



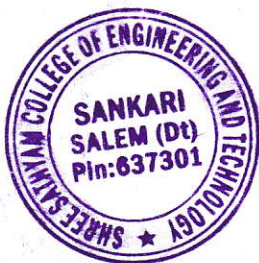
Shree Sathyam College of Engineering and Technology

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

NH-544, Salem - Coimbatore Highways, Kuppanur, Sankari Taluk, Salem - 637301, TamilNadu, India.

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HR POLICY




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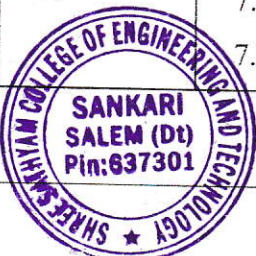
Shree Sathyam College of
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Sankari, Salem (Dt)-637301


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ABOUT THE COLLEGE

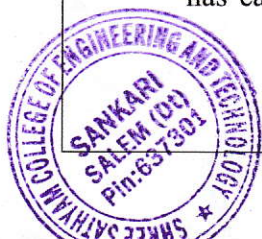
Shree Sathyam College of Engineering and Technology is a well-established institution offering UG and PG degree courses. Shree Sathyam Educational Trust started the college in the year 2011 with a vision to empower the rural area students through quality education and research.



The management strives hard to enhance the professional knowledge skill and attitude of educators so that they would in turn improve the teaching learning process. The college aims at developing a deep understanding of the human values and social concern among the engineering graduates. Shree Sathyam charitable trust is providing full/ half fee waiver scheme for socially and economically weak students. Every year 85% of our students are benefitted through this scholarship. Free transportation facility is also provided for the benefit of students and faculty members.

Shree Sathyam College of Engineering and Technology is approved by AICTE and affiliated to Anna University, Chennai. It is situated at 38km away from Salem, 6km away from Sankari Railway station. The campus spread over 10.12 acres with a good greenish environment and eco-friendly.

The college with its state-of-the-art infrastructural facilities and excellent academic records has earned recognition as one of the leading educational institutes in India. The College imparts



Sathyam



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technical education of high calibre to meet the growing needs of Engineers and Entrepreneurs. The college offers courses of study that are on the frontiers of knowledge and it connects the spiritual and practical dimensions of intellectual life in a stimulating environment. The college has completed 12 years of dedicated service to the people of India in the field of technical education.

The college has introduced EDC to help and encourage business idea of students by guiding them with available opportunities. The management is encouraging the students to start their own company. Additionally, it helps start-ups network and work with investors, mentors, and other entrepreneurs in addition to offering legal and regulatory support.

The Placement and Training Cell was established with the goal of making our students more employable both within institutions and in the workplace. It also aims to provide them with well-considered professional skills and mentor them as they pursue their ideal careers, wherever they may be in the world, while upholding social justice, hard work, and ethical standards.

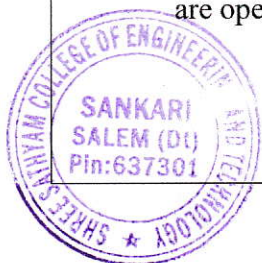
In order to assist students in being placed in reputable companies and bridge the gap between institute and industry the T & P Cell works to maximize industry consultancy, industry supported courses & certifications, industry sponsored lab, adjunct professorship as well as advisors from industry, student internships, faculty training with advanced facilities at industry, joint research with industry, etc.

To enhance the well-being of both our staff and students, our college has established separate gyms for males and females. Additionally, we offer yoga and meditation classes as part of our schedule for students.

Our institute has implemented an online feedback system for all stakeholders, aiding in our development across both academic and non-academic endeavours.

WiFi is available throughout the campus, including in the hostel where 24-hour WiFi access is provided. Surveillance cameras are also installed across the campus to ensure the safety of students.

Committees such as the Internal Complaint Cell, SC/ST Cell, Grievances & Redressal Cell are operating efficiently, with committee members effectively overseeing and resolving issues.





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2. VISION & MISSION

VISION

To be a value-based, globally recognized institution, we admit economically and socially backward rural area students and empower them with quality education to excel in academics, research, innovation, and entrepreneurial attitudes, as well as being good citizens.

MISSION

To establish state-of-the-art facilities and resources required to achieve excellence in teaching-learning and supplementary processes.

To provide faculty and staff with the required qualifications and competence and to provide opportunities to upgrade their knowledge and skills

To motivate the students who are economically weak to pursue higher education by offering special scholarships, appearing for competitive exams, and participating in other value-added programs for their holistic development.

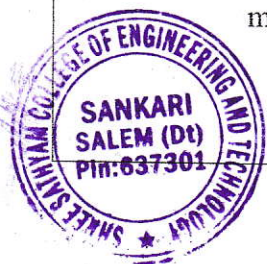
To have regular interaction with the industries in the area of R&D and offer consultancy, training, and testing services.

To foster an entrepreneurial mindset in students and to give them access to a campus platform where they can launch their own businesses.

3. QUALITY POLICY

Shree Sathyam College of Engineering and Technology is committed to providing quality education to the students, enabling them to excel in the fields of science, engineering, technology, and management to cater to the changing and challenging needs of society and industry through the following initiatives:

- Contributing to the student's academic standing and overall knowledge development
- Maintaining state-of-the-art infrastructure and a congenial learning environment
- Enhancing the competence of the faculty to a very high level and making them adopt all modern and innovative methods in the teaching-learning process



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- Inculcating moral and ethical values among the students and staff
- Collaborating with industry, other institutions, and organizations for mutual benefit
- Promoting a research and development program for the growth of the economy.
- Continuing education is used to disseminate technical knowledge in the region.
- Ensuring the continual improvement of the quality management system.

4. PLANNING

4.1 HUMAN RESOURCE POLICY

The Principal shall assess, in the month of April every year, the staff requirement for the subsequent academic year. She will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members and Lab assistants required with the following guidelines in mind:

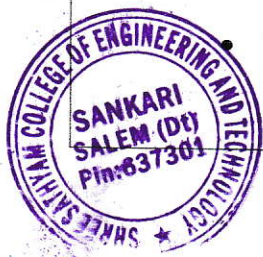
- She will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors required in accordance with the teacher-student ratio prescribed herein.
- The teacher-student ratio shall be 1:20, and for this purpose, the Professor shall also be included in counting the number of teachers.
- She will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's advisors and experts from neighboring institutions.

4.2 RECRUITMENT

- The selection committee shall prepare a job description and specification for the candidate to be recruited.
- The committee shall augment candidacy in a ratio of 1:3 for every position to be filled from any or all of the following sources: Advertisements in the newspapers, files maintained for storing unsolicited applications, and references.
- If the committee deems it fit, it may also conduct walk-in interviews to augment the required candidates.
- The committee shall shortlist the candidates through the following processes: written tests

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in their discipline, personal interviews, and class room demonstrations.

- The committee shall finalize the shortlisted candidates and submit their recommendations along with the personal data sheets of the candidates to the Chief Administrative Officer, who in turn will approve the decisions of the committee on the appointment.
- An offer of appointment shall be released by the Principal through HR.

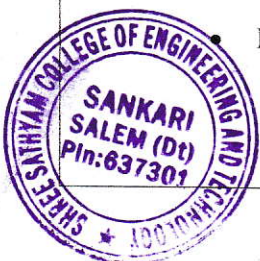
4.3 ORIENTATION

- Every faculty member appointed to the college shall be given a brief introduction to the college by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduce him/her to the Head of the department.
- The HOD will give a brief introduction of the department and introduce the new incumbent to all of his team's teaching and non-teaching members.
- She will also take him/her on a tour of the campus, explaining the various codes of conduct observed when availing of the facilities at the college.
- The HOD will also ensure all the registration formalities, including the submission of the joining report, the user ID for secured internet accessing facilities, the identity card application, etc., by obtaining the assistance of the HR team.
- The HOD will assign the subject to the new faculty member immediately.

5. SALARIES, INCENTIVES

5.1 POSITIONS AND PAY SCALES

- The college will have the following positions of hierarchy in the teaching departments: Principal, Professors, Associate Professors, and Assistant Professors.
- HODs and staff appointments should be decided by the management.
- The college office will have the following positions of hierarchy in the administrative department: PA to Principal, Accountant, Office Support Staff, and Office Assistants.
- The 1.5% increment in dearness allowance to the basic pay for faculty members is applicable annually, contingent upon completing two years of service.
- If faculty members complete ten years of service, 50% of the dearness allowance will be



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implemented.

- After completing fifteen years of service, faculty members are eligible to receive 100% of the dearness allowance.
- The scales of pay for various teaching positions will be as follows:
 - Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
 - Professor- Rs.37,400-67,000 Grade pay 10,000
 - Associate Professor-Rs.37,400-67,000 Grade pay 9,000
 - Assistant Professor-Rs.15,600-39,100 Grade pay 6,000/7,000/8,000

5.2 DEARNESS ALLOWANCE

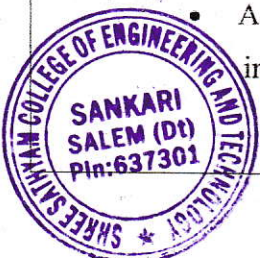
- Teaching faculty will receive a monthly dearness allowance in addition to their basic salary.
- Management can also decide other allowances for Principal, Professors and Special posts.

5.3 BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

- The management extends complimentary bus services to all staff members.
- The management provides complimentary accommodation and dining facilities to staff members residing in our hostel.
- Faculty members who have obtained a Ph.D. in Engineering receive an incentive of Rs.5000/-, while those in Science & Humanities receive Rs.2,500/-.
- Faculty members receive gifts in celebration of Diwali.
- Complimentary medical check-ups are provided to faculty members.

5.4 INCENTIVES FOR PUBLICATION

- Consultancy Projects: A suitable incentive will be granted to the person who takes the consultancy project from an industry or research organization if the income from the project exceeds Rs.2.0 lakh per annum.
- Sports activities and awards are also initiated and encouraged accordingly.
- As institutional development is a product of developed faculty and student groups, the institution extends its effort in this direction and offers incentives for faculty, some of which



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are listed below.

Sl.No.	Conference/Workshop	Category	Sponsor Amount
1	Publication of papers at a national-level conference	Faculty	Registration fee only
2	Publication of Papers in International Level conference	Faculty	Registration fee with TA&DA

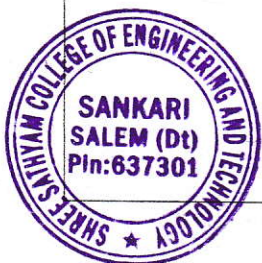
5.5 INCENTIVES FOR RESEARCH PUBLICATION

- Faculty members who publish research work in reputed journals will be eligible for financial assistance, the quantum of which will depend upon the nature of the journal, as shown below.

Types of Research Journal	Quality	Type Of Article	Assistance
Refereed journals	Impact factor below 1	Research	Rs.3,000
Scopus/SCIE Indexed journals	Impactfactorabove5	Research	Rs.3,000
Scopus/SCIE Indexed journals	Impactfactorbetween2.5and5	Research	Rs.2,000
Scopus/SCIE Indexed journals	Impactfactorbetween1and2.5	Research	Rs.1,000

5.6 YEARLY INCREMENTS

- Increments shall be given to the staff members based on their contributions and results achieved in the university examinations and based on their performance appraisal system evaluation by the college Principal.



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6.LEAVE

6.1 CASUAL LEAVE (CL):

- All staff members are entitled to take casual leave of one day or one month. However, the casual leave of the coming months (July-December and January-June) will also be taken in advance for a maximum of three days with prior permission from the head of the institution. While considering the additional CL for prior months, the individual leave record (previous year) can be taken into consideration.

6.2 PERMISSION:

- All staff members are entitled to take 2 permissions of 1 hour each, either in the morning (9.30-10.30 am) or in the evening (3.30-4.30 pm) per month. However, permission cannot be obtained on a day on which casual leave is taken either in AN or FN. Staff members seeking permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure this, and the HOD should follow the same.

6.3 ON- DUTY (OD):

OD for attending Programmes per Semester:

Type of Programme	Total Experience of the Staff members			
	Less than 6months experience	Above 6months but less than 1year	Above 1 year but less than 5 years	Above 5 years
Conference	-	1 day	2days	2days
Workshop/Seminar	-	1 day	2days	3days
FDP/STTP	As per recommendation from the HOD and approval from Principal			
Research	6days			

OD for Exam Duties:


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Nature of Work	Max No. of days allowed Per Semester	Details
Hall Superintend for theory exams	6days	6 full working days (both FN and AN) are allowed. Additional duties beyond 6 days have to be transferred to other staff members.
External Examiner For Labs	As per order from AU-Zonal office	-
Paper valuation	As per order from AU-Zonal office	-
AU representative	As per order from AU-Zonal office	Only one duty per semester
Squad	As per order from AU-Zonal office	-

6.4 COMPENSATORY CASUAL LEAVE (CCL):

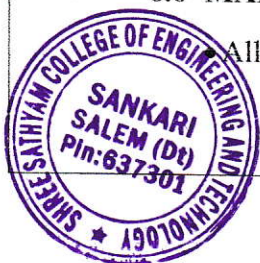
- Faculty members are eligible to avail themselves of CCL in lieu of working for the institution on a non-working day or general holiday. CCL can be availed of only once a day or month. In special cases, it can be extended to a maximum of 2 days. The CCL earned can be used within a calendar year.

6.5 SPELL LEAVE

Total Experience of the Staff members			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
3 days only during summer vacation	4 days in winter vacation & 7 days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

6.6 MARRIAGE LEAVE

All staff members can take a maximum of 10 days of leave.



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6.7 MATERNITY LEAVE

- The leave can be granted to all female staff members, subject to the following conditions:
- The maternity leave is limited to a maximum of 3 months.
- Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extent of 0 days (at 30 days per year) in the succeeding summer vacation.
- Non-teaching women staff members are eligible to avail of 30 days only, subject to the above conditions

6.8 MEDICAL LEAVE

- Treatment and hospitalization for serious complaints will be decided on the merits of each individual case.
- For other ailments and hospitalizations, medical leave will be given upon submission of a medical certificate and discharge certificate from a recognized hospital.

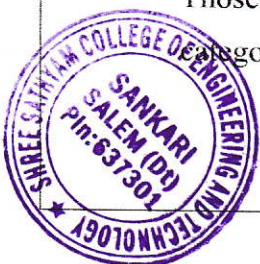
7. PROMOTION

7.1 PROMOTION POLICY

All promotions shall be considered on the basis of merit and seniority.

- The management shall also consider the promotion of teaching staff to the next higher position on the basis of the guidelines given in this as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidates.
- Under normal circumstances, the senior most members of the staff shall be considered for promotion to the next higher level position, provided he or she has completed the years of service in the present position and qualifications as prescribed by AICTE.
 - ✓ Professor: PhD with 5 years' experience as an Associate Professor.
 - ✓ Associate Professor: PhD with 5 years' experience as an assistant
 - ✓ Assistant Professor: Postgraduate Degree in the respective discipline with 2 years of

Those who are promoted shall be fitted into the scale of pay applicable to the respective category.



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7.2 PERFORMANCE APPRAISAL

The objectives of the performance appraisal of our institution are as follows:

- Provide feedback to the employees on their performance.
- Assessment of training
- Personal development of the employee.
- Monthly report
- Involvement in the development of the institution beyond academics.

The Vice Principal will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals and coordinate timely execution on the same. VP also imparts skill to concerned evaluators for executing on an objective, impartial basis. All performance appraisal evaluations are monitored by concerned heads of department (HODs). We use the evaluation scores to determine the annual increment and their promotions.

8. DISCIPLINE AND GRIEVANCE PROCEDURE

8.1 DISCIPLINARY PROCEDURE

- Any teacher who is violating the code of conduct defined in the code of conduct for teachers on the subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Director.
- The Principal shall hold a preliminary inquiry on the matter by calling the person to whom the report is given as quickly as possible and such inquiry shall be held in the presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such an inquiry, he or she shall proceed with the disciplinary process, depending on the veracity of the violation.
- The Principal shall report the proceedings periodically to the Chairman/Managing Director.

8.2 GRIEVANCE PROCEDURE

- The Principal shall constitute a grievance committee to redress the grievances of the teaching and non-teaching staff.



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- Any teaching or non-teaching staff member who has a grievance shall make a representation to the committee.
- The grievances shall be redressed immediately by the committee and by the Chairman/ Managing Director.
- A committee member shall record and maintain the minutes of the meetings.

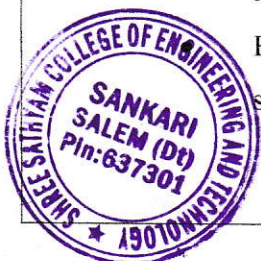
8.3 CODE OF CONDUCT FOR FACULTIES

- Faculty member shall be in the appointed classroom at the appointed time, without any exception.
- Every faculty member shall take attendance at the beginning of the teaching session.
- Every faculty member shall close the hour punctually at the end of the session.
- A faculty member finding a student committing any act of misconduct in the classroom or on the premises shall immediately take appropriate action, which shall include taking correctional action if it is within his or her power or reporting the matter to the Principal.
- Every staff member shall attend all departmental and institutional functions and carry out responsibilities assigned by employing the best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities activities/ businesses that affect their effective contribution to the department and the college.
- Faculty and staff members shall not receive gifts of any kind from the students or their parents in return for any favoritism.

Faculties shall maintain respectable work conduct in terms of:

- Preparation for the particular day's classes, with the latest information added to earlier course content.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to the session plan for the day and completing the syllabus for the semester without any backlog.
- Following up on assignments and tests given to the students, evaluating them in time, and giving feedback to the students.

Ensuring the orderly arrangement of the class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.



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- Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.



Faculties shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents, or other members of the public.
- Not entering into quarrels, fights, or any act of disrespectful nature.
- Not engaging in any business activity inside or outside the college premises, including money lending, canvassing for the sale of any article, or distribution of any commodity.
- Strictly not to affiliate with any political organization; this might cause conflict of interest with the duties of the teacher and the reputation of the institution.

8.4 ETHICAL STANDARDS FOR FACULTIES

- A faculty shall live and lead by example in every sphere of conduct, particularly to inculcate a culture in students.
- Faculty will have a sense of belonging to the institution.
- Faculty will assume total dedication to the teaching profession.
- Faculty always has an urge to excel in professional acumen.
- Faculty shall wear respectable attire, benefiting society's expectations
- At all times, faculty must maintain immaculate personal hygiene
- Faculty shall never appear untidy, through style of dressing, grooming of hair, or in respect of another ornament one wears.
- Faculty shall never have the habit of chewing, smoking, or consuming alcoholic drinks..
- Faculty shall never gossip or discuss unauthentic information with peers or other members of the public that might provoke a sensation or ill feeling of any sort.
- Faculty shall always listen to students with concern, whether it is in respect of doubts in lessons or relating to any personal help.
- Faculty shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiasm.





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8.5 DECENTRALIZATION IN WORKING

Principal

- Providing direction for programs through the institution's vision and mission
- Departments are reviewing the attainment of program outcomes.
- Provision of input to the Governing Council Meeting
- Implementation of improvement initiatives suggested by the Governing Council
- Approval of the Annual Academic Calendar at the Institution Level
- Review of department activities through HOD meetings
- Skip level meetings with department faculty, where required.
- Approval of the annual performance appraisal outcome
- Gathering informal feedback from students to improve processes
- Review of complaints and suggestions and monitoring of corrective action implementation
- Providing direction for establishing strategic relationships with industry
- Review and approval of the co-curricular activities of the institution
- Identifying and implementing staff welfare measures
- Anna University and AICTE have a single point of contact.
- Review and approval of project proposals to various funding agencies
- Review and approval of project proposals to various funding agencies
- The institution's human resources requirements have been approved.
- Identifying, planning, and monitoring academic performance improvement initiatives




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Head of Department

- Responsible for the smooth conduct of departmental academic and administrative activities
- Supervise the smooth conduct of classes and get the daily attendance.
- Conduct the weekly meeting to discuss the progress of departmental activities by students and faculty.
- Sending a formal progress report to parents
- Focusing on the developmental work of the department
- Organizing seminars, workshops, faculty development programs, symposiums, and international conferences
- Arrange special coaching for weak students and students with arrears.
- Sending requisition letters for project work in plant training to the companies and industries

FACULTY

- Prepare the lesson plan and get it approved by the HOD well before the commencement of classes.
- Prepare lecture notes, PowerPoint presentations, and video lectures for the subject allotted to them.
- Maintain the course file along with the current copy of the syllabus for theory subjects.
- Ensure completion of the portion as per the timetable.
- Prepare question papers for the internal tests and model examinations within the stipulated time.
- Conduct of tests on planned days and evaluation of answer sheets on the same day
- Plan for extra classes if required to complete the portions before internal tests.

Plan for and conduct coaching classes for slow learners, and maintain the attendance of



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students attending coaching classes.

- Ensure that all prescribed experiments are covered by the planned date.
- Verify and hand over the observation notes of students within two days after the completion of the experiment done in the laboratory
- Make alternate arrangements for taking classes without leave or permission.
- Discharge assigned duties as an external examiner
- Ensure the recording of attendance in the biometric system on time.
- Adhere to the dress code specified by the institution.

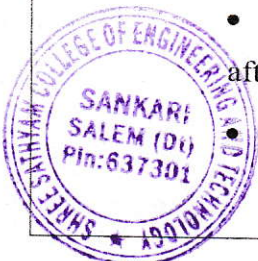
DEPARTMENT TIMETABLE COORDINATOR

- Identification of faculty for handling different subjects in consultation with the HODs and academic coordinator.
- Identification of faculty for handling interdepartmental subjects from the respective HODs.
- Consolidation of the number of hours to be allotted to different departments considering the syllabus requirements as well as through department meetings.
- Revising the class time table and faculty time table against the addition and deletion of faculty as well as changes in the work load of any faculty.

LABORATORY I/CS

- Maintaining stock of both capital and consumables in the laboratory and updating the same against receipt and issue.
- Maintaining the identification of items in the laboratory.
- Identification of the purchase requirements of consumables for the laboratory and raising the purchase requisition.
- Collection of quotations and preparation of comparative statements.
- Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- Preparation of purchase orders and forwarding the same through the college office after approval.

Verification of items received from the suppliers.



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- Maintaining the equipment in the laboratory and ensuring that it is in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

DEPARTMENT LIBRARY I/C

- Maintaining the stock of books in the department library
- Issue and receipt of books to and from the faculty and department staff

EXAMINATION CELL COORDINATOR

- Maintaining the current list of examination cell members and EMS coordinator with the approval of the Principal
- Finalization of the university practical examination timetable through a meeting among department timetable coordinators

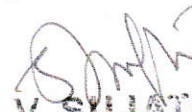
LIBRARIAN

- Overall Library Administration
- The books are arranged according to the Dewey decimal classification.
- Maintenance of the Library Management System in
- Planning for and procurement of books and periodicals
- Collect the requirements for student text books from faculty members, procure them, and issue them.
- Maintenance of Books and Periodicals
- Library Circulation Counter Activities (Issue and Receipt of Books to Students and Members; Returning and Renewal; Overdue Book Fine Collection)

9. INHOUSE R&D / SEMINARS/ WORKSHOPS

Each department shall organize at least one conference, seminar, workshop, or faculty development program during every academic year. Every department shall conduct at least two guest lecturers or special lectures per semester to impart knowledge beyond the syllabus.




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9.1 FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCES

a) Guest Lecture:

- Honorarium for Resource Person: Rs.5,000 per lecture and this may be increased based on the value of the resource person.
- Guest house accommodations will be provided.
- Transport Facility:
- Local transport facilities will be provided.
- Bus and train fares will be provided for outstation resource persons.

b) Symposium:

A maximum of Rs. 200 can be collected from the students, but not in all cases.

The management contribution will be

- a) 15, 000/-... for the department with an intake of 120 students
- b) 10, 000/- for the department with an intake of 60 students

c) Conference:

Management contribution will be Rs.10, 000/- for each conference; in the case of international conferences, the shortage will be duly contributed or supported by the management.

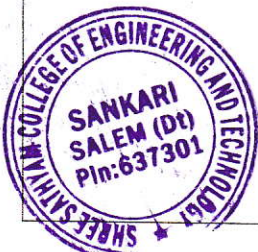
d) Other General Guidelines:

Only two banners are allowed, one at the stage and another at the college entrance for the conference and symposium.

- All financial transactions shall be made only through the college account section.
- We should not collect money from the students for any specific purpose. (Prior permission to be obtained from the Principal for the special cases).


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9.2 FACULTIES HIGHER EDUCATION: (M.E./M.Tech./Ph.D.)

- Faculty members interested in pursuing higher studies (M.E., M.Tech., or Ph.D.) on a part-time basis shall submit an application to the management through the principal seeking permission for registration.
- The College shall grant 3 ODs per semester to the Ph.D., scholars to meet their supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first or second semester. The faculty member who is on the verge of completion of his or her research work and ready to submit the thesis shall be granted a special leave of 2 months to enable him or her to write the thesis. This may be decided by the management based upon the recommendation of the principal on a case-by-case basis.

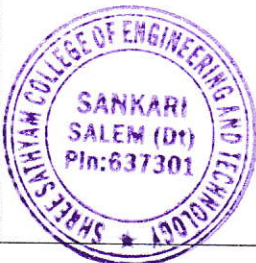
9.3 TEACHING ASSIGNMENTS

- The college permits its teachers to take up teaching assignments with other educational institutions or industries, subject to the approval of the Chairman, Managing director, or Principal.
- A teacher who receives an invitation to deliver guest lectures at another educational institution must submit a request to the principal, who will review the assignment's requirements and grant approval.
- Unless approved by the principal, a teaching staff member shall not take any teaching or non-teaching assignments at another institution, whether for remuneration or on an honorary basis.

10. STUDENTS WELFARE POLICY

10.1 SCHOLARSHIP POLICY

- The Shree Sathyam College of Engineering and Technology was established in 2011 with the vision of providing quality technical education for students from rural backgrounds. Taking into consideration the economic status of the students and to assist them in realizing their academic dreams, our institution has decided to provide



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scholarships for the students who come from economically backward families.

- The management made the following policy decisions as providing scholarships to deserving students who come from rural backgrounds and economically weaker sections
- FULL FEE WAIVER
 - Full fee waiver is applicable to the students who scored more than 150 cut off in the higher secondary examination.
- PARTIAL FEE WAIVER
 - Students who scored more than 120 cut off can get a 50% tuition fee waiver.
 - A two-year tuition fee waiver is provided to the school topper, who ranks in the top seven.
 - Students who scored more than 500 marks will be eligible for a special scholarship.
 - Providing scholarships to sports students who have represented their district, state, or central government is a wonderful way to invest in their potential.
 - Students hailing from rural and economically disadvantaged backgrounds are eligible for a full scholarship covering 100% of their expenses.
 - Students who lack parental support or come from single-parent households have the opportunity to access scholarships ranging from 50% to 100%.
 - The above-mentioned scholarship programme will come in to effect from this academic year onwards.

10.2 INCENTIVES-STUDENTS

The management is pleased to announce the following incentives and awards for students studying on campus:

- There will be a Best-Outgoing Student Award.
- There will be a Best Student Award (department-wise).
- There will be a Best Project Award.
- There will be the best performances in sports.
- There will be the best cultural performance.
- There will be free personality development. Entrepreneurship, ethics,

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communication skills, computing skills, and placement-specific programs for students

- There will be free and subsidized add-on skill programs as per industry requirements.
- Group insurance for all students.

11. E-GOVERNANCE POLICY

The use of information and communication technology (ICT) by an organization to provide and facilitate necessary services, information exchange, communication, transactions, and integration of disparate standalone systems and services can be referred to as electronic governance, or e-governance. This results in the creation of an automated, transparent, and paperless data system.

Objectives:

- E-Governance will provide simpler, transparent and effective system to handle data in one roof.
- To make the paper free campus.
- To make campus Wi-Fi enabled.
- To have ICT enabled Classrooms to establish a fully automated library
- To monitor all the activities of the college

Policies:

The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & account, admissions, teaching- learning process, etc. the policy is formulated to have complete, transparent and well documented data.

Website:

In general, institute website <https://shreesathyam.edu.in> will act an information center for the stakeholders and it will reflect the activities carried out inside the college. Therefore, it is policy to publish all information on the website, including circulars, departmental activities, important notices, etc.



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For this purpose, policy is made to have a separate system administrator, whose role is to make the regular updates and to maintain the website.

Finance and Accounts:

The cash basis of accounting is used to maintain the College's accounts. Details are kept up to date digitally, and fees are gathered. The student's account profile and receipt records are updated on a regular basis. The software generates daily reports on cash collection and payments, which are periodically entered into the cash book and posted to different ledgers. Every semester, the program is used to reconcile the class wise report of fees to be collected with the actual fees received. The system also maintains staff salaries.

12. MOBILIZATION OF FUND

Tuition fees are the Institute's primary source of funding. The tuition FEES is set in accordance with Anna University policies and the fee fixing committee. The Sponsoring trust, SHREE SATHYAM CHARITABLE TRUST, guarantees the availability of necessary finances and provides the Institute with financial help to make up the shortfall.

a. Optimal utilization of resources:

Based on the estimations provided by the Institute's departments and functional units, a yearly budget is created to guarantee the best possible use of available funds. The Chairman or Board of Trustees approves the sum. Income and expense statements are created on a monthly basis. Periodically, an audit is carried out to make sure the budget is being used as efficiently as possible for its intended purpose. To guarantee peak performance, the resources—facilities and equipment—are maintained. There is an annual maintenance contract in place for the software and hardware. Mobilization of Funds for various resources:

Funds are acquired from the following sources:

1. Student tuition fees, fixed deposit amounts, government, and non-government agencies.
2. Supplementary funding approved by various funding agencies like AICTE, TNSCST, for research and seminar proposals put forth by different departments.



[Signature]
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b. Budget Preparation

Establishing a systematic approach to budgeting, accounting, procurement, and invoice settlement, coupled with routine audits, is crucial for optimizing financial resources. Our institution boasts a robust system designed for the efficient utilization of available funds. Each department receives allocated funds as part of the annual budgeting process, which primarily caters to their operational needs and potential upgrades.

c. Auditing

A certified Chartered Accountant conducts quarterly reviews of the accounts/entries. Any suggestions or objections raised during these reviews are deliberated with the management for appropriate action. Annually, external auditors conduct a thorough review of the accounts, culminating in the preparation of audited financial statements. The internal auditors verify the balance sheet, which is then submitted to the management. This report serves as a foundation for effectively crafting the budget for the upcoming academic year. Internal audits aid management in comprehending financial needs, facilitating the implementation of suitable suggestions for optimizing funds sourced from various channels.

13. ALTERNATE ENERGY SOURCES AND ENERGY CONSERVATION POLICY

The initiative at Shree Sathyam College of Engineering and Technology for alternative energy sources aims to deploy renewable energy efficiently, reducing environmental impact. This program encourages student involvement in environmental protection efforts.

Preserving the environment and climate for future generations presents a multifaceted social, scientific, and economic task. Embracing renewable energy and enhancing fossil fuel conversion not only benefit the environment and climate but also preserve finite energy resources.

Recent fluctuations in oil prices underscore the importance of secure and sustainable energy supplies for industrialized nations. SSCET has undertaken various initiatives to harness solar energy effectively with its distinctive infrastructure.

OBJECTIVES




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1. Assess current practices affecting the environment, including resource utilization and waste management.
2. Identify and analyze key environmental issues.
3. Define goals, vision, and mission for implementing green practices on campus.
4. Develop and implement Environmental Management across various departments.
5. Continuously assess performance for ongoing improvement in green initiatives

BENEFITS OF ALTERNATIVE ENERGY OPTIONS

Alternative energy options empower local institutions to meet their own energy needs, fostering opportunities for rural development. This approach promotes decentralized decision-making, which significantly influences community governance. Additionally, sensors and LEDs are employed to conserve electricity.

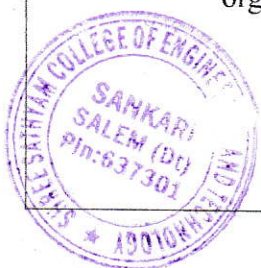
AUDITING

SSCET conducts regular Green audits, Energy audits, and Environmental audits by authorized auditors or agencies to assess its green initiatives and energy usage. The purpose of these audits is to identify areas for improvement to minimize negative impacts on the environment.

A clean and healthy environment is important for effective learning and provides a conducive atmosphere for education. Audit findings can also help determine the type and amount of waste that can be recycled or reduced. This promotes awareness of health and environmental issues, as well as ethical values related to sustainability.

14. DEGRADABLE AND NON-DEGRADABLE POLICY DOCUMENT

- Effective waste management, including disposal and recycling, is a critical process for any organization, as it impacts not only the health and environment of those living and working on



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campus but also the surrounding community. Therefore, our top priority is to ensure a healthy and safe environment.

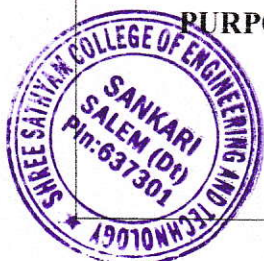
- **Solid Waste Management:** Daily routine waste is collected in dustbins placed at various locations, segregated into bio-degradable and non-bio-degradable types, and then emptied into movable containers and carts for transportation to the dumping yard.
- **E-Waste Management:** Electronic waste (E-waste) from laboratories is systematically collected and handed over to licensed recyclers. Any reusable components are salvaged or donated, while non-functional computers, monitors, and printers are scrapped according to a set procedure. Students are also educated and made aware of proper E-waste disposal practices.
- **Water Recycling System:** Rainwater is collected from various buildings across the campus, including the main building, hostels and canteen. A portion of this collected rainwater is diverted to the garden within the main building's quadrangle, while the majority is directed to the and a rainwater harvesting pit located in the college.
- **Hazardous Chemical and Radioactive Waste Management:** Chemical laboratories use diluted acids, which are safely discharged directly into the drainage system. No radioactive materials are utilized on campus, ensuring that radioactive waste is not generated within the college premises


15. WATER CONSERVATION POLICY

Developing a water conservation policy for Shree Sathyam College of Engineering and Technology is aimed at ensuring safe and clean water across the entire campus. The college is actively implementing water-efficient practices with the involvement of students and staff. The primary objectives of our sustainable water policy include reducing water consumption and safeguarding water quality.

Given that the college is situated in a rural area without municipal water supply, it relies entirely on borewell water for its needs. To address this, our institute has taken steps to promote water conservation and harvesting. Our campaign is guided by the motto "Be Water Smart, Every Drop Counts," emphasizing the principles of Reduce, Reuse, and Recharge.

PURPOSE




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Shree Sathyam college of Engineering and technology, recognizes the importance of water conservation in preserving our natural resources and promoting sustainability. This policy aims to minimise water wastage and conserve water. We strive to follow National Water Policy guidelines in the campus by adopting water conservation measures.

WATER CONSERVATION MEASURES

SSCET dedicated to using water efficiently and is actively working towards enhancing its water sustainability. This includes the installation of water-efficient fixtures and implementing rainwater harvesting systems to conserve water resources effectively.



- Water conservation on campus primarily involves rainwater harvesting, where rainwater is collected and directed to RWH for percolation during the rainy season.
- The campus maintains bore wells to meet water requirements, with measures in place for conserving water through and groundwater recharging.
- Sensitization on water conservation is promoted through tree planting, green campus activities, and organizing seminars and workshops.


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- Water reuse and recycling efforts aim to reduce water wastage, with recycled water used for watering campus plants.
- Extension activities are conducted to educate and sensitize the local community about water conservation and its importance

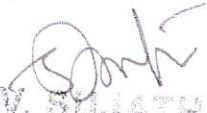
REVIEW AND UPDATES

The water conservation policy will be reviewed annually or as needed to integrate new technologies, best practices, and changing circumstances, with feedback from the college community taken into consideration during the review process. through this water conservation policy, Shree Sathyam College of Engineering and Technology aims to promote sustainable water practices and cultivate an environmentally conscious community within its premises.




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NH-544, Salem - Coimbatore Highways, Kuppanur, Sankari Taluk, Salem - 637301, TamilNadu, India.
Email : principal@shreesathyam.edu.in Web : www.shreesathyam.edu.in Phone : 04283 - 244080

CHAPTER-15

GREEN CAMPUS INITIATIVE POLICY

Our policy for Green campus initiative

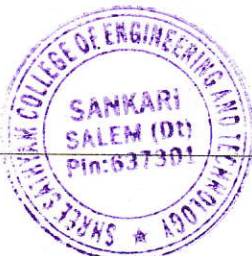
We maintain

- Green landscaping with trees with plants
- Pollution free campus
- Plastic free campus
- Pedestrian friendly pathways on the campus
- Paperless and pollution free campus

Shree Sathyam College of Engineering and Technology in Sankari educates undergraduate engineers pursuing degrees awarded by Anna University, Chennai. Established in 2011 by the esteemed Shree Sathyam Educational Charitable Trust in Salem district, the college is situated amidst serene hills on a 10.12 acre campus enveloped by lush greenery, fostering a vibrant academic atmosphere. The campus boasts abundant vegetation and aviaries, with infrastructure designed to optimize natural light, ventilation, and spacious pathways shaded by trees.

SSCET dedicated to promoting awareness of environmental challenges among faculty and students, welcoming suggestions for sustainable practices. Organizing clean and green programs in rural areas of Sankari demonstrates the college's commitment to fostering eco-consciousness. The green campus policy undergoes annual reviews or adjustments to incorporate new technologies, best practices, and evolving circumstances, taking into account feedback from the college community. Through this policy, Shree Sathyam College of Engineering and Technology continues to uphold integrated green campus and eco-friendly practices.

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[Signature]
Dr. V. SUJATHA M.E., Ph.D., SUJATHA M.E., Ph.D.
PRINCIPAL

Shree Sathyam College of Engineering and Technology
Sankari, Salem (Dt)-637301



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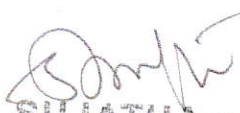
Phone : 04283 - 244080

DIVYANGJAN POLICY DOCUMENT

The Government of India established the national policy for persons with disabilities, which addresses the educational rehabilitation of individuals in this community. At Shree Sathyam College of Engineering and Technology, the Policy for Divyangjan students recognizes the valuable contribution of persons with disabilities to the institution. It aims to create an environment that offers equal opportunities, protects their rights, and encourages full participation in the academic setting.

Policies and Measures

- SSCET offers mechanized tools such as wheelchairs to assist students with disabilities.
- It provides disabled-friendly infrastructure, including ramp facilities for easy accessibility.
- Disabled-friendly restrooms equipped with wheelchair-accessible approaches are available on campus.
- Signage boards are strategically placed in prominent areas to ensure a barrier-free environment.


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