ST. ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE New Delhi, affiliated to Anna University, Chennai)
ANGUCHETTYPALAYAM, PANRUTI - 607106.

Internal Quality Assurance Cell
Circular

CIR. No: SANCET/IQAC/2022-23/CIR/03   Date: 08.11.2022

The following policy has to be made for the academic year 2022 – 23. It is more essential for NAAC. Hence, kindly make the policy list and submit on or before 14.11.2022. The list of following policy maker is given below:

Sl. No	Name of the policy	Policy maker
1.	Sports policy ➢ Internal (intra college) ➢ External (inter college)	Mr. A. Thomas Aravamutham, PD
2.	Planning & Monitoring policy ➢ Events ➢ College Activities	Dr. R. Arokiadass, Principal
3.	Admission policy ➢ Management admission ➢ Government admission	Sr. A. Punitha Jilt, Vice Principal, Asst. Professor / CSE
4.	Institutional free - ship policy ➢ Management Scholarship ➢ Other Scholarship – SC/ ST, BC/MBC, Uzhavar, Puthumai Pen	Mr. Eugin Martin Raj, Asst. Professor / EEE
5.	Human Resource policy ➢ Staff Recruitment ➢ Staff Training ➢ Staff Promotion ➢ Staff Termination / Reliving ➢ Staff Leave / OD / ML	Dr. R. Arokiadass, Principal
6.	Examination policy ➢ Continue Internal Assessment ➢ Anna University Exam ➢ Grievances ➢ Internal Components	
7.	Research policy ➢ Research and Development ➢ Award	Dr. Sr. S. Anita, Asso. Professor & Head / ECE

8.	IT policy
	   ➢ Software installation & licensing policy
	   ➢ Hardware installation policy
	   ➢ Network (Internet & Intranet) use policy
	   ➢ Email Account policy
	   ➢ Website hosting policy
	   ➢ College database use policy
	   ➢ Website policy
		Sr. A. Punitha Jilt, Vice Principal, Asst. Professor / CSE

9.	Purchase policy
	   ➢ Lab Equipments /Air conditioner / Stationary
	 Maintenance policy
	   ➢ Lab Equipments / Air conditioner / Printers / Electrical, Computers, Furnitures / Building
		Sr. A. Punitha Jilt, Vice Principal, Asst. Professor / CSE

10.	Green campus & Environment policy
	   ➢ Butterfly Park
	   ➢ Avian Park
	   ➢ Oxygen Park/ Industry
	 Energy Resources policy
	 Plastic free campus policy
		Mr. N. Syed Mubarak, Asst. Professor and Head / S & H

11.	Internship policy (free & paid)	Dr. D. Ommurugadhasan, Professor & Head / MECH

12.	Grievance policy (staff & students)
	   ➢ Online grievances
	   ➢ Offline grievances – Suggestion box, Class committee meeting
		Mr. Eugin Martin Raj, Asst. Professor / EEE

13.	Training policy
	   ➢ Soft skill Training
	   ➢ Technical Training
	 Placement policy
		Dr. D. Ommurugadhasan, Professor / MECH

14.	Library policy
	   ➢ Book Bank
	   ➢ Book issue
	   ➢ Book return / Renewal
	   ➢ Management of missing books
		Mr. C. Chakkarapani

	➢ Using reference books ➢ Using journals ➢ Using E – resources ➢ Remote access	
15.	Administrative policy ➢ Applying Student Bonafied / TC / Mark sheet ➢ Conducting Staff meeting / HoD meeting	Dr. R. Arokiadass, Principal
16.	E-Governance policy	Dr. Sr. S. Anita, Asso. Professor & Head / ECE
17.	Alumni policy	Dr. R. Sasikumar, Asst. Professor / MECH