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SREE SOWDAMBIKA COLLEGE OF ENGINEERING

[Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai]
Chettikurichi(po) – 626134, Aruppukottai, Virudhunagar Dist, TamilNadu.
Ph:04566-229800,801 www.sowdambikaengg.edu.in

POLICY DOCUMENT FOR GOVERNING COUNCIL

PREAMBLE

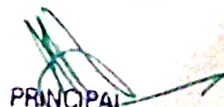
Governance is the key activity that acts as a bridge between the management and stakeholders. The institution has a strong governing council made up of different luminaries from various walks of life that devices all policies and decisions related to both academic and administration. To ensure the efficiency and effectiveness of governing council, a number of academic and administrative bodies have been formed with duties and responsibilities. The governing council of the college meets twice in a year, to discuss various issues and aspects contributing to the development of the college. It chalks out a roadmap in order to achieve the goals of the institution.

MAJOR RESPONSIBILITIES OF GOVERNING COUNCIL

1. Uphold the legal stature of the college in line with the policies Council of Architecture, State Government and affiliating university (Anna University) or any other body or agency.
2. Taking decisions regarding the intake and addition or discontinuing of any program and instructing the Principal to take formal steps with the affiliating body to put this into action.
3. Fix the fee structure and any charges applicable in accordance with the recommendation of the affiliating university.
4. Approve the budget for the respective financial year.

FUNCTIONS OF GOVERNING COUNCIL

1. Amend and approve policies from time to time.
2. Approve the appointment of faculty members recommended by the selection committee of the institution in accordance with the norms prescribed by AICTE and Anna University.
3. Construction and maintenance of infrastructure and amenities for the institution.
4. Review of academic performance of the institution and suggest remedial measures, if required.


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5. Mobilizes funds and utilize the resources maximum, towards the development of the institution.
6. Introduction of new programs and/or increasing intake/closure of programs/reduction in intake.
7. Implement the recommendations of IQAC, Planning and Monitoring Board and other committees.
8. Review of highlighted feedback summary of stakeholders and planning for corrective actions towards the satisfaction of stakeholders.
9. To monitor the academic and other related activities of the college
10. To consider and execute the recommendations of the Staff Selection Committee
11. To consider the important communications, policy decisions received from the University, Government, AICTE, etc.
12. To monitor the students and faculty development programmes
13. To pass the annual budget of the college.
14. To approve the income and expenditure of the college annually.
15. General supervision and control of the affairs of the college
16. To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the University).
17. To appoint Principals and other members of teaching and non-teaching staff excluding Class-IV employees of the College in accordance with the procedure laid down.
18. To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval
19. To delegate, at its discretion, any of its power as may be necessary from time to time to the Principal.
20. To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.



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CONSTITUTION

The constitution of the Governing Body of a college shall be:

1 Chairman – A technical expert either an entrepreneur or an industrialist or an educationist of repute

2 to 4 – Members to be nominated by the Registered Society / Trust

5 & 6 – Two eminent professionals from the area of Engineering and Technology

7 & 8 – Two academicians of excellence.

9 – University Nominee

10- Nominee of Government of Tamil Nadu (Ex-officio)

11 – Member Secretary – Principal (ex-officio)

TERM

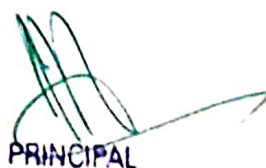
The term of the members, except the ex-officio member, shall be three years.

MEETING AND ITS VENUE

The Governing Council shall meet at least twice a year. All such meetings shall be held within the respective college campus. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and keeps record.

QUORUM

The quorum for the meeting shall be 50% of the total members of the Governing Council.



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POLICY FOR INTERNAL QUALITY ASSURANCE CELL [IQAC]

PREAMBLE:

National Assessment And Accreditation Council (NAAC) proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

OBJECTIVES:

The broadly defined objectives of IQAC include (but are not limited to):

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To create a good quality culture
- To channelize the efforts and measures of the institution towards academic excellence
- To become a potential vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

GUIDELINES FOR COLLEGE INTERNAL QUALITY ASSURANCE CELL

1. Responsible for promoting public confidence that the quality of teaching learning & academic standards enhanced and safeguarded.
2. Responsible for the review of academic activities and suggest for the further quality improvements.
3. Annual Report preparation based on NAAC requirements.



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4. To set benchmarks and best practices every year to enhance Quality standards in the area of education, research and services.
5. The department wise Criteria coordinators are responsible for collecting data for further augmentation.
6. The existing Departmental NAAC Coordinators will also function as departmental IQAC Coordinators for collecting data of the departments and audit the same once in three months.
7. IQAC shall convene the meeting every 6 month with minimum 2/3rd members ensuring the quorum. The minutes of meeting are to be forwarded to GC and highlighted in the website.
8. College HR Policy explains the organization and standard operating procedure for the quality initiatives on par with the statutory norms and expectations of the institution

STRATEGIES:

In order to ensure quality sustenance and enhancement, IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programs.
- Equitable access to and affordability of academic programs to suit to various sections of the society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy and functioning of the support structure and services.

FUNCTIONS:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities.



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- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes / activities.
- Acting as a nodal agency for adoption and dissemination of good practices;
- Development and maintenance of Institutional database

BENEFITS:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organised methodology of documentation and internal communication

IQAC - COMPOSITION

IQAC is constituted in our College under the Chair Person-ship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders



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Grievance Redressal Cell

The Grievance Redressal Cell attempts to address genuine problems and complaints of students whatever be the nature of the problem.

OBJECTIVES:

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the Students in order to maintain a harmonious educational atmosphere in the Institute. The objectives of the Grievance Redressal Cell are:

1. To develop an organizational framework to resolve Grievances of Students and other stakeholders
2. To provide the Students access to immediate, hassle free recourse to have their Grievances redressed
3. To enlighten the Students on their duties and responsibilities to access benefits due under the policies
4. To establish structured interactions with Students to elicit information on their expectations
5. To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon, and
6. To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy

VISION:

The Vision of the Grievance Redressal Cell is to develop a responsible and accountable attitude among all the students, teaching and non-teaching staff in order to maintain a harmonious educational ambience in the institute and uphold the dignity and divinity of the college.

MISSION:

Advising students of the college to respect the right of dignity to one another. Encouraging the students to express their grievances/suggestions freely for a smooth relationship and keep up the standard and discipline of the college.

RESPONSIBILITY FOR REDRESSAL:

1. The final responsibility for Grievance Redressal rests with the Principal of the College.
2. The College expects that Grievance Redressal be time bound and result oriented. Every Grievance is expected to be resolved within a maximum period of fifteen working days.
3. The Grievance Redressal Cell of the college shall monitor status and progress of Grievance Redressal and shall furnish quarterly report on Grievance Redressal position to the Principal.

STRUCTURE OF GRIEVANCE REDRESSAL CELL:

Sl.NO	Designation	Member
1	Chairman	Principal of the college will act as chairman of GRC Cell
2	Coordinator	Senior most staff will act as Coordinator of GRC Cell
3	Staff Member	Staff having minimum three years experience will act as member of GRC Cell
4	Student Member	Minimum one Student from each department of the college will act as student member of GRC Cell

PROCEDURE FOR LODGING COMPLAINT

- The students may feel free to put up a grievance in the website link google form provided.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

PROCEDURE, PERIODICITY AND ATTENDANCE AT MEETINGS:

- The Grievance Committee will meet once in a semester and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.
- At least three members of the Grievance Committee shall be present in a meeting.
- If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case



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PREVENTION OF SEXUAL HARASSMENT CELL POLICY DOCUMENT

As per the guidelines of UGC and the Supreme Court a Prevention-Sexual Harassment Committee has been established by the college to provide a healthy atmosphere to the students of the college. Prevention-Sexual Harassment Committee deals with issues relating to sexual harassment. The committee is formed to prevent sexual assault, rape and other related crimes on girl students.

GOAL: PREVENTION OF SEXUAL HARASSMENT TO ENSURE SAFE ENVIRONMENT FOR GIRL STUDENTS FOR THE STUDIES.

OBJECTIVES:

- To develop the guidelines and norms for a policy against sexual harassment.
- To develop principles and procedures for combating sexual harassment.
- To prepare a detailed plan of action, both short and long term.

ROLE AND RESPONSIBILITY OF PREVENTION-SEXUAL HARASSMENT COMMITTEE:

- To ensure provision of educational environment that is free from sexual harassment.
- Providing information to all students about what constitutes sexual harassment and their responsibility not to sexually harass the girl students.
- To take all reasonable steps (active and preventive in nature) to prevent occurrence of address any oral/written complaint about unwelcome sexual advances or unwelcome requests for sexual favors.
- Complaints of sexual harassment are handled very sensitively for students under the Sexual Harassment Complaints Resolution Procedures.
- Display Prevention-sexual harassment posters on notice boards in common work areas and Conduct regular awareness raising sessions for all students on sexual harassment issues.



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REMEDIAL STEPS

- To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- To seek medical, police and legal intervention with the consent of the complainant.
- To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

PROCEDURE TO BE FOLLOWED BY THE COMMITTEE

- The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
- The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.
- The Committee shall direct the accused employee(s) to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
- Each party shall be provided with a copy of the written statement(s) submitted by the other.
- The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.
- The Committee shall allow both parties to produce relevant documents and witnesses to support their case. Documents produced by either party shall be affixed with that party's signature to certify the document as original / true copy.
- The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
- The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.



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- As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
- Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
- The Committee shall make all endeavor to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.
- The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
- If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
 - Warning
 - Written apology
 - Bond of good behavior
 - Adverse remarks in the confidential report
 - Debarring from supervisory duties
 - Denial of membership of statutory bodies
 - Denial of re-employment/re – admission
 - Stopping of increments / promotion/denying admission ticket
 - Reverting, demotion
 - Suspension
 - Dismissal

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.



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STRUCTURE OF THE COMMITTEE

DESIGNATION	POSITION
Principal	Chairman
Medical Counselor	Medical Counselor
HOD/S&H	Member
HOD/CSE	Member
HOD/EEE	Member
HOD/MECH	Member
HOD/CIVIL	Member
HOD/ECE	Member
Asst.Professor	Co-ordinator
Asst.Professor	Member
Asst.Professor	Member

PERIODICITY OF THE COMMITTEE

Meeting will be organized twice in a year. Every year the committee members will be changed.



SREE SOWDAMBIKA COLLEGE OF ENGINEERING

ANTI DRUG COMMITTEE



VISION

To create awareness among the people, especially the youth and students on the adverse effects of drug abuse and to build up a drug free society.

“Purify and strengthen the personality through guidance against Drug”

MISSION

The cell initiated to prevent substance abuse - addictive behaviors in the campus. Reduce risk factors and increase protective factors among students and their families by providing awareness about drug abuse and its prevention.

Motto of the Anti-Drug Committee

“Become anti- Narcotic; help to chain the evil.”

OBJECTIVES

- To ensure a drug free campus.
- To engage the students in anti- narcotic activities
- To motivate students to become volunteers of anti-narcotic activities in their life.
- To enable every student of the college to be goal oriented and innovative in protecting oneself and others against drugs and alcohol
- Ensure no sale of drugs or alcohol in college premises.

DUTIES

The duties of the anti-drug cell include organizing awareness programs in the college with the help of government authorized agencies/ organizations. Educating the students about the ill-effects of drugs and alcohol, encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to the committee are also the duties of the anti-drugs cell.

FUNCTIONS OF ANTI DRUG CELL

The drug committee is tasked with combating drug trafficking and the use of illegal substances under the provisions of Narcotic Drugs and Psychotropic Substances Act.

COMPLAINT PROCEDURE

- National toll free Drug de addiction helpeline: 1800-11-0031
- Tobacco Quit help line- 1800-11-2356
- Cessation programme 011-22901701
- Help line 104
- Email Id.: ddge-ncb@nic.in & adenf-ncb@nic.

STRUCTURE OF THE COMMITTEE

Total Member of the Committee: 12

Squad members: 04

S.No	Members
1	Principal
2	Member from police department
3	Member from Revenue department
4	Member from NGO department
5	Member from Office
6	Member Selected parents
7	Member from Medical Counselor
8	Members from Staff- 3 No's
9	Members from Students- 2 No's
10	Squad members from staff -4 No's

PERIODICITY OF THE COMMITTEE

Awareness program will be organized twice in a year. Every year the committee members will be changed.

Note:

When raised complaint from students immediately we will arranged one more meeting.



SREE SOWDAMBIKA COLLEGE OF ENGINEERING
ANTI-RAGGING COMMITTEE



VISION

To build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to that students become responsible citizens

MISSION

To create an atmosphere of discipline by passing a clear message that no act of ragging in college premises and outside college.

RAGGING

Ragging involves abuse, humiliation, or harassment of new entrants or junior students by the senior students. It often takes a malignant form wherein the newcomers may be subjected to psychological or physical torture. ... Ragging is a subset of bullying.

Ragging is strictly prohibited in the college premises. If anybody found indulged in such kind of activities, strict action will be taken irrespective of the extent. Supreme Court of India has banned ragging.

GOAL

To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence. Too promptly and stringently deal with the incidents of ragging brought to our notice.

OBJECTIVES

- To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- To bring out an awareness among the students about the consequences of ragging.
- To keep a constant eye and vigilance over ragging so as to prevent its occurrence.
- To address any ragging issues immediately and taken action as advised by the committee.

RULES & REGULATIONS FOR PREVENTION AND PROHIBITION OF RAGGING

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions

Various Types of Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

- ✓ Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
- ✓ Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
- ✓ Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
- ✓ Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- ✓ Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'freshers' in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
- ✓ The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions

Universities including Deemed to be University imparting technical education:-

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
- Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - i. Cancellation of admission
 - ii. Suspension from attending classes
 - iii. Withholding/withdrawing scholarship/fellowship and other benefits
 - iv. Debarring from appearing in any test/examination or other evaluation process
 - v. Withholding results

- vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vii. Suspension/expulsion from the hostel Rustication from the institution for period ranging from 1 to 4 semesters
 - viii. Expulsion from the institution and consequent debarring from admission to any other institution.
 - ix. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
 - Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

ANTI-RAGGING POLICY

Government/University Grants Commission (UGC), guidelines notified vide no.F.1-16/2009 (CPP-II) dated 21-10-2009 on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (Under Section 26(1) (g) of the University Grants Commission Act, 1956) are strictly implemented at Sree Sowdambika College of Engineering.

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

POWERS AND FUNCTIONS: ANTI RAGGING

- ✓ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
- ✓ To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
- ✓ To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
- ✓ Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- ✓ Conduct workshops against ragging menace and orient the students;
- ✓ To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- ✓ To offer services of counseling and create awareness to the students;
- ✓ To take all necessary measures for prevention of Ragging inside the Campus.

Student's duty-Do and Don'ts:

- Violate the status, dignity and honour of girl students.
- Violate the status, dignity and honour of SC and ST students.
- Expose students to ridicule and contempt thereby affect their self-esteem.
- Entail verbal abuse and aggression indecent gestures and obscene behavior.
- The Principal / the Anti-ragging committee shall take immediate action on any information of the occurrence of ragging.

COMPLAINT PROCEDURE

Any complaint of ragging should be made to the college appropriate committee by a student, immediately of its occurrence. The committee should complete the enquiry within 24 hours and file a complaint with the police if it is found a student or any other person guilty of ragging.

You may register the complaint on toll-free phone number (1800-180-5522), or through email (helpline@antiragging.in).

Students can log on to the Anti-Ragging Portal: **www.antiragging.in** or visit.

STRUCTURE OF THE COMMITTEE

Total Member of the Committee: 12

Squad members: 04

S.No	Members
1	Principal
2	Member from police department
3	Member from Revenue department
4	Member from NGO department
5	Member from Office
6	Member Selected parents
7	Member from Medical Counselor
8	Members from Staff- 3 No's
9	Members from Students- 2 No's
10	Squad members from staff -4 No's

COMMITTEES AND THEIR FUNCTIONS:

a. The Anti-Ragging Committee:

The Sree Sowdambika College of Engineering Anti-Ragging Committee shall be headed by the Principal and shall consist of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, faculty members, parents, students belonging to the fresher's category as well as seniors and non-teaching staff. It shall monitor the Anti-Ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty. The composition of the committee for the current year is as listed under the head 'Committees of the College'.

b. The Anti-Ragging Squad:

The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall exclusively consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee. All matters of discipline within teaching institutions must be resolved within the campus except those impinging on law and order or breach of peace or public tranquility, all of which should be dealt with under the penal laws of the land. The Anti-Ragging Squad shall make surprise raids on the hostel and campus premises without prior notice or without affixed time schedule.

PERIODICITY OF THE COMMITTEE

Meeting will be organized twice in a year. Every year the committee members will be changed.

Note:

When raised complaint from students immediately we will arranged one more meeting.

FEEDBACK REVIEW COMMITTEE AND ITS POLICIES

OBJECTIVE:

Sree Sowdambika College of Engineering uses the feedback from all the stakeholders such as students, staff, alumni and employers to make improvements in the existing system. The feedback review committee is formed for reviewing, analyzing the feedback and provide suggestions for development of the institution.

MEMBERS

The feedback review committee is formed by four members who are as follows:

Chairman –Principal

Members- Three Head of Department.

The senior Hod will act as co-ordinator of the committee.

PERIOD

The feedback Review Committee will be constituted by the Governing Council. The period of the above committee will be three years. At the end of the third year the committee will be reconstituted by the Governing Council. Before the expiry of the period of the committee, if any member of the committee relieved from the college, with the approval of the Governing Council, Chairman of Feedback Review Committee will include some other faculty. The Feedback Review Committee convenes once a year for discussion about the collected feedback.

ROLES AND RESPONSIBILITIES

- 1) The committee will discuss the analysis of the feedback received from the college within one month from the date of collection of feedback.
- 2) The committee will give suggestions to improve the quality and standard of the institution based on the feedback received
- 3) The committee will try to improve the teaching learning process and to improve the environment for the learning.

- 4) The committee emphasis on transparency in detailing and communicating the educational provision to be provided. Teachers, professional support staff and students are all expected to contribute to the development of good practice in teaching, learning and assessment through regular review of policies and practices.
- 5) The committee will assist to improve the accountability of the staff for the betterment of the learning environment.
- 6) The committee will take responsibility to motivate the stake holders to give effective feedback for the betterment of the institution.
- 7) The committee will have the responsibility of sending the report to the members who have given feedback.



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STUDENTS WELFARE COUNCIL

Date: 01-07-2020

SWC's OBJECTIVES

- Student welfare Council is responsible for ensuring the overall well-being of students, encompassing academic, personal, and financial aspects.
- They aim to provide support, guidance, and resources to help students succeed in their studies and thrive in their personal lives.

SWC's POLICIES

- ❖ Facilitate tutoring services, academic advising, and resources for students struggling with coursework.
- ❖ Promoting student involvement in campus activities, clubs, and organizations.
- ❖ Aware the students regarding scholarships, grants, and loan programs to help students cover the costs of education.
- ❖ Providing access to counseling services, crisis intervention, and mental health resources.

SWC's ROLES AND RESPONSIBILITIES

- ❖ Assisting students with academic issues, such as course selection, tutoring, and time management.
- ❖ Organizing activities and programs that promote student development, such as personality development classes and workshops.
- ❖ Providing counseling services to address mental health concerns and help students navigate challenges.
- ❖ Assisting students with financial aid applications, scholarships, and financial literacy.
- ❖ Facilitating communication between students, faculty, and administration.
- ❖ Encouraging students to participate in extracurricular activities and volunteer work.
- ❖ Minimum two activities per semester will be conducted for students and report should be submitted.

CONSTITUTION OF MEMBERS:

Chairman	- Principal
Council In-charge	- One Teaching Faculty
Co-ordinator	- One Teaching Faculty
Staff Members	- Exam cell In-charge
	- Women Empowerment Cell
	- Fine Arts In-charge
	- Physical Director



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STUDENTS WELFARE COUNCIL

Student Members

- IQAC In-charge
- One student shown academic excellence in the college nominated by the Class Teacher
- One student from each of the following activities shown outstanding performance, nominated by the respective in charges:
 - Sports
 - National Service Scheme
 - National Cadet Corps
 - Fine Arts Activities


PRINCIPAL



POLICY FOR DISCIPLINE AND WELFARE COMMITTEE

Introduction:

The College Discipline Committee is constituted for the maintaining discipline in the campus. Discipline is a key factor in bringing moral and ethical values of well being and set the platform for the students to bring in the core human values in the process of learning.

OBJECTIVES:

- To ensure calm and peaceful academic atmosphere in the campus.
- Making the students aware about the disciplines, rules and instructions to follow
- Solving students' related issues and creating a secured environment in the college.

COMPOSITION OF DISCIPLINE AND WELFARE COMMITTEE:

- Principal is the Chairperson of this committee
- One of the head of the departments is deputed as Co-Ordinator of the Committee
- Heads of each department
- Physical Director, a lady faculty, deputy wardens of boys and girls' hostel are deputed as members of the committee.
- A boy and girl student from final year as the representatives is nominated as members.

ROLES AND RESPONSIBILITIES:

- To monitor the movement of the students in the college and prevent students loitering around in the corridor during the class hour
- To avoid physical conflict among the students
- Ensure proper dress code is followed by the students
- Ensure serene campus
- Ensure every student is aware of the rules governing behavior on campus at the college.
- Maintain decorum

SPECIFIC BEHAVIOURAL GUIDELINES:

- Resting, napping or sleeping is not allowed in the classroom.
- Students are not allowed to keep dangerous or harmful objects
- Students- respect other's property- no theft, vandalism



Discipline and Welfare Committee
Sree Sowdambika College of Engineering, Aruppukottai

- No ragging
- Throw rubbish in the bin, keep the place clean always.

DRESS CODE:

- No short trousers
- No transparent dress
- Boys must put all the shirt buttons
- Girls may wear churidars or saree.

FREQUENCY OF MEET

The Committee shall meet twice a year.


PRINCIPAL



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POLICY DOCUMENT

LIBRARY COMMITTEE

OBJECTIVE:

The library serves as the intellectual hub of our institution, playing a vital role in supporting research, teaching, and learning activities. Despite being situated in a rural setting, the library is well-equipped with modern technologies to bridge the knowledge gap and ensure that students and faculty have timely access to information. Centrally located within the campus, it collects, organizes, and disseminates a wide range of resources tailored to meet the evolving academic needs of the community, fostering an environment of continuous learning and development.

ROLES AND RESPONSIBILITIES OF THE LIBRARY COMMITTEE:

- The college librarian will serve as the convener of the Committee.
- The term of committee members will be three years. The Principal will recommend new members once the existing members' tenure ends.
- To guide the Librarian in formulating general library policies and regulations.
- To establish policies and procedures for the efficient use of library resources.
- To provide uninterrupted access to physical and digital information to meet the needs of the learners.
- To enrich the library's resources to support learning and research.
- To create an environment conducive to maximizing the learners' access to various resources.
- To define procurement policies for books and journals and advise the Purchase Committee on library acquisitions.
- To maintain a separate Digital Library section equipped with a sufficient number of computers and relevant journals.

COMPOSITION:

Sl. No	Name of the Members/Category	Designation
1	Principal	Chairman
2	Librarian	Convener
3	Faculty Members	Members

MEETING FREQUENCY:

Once in an Academic Year

PROCEDURE:

- All students and faculty members must present their ID cards when entering and exiting the library, using the gate entry system.
- Personal books, files, and other articles (except a small notebook or loose sheets) are not allowed inside the library.
- Strict silence and decorum must be maintained in the library.
- Marking or writing in library books is strictly prohibited.
- Use of mobile phones inside the library is prohibited. If carried, phones must be kept switched off.
- The Department Library offers users easy access to resources and assists staff members in preparing teaching materials.
- During library hours, library staff must record student entries using the Gate Entry System at the entrance.
- Students must return borrowed books by the end of the academic year and obtain a “No Dues Certificate.”
- Staff members must return all borrowed books and obtain a “No Dues Certificate” before leaving the college.

WORKING HOURS

Monday to Saturday : 9.00 am to 4.20 pm

BORROWING ELIGIBILITY

Membership Category	Borrowing Eligibility	Loan Period
Faculty	8 Books	14 days
Students	3 Books	14 days

- Members must present their Library cards when using library facilities or borrowing books.
- Users must check for any damage to books before borrowing them. Later complaints will not be entertained.
- Project reports, journals, and question papers cannot be borrowed. However, photocopying limited portions is permitted.
- All borrowed materials must be returned by the due date. Late returns will incur fines according to existing rules.
- Books can only be renewed if they are presented on or before the due date..

CIRCULATION SECTION RULES:

- Members must present their Library card when borrowing, returning, or renewing books at the Circulation Counter.
- Members are not allowed to use another person's Library card.

BOOKS BORROWED:

- Borrowed books should not be brought back into the library unless they are being returned.
- Books cannot be returned on the same day they are borrowed.
- Members are responsible for all materials issued on their cards.

LOSS OR DAMAGE:

- Members must check for missing pages, chapters, pictures, or the index before borrowing books.
- Damaged books will not be accepted upon return; any mutilated or spoiled books must be replaced by the borrower.
- Lost books must be replaced with the latest edition of the same title. If not, the borrower must pay triple the cost of the book along with a fine.



SREE SOWDAMBIKA COLLEGE OF ENGINEERING

(An ISO 9001:2008 Certified Institution)

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Chettikurichi – 626 134, Aruppukottai.



NATIONAL SERVICE SCHEME

The main objectives of National Service Scheme (NSS) are :

- understand the community in which they work
- understand themselves in relation to their community
- identify the needs and problems of the community and involve them in problem-solving
- develop among themselves a sense of social and civic responsibility
- utilize their knowledge in finding practical solutions to individual and community problems
- develop competence required for group-living and sharing of responsibilities
- gain skills in mobilizing community participation
- acquire leadership qualities and democratic attitudes
- develop capacity to meet emergencies and natural disasters and
- practice national integration and social harmony

Vision

The vision is to build the youth with the mind and spirit to serve the society and work for the social uplift of the down-trodden masses of our nation as a movement.

Mission

The National Service Scheme has been functioning with the motto "NOT ME BUT YOU" in view of making the youth inspired in service of the people and hence NSS Aims Education through Community Service and Community Service through Education.

Roles and responsibilities of NSS

1. To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes
2. To provide information about NSS motto aims and objectives, philosophy and activities.
3. To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.
4. To promote community education through meetings, talks; new bulletins, discussions etc.

5. To conduct various activities to the society.

- (1) Awareness on Environmental Protection
- (2) Health Awareness Programme
- (3) Literacy Programme
- (4) Community Development
- (5) Student Development

The Motto

The motto or watchword of the National Service Scheme is : **'NOT ME BUT YOU'**. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. Therefore, it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.

BASIC CONCEPTS AND COMPONENTS

The National Service Scheme was started to establish a meaningful linkage between the campus and the community. Mahatma Gandhi, the Father of the Nation, had recognized that the country could not progress in a desired direction until the student youth were motivated to work for the upliftment of the villages/community. For Gandhiji the villages, where majority of the population lived, represent the country i.e. India. Therefore, for the national reconstruction and national resurgence it was deemed fit that the students and teachers should be properly sensitized and utilized for strengthening the Indian society as a whole with particular emphasis on rural community. Therefore, student youth, teachers and the community are considered the three basic components of the National Service Scheme.

NSS Programme Officer

The Programme Officer, who is a member of the teaching faculty provides necessary leadership to the youth/NSS students. The teacher/NSS programme officer has the professional knowledge and skills. He/she is also a representative of the school/college and the educated elite and knows the needs and aspirations of student youth. Further he/she is expected to be a role model of the values and the norms of the institution and the society as a whole. Therefore, he/she is the fittest person to provide necessary lead to the students in developing their personality through community service. In fact the Programme Officer is a friend, philosopher and guide to the students in achieving this goal.

NSS Volunteer

The NSS volunteer, who is a college/+2 level student is the main beneficiary of the programme by way of development of his/her perception about the community, his/her skill to perform certain jobs, and develop quality of a leader, organiser, and an administrator and development of his/her personality as a whole. Through NSS, he/she gets opportunities to see the community closely and thus gets an experience of human nature in relation to his/her environment. This is how the NSS programme aims to make NSS student youth better citizens through "Development of their personality through Community Service".

Community

The community provides NSS volunteer the first hand knowledge of living conditions of masses to the NSS volunteers and thus, the process of mutual learning starts. The interaction of community with students and teachers while on one hand enrich the personality of student volunteers and on the other hand help the community to improve its living conditions.

College NSS Advisory Committee Structure

College has to set up an NSS Advisory Committee to advise on programme/planning and development under the Chairmanship of the Principal. It will review the NSS activities at college and school level.

Composition of College Advisory Committee

(a)	Principal	Chairperson
(b)	2 Staff members having social work background	Members
(c)	One representative from the adopted village/slum/ Welfare agency	Member
(d)	2 NSS student leaders	Members
(e)	Programme Officer, NSS Secretary	Member

Committee Members (2020-2021)

S.No	Name	Designation	Position	Contact number
1	Dr.K.Arulmozhi	Principal	Chairperson	9443167210
2	Mr.M.Ramachandran	Assistant Professor	Member	9965003686
	Mrs.A.Mariya Chithra Mary		Member	9488536204
3	Malaisamy.R	Programme coordinator Nehru Yuva Gendra	Member	8754305025
4	M.Siranjeevi Kumar	Student	Member	6383559049
	C.Gopi Krishnan			8754072717
5	Dr.Jeyanthi	NSS Programme Officer	Member	9791422130

Committee Members (2021-2022)

S.No	Name	Designation	Position	Contact number
1	Dr.K.Arulmozhi	Principal	Chairperson	9443167210
2	Mr.M.Ramachandran	Assistant Professor	Member	9965003686
	Mrs.A.Mariya Chithra Mary		Member	9488536204
3	Malaisamy.R	Programme coordinator Nehru Yuva Gendra	Member	8754305025
4	A.Rajanbabu	Student	Member	6369988951
	M.Selvavengatesh			8072523725
5	Dr.Jeyanthi	NSS Programme Officer	Member	9791422130

Committee Members (2022-2023)

S.No	Name	Designation	Position	Contact number
1	Dr.K.Arulmozhi	Principal	Chairperson	9443167210
2	Mr.M.Ramachandran	Assistant Professor	Member	9965003686
	Mrs.A.Mariya Chithra Mary		Member	9488536204
3	Malaisamy.R	Programme coordinator Nehru Yuva Gendra	Member	8754305025
4	B.Muthurulappan	Student	Member	7904206085
	K.Muthuraman			9361755221
5	Dr.Jeyanthi	NSS Programme Officer	Member	9791422130

Committee Members (2023-2024)

S.No	Name	Designation	Position	Contact number
1	Dr.K.Arulmozhi	Principal	Chairperson	9443167210
2	Mr.M.Ramachandran	Assistant Professor	Member	9965003686
	Mrs.A.Mariya Chithra Mary		Member	9488536204
3	Malaisamy.R	Programme coordinator Nehru Yuva Gendra	Member	8754305025
4	A.R Juswanthbabu	Student	Member	9940920914
	Karupasamy pandiyan			7010301981
5	Dr.Jeyanthi	NSS Programme Officer	Member	9791422130

Committee Members (2024-2025)

S.No	Name	Designation	Position	Contact number
1	Dr.K.Arulmozhi	Principal	Chairperson	9443167210
2	Mr.M.Ramachandran	Assistant Professor	Member	9965003686
	Mrs.A.Mariya Chithra Mary		Member	9488536204
3	Malaisamy.R	Programme coordinator Nehru Yuva Gendra	Member	8754305025
4	M.Vikram	Student	Member	9698052501
	Pavithran			9342075586
5	Dr.Jeyanthi	NSS Programme Officer	Member	9791422130



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Policy Document for the Women Empowerment Cell (WEC)

1. Introduction

The Women Empowerment Cell (WEC) at Sree Sowdambika College of Engineering is constituted to promote gender sensitivity and foster an equitable environment that supports the empowerment, dignity, and well-being of women in the campus community.

2. Objectives

- To create awareness on gender-related issues and promote gender sensitivity.
- To provide guidance and support for the empowerment and welfare of girl students and women staff.
- To organize relevant sessions such as webinars or seminars on women's rights, safety, and professional development.

3. Structure of the Cell

- The Cell shall consist of a Convenor, nominated by the Principal, who will coordinate all related activities.

4. Roles and Responsibilities of the Convenor

- All activities are initiated and coordinated solely by the Convenor.
- Promote and facilitate gender-sensitive practices and awareness within the college.
- Plan and organize webinars, seminars, or awareness sessions on women-centric themes as feasible.
- Ensure observance of relevant days such as International Women's Day through simple, meaningful initiatives.
- A basic logbook or file should be maintained by the Convenor for recording activities (e.g., date, title, summary).
- An annual Action Taken Report (ATR) shall be submitted to the Principal, if applicable.



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Ph: 04566-229800, 801 www.sowdambikaengg.edu.in



NATIONAL CADET CORPS

The NCC unit of Sree Sowdambika College of Engineering (SSCE) is coming under TN 28 BN NCC and the office of which is located at Anna Nagar, Virudhunagar, Tamil Nadu 626001.

Objectives of NCC

The primary objectives of the National Cadet Corps (NCC) are to develop character, comradeship, discipline, leadership, and a secular outlook among young citizens, fostering a spirit of adventure and selfless service. It aims to create a pool of trained, organized, and motivated youth, providing them with the skills and qualities necessary to contribute to the nation's development in all walks of life, including the Armed Forces. The NCC focuses on fostering positive values and qualities in cadets, including honesty, integrity, and responsibility. The program emphasizes the importance of teamwork, cooperation, and adherence to rules and regulations. NCC cadets are trained in leadership skills, enabling them to take initiative, manage situations, and inspire others. The NCC promotes understanding and respect for diverse cultures and religions, fostering a sense of unity and national identity. NCC cadets are encouraged to participate in adventurous activities and engage in community service, promoting a sense of responsibility and concern for others. The program also aims to motivate young people to consider a career in the armed forces, providing them with training and exposure to military life. NCC seeks to create a cadre of young people who are well-prepared to contribute to the nation's development in various fields. The NCC aims to develop well-rounded individuals who are not only capable of defending the nation but also contributing to its progress in all aspects of life.

Roles and Responsibilities of NCC

The National Cadet Corps (NCC) aims to develop young citizens' character, discipline, and a sense of civic responsibility. NCC cadets have a variety of roles and responsibilities related to parades, camps, and community service.

1. Maintaining punctuality during parades and roll calls, adhering to orders, and demonstrating self-discipline are fundamental.
2. Engaging enthusiastically in camp activities, cultural events, and adventure activities is crucial.
3. Maintaining a clean and correct uniform, proper grooming, and attending parades regularly are expected.
4. Working as a team, cooperating with seniors, and offering support are important aspects of NCC.

5. Participating in social awareness initiatives, environmental issues, disaster relief, and nation-building efforts is a key responsibility.
6. Cadets are also expected to take on leadership roles within the unit, fostering a sense of responsibility and accountability.

Activities of our NCC Unit

- ✓ On behalf of NCC unit of SSCE we are conducting various activities such as
 1. Tree plantation program.
 2. Tobacco Awareness Program.
 3. How to enhance ourselves in difficult & Panic situation.
 4. Old age home visit valvangi, Chettikurichi.
 5. Inculcate the importance of Girl Education.
 6. Tree Plantation at Government Hearing Impaired higher secondary school, virudhunagar.
- ✓ On an average we have conducted six activities in each academic year.

Achievements of our NCC Unit

- ✓ Our NCC cadet Ms. S. Joshika has attended the Independence Day Camp (IDC) in August 2022.

The following NCC students of our college have been placed in various government sectors.

1. Mr. M. Palraj as a soldier in Indian Army in 2013.
 2. Mr. B. Venkatesh as men police constable TSP men Tamil Nadu in 2017.
 3. Mr. S. Palani as men police constable in Armed reserve- men Tamil Nadu in 2017.
 4. Ms. M. Karapagalakshmi as women military police junior commissioned officer rank in Indian Army.
 5. Mr. S. Ramkumar attended apprentice training at Army ordinance Factory Medak, Yeddumailaram post, Sangareddy Dist, Telangana in 2017.
 6. Mr. B. Arunprasad joined M.Sc criminology and police study through NCC entry in Sardar Patel Police University, Jodhpur, Rajasthan, India in 2017.
- ✓ Our NCC cadet Mr. L Gangatharan has been selected as best NCC cadet by govt of Tamil Nadu for his outstanding performance in NCC and received scholarship cash award of Rs 5000 in 2021.

SREE SOWDAMBIKA COLLEGE OF ENGINEERING

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

OBJECTIVE:

To ensure that the Vision and Mission of the Department are achieved by acting as a catalyst in improving the quality of the programs offered.

This is a core committee of the department constituted to help the decision-making process of the matters pertaining to the department in Academic, Infrastructural facilities, student support systems, short and long term goals.

DEPARTMENT ADVISORY COMMITTEE (DAC)

To bring continuous improvement, Department Advisory Committee (DAC) has been formed. The committee develops and recommends new or revised goals and objectives of the program. The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions. The DAC consists of faculty members of the department, academicians from other institution, resource persons from Industry, alumni and parents.

Following are the members of the DAC:-

Composition:

Sl.No	Name of the Members/Category	Designation
1	Principal	Ex-officio Member
2	Head of the Department	Chairman
3	One Senior Faculty	Coordinator
4	All other Faculties	Members
5	One Alumni	Member
6	One Expert from Academic	Member
7	One Expert from Industry	Member
8	One Parent from each Class	Members
9	One student from each Class	Student Members

Meeting Frequency: Twice in an Academic Year

Roles and responsibilities of the Departmental Advisory Committee (DAC):-

The roles and responsibilities of the DAC are as follows:

1. Suggest improvement in all the academic activities in the department including identification of faculty to teach courses, offering elective courses and time table preparation and so on.
2. Encourage industry-institute interactions to bridge curriculum gaps and suggest initiatives to enhance employability skill sets.
3. Constantly monitor the skill sets among current students and propose necessary action plan for skill development through technical and soft skill training
4. Encourage 'Entrepreneurship Development' through special training.
5. To Define, Review and Redefine PEOs and PSOs to identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments) to meet PEOs.
6. Identify and suggest thrust areas to conduct various activities like final year projects, training courses and additional experiments to meet PEO's.
7. To ensure the quality in teaching learning process through Faculty Development Programms.
8. Evaluate proposals/ offers for internship and guide students with respect to advanced technologies sought from the industries.
9. Plan Guest Lectures and Industrial Visits throughout the semester.
10. Motivate students to organize competitions and also participate in competitions.
11. Plan academic activity like Workshops and Seminars.
12. Sustaining the activities of Professional Bodies and their Students Chapters.
13. Encourage Value Added Course (VAC), to improve student technical knowledge.

Deliverables: To submit a report to IQAC on the effectiveness of the implementation of the program.



**Principal,
Sree Sowdambika College of Engineering,
Chettikurichi, Aruppukottai.**



**SREE SOWDAMBIKA COLLEGE OF ENGINEERING
CHETTIKURICHI, ARUPPUKOTTAI, VIRUDHUNAGAR (DIST)
TAMILNADU - 626134**

**DEPARTMENT OF CIVIL ENGINEERING
DEPARTMENT ADVISORY COMMITTEE
POLICY DOCUMENT**

1. Introduction

The Departmental Advisory Committee (DAC) of the Department of Civil Engineering is established to provide expert advice and industry-oriented guidance for the academic, research, and developmental activities of the department. The committee acts as a bridge between the department and key stakeholders including industry, academia, alumni, and the community.

2. Objectives

- To advise the department on curriculum design and revision to align with modern civil engineering practices.
- To ensure academic programs are responsive to the evolving needs of industry and society.
- To promote industry-institute interaction and facilitate collaborative research and consultancy.
- To support the department in capacity building, quality assurance, and outreach.

3. Composition of the Committee

The DAC shall comprise the following members:

- Ex officio Member (Principal)
 - Chairman (HoD)
 - Academic Member (Expert from Other College/ University)
 - Industry Member (Expert from Any Industry)
 - Alumni Member
 - Internal Member (All Faculties in the department)
 - Parent Member
 - Student Member
- External members should have significant experience in civil engineering practice, research, or education.
- Members are appointed for a **1-year term**, extendable by one additional term based on performance and consent.

4. Roles and Responsibilities

The DAC will:

1. Curriculum Development & Review

- Recommend improvements to UG programs based on current trends in civil engineering (e.g., sustainable design, smart infrastructure, geospatial technology).
- Ensure compliance with regulatory bodies such as AICTE, NBA, and affiliating university norms.

2. Industry Interaction

- Suggest strategies for enhanced industry collaboration through MoUs, internships, industrial training, and guest lectures.
- Identify key skill gaps and recommend value-added courses or certifications.

3. Research and Consultancy

- Support identification of research thrust areas such as water resource engineering, structural health monitoring, transportation planning, etc.
- Promote collaborative research, consultancy, and funded projects.

4. Academic and Infrastructure Development

- Advise on the development of laboratories, software tools (e.g., STAAD Pro, AutoCAD Civil 3D), and field equipment.
- Recommend modernization of teaching-learning methodologies including digital tools and simulation environments.

5. Monitoring and Evaluation

- Review academic performance, student outcomes, and placement data.
- Provide strategic input on continuous improvement processes for accreditation and ranking.

5. Meeting Protocol

- The committee shall meet **twice in an academic year**.
- Additional meetings may be convened by the HoD when required.

Agenda and Minutes:

- Agenda items shall be shared **7 days prior** to the meeting.
- The Member Secretary shall circulate **minutes within 10 working days** of the meeting.

6. Reporting and Review

- A summary report of DAC meetings, along with actionable recommendations, shall be submitted to the IQAC.
- Implementation status of DAC recommendations shall be reviewed in subsequent meetings.

7. Confidentiality and Ethics

- Members shall maintain confidentiality of sensitive discussions and decisions.
- All members are expected to act with transparency, professionalism, and in the best interest of the department.

8. Amendments to the Policy

This policy is subject to revision based on institutional policies, statutory regulations, or feedback from stakeholders, with approval from the Academic Council or equivalent body.





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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT ADVISORY COMMITTEE

POLICY DOCUMENT

Department Advisory Committee (DAC) policy document outlines the purpose, structure, and functions of a committee that advises a department on its goals, activities, and curriculum. It ensures the department stays aligned with industry needs and educational standards, ultimately improving student outcomes and department performance.

Vision:

- To develop and recommend a vision and mission statement for the department.
- To align the department with industry needs and best practices.
- To promote continuous improvement in all aspects of the department.

Mission:

- To review and analyze the gap between the curriculum and industry requirements.
- To provide feedback and advice on actions to address these gaps.
- To evaluate program effectiveness and identify areas for improvement.
- To enhance student outcomes and employability.
- To identify and recommend value-added courses and training to enrich student knowledge.
- To encourage industry-institute interaction and bridge curriculum gaps.
- To foster a collaborative environment between industry and academia.

Objectives:

- ✓ To Review the departmental activities and progress of the program.
- ✓ To identify the gap between the Industry and Institute
- ✓ To analyze the POs & PSOs attainment and revise the COs for improving the attainment of the same.
- ✓ Evaluate the effective curriculum delivery and assessment methodologies
- ✓ Identify the value-added courses and other training courses that can enrich the student's knowledge based on current Industrial requirements.

Membership:

The Department Advisory Committee will be headed by Head of the Department and the committee is composed of Ex-officio member, Industry, Program & course coordinator, Alumni, Faculty members, Student representatives and Parents.

Functions:

- **Review and Analysis:** The committee should review departmental activities, progress, and student outcomes.
- **Curriculum Development:** The committee should provide input on curriculum development, including course offerings, assessments, and teaching methods.
- **Industry Engagement:** The committee should facilitate industry-institute interaction, such as guest lectures, internships, and research collaborations.
- **Action Planning:** The committee should propose action plans to address identified gaps and improve departmental performance.
- **Reporting:** The committee should prepare reports for the department head and other stakeholders.



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DEPARTMENT OF EEE

ROLES AND RESPONSIBILITIES OF THE DEPARTMENTAL ADVISORY COMMITTEE (DAC) :-

1. Suggest improvement in all the academic activities in the department including identification of faculty to teach courses, offering elective courses and timetable preparation and so on.
2. Encourage industry-institute interactions to bridge curriculum gaps and suggest initiatives to enhance employability skill sets.
3. Constantly monitor the skill sets among current students and propose necessary action plan for skill development through technical and soft-skill training
4. Encourage 'Entrepreneurship Development' through special training.
5. Identify and suggest thrust areas to conduct various activities like final year projects, training courses and additional experiments to meet PEO's.
6. Evaluate proposals/offers for internship and guide students with respect to advanced technologies sought from the industries.
7. Plan Guest-Lectures and Industrial tie ups throughout the semester.
8. Motivate students to organize and participate in competitions.
9. Plan academic activity like Workshops and Seminars.
10. Sustaining the activities of Professional Bodies and their Students Chapters.
11. DAC meeting circular will be announced one week prior of the meeting date.
12. The DAC meeting will be conducted 2 times for each academic year.
13. The committee should prepare reports for the department and other stakeholders.



SREESOWDAMBIKACOLLEGE OF ENGINEERING

CHETTIKURICHI, ARUPPUKOTTAI – 626134

DEPARTMENT OF MECHANICAL ENGINEERING

DEPARTMENT ADVISORY COMMITTEE-POLICY DOCUMENT

OBJECTIVE:

To ensure that the Vision and Mission of the Department are achieved by acting as a catalyst in improving the quality of the programs offered.

This is a core committee of the department constituted to help the decision-making process of the matters pertaining to the department in Academic, Infrastructural facilities, student support systems, short and long term goals.

DEPARTMENT ADVISORY COMMITTEE (DAC)

To bring continuous improvement, Department Advisory Committee (DAC) has been formed. The committee develops and recommends new or revised goals and objectives of the program. The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions. The DAC consists of faculty members of the department, academicians from other institution, resource persons from Industry, alumni and parents.

Following are the members of the DAC:-

Composition:

SL No	Name of the Members/Category	Designation
1	Principal	Ex-officio Member
2	Head of the Department	Chairman
3	One Senior Faculty	Coordinator
4	All other Faculties	Members
5	One Alumni	Member
6	One Expert from Academic	Member
7	One Expert from Industry	Member
8	One Parent from each Class	Members
9	One student from each Class	Student Members

Meeting Frequency: Twice in an Academic Year

Roles and responsibilities of the Departmental Advisory Committee (DAC):-

The roles and responsibilities of the DAC are as follows:

1. Suggest improvement in all the academic activities in the department including identification of faculty to teach courses, offering elective courses and time table preparation and so on.
2. Encourage industry-institute interactions to bridge curriculum gaps and suggest initiatives to enhance employability skill sets.
3. Constantly monitor the skill sets among current students and propose necessary action plan for skill development through technical and soft skill training
4. Encourage 'Entrepreneurship Development' through special training.
5. To Define, Review and Redefine PEOs and PSOs to identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments) to meet PEOs.
6. Identify and suggest thrust areas to conduct various activities like final year projects, training courses and additional experiments to meet PEO's.
7. To ensure the quality in teaching learning process through Faculty Development Programms.
8. Evaluate proposals/offers for internship and guide students with respect to advanced technologies sought from the industries.
9. Plan Guest Lectures and Industrial Visits throughout the semester.
10. Motivate students to organize competitions and also participate in competitions.
11. Plan academic activity like Workshops and Seminars.
12. Sustaining the activities of Professional Bodies and their Students Chapters.
13. Encourage Value Added Course (VAC), to improve student technical knowledge.

Deliverables: To submit a report to IQAC on the effectiveness of the implementation of the program.


Principal,
Sree Sowdambika College of Engineering,
Chettikurichi, Aruppukottai.

SREE SOWDAMBIKA COLLEGE OF ENGINEERING

CHETTIKURICHI, ARUPPUKOTTAI – 626134

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

OBJECTIVE:

To ensure that the Vision and Mission of the Department are achieved by acting as a catalyst in improving the quality of the programs offered.

This is a core committee of the department constituted to help the decision-making process of the matters pertaining to the department in Academic, Infrastructural facilities, student support systems, short and long term goals.

DEPARTMENT ADVISORY COMMITTEE (DAC)

To bring continuous improvement, Department Advisory Committee (DAC) has been formed. The committee develops and recommends new or revised goals and objectives of the program. The committee also reviews and analyzes the gap between curriculum and Industry requirement and gives necessary feedback or advice actions. The DAC consists of faculty members of the department, academicians from other institution, resource persons from Industry, alumni and parents.

Following are the members of the DAC:-

Composition:

Sl.No	Name of the Members/Category	Designation
1	Principal	Ex-officio Member
2	Head of the Department	Chairman
3	One Senior Faculty	Coordinator
4	All other Faculties	Members
5	One Alumni	Member
6	One Expert from Academic	Member
7	One Expert from Industry	Member
8	One Parent from each Class	Members
9	One student from each Class	Student Members

Meeting Frequency: Twice in an Academic Year

Roles and responsibilities of the Departmental Advisory Committee (DAC):-

The roles and responsibilities of the DAC are as follows:

1. Suggest improvement in all the academic activities in the department including identification of faculty to teach courses, offering elective courses and time table preparation and so on.
2. Encourage industry-institute interactions to bridge curriculum gaps and suggest initiatives to enhance employability skill sets.
3. Constantly monitor the skill sets among current students and propose necessary action plan for skill development through technical and soft skill training
4. Encourage 'Entrepreneurship Development' through special training.
5. To Define, Review and Redefine PEOs and PSOs to identify and suggest thrust areas to conduct various activities (final year projects, training courses and additional experiments) to meet PEOs.
6. Identify and suggest thrust areas to conduct various activities like final year projects, training courses and additional experiments to meet PEO's.
7. To ensure the quality in teaching learning process through Faculty Development Programms.
8. Evaluate proposals/ offers for internship and guide students with respect to advanced technologies sought from the industries.
9. Plan Guest Lectures and Industrial Visits throughout the semester.
10. Motivate students to organize competitions and also participate in competitions.
11. Plan academic activity like Workshops and Seminars.
12. Sustaining the activities of Professional Bodies and their Students Chapters.
13. Encourage Value Added Course (VAC), to improve student technical knowledge.

Deliverables: To submit a report to IQAC on the effectiveness of the implementation of the program.



**Principal,
Sree Sowdambika College of Engineering,
Chettikurichi, Aruppukottai.**



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INSTITUTION'S INNOVATION COUNCIL (IIC)

POLICY DOCUMENT

IIC's OBJECTIVES

To create a vibrant innovation ecosystem by engaging faculty, students, and staff in activities like ideation, problem-solving, and pre-incubation/incubation processes.

IIC's POLICIES

- ❖ To stimulate the generation of new ideas, innovations, and startups within SSCE.
- ❖ To encourage the involvement of all stakeholders, including students, faculty, and staff, in innovation-related activities.
- ❖ Focuses on developing the capacity of HEIs to support innovation and entrepreneurship by promoting initiatives like pre-incubation programs, mentorship, and infrastructure support.
- ❖ To cultivate a culture of innovation within HEIs, encouraging students to pursue their creative ideas and develop them into prototypes.
- ❖ Emphasizes the importance of IP protection and provides guidance on managing and protecting intellectual property rights related to innovations.
- ❖ Promote collaboration between institutions, incubators, and other ecosystem enablers to strengthen the innovation ecosystem.
- ❖ Create mechanisms for monitoring and evaluating the progress of innovation and startup activities within HEIs.
- ❖ Flexible and adaptable to the specific needs of each HEI, allowing for customized implementation strategies.

VISION OF IIC's

- To establish a vibrant innovation and entrepreneurship ecosystem to develop indigenous and sustainable solutions for addressing the societal needs

MISSION OF IIC's

- To create a strong innovation ecosystem encompassing young innovative minds of students and the research experience of faculty members to develop sustainable solutions for addressing the problems faced by industry and society.
- To promote entrepreneurship in the key thrust areas of Engineering and Technology by strengthening industry- institute collaboration
- To partner with government, industry, alumni network, angel investors and venture capitalists to facilitate smooth realization of innovations from ideation to commercialization stage.



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INSTITUTION'S INNOVATION COUNCIL (IIC)

IIC's ROLES AND RESPONSIBILITIES

- ❖ To conduct various Innovation, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion.
- ❖ Identify and reward innovations and share success stories.
- ❖ Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- ❖ Network with peers and national entrepreneurship development organizations.
- ❖ Create a platform to highlight innovative projects carried out by institution's faculty and students.
- ❖ Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries.
- ❖ End of quarter period of the academic year council's action taken details should be submitted.

CONSTITUTION OF MEMBERS:

President	- Nominated by the Head of the Institute, typically a faculty member with experience and enthusiasm in leading innovation and startup activities.
Convenor	- Ideally, the person in charge of incubation at the institute or a faculty member with relevant experience or interest.
Innovation Activity Coordinator	- Responsible for organizing and coordinating innovation-related activities.
Start-up Activity Coordinator	- Focuses on supporting and promoting the development of startups within the institution.
Internship Coordinator	- Handles the coordination of internships for students.
IPR (Intellectual Property Rights) Activity Coordinator	- Manages the IPR-related activities of the IIC.
Social Media Coordinator	- Responsible for promoting IIC activities and engaging with the community through social media.
ARIIA Coordinator (Optional)	- Manages the institution's preparation and participation in the ARIIA (Atal Ranking of Institutions on Innovation Achievements).
NIRF Coordinator (Optional)	- Manages the institution's preparation and participation in the NIRF (National Institutional Ranking Framework).
Members	- No limit to the number of general members who can contribute to the IIC's activities.


PRINCIPAL



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SC/ST CELL

POLICY DOCUMENT

SC/ST committee has been constituted in the college premises to determine all the activities and problems related to the SC/ST students and faculties.

Objectives

- To convey the students belongs to SC/ST community at equality with the main stream student body.
- To make a platform where students can point out their problems, regarding academic and non-academic matters.
- To monitor the implementation of reservation policy in the institution.

Roles and responsibilities

- The scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficult.
- The SC/ST students can approach the Members of the Cell for redressal of any grievance(s) regarding academic, administrative or social problems.
- The Committee Member will meet the concerned students, understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
- Committee often meets the students and faculties belong to SC/ST communities, to understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
- Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.



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- Counseling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.
- Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College. Analyze information on admissions, education, training and employment of SCs and STs; prepare reports for transmission to the Ministry of Human Resource Development, AICTE and such other authorities as may be required.
- To promote higher education among these two communities suffering economic, social and educational deprivations.

PROCESS OF SUBMITTING THE COMPLAINT

Any aggrieved employee/student belonging to the reserved category can reach out to the Committee

By sending,

- ❖ an email at ssceengg@gmail.com (or)
- ❖ Through the online portal provided on the website of the Institution (or)
- ❖ By lodging a written complaint in front of the committee

GRIEVANCE MECHANISM

- ❖ On receiving a complaint, the Committee shall commence a meeting within fifteen days of receipt of complaint.
- ❖ The committee shall fix a date of hearing the complaint which shall be communicated to the aggrieved person.
- ❖ The aggrieved party may either appear in person or submit written averments of his/her case before the Committee.
- ❖ The Committee shall report its findings to the Principal with recommendations if any, within a period of fifteen days.