not furnish any false information to any College official, faculty member, or office.
- Interactions between boys and girls are expected to be within acceptable norms of our culture and tradition.
- Students should not involve in any activities which may affect national security of our country.
- Sexual misconduct by any student will be viewed very seriously and they are punishable as per the University guidelines and more so, as per the law.
- Students are expected not to interact, on behalf of the Institute, with media representatives or invite media persons on to the campus without the permission of the Head of the Institution.
- Irrespective of where they go, students shall behave in a manner befitting a student of an educational institution. They shall always remember that the institution would be judged by their behaviour.
- If there is a case against a student for a possible breach of code of conduct, then a committee will be formed who shall inquire into the alleged violation and action will be taken accordingly.
- Students are advised to switch off the fans and lights while leaving the classrooms / lab. They must handle the projector, its accessories and all other items of the college with utmost care. Any damages to the infrastructure will attract fine or group fine.

- Students are encouraged to participate actively as well as maintain perfect discipline during all the events, functions and meetings held in the college.
- No student is allowed to entertain outsiders inside the premises of the college without prior permission from the college authorities.
- No student should be seen outside the class room or out of the college during class hours.
- During class hours, students are not permitted to visit office / Food Court/ Canteen.
- Day-Scholars are not allowed to enter the Hostel without prior permission from the Principal. Also students who registered to use college buses only can use the college transportation facility.
- A Disciplinary committee is constituted to monitor students' discipline effectively. The committee possesses the power to call the students directly for an enquiry on issues related to students' discipline on and off the campus.
- Any student who has been convicted in the court of law will lose his/her studentship.
- If a student is found guilty of indiscipline, the College reserves the right to take disciplinary action against him/her and inform the Parents/Guardians about the action taken. Based on the severity of offence they may be subject to following penalties.
- Suspension from attending classes and this period will be marked as absent leading to low attendance in academics.
- Debarred from Autonomous End Semester Exam.
- Expulsion from the Institution.
- Filing FIR in local police station.



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13.CODE OF ETHICS

13. CODE OF ETHICS

13.1 Code of Conduct for Teaching Staff:

- During the period of service, all members of the teaching staff shall employ themselves honestly and efficiently under the Head of the Institution.
- No member of the staff shall engage in any political activity within the college campus.
- All the members of the teaching staff must be punctual for classes and should adhere to the timings scheduled for other activities and events.
- All members of staff, both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution.
- The duties assigned to teachers consist of lectures/ practical's/ tutorials in the allocated workload of the individual teacher. In addition, they have to undertake responsibilities of conducting evaluation and invigilation, administrative work, providing counsel to students and participating in extra-curricular activities and institutional support activities as required.
- The working hours of the teaching staff shall be according to the prescribed time table and any other additional duty assigned to them.
- Every faculty member shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
- No faculty members shall act in any manner that violates the decorum or morality within the campus.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Take leave as per rules with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- Respect the right and dignity of the student in expressing his/her opinion;
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- Inculcate among students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- Refrain from inciting students against other students, colleagues or administration.

13.2 Code of Conduct for Non-Teaching/Administrative Staff:

- All Staff members should display the highest possible standards of professional behaviour. They should be punctual and disciplined towards their work.
- Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- All Staff members must refrain from any form of harassment or unlawful discrimination relating to gender/sexuality/age/marital status in their behaviour towards their colleagues, teaching staff and students.

13.3 Code of Conduct for Students:

- Students are expected to adhere to the timetable for attending Lectures/Tutorials/Practicals and other extra-curricular activities.
- Students must carry their Identity card inside the campus.
- Students must help to keep the campus neat and clean.
- Use of Mobile phones during the class hours is strictly prohibited. Any violation of this will lead disciplinary action.
- Students are expected to read notices/circulars displayed on the notice board.
- Spitting, smoking and throwing bits of paper in the premises should be avoided.
- Students should not misuse or make unauthorized use of the college premises or items of property on the campus.
- Students should not indulge in any kind of ragging or activities leading to harassment of any kind towards fellow students.
- Students shall preserve the infrastructure of the college.
- Students must be alert and responsible while posting their views about the Institute on social media.
- Students shall not engage themselves in any political activity or other movement.
- Students shall conduct meetings and activities in the college campus only with the written permission of the Principal.
- Students shall circulate / display any circulars / Notices only with the written permission of the Principal.

- Students shall share any information or report to press or broad casting agencies with the written permission of the Principal.
- Students shall avoid pasting of wall posters, writing on walls and roads.
- Students shall not endanger the health or safety of others.
- Students shall avoid making false accusations against any member of the institution.
- Students shall avoid giving false information to the college.
- Students shall avoid forging, altering or misusing any document or record issued by the college.
- Students shall avoid storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.
- Students shall avoid using, possessing or distributing liquor and illegal drugs.
- Students shall comply with the disciplinary measure imposed by the college.
- Students shall not be the part of picnic/study tour/industrial visits etc. without the permission of the principal.

13.4 Professional Ethics:

- Employees shall familiarize themselves with the cultures, customs and history of the Institution while performing their duties for the Institution and respect them.
- Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence.
- Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
- Employees shall constantly strive and behave in good manner for upholding good reputation of the Institution amongst the public.
- Employees shall not be guilty of any act or any conduct which involves immorality.
- Employee shall possess valid identity card issued by the Institution, while on duty.
- Employees shall not remain absent from duty without the approval from the appropriate authority.

- Employees shall not engage in any sexual harassment or any other behaviour which may appear to be sexual harassment or make others feel uncomfortable. The institution reaffirms its policy of zero-tolerance to sexual harassment and is committed to create an environment that respects and protects the rights of all its employees, irrespective of their gender.
- Employees shall promote students for extensive use of library and technology.
- Employees shall not disturb the discipline, environment and good order of the Office.
- Employees shall consistently ensure fairness and justness in selecting suppliers, and avoid any potential "conflict of interest" while striving to procure the most superior goods and services.
- An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favours such as money, gifts or other favours in return for the performance of his duty, by virtue of his position in the Institution.
- As good corporate citizens, employees shall strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships with the various customers./Stakeholders in the Institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable trust.
- Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and the efficient use of resources and energy.
- Employees shall contribute to the development and spread of environmental friendly technologies and shall always take into consideration issues of safety.
- Employees shall not enter into any transaction with any anti-social group or any entity connected therewith.
- Employees shall be willing to listen with sincerity to the opinions of customers, their grievances and shall reflect upon them in carrying out the situation in efficient and effective manner in present as well as in future.
- With loyalty, sense of dedication and courteous behaviour at all times, he should be an inspiration to the students under his care.

- He is expected to be objective in his judgments and should not make any sustained neglect in correcting the assignments done by the students.
- He shall not be late to class and while in class, shall use the entire time for teaching which should include varied techniques.
- “Off class” periods shall normally be spent in preparation of lessons and evaluation of assignments, counselling the students, helping the authorities by taking up additional responsibilities as specified from time to time and involving in R & D activities.

13.5 Respect for Human:

- Employees shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex, language, social status, age or physical/mental disability.
- In order that the employees with their individuality and diversity perform their duties towards the institution to the best of their ability, employees shall respect the character and individuality of one another and make every effort to ensure that the office decorum is maintained, thereby making it comfortable zone to work.
- Employees should do and say all that is in his power to promote harmony and team spirit among members of staff and encourage helping one another.
- Complaints from the parents, if any, are to be properly addressed, by respecting their views and proper handling of the issues raised by them.

Handling Confidential Information

If an employee of the Institution becomes acquainted with any important information pertaining to the institution there of which may materially influence the interest of the institution and its activities, he will be under bound duty of not disclosing such information in the interest of the Institution, unless the Management makes it known to public.



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14. GRIEVANCES AND REDRESSAL **POLICY**

14. GRIEVANCES AND REDRESSAL POLICY

The Grievance Redressal policies aim to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the college campus. In view of welfare of all the stakeholders of the college, the Grievance Redressal policies have been formulated

14.1 Grievance submission:

Everyone in the campus shall have the right to file a complaint or application to the Committee to redress his or her grievance. The grievance shall be submitted in any of the following ways:

- The complainant shall meet and discuss with the respective person who, according to Him/Her, is causing the grievance. The victim or the complainant shall make attempts to resolve the issue upon discussion with the Blamed.
- If not addressed, a formal grievance process shall be initiated in person by the victim by meeting the Mentor/HOD/ Grievance Redress Cell/ Principal.
- The Grievance Redress Cell and its policies come into force as and when situations arise.

The following steps shall be followed to formally submit the grievance:

- i. The formal grievance shall be either in the hand written, typed or e-mail form addressed to the coordinator Grievance Redress Cell or through snsct.org.
- ii. A formal grievance shall include the following information:
 - a) Complainant's signature and the date signed.
 - b) Name of the blamed individual, his/her position or status, and contact information, if known.
 - c) Clear and concise description of the alleged incident(s), when and where it occurred.
 - d) Description of all informal efforts, if any, to resolve the issue(s) with the person involved. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort.
 - e) Supporting documents and evidences (if any).
 - f) Names of witnesses or individuals who may have direct and relevant

information about the specific allegation (with accompanying addresses, email addresses, and telephone numbers).

- iii. The grievance (which may be accusation / formal submission) shall be brought to the attention of the Principal for formal acceptance.

14.2 Constitution of Grievance Hearing Committee/Special Team:

- Upon accepting the grievance, the Grievance Cell may constitute a special team to handle the grievances within 48 hours.
- The team shall comprise of a chairperson and some members representing various departments of the Institute.
- The team shall include the chairman of the Grievances Redress cell either as a chairperson or as a member of the team.
- The Principal and Grievance Redress Cell shall be the final authorities in the matters of composition of the grievance hearing special team.
- The members in the hearing team shall be notified about their inclusion by Grievance Redress Cell.

14.2.1 Hearing

- The grievance hearing team shall start the hearing sessions within 48 hours.
- The team shall decide the participation of complainant and the accused in the hearing sessions and notify the same to the complainant and the blamed.
- Equal opportunity shall be given to both parties to defend their arguments.
- Supporting documents and evidences (if any) shall be examined as the team may deem appropriate.
- The team shall decide upon closure of the sessions and related future sessions. Notify the same to complainant and/or blamed.

14.2.2 Findings

- A private session shall be deliberated to decide upon the findings of the special team based on hearing.
- The decision taking requires two-third majority agreement among the members.
- The Principal in consultation with the members of the team shall determine the appropriate remedial measures.

- A written summary shall be prepared by the chair of the special team/panel/ person in-charge based on judgment after the deliberations have been completed.
- The judgment shall be conveyed to both the complainant and the respondent within three working days.
- A written summary record shall be maintained in the files of grievance redressal cell.
- If the respondent who has been found guilty is a member of the staff, a written record of the grievance and the opinion by the Grievance Hearing Team shall be retained in the personal file maintained by the institute.
- False and malicious accusations of sexual or other harassment, which even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

14.3 Anti-ragging Committee Role & Responsibilities:

SNS College of Technology maintains a healthy and amiable academic environment for the students. The institution offers protection to the new entrants from the menace of ragging. In this regard, Our Institute has established an Anti-Ragging Cell. The cell is led by Head of the institution, along with several other committee members comprising of senior faculty members. Members of the Anti-Ragging Squad and the Anti-Ragging Subcommittee have been assigned from all departments to monitor student discipline both on and off campus.

Anti-ragging helpline numbers and self-declaration by the students and his/her parents to the effect that the student will not indulge in ragging, and if found so, will be liable for punishment as per UGC and AICTE, have been included in the Prospectuses of various courses and also in the Hostel Rules & Regulations.

- To secure almost all areas of the college (e.g., canteen, parking lots, different blocks, play grounds, Lawn etc.) and to ensure that at least one faculty member is present at all times in all locations to avoid ragging.
- To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To associate with POSH, Grievances & Redressal committee and help in anti-ragging activities.
- To conduct anti-ragging awareness programmes for senior students and faculty in the form of meetings and seminars in collaboration with our local police department.
- To conduct meeting whenever required and discuss relevant issues, in consultation with the Head of the institution seeking his approval.

- It is the seniors' responsibility to guide the freshmen whenever they approach them.
- As responsible members of the college seniors must help and cooperate with the juniors in all kind of curricular, Co-curricular and Extracurricular activities.
- Senior students are responsible for bringing any ragging instances to the attention of higher authority.

14.4 Procedure for lodging complaint:

The students are free to file a complaint in writing/via email with the respective committee.

The Grievance Cell will handle the cases that have been forwarded along with the required documentation.

The Grievance Cell will ensure that the grievance is properly resolved within the time limit specified by the cell.

For Complaints

Complaint Email: helpline.snsct@gmail.com

<https://snsct.org/committeessnsct2/>

Anti-Ragging Squad Roles and Responsibilities

- To make surprise raids on hostels, canteen and other places vulnerable to incidents of and having the potential of ragging.
- To conduct on the spot enquiry in to any incident of ragging.

What constitutes Ragging?

- Any unlawful assembly or conspiracy to ragging.
- As per the order of Honourable Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students.
- Any act of Indiscipline, Teasing or Handling with Rudeness.
- Any act that Prevents, Disrupts the Regular Academic Activity.
- Any activity which is likely to cause Annoyance, Hardship, Psychological Harm or creates Fear or Apprehension.
- Any Act of Financial Extortion or Forceful Expenditure.
- Any Act of Physical Abuse causing Assault, Harm or danger to Health.
- Any Act of abuse by spoken words, emails, SMS or public insult etc.,

- Any Act of injury or infringement of the fundamental right to the human dignity.
- Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.

Punishment to those found guilty

- Any student or group of students found guilty of ragging in the campus or outside the campus shall be liable to one or more of the following punishments.
- Debarring from appearing in any Midterm test / End semester Examination.
- Suspension from attending classes and academic privileges.
- Withdrawing scholarships and other benefits.
- Suspended from the College for a period of three months.
- Expulsion from the College and also debarring from admission to any other institution throughout India.
- Entry in the character / Transfer Certificate regarding the punishment given for any Act of ragging.
- Complaint filed with the police leading to arrest.



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15.SCHOLARSHIP POLICY

15. SCHOLARSHIP POLICY:

15.1 Management Scholarship:

- The management provides scholarship for the students applying for first year admission through management Quota by conducting SNS PET/SNS SAT .The students who scores more than 80% in this are eligible for scholarship (Up to the amount of Rs.10,000/-) and have to maintain 7.5 CGPA for 4 years to avail with same scholarship benefits.
- And also management provides scholarship for students who Enroll within 5 days from +2 results Publication Date are eligible for Scholarship (Up to the amount of Rs.10,000/- for one time).
- The Management provides No parent scholarship for the students with No Parent alive (Up to 100% Tuition Fee Waiver).
- The student with Single Parent (Mother only) can apply for Single Parent Scholarship (Up to 50% Tuition Fee Waiver).
- Children of Government Employee can apply for Government Employee Toddler Scholarship (Up to 50% Tuition Fee Waiver).
- Children of SNS Employee can apply for SNS Employee Toddler Scholarship (Up to 50% Tuition Fee Waiver).
- Deserving Student who excel in Curricular, Co-curricular & Extracurricular activities can apply for Deserving Student Scholarship (Up to 100% Tuition Fee Waiver).

15.2 Government Scholarship:

- The students are advised and guided to apply for Government scholarships as per the rules and regulation of Government of India and Government of Tamil Nadu from time to time.
- Students those who are First graduate are eligible for First Graduate Scholarship and separately students can also apply for BC/MBC/SC/ST scholarship as per Tamil Nadu Government Rules and Regulations.



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16.POLICY FOR THE DISABLED

16. POLICY FOR THE DISABLED

16.1 Our Mission on Policy:

The SNS College of Technology collaborates with policy to assist Divyangjan with infrastructure and also personally supports them through our committee.

Policy Implementation

The Right of Persons with Disabilities Act, 2016, among other laws, forbids discrimination against people with physical and mental impairments. The SNS College of Technology has put in place the essential facilities and infrastructure required to make a space accessible to those with impairments. To ensure that the Divyangjan receive the benefits, our institution has developed a policy and is putting it into practice through a committee.

16.2 Goals:

- To encourage staff members and students from all backgrounds to participate in an inclusive environment free from prejudice (particularly against PwD).
- To build infrastructure for the Divyangjan people and appoint a committee to supervise its proper application.
- To ensure that all legislation pertaining to those with disabilities are followed

16.3 Disability Parameters Definition:

The term "disability" encompasses both sensory and motor impairments (e.g., mobility, vision, or hearing impairments).

- Invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, acquired brain injuries (ABI), and acquired immune deficiency syndrome (AIDS) are also included in the term disability.
- It also includes disabilities brought on by chronic illnesses and syndromes. There are many different types and degrees of limitations associated with impairments, therefore accommodations must reflect these differences as well as the needs of the individual.

16.4 Team for Grievance and Redressal:

The committee that the SNS College of Technology has established to guarantee that PwD's have access to all campus amenities and that their complaints are properly and promptly handled is made up of the following individuals.

- Chairman – Principal
- Coordinator – VP- (Administration)
- Administrative Officer
- Two Faculty members

16.5 Roles and Responsibilities of the team:

- To handle all institutional challenges relating to disabilities.
- To guarantee complete accessibility for those with disabilities throughout the entire institution.
- To identify significant complaints involving people with impairments in any situation. Send it to the Governing Body if it is not resolved.

16.6 Accessibility Policy:

Access means granting eligible individuals with impairments full access to all SNS College of Technology's services, events, and benefits. To make the campus Divyangjan-friendly, we should take a number of steps. The SNS College of Technology's professors and leadership should be prepared to address access issues and ensure that everyone with a disability has appropriate/reasonable accommodations. The campus should be accessible to people with impairments and barrier-free.

16.7 Utilization of Resources:

- Any students with disabilities have access to all textbooks and study materials.
- Exam cell makes sure that resources for exams are transferred to students and faculty who are PwD's to conduct exams smoothly.

16.8 Services Offered to the Divyangjan:

The SNS College of Technology has the resources listed below to support Divyangjan

- Lift
- Ramp
- Wheel Chairs
- Walking Stick
- Direction Board
- Front Bench reservation for Divyangjan
- Faculty mentors
- Class room provision in Ground floor.



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17. WASTE MANAGEMENT POLICY

17. WASTE MANAGEMENT POLICY

The SNS College of Technology, Waste Management Policy articulates promise to reducing its environmental impacts through effective Waste Management and sustainable practices in converting waste to resource.

The Campus strives to realize sustainable and holistic waste management essential and reducing its foot print and providing a safe and healthy work environment for teaching and non-teaching employees, students, visitors and stakeholders.

1. Committed or obtaining a zero-waste plan thus obtaining its Eco-friendly status through the policy of “reduce, reuse and recycle”.
2. **Reuse and Recycling** – The recyclable material like plastic, tin, glass, metals, paper and others shall be handed over to the external agencies.
3. **Avoiding and minimizing the generation of waste** – Organizing awareness program for waste management through various club activities.
4. **Segregation of Solid Waste at Source** – Biodegradable and non-biodegradable wastes are segregated and handed over separately as mentioned in solid waste management.
5. The bio-gas produced from food waste, decomposable organic material and kitchen waste, consisting of methane is an alternative fuel for LPG.
6. Composting pit is used to Manage the biodegradable waste that could not be put into bio gas plants.
7. Reducing the paper wastes through relying more on electronic devices at all levels including governance, examinations, admission and finance. E-Governance shall be ensured to implement innovative strategies and there by reduce paper waste in the campus.
8. Reduce E-Waste to maximum with proper maintenance, before moving on to Replace and Recycle stage.
9. The institute has a sewage Treatment Plant to recycle the waste water. This plant treats the waste water and makes it fit for use in watering plants and trees.
10. Canteen effluents are discharged to concealed soak pits through Common Effluent Treatment Plant.
11. Standard Operating Procedures are Framed for disposal of hazardous chemicals, if any from laboratories.
12. Microwave Tissue incinerator, Sharps and Needles destroyer, Autoclave are used to treat the Biomedical waste.

13. Sanitary Napkin Incinerator is installed in the girl's hostel to facilitate disposal of sanitary napkins.
14. The campus is provided into training on legislation, hazardous, compliance and the policy, by conducting waste management awareness programme throughout the year. All the students, faculty members, staff contractors and stakeholders are made aware of the policy.



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18.POLICY ON ALTERNATE
SOURCES OF ENERGY AND
ENERGY CONSERVATION

18. POLICY ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

A policy has been developed on Alternate energy sources and energy conservation for installing and utilizing the renewable energy at SNS College of Technology, Coimbatore. College has installed a 450 kW power rooftop SOLAR POWER PLANT covers an area of 7500 Sq-m to harvest the solar energy on CAPEX MODEL from 2018 is made to utilize the renewable energy in such a systematic way so as to meet nearly 37% of the energy demanded per month. Alternative Energy source offers an opportunity for student community to learn and contribute in environmental protection. Conservation of the energy helps to reduce the demand on a limited supply and enabling that supply to begin to rebuild itself. The policy has been developed to explore the effective implementation of renewable energy resources for various applications in the campus.

18.1 Objectives:

- b. To Reduce global warming
- c. To keep Environment Friendly
- d. To Conserve fossil fuels
- e. To Utilize the clean energy
- f. To Increase Public Health
- g. To improve energy Security
- h. To improve access to energy

18.2 Policies:

- a. Disseminating the objectives of policy and action plan to all employees and students.
- b. Educating the students usage of a fossil fuel pollution, depletion and need for energy conservation.
- c. Installing renewable energy sources in the Institution premises for the required capacity and utilizing the power generated by that source in a span of time.
- d. Converting the maximum electrical loads in the Institution to consume renewable energy and to achieve maximum renewable energy utilizing campus.
- e. Making the students to create interest on renewable energy products and to start start-ups to become entrepreneur .
- f. Conducting suitable audits from external energy auditors every year to improve the system and involving the internal faculty in the auditing process.

g. All the activities related to renewable energy utilisation are disseminated to the faculty, students and public through circulars and social medias.

h. Started renewable energy club in the institution.

18.3 Features:

The college management has taken following facilities in conserving the energy.

Solar Energy: Solar Water Heater has been installed at the top floor of the Girls Hostel & Boys Hostel for the utilization of hot water usage in hostel. Solar powered street lights have been installed at the road sides from the main entrance to the grounds.

Sensor based Energy Conservation: Sensor based water level monitoring system is used in the overhead water tanks to avoid overflow of water. Pumping of water from the available resources to overhead tanks are controlled by this water level controllers. Automatic water level controller for overhead tanks that switches on/off the pump motor when water in the tank goes above the maximum level.

An automatic sensor-based power cut-off module has been developed and installed for turning off of the lights and fans when they are not in use. This is working based on the sensor to detect the members availability inside the and the power is automatically turned off once no members found inside.

Use of LED bulbs/power efficient equipment: As a part of conserving energy the conventional fluorescent lights have been replaced with CFL and LED lights. This enables to reduce the energy consumption, tariff and increases the power factor. All the air conditioners and refrigerators put into usage are star rated energy efficient equipments. Conventional fans are being replaced with super fans in a paced manner.

Maintenance Procedure:

- The Electrical maintenance team is being deputed to clean the solar panels and water collector of solar water heaters
- Biogas plant is frequently monitored by the team to maintain the gas level
- Maintenance of energy efficient equipments such as air conditioners and refrigerators are being done periodically to keep them working in good condition.



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19. WATER CONSERVATION

POLICY

19. WATER CONSERVATION POLICY

19.1 Purpose:

To regulate water conservation, sustainable management and utilisation of water resources effectively.

19.2 Policy Details:

The objectives of the policy:

1. Ensure continuous water supply - The Institute ensures adequate and reliable water supply by implementing continuous transmission and automated distribution systems throughout the campus.

2. Reduce wastage of water - Inside the Institution, Water wastage is reduced by checking and sealing the leaks, placing pressure reducing valves, flow restrictors and aerator taps on identified locations.

3. Recycle the waste water - The Institute (water recycling or water reclamation) reclaims the water from a variety of sources then treats and reuses it for beneficial purposes such as irrigation, groundwater replenishment, gardening and environmental restoration. Water recycle provides alternative to existing water supplies and be used to enhance water security, sustainability and resilience.

4. Rain water harvesting - The Institute collects rain water from a roof-like surface and redirects it to a tank, a deep pit, a well and a borehole to recharge the ground water table and restores the ground water.

5. Treat effluents from laboratories - The Institution follows Standard Operating Procedures for disposal of hazardous chemicals collected from the laboratories.

6. Sewage Treatment Plant process - The Institute has a Sewage treatment plant to recycle the waste water. This plant treats the waste water and makes it fit for reuse in watering plants and trees. Also, to protect the surrounding environment from raw sewage discharge.

7. Store water - The institute has multiple water storage structures to avoid occurrences of water scarcity and to store excess runoff during period of heavy rain.

8. Awareness about Water Conservation - The awareness program on water conservation has been organised at all levels of the society about the importance of saving water and to cope with its scarcity and ensure sustainability. The Institution also conducts awareness programmes to students to improve water conservation.



SNS COLLEGE OF TECHNOLOGY

(An Autonomous Institution)



Approved by AICTE, Recognized by UGC & Affiliated to Anna University

Accredited by NBA-AICTE, NAAC-UGC with 'A+' Grade

20.POLICY ON GREEN CAMPUS

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20.1 Scope:

SNS College of Technology has adopted many green cover initiatives, there by embellishing the eco-friendly ambience of the campus. All staff and students are directed to prevent pollution, avoid wastage of water and conserve energy by adopting various sustainable measures for the wellbeing of individuals and society at large.

20.2 Objectives:

Green initiatives implemented within the campus are: .

- Enriching greenery inside the campus by planting saplings.
- Sustaining a clean environment by practicing 3R's approach (Reduce, Reuse and Recycle).
- Stimulating the creativity of the students to craft art piece from solid waste.
- Involvement of students in various environmental awareness programme like Swachh Bharat Abhiyan, Swachhta Pakhwada and Swachhta Hi Seva.
- Maintaining rainwater harvesting system and recharging pits/wells to meet the increasing demand of water.
- Usage of environment-friendly products such as paper, cloth and jute bags.
- Diminishing the amount of single use items like plastics, coated paper cups and straws.
- Production of biogas from food scraps to minimize LPG fuel consumption at hostel kitchen.
- Improvisation of energy saving process by installation of solar panels, solar water heaters, LED bulbs and sensor-based systems within the campus.
- Promotional natural lighting inside the classrooms and hostel.
- Turning off lighting and appliances in unoccupied rooms.
- Switching over to e-transaction and maintaining paperless ambience.
- Encouraging students to volunteer for clean upon campus.
- Creating awareness among staff and students to reduce CO₂ emission through the usage of bicycles and battery powered vehicles.
- Furnishing waste collection points and specific guidelines for disposal of waste.