SHREENIVASA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.)
B.Pallipatti, Bommidi, Pappireddipatti (Tk), Dharmapuri (Dt) – 635 301.
Cell: 94425 54159, Ph.: 04346 291056.
Website: www.shreenivasa.info, Email: principal205@gmail.com

HR POLICY MANUAL

Vision:

❖ To offer the highest quality technical education to the brightest engineering students in a dynamic environment of mutual learning, transforming them into confident, effective, respected and socially responsible engineers ready to tackle the toughest challenges.

Mission:

❖ To Prepare the rural youth as effective and responsible engineers for global requirements by providing quality education.

❖ To Evolve into globally recognized Institutions in the frontier areas of Engineering and Technology.

❖ To Respond effectively to the needs of the industry and changing world.

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1			INTRODUCTION:
		1.1	Shreenivasa Engineering College (SEC) is an innovative and vibrant place of learning, where undergraduates and graduate students pursue their educational and research interests in order to lead the next generation in transforming the engineering discipline.
2			PREAMBLE:
	2.1		Title, application and the authorities to interpret, clarify, modify and to amend.
		2.1.1	The regulations contained in this HR Policy Manual shall be caller Shreenivasa engineering college Administrative Regulation.
		2.1.2	Shreenivasa engineering college dedicated to providing a transformative educational experience that equips our students with the skills and knowledge required to address global challenges
		2.1.3	Any clarification a interpretation of these regulations, the matter shall be referred to the management its decision shall be final.
		2.1.4	The management shall have authority to provision of regulation.
3			DEFINITIONS:
	3.1		The subject or context
		3.1.1	"**Trust**" means " Shreenivasa Educational Trust ".
		3.1.2	"**College**" means "Shreenivasa Engineering college".
		3.1.3	"**Employee**" means person who is employed by the College
		3.1.4	"**Government**" means the "Government of Tamil Nadu".
		3.1.5	"**Governing Body**" means the Governing Body constituted as per the Bye-laws of the Trust.
		3.1.6	"**Head of the Department**" means the Head Department of the College.
		3.1.7	"**Management**" means the Governing Body.
		3.1.8	"**Managing director**" means the Managing director of the Trust.
		3.1.9	"**Principal**" means the Principal of the College
		3.1.10	"**Administration officer** "means managing and overseeing the operations of college
		3.1.11	"**placement officer** "means responsible for facilitating the placement of students into suitable job positions or internships

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CHAPTER - 3	
GENERAL SERVICE RULES	
1	**Requirement of faculty**
	• Faculty rules in our college outline the expectations, responsibilities, and rights of academic staff members who are engaged in teaching, research, and service within the institution. These rules are designed to ensure high standards of education, professional conduct, and effective faculty management • Responsibilities related to serving on academic committees
2	**Qualifying service**
	• the period of service that counts towards various benefits, entitlements, promotions, and retirement benefits for faculty and staff. • Qualifying service is also important for recognizing the dedication and commitment of faculty and staff to the institution. It may be considered in awards, honors, or recognition programs that acknowledge long-serving employees
3	**Extension of temporary service**
	• the continuation of employment beyond the initial temporary appointment period for faculty or staff. • the extension of temporary service requires approval from higher authorities within the institution, such as the department head, dean, or administrative board.
4	**Promotion policies**
	• outline the criteria, procedures, and considerations for advancing faculty and staff members to higher academic or administrative positions within the institution. • Regular performance evaluations assessing teaching effectiveness, research productivity, service contributions, and overall professional conduct.
5	**Annual performance appraisal report**
	• APAR IS a feedback mechanism to the officer reported upon the performer. • The Principal and Head of the Department are associated with this feedback system. • To improve the performance of the subordinate in his present job, to assess the potentialities of the subordinate and prepare him through appropriate feedback and guidance for future possible opportunities in service.

6	**Resignation**
	• Employee are usually required to provide a formal written notice of resignation to the college administration. Notice period of 3 Month • Faculty members are expected to hand over their teaching responsibilities and administrative duties to ensure continuity. • resigning faculty members may need to go through clearance procedures, which can involve settling any outstanding financial obligations, returning college property
7	**Termination**
	• The termination policy, on the other hand, describes how an employee is expected to give their resignation and the amount of notice required. It may also list the employee actions that may result in termination
8	**Health and Safety policy**
	• No matter what industry your company belongs to, workplace injuries can be a risk. The health and safety policy is there to outline the procedures and responsibilities of all employees to keep the workplace safe for everyone.
9	**Welfare Measures Policy**
	• The Maternity Benefit Act, 1961 – All women employees who completes one year of service with the institution shall be given paid Maternity Leave for the period of 6 months. • Group Medical Insurance for employees for a sum of Rs, 100,000/- who opt for the same. Accident Insurance: All employees are covered under Personal Accident Insurance. • TA& DA for Teaching staff who travel for Paper presentation
10	**Retirement from Service**
	• All teaching and non-teaching staff shall retire on completing the age of superannuation, as per State Government / Anna University norms. • Outline the steps and paperwork required for retiring employees to complete, such as finalizing retirement benefits, returning company property, and completing any necessary paperwork.

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CHAPTER - 4	
QUALIFYING NORMS AND PAY SCALE	
Cadre	**Qualification and experience**
ASSISTANT PROFESSOR	BE / B.Tech and ME / M Tech, In Relevant Branch with First Class
Pay scale – 15600- 39100 In additional candidate to eligible for Ta and Da	
ASSOCIATEPROFESSOR	BE / B.Tech and ME / M Tech-in Relevant Branch with First Class Ph.D. Or Equivalent and Appropriate Discipline. Post Ph.D. publishing and guiding Ph.D. students. Experience: minimum 5 years' experience in teaching and research and industrial of minimum 2 years.
In additional candidate to eligible for TA and DA	
PROFESSOR	
Colleges require professors to have a Ph.D., Experience in teaching at the college or university level is highly valued **Experience:** minimum 5 years' experience in associate professor and research and industrial of minimum 5 years.	

<div align="center">Or</div>

Minimum 13 years' experience in teaching and research and industrial, experience in industry will be consider and same as equal to Associate professor.

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CHAPTER - 5	
Code of conduct faculty and staff	
1	Faculty members must uphold the highest standards of professionalism, integrity, and ethical behavior in all interactions within and outside the college. Respect for colleagues, students, staff, and administration is paramount. Discrimination, harassment, or any form of disrespectful behavior will not be tolerated
2	Faculty are committed to promoting academic excellence through effective teaching, research, and mentorship. Courses and assessments must be conducted fairly and honestly, ensuring academic integrity is maintained at all times.
3	Faculty members are dedicated to the academic success, personal development, and well-being of their students. Availability and approachability to students, both inside and outside of scheduled class times, is expected.
4	Faculty engaged in research must adhere to the highest standards of integrity, transparency, and ethical conduct in their research practices. Proper attribution and credit must be given for intellectual contributions and collaboration.
5	Faculty are encouraged to foster a collegial and collaborative environment that promotes teamwork, mutual respect, and open communication. Contributions to departmental activities, committees, and initiatives are expected to support the overall mission of the college.
6	Faculty members are encouraged to engage in continuous professional development to enhance teaching effectiveness, research capabilities, and leadership skills.
7	Faculty must familiarize themselves with and adhere to all policies, procedures, and regulations of the engineering college and relevant governing bodies. Any conflicts of interest or potential ethical concerns must be disclosed and managed appropriately.
8	Faculty serve as role models for students, demonstrating professionalism, integrity, and a commitment to lifelong learning. Upholding the reputation and values of the college in interactions both within and outside the academic community is essential.
9	Faculty members who observe violations of this Code of Conduct are encouraged to report such instances through appropriate channels provided by the college. Allegations of misconduct will be investigated promptly and fairly, with due respect for confidentiality and due process

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CHAPTER 6	
STAFF WELFARE MEASURES	
1	Free Transport for Teaching and non – Teaching staff
2	Financial assistance will be provided for attending FDPs, Workshop, and conference
3	Cash incentives are given to faculty recognitions for academic performance
4	Marriage gift is given to faculty and staff
5	Free hostel accommodation facility provides for faculty and staff
6	Group Medical insurance for all teaching and non-teaching members
7	Medical leave, maternity leave will be availed
8	Accident policy for faculty and staff

CHAPTER 7

IT UPGRADATION POLICY

- IT Infrastructure includes hardware, software, network resources and services.
- In addition, the college has various software such as College wide common software like Microsoft Campus License, ERP and Tally etc.., Besides, all the departments have various domain specific software.
- Hardware & Software procurement.
- For any IT equipment procurement or up gradation, Head of the Department (HOD) ought to take prior approval from the Principal.
- Identify the vendor and make an order based on the comparative analysis.
- High quality items are to be purchased.

HARDWARE REPAIR & MAINTENANCE

- Technicians are expected to check all the lab equipment's on a daily basis and ensure that all the machines are working properly.

- If any hardware problem is detected by faculty or student, an initial entry should be made to Technician concerned. Upon identifying the service requirement, Technician will respond and make an initial inspection of the hardware equipment and resolve the problem. Any further queries or checks, it will be directed to System Administrator.

HARDWARE UPGRADATION

- SEC always recommends branded PC Models such as HP. The department will track required PC configuration and components for new Laboratory programs or courses and will submit a request in the next available budget cycle for an IT budget increase.

- Department must be cautious about warranty checks and must take appropriate action if the performance of the equipment deviates from the expected performance.

- The upgradation of the equipment can be made through some components, like memory, HDD, Graphic card, Projector etc. or by replacing the whole device/equipment through a buy back mechanism depending on the specifications and performance parameter of the equipment. Lower configuration systems can be utilized for basic programming practices.

- A prior approval of specifications and requirement by the principal is essential Any disposal or scraping of be adopted. components, the college e-waste management policy has to be adopted.

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SOFTWARE UPGRADATION

- Upgradation or new purchase of software will be made as per the curriculum requirements and industry standards.
- Faculty members and Technicians must also keep themselves updated about any new technology such as OS, Software that has been incorporated in their work place and be ready to address and handle it.
- Technicians will be responsible on managing system upgrades, renovate drives for the printer, scanner and any other equipment apparatus that faculty or student uses.

INTERNET UPGRADATION

- Internet bandwidth will be increased each year based on the need and AICTE/AU guidelines.

	CHAPTER - 8
	ROLES AND RESPONSIBLITY
7.1 GOVERNING BODY	
1	**Board of Governors/Trustees** are the highest governing authority responsible for setting the strategic vision, mission, and goals of the college.
2	This body is responsible for academic policies, curriculum development, and academic standards within the college
3	- This committee oversees the financial management of the college, including budgeting, investments, financial aid policies, and fiscal sustainability. - To monitor the organization's programs and services. - To maintain a governing body plan.
4	This committee focuses on student welfare, extracurricular activities, student services, and campus life
5	This committee oversees the physical infrastructure of the college, including construction, maintenance, renovation, and technological advancements.
6	This committee monitors and evaluates the quality of academic programs and services to ensure compliance with accreditation standards.
7	In colleges focusing on research, this committee promotes and supports research activities, collaborations with industry, and innovation initiatives.
8	This committee ensures adherence to ethical standards, legal regulations, and compliance with institutional policies
9	These committees and bodies work collaboratively to ensure the effective governance, management, and development of the college,
10	Aiming to achieve its educational mission and goals while maintaining high standards of academic excellence and institutional integrity.
7.2 Principal	
1	**Curriculum Development**: Overseeing the development, review, and enhancement of academic programs and courses in line with industry standards and technological advancements.
2	**Quality Assurance**: Ensuring academic excellence through effective teaching-learning processes, assessments, and adherence to accreditation standards.

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3	**Faculty Development**: Supporting faculty members in their professional growth through mentoring, training, and encouraging research and scholarly activities.
4	**Community Engagement**: Representing the college in community activities, fostering partnerships with industry, government agencies, alumni, and other stakeholders.
5	**Accreditation and Compliance**: Ensuring compliance with regulatory requirements and accreddition standards to maintain the college's credibility and quality assurance.
6	**Evaluation and Assessment**: Monitoring and evaluating the effectiveness of academic programs, administrative processes, and student outcomes to drive continuous improvement.

7.3 Vice Principal

1	**Academic Policies**: Implementing and enforcing academic policies, procedures, and regulations in collaboration with the principal and academic council.
2	**Recruitment and Hiring**: Participating in the recruitment, selection, and hiring of faculty members in coordination with relevant departments and committees.
3	**Faculty Support**: Providing support, guidance, and professional development opportunities for faculty to enhance teaching effectiveness, research productivity, and scholarly activities.
4	**Student Support Services**: Overseeing student services such as counseling, academic advising, career guidance, and support for student organizations and activities.
5	**Public Relations**: Representing the college in community activities, events, and outreach efforts to enhance the college's visibility and reputation.

7.4 Head of the Department

1	**Head of the Department** (HOD) is a responsible for the leadership, management, and overall functioning of a specific academic department.
2	**Faculty Development**: Supporting professional development initiatives for faculty, including mentoring, training, and facilitating opportunities for research and scholarly activities.
3	**Student Welfare**: Addressing student concerns, grievances, and disciplinary issues in collaboration with relevant administrative offices.
4	**Career Guidance**: Providing guidance and support to students regarding career.
5	**Program Accreditation**: Ensuring compliance with accreditation requirements and standards related to the department's programs.

7.5 Director placement

1	**Director placement** responsible for facilitating and overseeing the placement activities

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	of students, ensuring they have opportunities for internships, projects, and full-time employment in relevant industries
2	**Building Partnerships**: Establishing and maintaining strong relationships with corporate employers, industry associations, and alumni networks to create placement opportunities for students.
3	**Internship Opportunities**: Facilitating internship placements for students to gain practical experience and industry exposure.
4	**Placement Drives**: Planning and organizing campus recruitment drives, placement sessions, and interviews conducted by companies.
5	**Alumni Relations**: Engaging alumni for mentorship, guest lectures, and industry insights to support current students in their career aspirations.

7.6 Examination Management system coordinator

1	**Planning and Scheduling**: Developing and coordinating the schedule for examinations, ensuring minimal conflicts and smooth conduct of tests.
2	**Logistics and Administration**: Ensuring availability and distribution of exam materials such as question papers, answer sheets, stationery, and other necessary resources.
3	**Technology Integration**: Managing the setup and administration of online examinations, including platform selection, user support, and technical troubleshooting.
4	**Compliance and Security**: Ensuring the security and integrity of examination processes, including preventing cheating, unauthorized access to materials, and maintaining confidentiality of exam content.
5	**Result Processing and Analysis**: Maintaining records and databases related to examinations, student performance, and statistical analysis of results for institutional use and reporting purposes.

7.7 library

1	**Librarian** encompasses a wide range of responsibilities related to managing library resources, providing information services, and supporting academic and research activities.
2	**Library Orientation**: Conducting orientation sessions and workshops to familiarize new students and faculty with library resources, services, and search techniques.
3	**Electronic Journals and Databases**: Managing subscriptions to electronic journals, databases, and digital repositories to ensure access to current research literature and scholarly publications.
4	**Library Policies and Procedures**: Developing and implementing library policies, procedures, and guidelines related to collection development, circulation, copyright

	compliance, and user access.
5	**Professional Development and Networking:** Engaging in professional development activities, attending conferences, and staying updated with trends and best practices in academic librarianship and information science.

7.8 Transport manager

1	**Transport manager: Responsible** for managing all aspects related to transportation services provided to students, faculty, and staff.
2	**Vehicle Acquisition**: Planning and procuring vehicles suitable for transporting students, faculty, and staff, considering safety, comfort, and capacity requirements.
3	**Transport Routes**: Designing and optimizing transport routes to ensure efficient coverage of designated pickup points and drop-off locations.
4	**Training and Supervision**: Providing training, orientation, and ongoing supervision to drivers on safety protocols, customer service standards, and college policies.
5	**Safety Protocols**: Implementing and enforcing safety measures and protocols for passengers, drivers, and vehicles, including seat belt usage, speed limits, and emergency procedures.

7.9 Hostel residential warden

1	**Hostel residential warden**: Plays a pivotal role in ensuring the well-being, safety, and conducive living environment for students residing in the hostel facilities
2	**Student Welfare and Support**: Providing guidance, support, and counseling to students on academic, personal, and emotional issues.
3	**Discipline and Conduct**: Implementing and enforcing hostel rules, regulations, and codes of conduct to maintain discipline and ensure a safe and respectful environment.
4	**Safety and Security**: Ensuring compliance with safety protocols and regulations within the hostel premises, including fire safety, emergency exits, and first aid provisions.

CHAPTER 9			
ADMISION POLICY			
Cutoff Marks calculation			
1	**State Board/CBSE**	**Mathematics (M)**	**Mathematics (M) M1 = Maths Reduced to 100**
		Physics (P)	**P1 = Physics Reduced to 50**
		Chemistry (C)	**C1 = Chemistry Reduced to 50**
	Engineering Cut-Off Calculation		**Cut-Off Mark MI+PI+CI**
2	**Eligibility for BE Admissions.**		

	Percentages of marks eligible for B.E Programs		
Community	**HSC academic**	**HSC Vocational**	**Lateral**
	(Avg. of Mat, Phy, Che.)	**(Avg. of Voc.T&P)、**	**(Overall % in Diploma)**
General	50%	50%	55%
BC/BCM	45%	45%	50%
MBC/DNC	40%	40%	45%
SC/SCA/ST	40%	40%	Pass

3	**Eligibility for M.E Programs.**		
	S.No	**Course**	**Eligibility**
	1	**ME**	A Pass in a recognized Bachelor's degree or equivalent in the relevant field and obtained at least 50%(45% in the case of(45% in the case candidate belonging to reserved category in the qualifying)

	Eligibility of various UG programs for M.E admission.		
4	**S.No**	**M.E. Specialization**	**Eligible B.E./B.Tech. Programs**
	1	**M.E. Structural engineering**	B.E. / B.Tech. 1. Civil Engineering 2. Civil and Structural Engineering

	2	**M.E. CAD/CAM**	1. B.E. / B. Tech. 2. Mechanical Engineering. 3. Automobile Engineering 4. Manufacturing Engineering. /Tech. 5. Production Engineering. /Tech. 6. Aerospace Tech. 7. Industrial Engineering 8. Marine Engineering 9. Mechatronics 10. Aeronautical Engineering 11. Aerospace Engineering 12. Mechanical and Automation Engineering. 13. Robotics & Automation
	3	**M.E/Power electronics and drives**	B.E. / B. Tech. 1.Electrical and Electronics Engineering
	4	**M.E. Computer Science & Engineering**	1. **Computer Science & Engineering** 2. Information Technology 3. Software Engineering 4. Computer and Communication Engineering. 5. Electronics and Communication Engineering.

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CHAPTER-10

POLICY FOR SCHOLARSHIP

SL. NO	NAME OF THE SCHOLARSHIP	APPROXIMATE AMOUNT	ELIGIBILITY	SANCTIONING AUTHORITY
1	TN State Govt. Scholarship for BC/MBC students.	1. Rs.3425/Annum for day-scholars 2. Rs.5425/Annum for Hostellers.	1. Only for Govt. Allotment students 2. Income limit is Rs.2,00,000- per year	District BCMW Officer
2	TN State SC/ST Govt of India, Post Matric Scholarship Scheme (PMSS)	1. Rs.6600 for day-scholars 2. Rs.14400 for Hostellers	1. Applicable for Govt as well as Management Quota students 2. Income limit is Rs.2,50,000- per year	District ADW Officer
3	Special Scholarship Scheme for SC/ST meritorious Students	Rs.5000-per annum	Applicable only for meritorious (with no standing arrears) students studying in self financing colleges & Stayed in Hostel	District ADW Officer
4	SSS-Uzhavar Padhugappu Thittam Scholarship	Rs.2500-per annum	Applicable only for the uzhavar padhu gapputhittam members parents only	Tahsildar
5	Board Scholarship	Rs.1000-2000 per annum	Applicable for various board members only (Beedi Workers/Tea board etc.)	Concerned board
6	The Government of TamilNadu	Rs. 1000/month	Moovalur Ramamirtham Ammaiyar Higher Educationthe financial assistance of Rs. 1000/month will be provided to the girls till their completion of UG degree/Diploma/ITI/any	SOCIAL WELFARE DEPARTMENT

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			other recognized course.	
7	Tamil Nadu Construction Workers Welfare Board	Rs 4,000/- Year	Regular Degree Course with Hostel facility	Construction Workers Welfare Board
8	Tamil Nadu Construction Workers Welfare Board	Rs 4,000/- Rs 5,000/- For Hostel	Regular Post Graduate Course with Hostel facility	Construction Workers Welfare Board
9	Shreenivasa Educational trust	Cut of 160 : RS 20,000 Cut of 140- 159 : Rs 15,000 Cut of 120 -139 : Rs 10,000	Degree Course	Shreenivasa Educational trust
10	First Graduate Scholarship	Rs. 25,000/-	To provide scholarships to the students pursuing UG degrees	State Government of Tamilnadu
11	Post Metric Scholarship(PMSS)- Tuition Fees	Rs.50,000/-	Applicable SC/AT Students	State and Central government
12	7.5% Reservation free Education	Upto 85,000/-	Students Completing their schools in government sector from 6 to 12th	Tamilnadu State Government

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CHAPTER -11
Code of Conduct for students

1.	Students involves outlining rules and expectations that promote a positive learning environment and ensure the well-being of all members of the college community.
2.	Avoid plagiarism and respect intellectual property rights.
3.	Treat faculty, staff, and fellow students with respect and courtesy.
4.	Respect diversity of opinions, cultures, and backgrounds.
5.	Attend all classes, labs, and academic sessions regularly and punctually
6.	Dress appropriately as per college norms and specific requirements
7.	Maintain professionalism in all interactions, including digital communication.
8.	follow safety protocols and guidelines in labs and workshop
9.	Report any safety hazards or concerns promptly to relevant authorities.
10.	Use college resources (computers, libraries, equipment) responsibly and for academic purposes.
11.	Engage positively in college activities, clubs, and organization
12.	Adhere to all policies and regulations set forth by the college, including those related to conduct, attendance, and academic standards.
13.	Understand that violations of the code of conduct may result in disciplinary action, which could include warnings, probation, or more severe consequences.
14.	Report any suspected violations of the code of conduct to the designated authorities or through established reporting channels.

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Chapter- 12	
Feedback Based Governance	
1	Create multiple channels for feedback, including suggestion boxes, online forms, regular meetings, and anonymous platforms if necessary
2	Implement scheduled feedback collection periods to gather input from faculty, staff, and students on various aspects of college operations, policies, and services
3	Ensure confidentiality and anonymity where requested to encourage honest feedback.
4	Translate feedback into actionable insights and recommendations for improvement.
5	Involve relevant stakeholders (faculty, staff, students) in discussions and decisions related to implementing changes based on feedback.
6	Solicit follow-up feedback to assess the effectiveness of improvements and identify any further adjustments needed.
7	Offer training or workshops on constructive feedback for faculty, staff, and students to enhance communication and engagement.
8	Recognize and acknowledge contributions made through feedback that lead to positive outcomes or improvements.
9	Integrate feedback insights into strategic planning processes to ensure alignment with long-term goals and objectives.
10	Encourage ongoing participation in feedback mechanisms by demonstrating the impact of feedback on college operations and community welfare.

CHAPTER 13
E – GOVERNANCE POLICY

E-governance policies involves a systematic approach to integrating digital technologies into various administrative and operational processes aim to harness the power of digital technologies to streamline administrative processes, enhance educational experiences, and foster a conducive learning environment that meets the evolving needs of students, faculty, and stakeholders in the education sector.

Objective	• Streamline administrative processes such as admissions, registrations, and student record management through automation, reducing paperwork and manual errors. • Ensure timely and accurate dissemination of information related to academic schedules, examination results, and institutional updates • Enhance transparency in decision-making processes through electronic workflows, audit trails, and real-time access to information for stakeholders. • Enhance the digital skills and competencies of faculty, staff, and students through training programs, workshops, and certifications in ICT tools and e-governance practices. • Continuously monitor and evaluate e-governance initiatives to identify opportunities for expansion, innovation, and optimization across functional units
Policies	• outlining guidelines and strategies that govern the use of digital technologies to achieve organizational objectives efficiently and transparently • Establish a governance structure with roles and responsibilities for overseeing e-governance initiatives. • Address issues related to data access, storage, retention, and sharing to maintain confidentiality and integrity. • Specify standards and protocols for the selection, implementation, and maintenance of IT systems such as ERP, SIS, LMS, and cyber security measures • Implement mechanisms for periodic reviews, audits, and feedback loops to identify areas for improvement and ensure continuous enhancement of

	e-governance practice
Website	• An effective website for **http://shreenivasa.info/index.aspx**Shreenivasa Engineering college involves designing platforms that facilitate seamless communication, information dissemination, and interaction between stakeholders. • Feature a news section or blog to share updates, achievements, and important announcements. • Ensure the website is HTTPS secured with SSL certificates to protect user data and maintain trust. • Implement online forms for admission applications, feedback collection, event registrations, and other administrative processes to streamline operations.
Administration	• the administration, it's crucial to focus on functionalities that streamline administrative processes, enhance efficiency, and improve communication between various stakeholders. • Provide tools for budget preparation, financial forecasting, and allocation of resources. • Establish a centralized repository for storing and accessing administrative documents such as policies, procedures, meeting minutes, and reports. • Collect feedback from faculty, staff, and students to evaluate administrative processes, identify areas for improvement, and measure user satisfaction.
Finance And Accounts	• Implement an ERP system that integrates financial functions such as budgeting, accounting, procurement, and expense management. • Establish automated workflows for expense approvals based on predefined rules and hierarchies. • Maintain comprehensive audit trails of financial transactions and changes to ensure transparency and accountability. • Facilitate online fee payment and student billing processes, integrating with student information systems for seamless transactions.
	• Provide a user-friendly online portal for prospective students to submit

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Student Admission Support	admission applications electronically. • Provide a user-friendly online portal for prospective students to submit admission applications electronically. • Offer virtual campus tours and webinars to prospective students to familiarize them with campus facilities and academic programs. • Ensure transparency in the merit list publication process, with access to merit lists and cutoff scores available online. • Initiatives for student admission support, can enhance efficiency, transparency, and user satisfaction throughout the admission lifecycle, ultimately attracting and retaining talented students effectively.
library	• Implementing e-governance for a library involves leveraging digital technologies to enhance access to resources • Develop a searchable online catalog of library resources including books, journals, e-books, and multimedia materials. • Implement an LMS for automating library operations such as book checkouts, returns, reservations, and overdue notifications. • Provide seamless access to electronic journals, databases, and e-books through subscriptions and licenses. • Develop policies and procedures for the long-term preservation of digital assets and ensuring access to archived materials.

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CHAPTER-14

LEAVE PROVISIONS & ON DUTY (OD)

Leave Provisions	• Leave regulations shall be applicable to all the employees of the College • Faculty/Staff is eligible for 12 days of Casual Leave (CL) per academic year. • Faculty/Staff should take leave with prior permission from HOD and the Principal after proper alternate arrangements. • Faculty/Staff can avail of one-hour permission twice a month. However, such a facility should be used only for essential needs. • Leaves cannot be accumulated and carried forward to the next academic year, in general • Final sanction of the leave/vacation / OD is the discretion of the principal and should not be treated as a fundamental right • Providing 1-hour permission two times a month for faculty and staff.
On Duty (OD)	• Duty leave will be granted to faculty for a maximum number of 15 days per Academic year for the following purposes • Prior permission from the HOD and Principal with proper alternate arrangement is essential. • On-Duty (OD Career Development Course work) permission can be availed for official work (assigned by the college), development Programs (FDP, Conferences, Workshops, Research Work, examinations, STTP, and others), and Anna University Examination and Valuations).

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CHAPTER-15

ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

1	Replacing conventional lighting system with energy efficient lighting at 20% per year.
2	Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner.
3	Installing solar PV power generation systems to meet the base demand in 5 years
4	Encouraging faculty, staff and students to use common transport facilities to reduce the carbon footprint.
5	The institution has a green audit performed on a regular basis by an approved agency
6	The institution has energy audit conducted by authorized auditors/auditing agency to find out the status of energy utilization of the college.
7	Along with green audit, the institute also conducts environment audit on a regular basis.

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CHAPTER-16

DEGRADABLE AND NON-DEGRADABLE POLICY DOCUMENT

Effective waste management through efficient disposal or recycling is an important process for any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority

1	**Solid Waste Management**	Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard.
2	**Liquid Waste Management**	The non-reusable liquid waste is sent through proper drainage to the corporation drainagelystem.
3	**E-Waste Management**	E-waste from labs is properly collected and is given to the licensed recycler. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste
4	**Water Recycling System**	Rain water is collected from the main building, hostels, open auditorium, canteen and all other building in the college. The entire rain water is diverted to the rain water harvesting pit near the entrance of the college.
5	**Hazardous Chemical and Radioactive Waste Management**	Hazardous chemicals are not used in the laboratories. Acids in diluted form are used in chemistry laboratories, which are discharged directly to the drainage. No radioactive elements of any form are used in the campus and thus its waste is not generated in the campus.

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CHAPTER-17

GREEN CAMPUS INITIATIVE POLICY

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture. Continuing to develop and implement an integrated green campus policy, our Institute implements the following practices towards establishment and maintenance of green campus.

1	**Restricted entry 1 of vehicles**	Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in front of the main gate. Our college transport facilities are maintained with proper fume testing certificate.
2	**Use of Bicycle/ battery powered vehicles**	Our campus has student made Battery-powered vehicles for in-house transportation. Students are instructed use bicycle in order to reduce pollution inside the campus.
3	**Pedestrian-friendly pathways**	SEC campus follows the Pedestrian-friendly pathways in all blocks. Pedestrian-friendly pathways are properly marked with suitable sign boards.
4	**Ban on use of Plastic**	In order to have the awareness on the hazardous effects of the plastic usage, our college is implementing some awareness boards like sign boards, digital displays to discourage the use of single use plastic items inside the campus.
5	**Landscaping with trees and plants**	As per the green practices in the campus, SEC is moving in the direction of a Green Institution by planting more trees in and around the campus. Many herbals plants and fruit trees have been planted to make optimal use of the land available. The garden consists of local species of trees which make the campus cool during hot summer months and improves the ambience of our campus. Activate Windows

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CHAPTER-18

DIVYAGAN POLICY DOCUMENT

Our institution has constituted the following policy to ensure disabled friendly and barrier free environment for the disabled people to live with equal opportunities in the college premises.

1	College provides mechanized tools, like wheel chair. College provides disabled friendly infrastructure like ramp and lift facilities.
2	College provides disabled friendly restrooms that can be approached with wheel chairs.
3	Signage boards are placed in all prominent places to ensure barrier free movement and to access to the needed facilities.
4	College provides Braille blaster open software in helping the blind disabled people access study material and reference content.
5	College provides scribe for writing the Exam and, as per the regulation of Anna University it provides additional hours for writing the examination.