

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.
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.
- 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 Personship 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
The composition of the IQAC may be as follows:

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight teachers
- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

Sl. No	Composition
1.	Chair Person -Head of the Institution
2.	Teachers to represent all level (Three to Eight)
3.	One Member from the Management
4.	Few Senior Administrative officers
5.	One nominee from local society, Students and Alumni
6.	One Nominee from Employers/Industrialists /Stake holders
7.	Co-ordinator / Director of IQAC

The following Members are appointed as IQAC Members for the year 2023-2024

Sl.No	Name	Designation	Category
1	Dr. K. Arulmozhi	Head of the Institution	Chairperson
2.	Thiru P. Murugesan	President SSCE	Management Member
3.	Thiru R. Devaraj	Secretary SSCE	Management Member
4.	Thiru. T.S.S Rajendran	Treasurer SSCE	Management Member
5	Dr. A.D. Ramesh Babu	HODSH	IQAC coordinator
6	Dr. S. Muthukumar	HOD-CSE	Teachers to represent all level
7	Dr. R. Sivasangari	HOD-EEE	Teachers to represent all level
8	Mr. F. Jahubar sadik	HOD-MECH	Teachers to represent all level
9	Mr. S. Ganesh Kumar	HOD-ECE, Exam cell Incharge	Teachers to represent all level
10	Ms. M. Petchiyammal	HOD-CIVIL	Teachers to represent all level
11.	Mr. P.Sindhuja AP/ECE	Placement and training Officer	Teachers to represent all level
12.	Mrs. N. Chitra	Librarian	Member
13.	Mr. C. Saravanan	Office Manager	Senior administrative officer
14.	Mr. B. Anbalakan	PED	Senior administrative officer
15.	Mr. T. Jeyakumar	Student IV CSE	Nominee from students
16.	Mr. S. Pavithran	Student III EEE	Nominee from students
17.	Ms. T. Karthisri	Student IIICSE	Nominee from students
18.	Mr. Rakul Kumar	Alumni	Nominee from Alumni
19.	Mr. N. Balakarthikeyan Crystal Delta, Aruppukottai	Employer	Nominee from Employer
20.	Mr. K.R. Padmanaban, MD Raja Giri Information Systems, Coimbatore	Industrialist	Nominee from Industrialist
21.	Mr. Mariselvam	Parent	Nominee from stake holders

NBA Departmental Advisory Committee

VISION

- To Strive continuously for improvement of rural students in the area of Computer Science and Engineering through academic and self learning to meet the changing needs of society with ethical values.

MISSION

- To acquire knowledge in the area of mathematics, software Engineering, Hardware, Programming language and Algorithms to become expertise in Computer Science and Engineering.
- To apply the knowledge of computer science engineering to solve real world problems for amplifying their potential for lifelong high-quality career and give them a competitive advancements in the ever-changing work environment.
- To empower the students as an Entrepreneur with the required skills to solve the complex technological problems of modern society and also provide them with a framework for promoting collaborative and multidisciplinary activities.
- To ensure communication skills, self learning, interaction with the industry and academia **through internship, industrial visit** for the widespread of job opportunities in Government and Private sector

Department Academic Council (DAC) Meeting [2023-24]

The Department Advisory Committee Meeting for Electrical and Electronics Engineering (DAC-EEE) for the academic year 2023-2024 is scheduled to be held on 13/03/2024 in Google meet at 12.15 PM. Your cooperation and valuable suggestions are essential for the smooth conduct and effective functioning of DAC-EEE.

S.No	Name	Affiliation	E-Mail /Mobile no
1.	Dr. K.Arulmozhi	Ex Officio Member - Principal	principal@sowdambikaengg.edu.in
2.	Dr.R.Sivasangari	Chairman – HOD/EEE	hodeee@sowdambikaengg.edu.in
3.	Dr.K.Umamaheswari	Professor Department of Electrical and Electronics Engineering VSB Engineering College Karur	2umakrishnan@gmail.com
4.	Er.Shyam Raj	Managing Director Beehive Communications Virudhunagar	a.shyamraj@gmail.com
5.	Er.K.Gurusamy	Managing Director GST Scientific solutions Virudhunagar	gurusamygst@gmail.com
6.	Er.Naveen kumar	Alumna/Entrepreneur	naveenkutty@gmail.com
7.	Er. K.Ajith Kumar	Alumna	Ajithukumar26@gmail.com
8.	Mr. M. Jeyaprakash	Student Parent	arunmadhu@gmail.com
9.	Mr.J.Ganesan	Associate Professor/EEE	ganesanj@sowdambikaengg.edu.in
10.	Mrs.A.Mariya Chithra Mary	Assistant Professor/EEE	amchithra@gmail.com
11.	Mr.M.Muthukumar an	Assistant Professor/EEE	gyanmuthu89@gmail.com
12.	Mr.M.Ramachandra n	Assistant Professor/EEE	ramachandranm@sowdambikaengg.edu.in
13.	Mr.S.Rahul Somnath	Assistant Professor/EEE	skrahulsomnath@gmail.com
14.	Mrs. V. Jansi Rani	Assistant Professor/EEE	jansieee85@gmail.com
15.	M. Sudharsan	III-EEE	armysudharsan925@gmail.com

16.	S. Jothi Kumar	III-EEE	Jk6382577@gmail.com
17.	P. Karkuvel Murugan	III-EEE	Kvmurugan2003@gmail.com
18.	S. Santhanamari	III-EEE	Santhanamaris1404@gmail.com
19.	R. Appayaraj	IV-EEE	appayaraj30@gmail.com
20.	A.R. Juswntha Babu	IV-EEE	jusbabu3@gmail.com
21.	R. Kamatchi Sankar	IV-EEE	rksankar4321@gmail.com
22.	M. J. Arunjunai Raja	IV-EEE	arunking98008@gmail.com

ECE DAC Members

Department Academic Council (DAC) Meeting [2023-24]

The Department Advisory Committee Meeting for Electrical and Electronics Engineering (DAC-ECE) for the academic year 2023-2024 is scheduled to be held on 15/03/2024 in Google meet at 12.15 PM. Your cooperation and valuable suggestions are essential for the smooth conduct and effective functioning of DAC-ECE.

Sl No	Name	Affiliation
1	Dr. K. Arulmozhi	Ex officio Member – Principal
2	Mr. S. Ganesh Kumar	Chairman – HOD/ECE
3	Dr. P. Karpagavalli	Associate Professor/ECE, KLN College of Engineering, Madurai
4	Dr. M. Babu	Sr. Verification Engineer, Chipsolve Technologies Pvt Ltd, Madhapur, Hyderabad, Telengana.
5	Ms. P. Ananthi	Asst. Prof./ ECE, SSCE
6	Mrs. P. Sindhuja	Asst. Prof./ ECE, SSCE
7	Mrs. P. StellaMary	Asst. Prof./ ECE, SSCE
8	Mr. S. Aravindh	Asst. Prof./ ECE, SSCE
12	Ms. V. Gayathiri	Alumna (Software test Engineer, Clearquote technologies india Pvt Ltd)
13	Mr. Paul Joseph	Alumnus (Project Lead, Skopick)
14	Mr. Ganesan	Father of G. Jeevaraj
15	P. Mariammal	Mother of Anbu Maheswari, III ECE
16	Balaji.G	I ECE
17	G. Jeevaraj	III ECE
18	V. Abinaya Varshini	III ECE
19	R. Anbumaheswari	IV ECE
20	K. Manimegala	IV ECE
21	K. Praavin Kumar	IV ECE

MECH DAC Members

Department Academic Council (DAC) Meeting [2023-24]

The Department Advisory Committee Meeting for Electrical and Electronics Engineering (DAC-MECH) for the academic year 2023-2024 is scheduled to be held on 20/03/2024 in Google meet at 1.15 PM. Your cooperation and valuable suggestions are essential for the smooth conduct and effective functioning of DAC-MECH.

S. No	Position Held	Co-ordinators	Designation	Phone no	E-mail id
1	Ex Officio Member	Dr.K.Arulmozhi	PRINCIPAL	9443167210	arulmoziprincipal@gmail.com
2	Chairman	Mr.M.Chidambarakumar	HOD/ MECH	9843955677	chidambaramech@gmail.com
3	Coordinator	Dr.M.Alagarsamy	AP/MECH	9092177562	Malagar76@gmail.com
4	Program & Course coordinator	Mr.U.Rajkumar	AP/ MECH	7845424348	raja.udhaya020@gmail.com
5	Academician	Dr. T.Ramkumar	Asst.Professor/PMCE	9994694773	ramkimech89@gmail.com
6		Mr.C.A.K.Arumugam	Asst.Professor/MSEC	9865603103	Carumugam231@gmail.com
7	Alumini	M.Thiyagarajan	supervisor	7708668083	M.Thiyagarajanapk@gmail.com
8		M.Buvanika	Prepare govtexam	9489585347	Buva051000@gmail.com
9.	Industrialist	S.Sethuram	Motherson pvt ltd ,chennai	6383767253	Sethuram27112000@gmail.com
		M.Gayathri	Sakura autoparts	9677935031	Gayuselvi2897@gmail.com
		C.Santhoshkumar	Motherson pvt ltd ,chennai	9677641219	Santhoshkumarc2001@gmail.com
10.	Staff	Dr.A.Sathiskumar	Ap/MECH	8939849859	sathishkumar1990@gmail.com
11.	Staff	Mr.M.Ramathas	AP/ MECH	8870137718	ramadasmech@gmail.com

	Staff	A.S.VijayPrabu	AP/MECH	9042983382	vijayprabu.as@gmail.com
12.	Staff	K.Vijaykumar	AP/MECH	9488551359	vijayakumar12493@gmail.com
13.	Staff	C.prasanthkumar	AP/MECH	8300232580	Cp91194@gmail.com
14.	Student	M.murugeshan	IV Year	6384526355	Murugesh2002@gmail.com
15.	Student	R.Mathavanraj	III Year	9150795088	Mraja70611@gmail.com
16.	Student	M.Logesh	II Year	74483184986	Moorthilogesh2004@gmail.com

CIVIL DAC Members

Department Academic Council (DAC) Meeting [2023-24]

The Department Advisory Committee Meeting for Electrical and Electronics Engineering (DAC-CIVIL) for the academic year 2023-2024 is scheduled to be held on 19/03/2024 in Google meet at 12.15 PM. Your cooperation and valuable suggestions are essential for the smooth conduct and effective functioning of DAC-CIVIL.

S No	Position Held	Co-ordinators	Designation	Phone no	E-mail id
1	HOD	Ms.M.Petchiyammal	HOD/Civil	9025747072	petchi36@gmail.com
2	NBA coordinator	Mr.Ravikumar C	AP/Civil	9080227161	ravikumar663@gmail.com
3	Course coordinator	Mr.E.Rubaninbacheran	AP/Civil	8778736739	Apoor.apoorvan.van@gmail.com
4	Program coordinator	Ms.Anitha G	AP/Civil	8056595424	anitha98.g@gmail.com

5	Faculty Member	Mr.Jeyaseelan R	AP/Civil	85085 61495 4	jeyaseelan2750@gmail.com
6	Alumni	Mr.K.Arunramesh	Site Engineer/ Airport Madurai	819083 1624	arunramesh1233@gmail.com
7	Alumni	Ms.M.Kanchana	Neeeyamo Enterprise	82206 94213	mkanchanacivil@gmail.com
8	Parent	Mr.Mohamed ayup khan	Labor	84289 08317	momahmedayupkhan18@gmail.com
9	Parent	Mr.Gopala Krishnan	Labor	97912 61167	krishnangopala.257@gmail.com
10	Industrialist	Er.Siva Kumar.R	Rajii builders, Virudhunagar	944315 2697	ersiva2004@gmail.com
11	Student representative	Mr.Vijay prasath	IV YEAR CIVIL	98403 59259	vijayprasath1990@gmail.com
12	Student representative	Mr.Ananth	III YEAR CIVIL	638257 5064	ananth2122@gmail.com
13	Student representative	Mr.Parvesh Musaraf	IV YEAR CIVIL	978742 5053	parveshmusaraf@gmail.com

College Committees

A number of committees are present in the college that are formed taking into consideration the considerations of the students and faculties. There is diversification that ensures that the committees address any issues faced by the stake holders and also aims for the improvements under the purview of the respective committees. The various committees and their in-charges are as follows:

SL. NO.	COMMITTEES	IN-CHARGES	DESIGNATION
1	Anti ragging committee	M.PETCHIYAMMAL	HOD/CIVIL

2	Anti drug committee	M.PETCHIYAMMAL	HOD/CIVIL
3	IQAC committee	A.D. RAMESHBABU	HOD/S&H
4.	Grievance redressal committee	ANANTHI	ASST.PROF/ECE
5	Disciplinary Committee	ALL HODS	HOD
6	SC-ST Committee	ANUSIYADEVI	ASST.PROF
7	Women Empowerment	KAVITHAPANDIYAN	ASST.PROF/CIVIL
8	Student welfare Committee	MARIKANNAN	ASST.PROF/EEE
9	Department Advisory Committee	C.RAVIKUMAR	ASST.PROF/CIVIL
10	Entrepreneurship Development Cell	RAMADOSS	ASST.PROF/MECH
11	Governing Council	Dr.A.D.Ramesh Babu	HoD/S&H

POLICY DOCUMENT FOR ANTIDRUG

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.

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 DRUG

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 drug 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 Drug in technical Institutions

Various Types of drug

The Hon'ble Supreme Court has, inter-alia, mentioned the following as 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 met 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. Fine of Rupees 25,000/-

X. 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 ragers.

- 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.

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 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 counselling and create awareness to the students;
- ✓ To take all necessary measures for prevention of Ragging inside the Campus.
- ✓ 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@antidrug.in).

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

POLICY DOCUMENT FOR ANTIRAGGING

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 as 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 education:-

The punishment to be met 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
 Withholding results
- v. Debarring from representing the institution in any regional, national or
- vi. 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. Fine of Rupees 25,000/-
- x. 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.

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

STRUCTURE OF THE COMMITTEE

S.No	Members
1	Principal
2	Member from Police department
3	Member from Revenue department
4	Official of NGO
5	Representative from Non teaching staff
6	Representative of parents
7	Medical Counselor
8	Teaching Staff- 3 No's
9	Members from Students- 4 No's
10	Squad members from staff -4 No's

COMMITTEES AND THEIR FUNCTIONS:

a. The Anti-Ragging Committee:

The Sree Sowdambika Engineering College 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 MEETINGS

Meetings will be organized twice in a year. In the event of any complaints from students' urgent meetings will be called for.

For any queries, contact below Committee members for your reference:

S.NO	Name	Position	Present Designation / Occupation	E-mail id
1.	Dr. Arulmozhi K	Chairman	Principal	arulmozhiprincipal@gmail.com Ph: 9443167210
2.	Dr.Ramesh Babu A.D	Member	HOD S & H	hodsh@sowdambikaengg.edu.in Ph: 9942322358

Squad Members:

S.NO	Name	Position	Present Designation / Occupation	E-mail id
1.	Mr.Ganeshkumar S	Squad Member	HOD ECE	hodece@sowdambikaengg.edu. in
2.	Dr. Sivasangari R	Squad Member	HOD EEE	hodeee@sowdambikaengg.edu. in
3.	Mr.Chidambara Kumran S	Squad Member	HOD Mech	chidambaramech@ gmail.com

POLICY FOR DISCIPLINE AND WELFARE COMMITTEE

OBJECTIVES:

The main function of the Discipline and Welfare Committee is to oversee the implementation and the practice of the code of conduct for administrators/ staff/ students and ensure adherence to rules and regulations that govern the management and administration of the College and to implement the various measures taken for the welfare of employees/ students and recommend any further improvements, if required. The committee will be responsible for educating and creating awareness about the code of conduct that governs all stakeholders and also the welfare measures for students and employees.

COMPOSITION OF DISCIPLINE AND WELFARE COMMITTEE :

- Principal is the Chair person of this committee
- A senior faculty member is deputed as Co-ordinator of the Committee
- Physical Director along with a faculty from each department are deputed as Members of Committee.
- A student from final year as the representative of student is also nominated as the member.

ROLES AND RESPONSIBILITIES:

- Committee facilitates students to apply various scholarships of both Central and State Governments
- Recommendations and Feedback will be submitted to the authorities concerned regarding Transport, Classroom management, Drinking water, Canteen facilities, Waiting hall, etc .,
- Recommendations for activities to be made in support of Higher Education, Competitive exams, Industrial visits and Soft skills training.
- The committee also meets with the student's parents if necessary to explicate the downsides of family disputes and their effects upon the student.
- In case the student suffers from a psychological illness, such as anxiety or depression, he will be suggested to a specialized doctor immediately.

- Conducts awareness programme on code of conduct for newly joined students and staff and also on welfare schemes available for stakeholders.
- The committee will initiate the following disciplinary action on erring members and ensure the well being of all stakeholders. One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:
 - **Warning:** *A written letter of reprimand resulting from a student's misconduct.*
 - **Suspension:** *Suspension is a sanction that terminates the student's enrolment at the College campus for a specified period of time.*
 - **Monetary Fines:** *Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.*
 - **Confiscation.** *Confiscation means confiscation of goods used or possessed in violation of college regulations.*
 - **Restriction of Privileges** - *Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, college events for a defined period of time.*
 - **Dismissal:** *Dismissal is a sanction which permanently separates a student from the college campus without opportunity to re-enrol in the future.*

FREQUENCY OF MEET

The Committee shall meet on as and when required basis or twice in a year.

CONSTITUTION OF COMMITTEE MEMBERS

[DISCIPLINE & WELFARE COMMITTEE]

(2021-2022)

Date: 12.05.2021

The following faculty members are deputed as members of Discipline and Welfare Committee for the academic year 2021– 2022.

S. No.	Name	Position	Category	Mobil. Numbers	E-mail ID
1	Dr. K. Arulmozhi	Chairman	Principal	6012451878	principal@sowdambikaengg.edu.in
2	Mrs. Sivasangari	Member	HOD/EEE	9787582805	hodeee@sowdambikaengg.edu.in
3	Mr. Muthukumar	Member	HOD/CSE	9597186759	hodcse@sowdambikaengg.edu.in
4	Mr. Ellayaraja	Member	HOD/ECE	9884191241	hodece@sowdambikaengg.edu.in
5	Mrs. Sindhuja	Member	Senior Faculty	9442689192	sindhuja@sowdambikaengg.edu.in
6	Mr. Muthukumaran	Member	Senior Faculty	9976154473	muthukumaran@sowdambikaengg.edu.in
7	Ms. Ananthi	Member	Lady Faculty Member	8526041046	ananthi@sowdambikaengg.edu.in
8	Mrs. Mariya chitra Mary	Member	Lady Faculty Member	9786585609	mariyachitra@sowdambikaengg.edu.in
9	Ms. Sasi Rekha	Member	Warden/Deputy Warden Of Girls Hostel	8248554828	sasirekha@sowdambikaengg.edu.in
10	Mr. Ganesh Kumar	Member	Warden/Deputy Warden Of Boys Hostel	9789020231	ganeshkumar@sowdambikaengg.edu.in

The Committee shall monitor and investigate the matters leading to violation of code of conduct by staff and students as and when noticed and initiate appropriate disciplinary action. The committee shall conduct awareness programme on code of conduct for newly joined students and staff and also on welfare schemes available for stakeholders. The Committee shall meet on as and when required basis or twice in a year.

POLICY DOCUMENT FOR SC/ST CELL

PREAMBLE

The SC/ST Cell, a statutory body has been constituted by the Ministry of Human Resource Management (MHRD), Government of India (GOI) in the erstwhile BEC to safeguard the interests of the SC/ST students and employees of the Institute as per the instructions of MHRD, GOI from time to time.

The aim of the cell is to assist the students who belong to Scheduled Caste (SC) & Scheduled Tribe (ST), for supporting academic performance and financial benefits from the government. The cell is also focused on monitoring the strict implementation of reservation policy as per UGC guidelines.

OBJECTIVES:

- To integrate and promote the students who belong to SC/ST community at par with the main stream student body.
- To create 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.

RESPONSIBILITIES:

- To observe the reservation policy for SC/ST in the institution.
- Committee, twice in a year, meets the students and faculties belong to SC/ST communities, to understand their problems and to assist them in resolving the problems.
- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.

- To arrange for special opportunities to enhance the carrier growth
- To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC

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 thirty days.

COMPOSITION OF SC/ST COMMITTEE

- A well structured committee is framed every year for monitor the well functioning of the committee to fulfill the above objectives and responsibilities.
- The following is the structure of the committee to be formed.

Roles and Responsibilities of Convener:

- To frame a committee in accordance with the standard structure.
- To conduct regular meetings of the committee, prepare the minutes of meeting and the documentation of the same.
- To refer to the objectives and responsibility of the SC/ST/OBC committee and function accordingly.
- To conduct activities/training for the community students.

Sl. no	Designation	
1.	Chairperson	Principal
2.	Convener	Liaison Officer
3.	Members	Student Counsellor
		Faculty
4.	Community representative	Faculty
5.	Community representatives	Students

Minutes of the SC/ST COMMITTEE MEMBER LIST

Date: 29.03.2022

Venue : Seminar Hall

Time: 11.00 pm

Members present:

S.No	Name	Position	Designation	Sign
1	Dr.K.Arulmozhi	Chairman	Principal	
2	Anushiya Devi	Coordinator	AP/ EEE	
3	Ganesan	Member	AP/EEE	
4	Ramalakshmi	Member	AP/ECE	
5	Kalimurugan	Member	AP/MECH	
6	Aravindh	Member	AP/ECE	
7	Dr. Muthukumar	Student Counselor	HOD/CSE	
8	AKASH.J	Student Member	IV B.E. Civil	
9	TAMILSELVI T	Student Member	IV B.E. CSE	
10	SHARUMATHI E	Student Member	II B.E. EEE	

POLICY FOR ENTREPRENEURSHIP DEVELOPMENT CELL

Entrepreneurship Development Cell is inaugurated in our Institution in the year 2014. The cell undertakes several activities for student development wherein the student gets corporate exposure while studying and develops a spirit of entrepreneurship. This enables student capability enhancement as well as their alignment with Industry. This way the EDC at one stroke creates a win-win model for students as well as Industry. Entrepreneurship development cell bridges the gap between ideas to the market product. Entrepreneurship development cell has taken a greater responsibility to generate entrepreneurship skills among

the students and to help them to channelize their goals to become a versatile entrepreneur. Moreover, we also give exposure of industrial sector to curious young minds to get perfect idea of market need and requirements. EDC Supports businesses and innovators as they develop, launch, and commercialize their ideas and motivate the students to bring out their latent spirit of Entrepreneurship.

OBJECTIVES

Entrepreneurship Development Programme (EDP) is a programme which helps in developing entrepreneurial abilities. The skills that are required to run a business successfully is developed among the students through this programme. Sometimes, students may have skills, but it requires polishing and incubation. This programme is perfect for them.

This programme consists of a structured training process to develop an individual as an entrepreneur. It helps the person to acquire skills and necessary capabilities to play the role of an entrepreneur effectively.

EDP is an effort of converting a person to an entrepreneur by passing him through thoroughly structured training. An entrepreneur is required to respond appropriately to the market and he/she is also required to understand the business needs. The skills needed are varied and they need to be taken care in the best possible way.

EDP is not just a training programme but it is a complete process to make the possible transformation of an individual into an entrepreneur. This programme also guides the individuals on how to start the business and effective ways to sustain it successfully.

Vision

Start of a roadmap that will determine where the individual wants to go with their entrepreneurial efforts.

Mission

It is a business or nonprofit organization's reason for being.

The following staff members and students are appointed as Entrepreneurship Development Cell members of our college from 02-08-2023 till the next announcement. Your cooperation and suggestions are needed for the smooth conduct of the Entrepreneurship Development Cell.

S.No	Position	Members	Designation / Class
1	Chairman	Dr. K.ARULMOZHI	Principal
2	Coordinator	Mr. M.RAMATHAS	AP/MECH
3	Staff Members	Mr. S.ARAVIND	AP/ECE
4		Mr. B.MUTHUMARI	AP/CIVIL
5		Mrs. V. JANSI RANI	AP/EEE
6		Mr. G.VADIVEL MURUGAN	AP/CSE
7	Student Members	VELMURUGAN M	IV YEAR - CIVIL
8		STEEPHANRAJ A	III YEAR- CSE
9		THIRUMURUGAN R	IV YEAR - ECE
10		SAKTHIVEL M	III YEAR - EEE
11		KARTHIKEYAN K	III YEAR - MECH

POLICY FOR 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

S.No	Designation	Member	Mail ID	Mobile No
1	Chairman	Dr. K. Arulmozhi Principal, SSCE	arulkandasamy1@gmail.com	9443167210
2	Coordinator	Dr. A.D. Ramesh Babu HOD/S&H	hodsh@sowdambikaengg.edu.in	7904016075
3	Staff Member	Ms. P. Ananthi AP/ECE	ananthip@sowdambikaengg.edu.in	9500483810
4		Ms. Petchiyammal HOD/CIVIL	hodcivil@sowdambikaengg.edu.in	9025747072
5		Mrs. Mariya Chitra Mary AP/EEE	amchithra@gmail.com	9488536204
6		Mr. Vadivel Murugan AP/CSE	vadivelmurugang@sowdambikaengg.edu.in	9994173531
7		Mr. Rajkumar, AP/MECH Dept	rajkumar@sowdambikaengg.edu.in	9845424348
8		Ms. M. Uma Bharathi Lib	mbharathy01011995@gmail.com	8300126293
9		Mr. T. Manikandan AP/Maths	apkmanii@gmail.com	9092553851
10		Mr. Anbalagan PD	anbalaganbose2009@gmail.com	9442891700
11		Mrs. Devi Bagawathi Tech/ECE	Devibagawathi1982@gmail.com	7904511266
12		Mr.C. Veerasundaram OA	sundaramveera8@gmail.com	9788479220
14	Student Member	Selvi. A. Rebu Grace IV/CSE	rebugrace@gmail.com	8870863539
15		Selvan. R. Jeswanth Babu IV/EEE	jusbabu3@gmail.com	9940920914
16		Selvi. K. Meenakshi IV/ECE	meenakshi39199@gmail.com	6380780672

17		Selvan. M. Velmurugan IV/CIVIL	velmurugan.m12303@gmail.com	9789236069
18		Selvan. M. Murugesan IV/MECH	anbumurugesan36@gmail.com	6369843572