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1. SPORTS POLICY

1. Vision

The vision of the sports policy is to have a dynamic and innovative ecosystem that promotes participation and excellence in sports inculcating a sense of harmony. This will deliver benefits to individual health and well-being, and in turn contribute to nation building and socio-economic impact.

2. Mission

➢ SANCET's Physical Education motto is '**Sports for All & Fitness for All**', a result-oriented mechanism that promises and delivers physical, social, and holistic development of the youth.

➢ To identify and nurture talent of the students and provide them practice for achieving excellence in sports.

➢ Creating a sports-centric ecosystem for all students through improved job opportunities.

3. Objectives

➢ Create a culture of sports among students and channelize their talents.

➢ Encourage, train, coach and support the students to make them actively participate in zone, inter zone, state and national level championships.

4. Sports committee

SANCET's sports committee shall be constituted in the beginning of each academic year. The committee constitutes with the principal, vice principal, physical director and one faculty member each department.

5. Responsibilities of the sports committee

➢ The students with interest in sports are identified and enlisted from the first year onwards.

➢ Segregate the students' name based on sports and games.

➢ Conduct the selection match such as cricket, volleyball, football, kabaddi, kho-kho, badminton, throw ball, chess, athletics and select the best players.

➢ The practice is given from 3 pm onwards for girls and 4 pm onwards for boys every day.

➢ Students are encouraged to participate in zonal/ inter zonal/ state and national level matches.

➢ The annual sports day is organized every year.

➢ The sports requirements are submitted to the Secretary with the consent of the principal.

➢ Stock register is maintained for sports goods.

➢ Taking care of discipline of the students and maintenance of playground are the responsibility of Physical Director.

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6. Sports and games

The list of sports and games for boys and girls are given below which shows the gender equity.

S. No	Events	Boys	Girls
1	Sports	Athletics: 100m, 200m, 400m, 800m, 4x100 relay, long jump, triple jump, shot put, discus throw etc.	Athletics: 100m,200m, 400m, 800m, 4x100 relay, long jump, triple jump, shotput, discus throw etc.
2	Games	cricket, volleyball, football, kabaddi, kho-kho, badminton and chess	volleyball, throwball, kabaddi, badminton, kho-kho, and chess

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2. PLANNING AND MONITORING POLICY

The planning and monitoring board have been constituted with Secretary, Principal, Vice Principal, Internal quality assurance Cell, IQAC Coordinator, heads of the department, Librarian and Physical director. They meet every week on Monday and whenever needed.

1. Objectives

✓ To enhance infrastructure, modernize the laboratory, encourage research & development activities, Institute Industry Interaction (IIC), and entrepreneur development etc.

✓ To plan and monitor various activities to promote teaching learning process such as conducting symposium, seminar, guest lectures, workshop, national and international conferences.

✓ To plan for academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year.

✓ To encourage the staff development activities.

✓ To discuss feedback analysis report of stakeholders and suggests corrective measures.

✓ To evaluate various processes in the institution towards continuous improvement periodically.

2. Academic Planning and evaluation

✓ Each academic clubs and cells submit the annual plan of academic/co-curricular/extra-curricular activities with the proposed budget. The plan will be approved by the committee after review.

✓ The laboratory requirements like consumables, non-consumables and stationaries are prepared by the heads of respective department and submit it to the principal by third week of march.

✓ Before commencement of each semester, the course materials for all the subjects are prepared by the course coordinators and submitted to the principal after verification by the HoDs.

✓ Semester wise staff and students' development activities are planned in the department with their staff and submitted to the Principal by the HoDs.

✓ The stakeholders' feedback is collected for each semester and the quality analysis is made by IQAC. The poor feedback is identified and intimated to the concerned head. The corrective measures are taken by the head within a week.

✓ At the end of every semester academic audit is organised by IQAC for continuous improvement.

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The following audit points are carried out periodically.

- Timetable
- Syllabus Coverage
- Records of course plan
- Assessment pattern and marks
- Course materials
- Lab manual
- Quality of question papers
- Results of internal exams
- Verification of course outcome (CO) attainment
- Cocurricular activities
- Staff development activities
- Training for staff and students
- Placement
- Infrastructure development

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3. ADMISSION POLICY

SANCET is affiliated to Anna University, Chennai, and approved by AICTE. It clearly defines its admission policies and procedures that are fair, transparent, ethical, and making study accessible to a diverse range of prospective students. The College has developed a policy framework for undergraduate courses to assist students to be equipped and prepared for study, regardless of academic background. Number of sanctioned seats for each programme is given below.

Branch	Mechanical Engineering	Electrical and Electronics Engineering	Electronics and Communication Engineering	Computer science and Engineering
Seats	60	60	60	60

1. Responsibility

Principal, Vice principal and Admission Coordinator and the committee members.

2. Procedure for I year admission

SANCET admitted the students in two different modes. 90% of the students are admitted through the Directorate of Technical Education (DOTE) and remaining10% of students are admitted by management. The counselling code of the institution is **3860**.

a. Eligibility Rules

The eligibility criteria for the engineering admission is given below. A minimum pass percentage in HSC (both +1 and +2) or its equivalent is given below.

S. No.	Community	A Pass with Minimum average marks in Mathematics, Physics and Chemistry put together in +2
1.	General Category	45.00 %
2.	BC including BCM	40.00 %
3.	MBC & DNC	40.00 %
4.	SC/SCA/ST	40.00 %

(OR)

A minimum pass percentage in HSC (Vocational Subject: both +1 and +2) with any one of the Engineering related subjects namely Mathematics, Physics or Chemistry are given below.

Sl. No.	Community	A Pass with Minimum average marks in Mathematics, Physics and Chemistry put together in +2
1.	General Category	45.00 %
2.	BC including BCM	40.00 %
3.	MBC & DNC	40.00 %
4.	SC/SCA/ST	40.00 %

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Vocational Courses prescribed for B.E. / B. Tech. degree admission

Group Code	Name of the Vocational Subjects
2921	Basic Mechanical Engineering
2922	Basic Electrical Engineering
2923	Basic Electronics Engineering
2924	Basic Civil Engineering
2925	Basic Automobile Engineering

3. Procedure for lateral entry
a. Eligibility Rules

A minimum pass percentage in diploma or its equivalent is given below.

Sl. No.	Community	A Pass with Minimum average marks in Mathematics, Physics and Chemistry put together in +2
1.	General Category	45.00 %
2.	BC including BCM	40.00 %
3.	MBC & DNC	40.00 %
4.	SC/SCA/ST	40.00 %

(OR)

A minimum pass percentage in B.Sc. or its equivalent is given below.

Sl. No.	Community	A Pass with Minimum average marks in Mathematics, Physics and Chemistry put together in +2
1.	General Category	45.00 %
2.	BC including BCM	40.00 %
3.	MBC & DNC	40.00 %
4.	SC/SCA/ST	40.0

4. Fee Structure

The fee structure shall be decided based on the Anna University norms.

5. How to apply

Application forms can be submitted through online to the college. After online submission, a printout of the application along with the original certificates of the following documents shall be submitted directly or by post

6. Documents Required

1. Qualifying HSC/Diploma certificate
2. Mark lists of +1 & +2/ Diploma course
3. X mark statement for age proof.
4. Transfer certificate
5. Community certificate
6. First Graduate certificate
7. Income Certificate
8. Online payment receipt of Rs.500/ - in favour of SANCET.

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✓ Late applications/incomplete applications/applications without relevant original certificates will not be considered. Without further intimation to the candidate, the received applications are securitized by the admission cell and admission is given on merit basis.

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4. INSTITUTIONAL FREESHIP POLICY

The Congregation of the sisters of St. Anne, Trichy, founded St. Anne's College of Engineering and Technology in 2009. According to the congregation's motto, "Simplicity in Life, Service to the Poor", the college offers higher education in Engineering and Technology to the rural students and those who are less fortunate economically.

Keeping this in view, the college admits students from adjacent rural villages by offering discounted tuition in lieu of the government's suggested fees. Scholarship amounts ranged from 20% to 100% and also free ship to the students who are categorized under,

1. Meritorious Students
2. Single Parent Children
3. Economically weaker students
4. First Graduate Students
5. Students admitted under 7.5% Govt., School students' reservation quota
6. Sports meritorious Students
7. Students from our sister concern institute "Annai Velankanni Polytechnic College"

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5. HUMAN RESOURCE POLICY

SANCET recruits the staff members such as Principal, Professors, Associate Professors, Assistant Professor, Librarian, Physical director and non-teaching staff based on the qualifications recommended by the AICTE and Anna University.

1. **Procedure for Human Resource**
   o Every year the principal shall determine the number of staff needed for the upcoming academic year, in April.
   o He will obtain the staff requirement list from all the Head of departments.
   o He will consider appointing a professor to be the Head of every discipline in consent with Secretary, besides the number of Associate Professors and Assistant Professors required in accordance with the faculty student ratio (1: 20) prescribed by AICTE. If Professor is not in the particular department, he considers appointing an Associate Professor or Assistant Professor with more than seven years of experience to be the Head.
   o The recruitment procedure is followed as per the SAT HEI policy.

2. **Mode of selection of faculty**

   Direct recruitment to all cadres is based strictly on merit, following the given procedure.

   o Advertisements are issued in leading newspapers.
   o Applications are scrutinized by the selection committee.
   o Selection Committee constituted as per SAT norms.
   o Call letters for interview are sent to candidates indicating location, date and time for interview.
   o Selection committee shortlists the candidates for appointment.
   o Letters of appointment are issued to selected candidates based on norms.
   o The same procedure is followed for non - teaching staff also.

3. **Service conditions**
   o A person shall be deemed to have been appointed at St. Anne's College of Engineering and Technology in accordance with the existing AICTE or Anna University norms.
   o Every person appointed shall be certified to be with sound mental and physical health certified by an appropriate medical authority.
   o The pay scale of staff is fixed by the Selection Committee as per the College norms.

4. **Probation**
   o All selected candidates work under the probationary period of two years. After the completing the probationary period and if found satisfactory then he/she considered as regular staff. His/her service conditions will be governed by rules and regulations of the college.

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5. Increments

o Increment is given based on experience and qualification.

6. Promotion policy

o Promotion is issued based on staff eligibility and university norms.

7. Retirement and Relieving

o The retirement age for staff is fifty-eight, in accordance with college norms.

o If staff members want to quit the job, must submit the requisition letter to the Secretary through Principal before three months as per the terms and conditions of the Appointment. If they want to relieve immediately, should remit three months' salary.

8. Termination of the services of Staff

o The Management reserves the right to terminate the services of staff on medical grounds/ creating problem/criminal case/negligence of duty.

9. Norms for leave

o The staff of SANCET avail permission, causal leave, vocational leave, medical leave, maternity leave, restricted leave and on the duty. HOD would monitor and ensure that no class is left free without staff during above said leave.

(i) Casual Leave (CL)

o All Staff are entitled to 12 days of casual leave in a calendar year.

o Staff can avail one CL in a month.

o In case of accumulated CL in a calendar year he / she can avail 3 days CL at a stretch.

o Vacational and on-duty leave cannot be combined with CL.

o Half a day CL can be availed either in the forenoon or afternoon as per the college timings.

o CL can be availed only on prior sanction. In case of exigencies, the staff can avail CL and submit the leave form on the same day before 9.15 AM. It is the responsibility of the faculty to make an alternative arrangement for the classes.

o Leave register is maintained in the administrative office. This is monitored and checked by the Principal.

o Staff avail more than three days CL in a month must get prior permission through Principal.

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(ii) Vocational leave

- Faculties who have completed two years of service at SANCET are eligible for vocational leave of 30 days in an academic year.
- The non-teaching staff members who have completed two years of service at SANCET are eligible for summer vocational leave of 20 days [10 days for Attenders].

(iii) Medical leave and maternity leave

- Medical leave for illness is granted by the Secretary through the Principal with prior permission.
- Maternity leave is granted by the Secretary through the Principal with prior permission to a maximum of three months.

(iv) Restricted holiday

- Staff can avail restricted two restricted holidays from the list of Gazetted /restricted holidays.

(v) On the duty

- Faculty members are granted to access 12 ODs each semester; six for external examination duty, another six for attending seminar/workshop/conference, paper presentation, act as chief guest/resource person and PhD viva voce.

(vi) Permission

- Two one period permissions are allowed in a month in case of emergency purpose. If it exceeds it will be considered as half a day CL.

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6. EXAMINATION POLICY

The Examination Cell is headed by the Principal and supported by a team of examination cell members. The team consists of the senior faculty as a coordinator who is assisted by one faculty from each department. The major responsibility of the Examination cell is to conduct all the examinations (both internal and external examinations) in transparent and systematic manner.

1. Continuous Internal Assessment (CIA)

✓ The tentative schedule for Continuous Internal Assessment (CIA) is indicated in college academic calendar. Exact schedule is fixed by planning and monitoring committee according to the AU academic schedule and are conveyed to the staff and students through circulars and whatsapp groups.

✓ The course coordinator of each subject prepares a question paper based on the curriculum. Questions are taken in accordance with articulation matrix stated by Anna University and follow Bloom's Taxonomy. The Question Papers are securitized by head of the departments to check the standard.

✓ The soft copies of the scrutinized question papers are uploaded in the examination portal through the staff login three days prior to the commencement of CIA. The examination cell members make enough question papers prior to the examination.

✓ The invigilation schedule is prepared by the Exam cell and circulated to the faculty well in advance. The assigned faculty do the invigilation duty as per the schedule through exam cell whatsapp group. Hall arrangements and seating arrangements are prepared by the Exam cell members.

✓ Answer scripts are collected by the invigilators and handed over to the Exam cell along with attendance sheet after the exams. Exam cell hands over the answer scripts to the corresponding faculty within a day. The retest will be conducted by the course in charge, if required.

✓ In the beginning of each semester, exam cell prepares the stationary requirements and forward this to the administrative officer after approval of Principal.

✓ The grievances of CIA must be registered in the grievance register through their respective department exam cell member. Exam cell co-ordinator will convey to the respective staff member to do the needy corrections.

✓ Marks need to be entered in the website on or before the next day by the course coordinator. Marks statements will be verified by the course coordinator, head of the departments and the Principal before uploading the same to the CoE portal.

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2. **Anna University Examination**

   ✓ The end semester examination is conducted for all courses by the Anna University (AU).
   ✓ AU end semester examination is conducted for three hours. The invigilation schedule is prepared by the exam cell based on the time table sent by the Anna University. The assigned faculty member should perform the invigilation duty as per the schedule.
   ✓ Hall wise seating plan are prepared and displayed in the notice board.
   ✓ The timings and procedures are strictly followed as per the directions of Anna University.
   ✓ The grievances of end semester examinations are carried out as per AU norms.

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7. RESEARCH POLICY

The SANCET shall have a quality research policy which is a guideline for the staff, students, and other concerned personnel with the following objectives.

1. To encourage faculty members to get research projects from funding agencies like TNSCST, SERB, DRDO, DST, ISRO, DBT etc.
2. To create and provide seed money for research projects.
3. To avail the facility for testing and experimentation.
4. To organize and participate in technical workshops, seminars, and conferences with financial support.

1. Sponsored / funded research from external agencies

Government agencies like TNSCST, SERB, DRDO, DST, ISRO, DBT, etc., provide institutional overhead cost and other project costs like equipment, materials, consumables, travel etc., for carrying out sponsored research activity. The overhead amount is 10% of total project cost which is given to the institute.

2. Institute Funded Projects

Students can submit the research proposal to the management for financial assistance. The problems within college are identified and the solutions are given. The management will approve the proposal for seed money after getting approval from the expert committee.

3. Consultancy

Whoever utilise the infrastructure facility of the college may get the approval from Secretary, Principal and HoDs. Collected revenue for testing and experimentation will be given to management. The professional expertise and knowledge of the faculty may also be utilised by outsiders. 20% of revenue for consultancy work shall be reimbursed to the management.

4. International Journal publication

Quality of research work is judged by the publication of work in reputed journals. Faculty members are advised to publish their research work in the indexed journals like Scopus, WoS, SCI and UGC care list minimum one paper for a year. Research and development cell ensures the indexing of the journal.

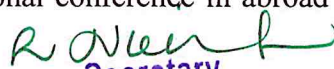## 5. Participating Workshop, FDP, International Conference (within India) by faculty

Faculty members are motivated to attend conferences, workshops, seminars and FDPs to enhance their subject knowledge and skills. They can avail 6 days on the duty per semester for attending above technical events after getting the approval from the concern HoD for the financial support and with the consent of Principal. If it is not utilized properly, it should be reimbursed.

6. Attending International Conference (abroad)

Faculty members are encouraged to participate international conference in abroad to present paper once in three years.

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IT POLICY

1. Purpose

IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, Staff, Management and visiting Guests. Information Technology resources consist of the hardware, software, networks and media for the collection, storage, processing, transmission and presentation of information as well as related services.

The college has adequate facilities of information technologies that provides clarity and ensures efficient, effective and consistent operations. The entire college campus is connected through fiber optic network which ensures reliable connections at all the time. Internet facility is available in all the blocks of the institution, library and all the laboratories within the campus. A team of in-house staff IT TEAM takes care of the IT and related needs of the campus such as software, hardware and networking, website designing and hosting, e-mail, printer, scanners and CCTV. IT Team comprises of System Administrator, System Analyst, Website Coordinator and Assistants.

The institution is equipped with 376 computers which are internet connected, besides having LCD projectors and smart boards in all the class rooms. The college has 580 Mbps internet connectivity with wired and Wi-Fi hotspots with extenders. SANCET regularly updates the internet connection every year and as of now, the available band width is 180 Mbps provided by BSNL that is latest renewed in 2022. A second back up line by STAR Wi-Fi is provided with bandwidth of 400 Mbps.

In order to secure the network and system, System Administrator has been taking appropriate steps by installing antivirus software for protecting the system from viruses, malware and threats. The clear and defined IT policies are needed to convince users about the steps that are taken for managing the network and IT resources.

2. Objectives

Each user of the College Information Resources must ensure that it is used for promoting the mission of the College towards teaching, learning, research and administration. In particular, the major objectives of the IT policy are:

- To ensure the integrity, reliability, availability and superior performance of the College IT

Systems.

- To confirm that the IT resource protects the official e-identity of an individual allocated by the College.

- To establish that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

The institute IT Policy applies to technology administered by the institute to information services provided by the institute administration, or by individuals of the institute community, or by authorized visitors on their own hardware connected to the institute network. This IT policy also applies to the resources administered by the College such as Departments, Laboratories, Library, Office of the institute, Exam Cell, Staff residence and Guest room wherever the network facility is provided by the institute.

All the staff members, students, departments, authorized visitors and others who may be granted permission to use the Institute's Information Technology infrastructure, must comply with the guidelines. The institute has always given priority for up-gradation of IT facilities. Regular updating in facilities is done at the institute.

3. Purchase and installation policy

Any computer system, peripheral devices and software purchases made by the individual department should make a written request to Principal and approved by Secretary. Then it is purchased by Purchase Committee. The respective department HOD has to get quotations from three various companies, prepare and submit the comparative statement to Purchase Committee. They purchase the products from the company based on comparative statement. The department receives the system, peripheral devices and software from the Purchase Committee.

System Administrator maintains a record of computer identification names. Such computer identification names follow the convention that comprises the College Name abbreviation/Department name abbreviation/device name abbreviation/serial number and UID Number. When a new system is bought for our institution, IP address allocation is done by System Analyst.

When any fault/failure/deviation is found in any of the system in the institution, it should be made complaint to System Administrator by the Head of the Department. System Administrator

instructs the System Analyst to attend the complaints related to any maintenance related problems for all the computers and software that are purchased by the college.

4. Network (intranet & internet) use policy

Network connectivity provided through an authenticated network access connection or Wi-Fi is governed under the Institute IT Policy. The System Administrator and System Analyst is responsible for the ongoing maintenance and support of the Network. Problems within the Institute's network should be reported to System Administrator and System Analyst rectifies the problem.

Any computer that will be connected to the institute network should have an IP address assigned by the System Analyst. Further, each network port in the laboratories from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location. As and when a new computer is installed in any location, the concerned user has to take IP address allocation from System Analyst. An IP address allocated for a particular computer system should not be given to any other computer.

5. E-mail policy

In an effort to increase the efficient distribution of critical information to all staff members and the Institute's administrators, it is recommended to utilize the institute's e-mail services, for formal Institute communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. To create an official e-mail, a faculty member has to submit the requisition form with the approval of principal to the web site coordinator. Staff members may use the e-mail facility by logging on to http://mail.stannescet.ac.in with their User ID and password. A user may contact website coordinator for obtaining the college's e-mail account. This facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.

6. Social media use policy

Socialmedia is a useful tool for communications. It is an effective means to encourage participation, engagement and sharing. Our institution Social media is maintained and monitored by Web site Co-ordinator. He is the responsible to post the event/content in the social media. Our institution social network sites are:

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Twitter ID: https://www.twitter.com/@stannescet_prt

Facebook ID: https://www.facebook.com/stannescet2009

Insta ID: https://www.instagram.com/stannescet_prt

YouTube Channel: https://www.youtube.com/@stannescet_prt

7. Database policy

The Policy relates to the databases maintained by the college administration under the college's e-Governance. Data is a vital and important resource for providing useful information. Its use must be protected even when the data may not be confidential. SANCET has its own policies regarding the creation of databases and access to information as well as a more generic policy on data access.

Department and Exam Cell needs latest information from the Administrative Office for providing IT facilities to the new members of the institute and for withdrawal of these facilities from those who are leaving the institute, and also for keeping our college web site up-to-date in respect of its contents. Administrative Office also provides information of new enrolment of students and removal of student names from the list to the Department and Exam Cell.

When a new staff member is joining in the institution, then it should be entered into the college web portal and DSpace repository maintained in the library with the permission of Principal and Secretary. While relieving from the institution, staff member details should be removed from the database.

Some general policy guidelines and parameters for departments and administrative data users:

- The college data policies do not allow the distribution of data that is identifiable to a person outside the college.
- Data maintained in the College database should be used for internal college purposes only.
- Students and Staff members personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the College Principal.
- All reports for AICTE and Anna University will be prepared/compiled and submitted by the IQAC Coordinator of the College, with the help of other wings.
- Tampering with the database by the department or individual user comes under violation of IT policy. Such data tampering actions by a member of the college community or outside members will result in disciplinary action against the offender by the college authorities.

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8. Website policy

A website reflects an institution's identity and is often the first point of contact for others. Our institution's website is undoubtedly one of the best places to showcase the culture and qualities, helps in online conversation and create a virtual campus experience for potential prospects. It offers powerful opportunities for expanding its global reach and reputation.

An official web site of our Institute is http://stannescet.ac.in.The Website Co-ordinator maintains the official web site of the institute. All the Departments, College administration, Exam Cell, Various Cells and Clubs may have pages on SANCET's official Web Site. Our college website organizes and maintains the following data:

- o Student Information System
- o Staff Management System
- o Fees management System
- o Hostel Management System
- o Instrument Maintenance System
- o Exam Management System
- o Alumni Management System
- o Library Management System
- o Administrative Management System
- o Website Management System
- o Feedback Management System

All the events should be posted in the college web site/college social media before three days of the event. The event report should be uploaded in the college web portal in the next day of event with approval of Principal. Simultaneously event photos are also uploaded in Gallery. The following persons are responsible for submitting the event report to the Web site Coordinator:

Department events   : Department Web site In-charge.

Common events   : Vice Principal

Cell/Committee Events   : Cell/Committee Coordinator

9. Guidelines for desktop users

The guidelines are meant for all members of the SANCET Network User Community. College IT Policy has put together recommendations to strengthen desktop security and to avoid

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hacker activity on campus.

All the desktop computers in Departments, Administration Office, Library and Exam Cell should have the latest version of antivirus K7 Antivirus (PC) and should retain the setting that schedules regular updates of virus definitions.

When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an on-going basis. The password is set to all the desktop systems. Passwords should be changed periodically and also when suspected that it is known to others.

10. Video surveillance policy

The system comprises of 48 fixed position cameras, Monitors, Digital Video Recorder and Storage device. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of buildings. An effort has been made to ensure maximum effectiveness of the system to guarantee that the system will detect every incident taking place within the area of coverage.

The system has been installed by college with the primary purpose of reducing the threat of crime generally, protecting institute's premises and helping to ensure the safety of college properties, equipment, staff, students and visitors consistent with respect for the individuals' privacy.

Images captured by the system will be monitored and recorded in the Security Control Room, "The Control Room" twenty-four hours a day throughout the whole year. No unauthorized access to the Control Room will be permitted at any time. Access will be strictly limited to the authorized members of management, with the permission of the Secretary. Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorization from the Secretary of the College.

11. Backup and maintenance

One of the most critical functions of any institution is their ability to recover, restore and retrieve data that is lost/damaged/compromised. An institution without data or the ability to protect its data faces serious issues with longevity and validity. Data can be lost through a number of mediums. The most common reasons for data loss include accidental deleting files/formatting drives, viruses and malware, damage or loss of hard drives, power failures and fire/natural disasters.

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A data backup policy helps our Institution to determine, what information is backed up, when and how often. It describes how backups are administered and maintained, and details of the person who is responsible for their management.

An Individual user should perform regular backups of their vital data. System Administrator should take the back up of staff detail, student detail, fees details and college accounts in a regular basis which is maintained in Administrative Office. The data maintained in our college web site are backed up by Web site Coordinator. The College library data should be backed up by Librarian frequently. Exam Cell Coordinator is the responsible for taking back up of Internal exam details and university exam details. All the data backup activities should be monitored by System Administrator. All the users of college are encouraged to maintain independent back-ups of their important personal data.

The computer system, Printer, UPS, Smart Board, Internet Connection and system peripherals are maintained by System Administrator. The College automatic electronic bell and xerox machine are maintained by Campus Supervisor. Intercom Connection and CCTV are maintained by IT team Assistants. If there is any failure or disconnection on those equipment, then raise the complaint through college web site and complaint is sent to administrative officer through mail. Administrative officer will take necessary action on it.

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APPENDIX I

Requisition Form for E-Mail Account

1. Full Name   : _____

2. Designation   : _____

3. Department   : _____

4. Mobile No.   : _____

5. Existing Mail ID   : _____

Date: **Signature of Applicant**

                                                Approved by the Principal

############.......Website Co-ordinator Use only...............

The   following   email   ID   is   created   for   Prof. /Dr. /Mr.

/Ms._____on @stannescet.ac.in.

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APPENDIX II

Requisition for CCTV Footage

1. Name of Applicant   : _____

2. Employee / Student ID   : _____

3. Department   : _____

4. Mobile No.   : _____

5. Email Mail ID   : _____

6. Date of Footage   : _____ Time : From _____ To _____

7. Camera Location   : _____

8. Description/Purpose   : _____

Date: **Signature of Applicant**

Approved by the Secretary

CCTV Footage is given to Applicant.

R Newt

Secretary,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur - Post, Panruti -TK
Cuddalore-Dist, -607 110

9

Signature of System Administrator

R Newdesk

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore (Dist), Pin: 607 110.

9. PROCUREMENT POLICY

The Procurement policy applies to SANCET sets out the framework of sustainable measures in purchase of products and services. The policy applies to any person or entity engaged in the purchase of products and services on behalf of the institution.

1. Objectives

- ❖ Procurement practices to be aligned with organizational mission, strategic priorities, and principles of sustainability.
- ❖ Promote best practices in procurement with optimal and prudent utilization of goods and services in efficient, economic and transparent manner.
- ❖ To prepare the annual procurement plan of the institution in consultation with the purchase committee.
- ❖ To supply the necessary lab equipments, softwares, library books and consumables whenever they required.

2. Purchase Committee

- ❖ The purchase committee shall consist of Secretary as the chairperson, Principal, Purchase officer, HoDs, and the administrative officer. The Purchase officer may be a senior religious or lay staff, is appointed by the Secretary in consultation with the Principal.
- ❖ The purchase committee gets the required lab equipment, software, library books and consumables from the head of departments for the forthcoming academic year in the month of March to prepare the budget.

3. Purchase procedure

a) Non-Centralized Goods / Services

- ❖ Every purchase should be initiated on receipt of a written requirement/ requisition with the detailed specification from the HoDs.
- ❖ In consultation with the staff of the department, the head of the departments give the list of equipment with specifications to be purchased within the allotted budget along with details of three companies to the Secretary through the Principal.
- ❖ The secretary decides the company and the purchase officer places order to the selected company. The purchase officer ensures that the company delivers the equipment in good condition and in time and gets the approval of the HoD regarding the condition of the equipment, and recommends for payment to the secretary.

b) Centralized Goods / Services:

- ❖ The centralized goods include computers and accessories, stationery, electrical items, furniture, amplifier, fixtures, raw materials, AC, refrigerator, carpentry items, purchase of sports materials, fittings, plumbing materials and printing of pamphlets.

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❖ The purchase of the Centralized Goods / Services valuing less than Rs.5,000/- may be made at their fixed rates without the call of quotations with the due sanction of the amount of expenditure by the Secretary through Principal. The items include:

- ✓ Stationery
- ✓ Electrical items - Materials for Internet, amplifier, and Electric cables
- ✓ Raw materials
- ✓ Carpentry items
- ✓ Printing of pamphlets

❖ Stationery shall be supplied generally by the Institution for which the HoDs shall send an indent to the AO through the Principal and Secretary. The supply will be made according to the requirements.

❖ All purchases shall be made on credit/ bill basis. However, payments less than Rs. 5,000/- may be in cash and all payments equal and above Rs. 5,000/- is done through bank RTGS only. Payments made against delivery after satisfactory installation and inspection report where the suppliers do not agree to make supply on credit. To ensure that the firm does not hesitate from supplying the material on bill basis, and to enlist their full cooperation and earn good will, the payment of all bills shall be made within the stipulated period.

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Cuddalore-(Dist), 607 110.

Secretary,
St. Anne's College of Engineering & Technology,
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10. MAINTENANCE POLICY

St. Anne's College of Engineering and Technology (SANCET) provides an extensive infrastructure for providing quality education. This document provides a management framework and procedure for the maintenance of existing infrastructure facilities by general maintenance, IT maintenance, laboratory maintenance, and transport maintenance.

1. Maintenance Procedure

A customized CEEMS ERP: https://stannescet.ac.in/cms/ is exclusively created for maintenance. They are,

- ✓ Administration Portal for general maintenance
- ✓ Web Management Portal for IT maintenance
- ✓ Instrument Management Portal for lab maintenance
- ✓ Administration Portal (Transport) for transport maintenance

For any request of service / maintenance, the staff has to login to their account and register the complaint by using:

Home → Maintenance → New Maintenance → write their request.

Based on the category of maintenance the request will be sent to the following in charges.

- • General maintenance request goes to Administrative officer.
- • IT maintenance request goes to System administrator.
- • lab maintenance request goes to Purchase officer.
- • Transport maintenance request goes to transport manager.

After the maintenance is done, the status will be updated in the respective maintenance portal by the concerned in charges. The same can be viewed in staff login.

Home → Maintenance → Maintenance status

1.1 General Maintenance

- o Administrative officer receives the general maintenance request such as building maintenance, electrical, plumbing, carpentry, campus cleaning and the same is directed to the respective skill assistances and housekeeping.

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o Electrician shall be responsible for the uninterrupted power supply and maintenance of generator sets, lightings, power distribution system, solar panels etc. maintenance of water plumbing plants, sewage and drainage is undertaken by plumber and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, and cafeteria by administrative officer. Housekeeping services is done by housekeeping team during day time in all days.

o Playgrounds are maintained by the Physical director under the supervision of AO. Levelling the playground is done annually during vacation.

1.2 IT Maintenance

o System administrator receives the IT maintenance request and the same is directed to the System analyst. The computers, UPS facilities, projectors, smart board, Wi-Fi, networking, and air cooler is maintained by the System administrator.

1.3 Lab Maintenance

o Purchase officer receives the lab maintenance request and the same is directed to the lab assistants / electrical engineer based on the request. Lab assistants shall be responsible for the proper operation of lab equipment's. External Service Provider (ESP) is called for maintenance in case of complex issues in the lab equipment. Maintenance of library is undertaken by library support staff under the supervision of Purchase officer.

1.4 Transport Maintenance

o Transport facilities are monitored and maintained by the transport officer with the help of transport manager and the supporting staff. Annual maintenance of all vehicles is done promptly on the due date of Fitness Certificate (FC).

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11. GREEN AND ENVIRONMENT POLICY

1. Scope

- To maintain clean and green environment and to provide environment friendly and conserve green campus.
- To maintain a beautiful landscape with plants and trees in the college premises.

2. Policy

- SANCET maintains the campus clean and green that gives healthy environment to effective teaching learning experience among the students and staff. The institution strives to root environmental awareness in the minds of the students. The following initiatives are taken by the institution.

a. Green initiatives

- Two gardeners are appointed to maintain plants and trees regularly in the campus.
- The butterflies park, Avian park, herbal garden, Orchard, Green Canopy-Oxygen park, grass land and arboriculture are maintained inside the campus to conducive learning
- Eco club is established to promote green and environment related initiatives. The resource person to SANCET is encouraged to plant a tree to make the environment green.

b. Environment related initiatives

- Rain water harvesting tank is available in the campus to harvest rain water.
- Roof rain waters are directed to the garden.
- Solid wastes are converted as manure and it is used for plants.
- Over flow water from tanks are diverted to garden.
- E-communication is promoted for paperless work to diminish paper waste.
- Six house keepers are appointed for maintaining the campus clean.

Secretary,
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Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

12. INTERNSHIP POLICY

The students' of SANCET are provided opportunities to find solutions for the real time problems through internships. An internship may be paid, unpaid, or paid for part of the time. The policy highlights the standard operating procedures (SoPs) that must be followed by the students.

## 1. Available internships to Students

a. In-house Internships
✓ Internship offered by faculty member (Inter/ Intra-department) or management.

b. External Internships
✓ Industry Internship with/without Stipend
✓ Government Internship

2. Structure for arranging Internship:

Training and Placement coordinator and the committee is responsible for arranging and monitoring the internships. The structure for arranging internships
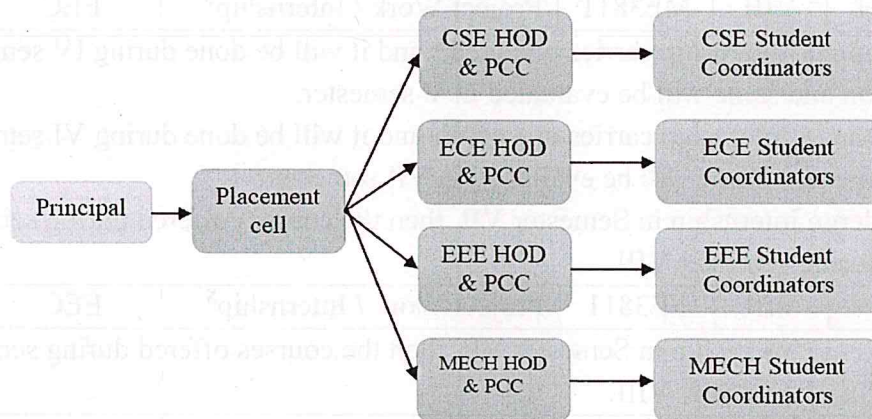
*PCC - Placement Cell Coordinator (Faculty Member/s)

3. Role and responsibility of Placement Cell, Department Placement Coordinator (DPC) and Student Coordinator

a. Placement Cell
o Identifying internship opportunities with different industries, startups, outside institutes and Government organizations etc.
o Sharing available opportunities to the students, facilitating on campus / off campus / online selection process for companies hiring interns.
o Maintain internship track, record and statistics department wise.

b. Department Placement Coordinator (DPC)
o Monitors the student's internship progress and update the same to Placement Cell
o Assigns & monitors the duties of Student Coordinators.

c. Student Coordinator
o Assist DPC to monitor, track and collect the information of internships.
o Assist placement cell in conducting campus / online selection process for internships

[1]

o Assist DPC to prepare and validate the internship statistics.

4. Internship Duration and Academic Credentials:

o The following framework is formulated to offer academic credit for the internships undergone as part of the programme. Credits of Internship/ Project work is necessary to be earned by student to complete B. E. degree programme in regulation 2021 of Anna university.

o The students in the Departments of Mechanical, ECE and CSE mandatorily complete the internship/project work with the total credit of 12 and the department of EEE mandatorily complete the internship/project work with the total credit of 10 as per the regulation 2021 of Anna University.

o The following schedule is followed for the Internship course as per the regulation.

S. No	Dept.	Sem.	Course Code	Course Title	Category	Credits
1	MECH	V	ME3511	Summer Internship*	EEC	1
2	MECH	VII	ME3711	Summer Internship#	EEC	1
3	MECH	VIII	ME3811	Project Work / Internship$	EEC	10

*Two weeks Summer Internship carries one credit and it will be done during IV semester summer vacation and same will be evaluated in V semester.

#Two weeks Summer Internship carries one credit and it will be done during VI semester summer vacation and same will be evaluated in VII semester.

$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.

| 4 | EEE | VIII | EE3811 | Project Work / Internship$ | EEC | 10 |

$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.

| 5 | ECE | VII | EC3711 | Summer Internship# | EEC | 2 |
| 6 | ECE | VIII | EC3811 | Project Work / Internship$ | EEC | 10 |

If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.

$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.

| 7 | CSE | VII | CS3711 | Summer Internship# | EEC | 2 |
| 8 | CSE | VIII | CS3811 | Project Work / Internship$ | EEC | 10 |

If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.

$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.

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5. **Guidelines for Students**
   o Various Internship opportunities will be announced by Placement Cell from time to time through circular or whatsapp group. Interested students can apply for the internships with permissions from HOD/DPC and Placement Cell.
   o Recommendation letter for the external internship will be issued by Principal.
   o Student should submit the offer letter and joining confirmation mail received from industry to the DPC before joining the internship.
   o Students should submit internship report and certificate to DPC after completion of internship.

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Secretary,
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ANGUCHETTYPALAYAM,
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Cuddalore-Dist, 607 110.

13. GRIEVANCE REDRESSAL POLICY

St. Anne's College of Engineering and Technology (SANCET) aspires to provide a good ambiance for students' development and advancement. Discipline may be taken against a student if their behaviour stops others from feeling safe, secure, respected, and able to learn well. Goals of the policy are to establish a clear process for staff and students to follow and guarantee that all cases of student misconduct are handled fairly and consistently for their safety.

1. Grievances and Redressal Mechanism

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

1.1 Composition of Grievance and Redressal Cell (GRC)

1. Principal
2. Vice-Principal
3. Grievance and Redressal Coordinator
4. Member
5. Member
6. Non-teaching Staff Member
7. Students

1.2 Functions of GRC

1. It provides information about the Cell's objectives and mode of operation through the website.
2. It informs students of the process for registering of grievances in the Induction Programs.
3. It acknowledges and analyses the grievances.
4. It reports the grievances and records how they were redressed.

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5. The procedures made known through the Website link, given to each student at the beginning of every academic year and in the counselling classes taken by the class-in charge teachers and class counsellors.

1.3 Procedures

The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:

➢ Academic issues pertaining to teaching, learning and evaluation activities.

➢ Student-teacher, student-student grievances

➢ Grievances related to library, canteen and IT services.

➢ Grievances related to sports, cultural

➢ Grievances related to behaviour of stakeholders

1. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.

2. Department level counselling is offered where the matter can be resolved.

3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ Principal level.

4. For other grievances that require review shall be redressed by receiving written and signed application.

5. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the principal for further action to be taken.

1.4 Redressal of Grievances

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

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1.5 Analysis of feedback on redressal

➤ Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways.

➤ Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally

➤ The complaints and suggestions are forwarded to the principal for suitable action and many corrective measures will be taken wherever possible.

➤ Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities especially Vice principal aid in resolving the issue.

➤ College has a separate examination cell, an academic monitoring committee, an admission cell, an anti-drug cell and an anti-ragging cell. The details of the committee members are available on the website.

➤ A suggestion box is kept to receive grievances, other than web portal.

➤ Students also meet their counsellors and get their problems addressed, separately first and then together, if required.

➤ When student feedback was collected on campus services, the complaints appeared to be related to infrastructure constraints and some related to the library, which have been attended to.

A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore, the problem is better addressed by mentors, discipline committee convenor and the principal. If serious issues are identified, the concerned teacher or other persons involved are informed to the principal and secretary. The team of counsellors on campus helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.

2. Internal Compliant Committee

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (AICTE) has issued circulars since 1998 to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities.

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Keeping the above guidelines in mind, the institution has constituted a committee against Sexual Harassment. The cell considers sexual harassment to include unwelcome sexually determined behaviour whether directly or by implication such as

> ➢ A demand or request for sexual favours.
> ➢ Sexually coloured remarks.
> ➢ Showing of pornography.
> ➢ Eve-teasing
> ➢ Unsavoury remarks.
> ➢ Jokes causing or likely to cause discomfort or embarrassment.
> ➢ Gender-based insults or sexist remarks.
> ➢ Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
> ➢ Touching or brushing against any part of the body and the like.
> ➢ Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
> ➢ Forcible physical touch or molestation
> ➢ Physical confinement against one's will and any other act likely to violate one's privacy and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

2.1 Procedure is followed as given below

> ➢ 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 day from such direction or such other time period that the committee may decide.
> ➢ The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of one day from such direction or 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.

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➤ 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.

➤ As far as practicable, all proceedings of the committee shall take place in the presence of both the 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 endeavours to complete its proceedings within a period of seven (2) 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, within a period of two (2) 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 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:

   o Warning
   o Written Apology
   o Bond of good behaviour
   o Adverse remarks in the confidential report
   o Suspension
   o Dismissal
   o Any other relevant mechanism

➤ 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, 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.

2.2 Disciplinary Code

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice in connection with examinations, in the opinion of the authorities will be removed from the rolls GRC shall make an enquiry and passed the report to the Disciplinary committee. The Principal shall decide the action to be taken further.

2.3 Minor Sanctions

- **Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for her/his act, undertaking that she/he shall not indulge in such or any of the prohibited behaviour, in future.

2.4 Major Sanctions

- **Suspension:** A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.

- **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the institution. Such a student will not be eligible for readmission in the institution.

3. Anti - Ragging Committee

Ragging is prohibited under the Tamil Nadu Prohibition of Ragging Act, 1997 and it is also punishable under various provisions of the Indian Penal Code, 1860. The regulators of higher education like AICTE have also noted promptly by making the necessary rules and regulations to curb the menace of ragging in all the educational institutions.

Its body at Institutional level has to establish measures for prohibiting, preventing and punishing activities of ragging menace within and outside the campus in accordance with AICTE regulations, supreme court directives and the Tamil Nadu prohibition of ragging act, 1997. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3.1 Composition of Anti-ragging committee

The College has constituted a committee as the Anti-Ragging Committee headed by the Head of the institution, and a diverse mix of faculty, senior students and non -teaching staff to avoid any form of conflict that could take the ugly form of ragging.

3.2 Functions of Anti-ragging committee

1. The cell coordinator and members significantly act to ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.

2. To keep tabs on the happening of events related to, in campus or off - campus or other designed places in the premises

3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

4. To monitor and observe the functions and performance of the Anti-ragging committee in prevention and curbing or ragging.

5. To conduct an on-the-spot enquiry into any incident of ragging referred to it by the head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the anti-ragging committee for action under clauses (a) of Regulation 9.1 of UGC and regulations of AICTE. Also, to monitor the welfare of fresh students outside the campus.

6. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of having the potential of ragging and shall be empowered to inspect such places.

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3.3 Administrative action in the event of ragging

The institution shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.

2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.

3. Further SANCET can refer to the affiliating university to act according to the AICTE Regulations and the Tamil Nadu prohibition of ragging act, 1997 on curbing the menace of ragging.

3.4 Punishments

As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging

➢ Withholding of scholarships, fellowships and results

➢ Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution

➢ Withdrawing benefits like travel concessions and campus selections

➢ Suspension or expulsion from hostel or mess and also attending classes

➢ Cancellation of admission or rustication from the Institution

➢ Registration of FIR against the accused and prosecution under the Indian Penal Code, 1860.

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Cuddalore-(Dist), 607 110.

Secretary,
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ANGUCHETTYPALAYAM,
Siruvathur-Post, Panruti-Tk,
Cuddalore-Dist, 607 110.

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14. TRAINING POLICY

1. Training policy for staff

Training policy for faculties in SANCET is prepared using the direction given by AICTE. The training need of faculties in their career can be given for the following categories

> ➢ Faculty Induction Program to be conducted initially after joining the institute.
> ➢ Programme like training for unique requirements at different career levels.

i. Purpose

> ➢ To determine the training requirements for various categories of faculties and career stages, taking into account what is expected of a good faculty and the environment for technical education.
> ➢ To establish guidelines on the organization and quality of the training programme at various levels.
> ➢ To improve the qualities of the faculty by utilizing the right resource people and resource material.
> ➢ To learn about the latest technological trends through industry institute interaction cell.
> ➢ To create an academic and research culture in the institute that is technology focused.

ii. Policy

In the beginning of every academic year a general orientation program is arranged for the staff. Faculty development program is arranged once a year for the betterment of staff.

> ➢ Motivating the staff to attend various Refresher Modules, FDPs for knowledge updating and latest technology developments.
> ➢ Imparting the basic understanding of good teaching practice, outcome based education.
> ➢ Orientation about importance of various activity resulting into appraisal.
> ➢ Awareness about role and responsibility of the faculty in view of smooth working through hierarchy as per organizational chart of the institute.
> ➢ Training for research guidance, sponsored project planning and conduction of consultancy etc.
> ➢ Guiding to organize conferences, workshops, symposia etc.

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> ➢ Guiding for necessary record keeping work in view of evaluation by various bodies such as NAAC, NBA etc.

2. Training Policy for students

"Interpersonal and soft skills can improve one's communication and life". Keeping this belief at the core of the education system, SANCET provides for a strong foundation for the holistic development of students.

To make the students corporate ready, the first year curriculum focuses on laying a foundation on English language skills. From the second year, all fourth Saturday training is given in communication, aptitude, sports and cultural. The training focuses on self-management and people skills, which include program on general aptitude, personality development, presentation skills, goal setting, confidence building, conflict management, team building and decision making.

SANCET aims to give a pre-placement training which focuses on interview skills, group discussions and work ethics to increase placement rate. To enhance the level of professional and technical education, SANCET is implementing a mandatory training for all the students.

1. Preparation of outcome-based placement training and mandatory internship.
2. Planning to encourage new and emerging fields with high employment potential.
3. Going to initiate the startups.
4. Students are motivated to attend training program in startups
5. Encouraging the students to participate in Smart India Hackathon.
6. Students are encouraged to attend the skill development program.
7. Arranging training programs for competitive and GATE exams and they advised to use material in the library.

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Cuddalore-(Dist), 607 110.

Secretary,
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ANGUCHETTYPALAYAM,
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15. PLACEMENT POLICY

1. Vision

To train the students on competencies and employability skills to become part of top-notch companies

2. Roles and Responsibilities of Placement Cell

Students are informed to register in placement cell for placement and they are divided into groups for pre-placement training to equip them with the vital job skills. The placement cell prepares the students to face campus interviews imparting training on holistic development skills and it plays vital role in:

➤ Collecting, maintaining and updating the data of students and list of companies.

➤ Preparing the eligible list of students from different disciplines.

➤ Gathering information about job-fairs and employment opportunities.

➤ Providing information to the students about pre-placement activities, job opportunities and publish the campus selections in notice boards, placement portal and college website.

➤ Organizing training programme by outside trainers

➤ Networking with leading companies for Internships and Campus selections

➤ Conducting on and off campus Interviews

➤ Acting as an interface between the selected students and the recruiters.

➤ Doing the post placement analysis and take remedial measures for non-selected students.

➤ Distributing appointment letters of the company to the students and collecting acceptance letters from the students and dispatch to the company.

3. Policy

➤ The campus will be visited by the company by the following 2 categories.

Category A: Companies offering CTC (Cost to Company) > INR 3 LPA

Category B: Companies Offering CTC >= INR 2.4 LPA to 3 LPA

➤ As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session and will not be allowed to appear for any other company.

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➢ A student can appear for a Company of Category-A on campus under either of the following cases:

➢ Student has not been placed in any Company.

➢ Student has placed in Category B company

➢ A student can have a maximum of 2 jobs excluding teaching or technical support job.

➢ Students having a Pre-Placement Offer (PPO) from a company must inform the Placement Cell about the acceptance or rejection of the same. In case any student does not inform the placement Cell about the same, he / she will be considered to accept the offer and will not be considered for further placement procedure according to policy.

➢ Student rejecting a PPO will be allowed to apply the companies which offering CTC greater than the CTC of the PPO.

➢ Companies will be invited and the campus drive scheduled by the Training and Placement Cell (TPC) on the basis of the following parameters:

  ❖ Job profile and growth prospects.

  ❖ The package being offered to the student.

  ❖ Past record of recruitment at SANCET.

  ❖ Feedback from the Alumni regarding the company.

➢ Student found adopting any kind of unfair activities in placement procedure, the student will be debarred from participating in recruitment process.

➢ It is compulsory for every interested candidate to attend the PPT (Pre-Placement Talk) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.

➢ Students must keep their Identity Card with them at the time of Interview and produce the same when demanded by visiting team or TPC staff. Candidates may carry 4 copies of their resume and 2 passport size photographs for their Interview.

➢ Students are not allowed to use mobile phones in the vicinity of a company official. They are expected to maintain decorum in all interactions with company officials. They should reach for Interview on time. Also, they will not be allowed to leave the hall before the PPT is completely finished.

➢ After getting placement no student will directly contact any company official for any purpose. All communication should be channelized through placement coordinator of training and placement Cell

Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,

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Secretary,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-Post, Panruti-Tk,

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16. LIBRARY POLICY

St. Anne's College of Engineering and Technology (SANCET) central Library has good infrastructure and digitalized. It is located at Annai Annammal block in the Campus. All the library database are maintained by using Nirmal software and OPAC is used as search engine. The Library is kept open from 9.00 AM to 6.00 PM. All the Staff and Students of SANCET are the active members of central library. Books are issued by scanning the barcode that is printed in the Identity cards.

1. Purchase of books and Journals

Every year books are purchased as per the norms of Anna University and AICTE. National, international and E-journals are subscribed for each department in the beginning of every calendar year.

2. Issue of books

1. Two books are issued to students and non-teaching staff members for a period of 14 days. Five books are issued to the teaching staff, for a holding period of 30 days.

2. Reference Books, Encyclopedias, Hand Books, Dictionaries, Periodicals, Student Project Reports, and Back Volumes are not issued to Students and Staff.

3. As the members received the books must ensure that the books are in good condition before leaving the counter. If there is any damage/marking should be immediately reported to the Librarian, failing the member to whom the book was issued will be responsible.

3. Renewal of books

1. Two renewals are permitted if there are no reservations against these books. Books must be presented physically at the library counter and get the new date impression for renewal.

2. Absence will not be accepted as an excuse for the delay in the return or renewal of books.

4. Return of books

1. Members are advised to return or renew the books on or before due date marked on the date slip of the book.

2. The borrowed book should be returned on the due date, failing which a penalty of Rs.1/- will be collected as overdue charge per day.

5. Loss of books

1. If the member lost the book should report to the librarian immediately and it should be replaced with a new copy along with a levy of overdue charges.

2. In case the borrower is unable to replace the books that are lost, he will be levied a penalty two times of the cost of book plus overdue charges.

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6. No due form

1. Each student should clear the due and get signature from the Librarian before the commencement of university examination. The same procedure is followed for the students who are terminating or completing the course.

2. Similarly, the staff members who intend to leave the college should clear all the library dues.

7. Maintenance of missing books

1. Librarian is responsible for all library resources. Missing books are recorded in a separate file and it will be replaced by the library staff.

8. E-Resources

1. SANCET library subscribes DELNET for accessing electronic resources such as e-journals, e-books to support the academic activities of the students and staff. The resources subscribed by the institute is governed by license and follows strict guidelines. In addition, National Digital Library and DSpace are also provided to access e- resources.

2. Distributing these resources through photocopies, printouts or sharing other than academic is strictly prohibited.

BOOK BANK SCHEME

The book bank is utilized by the economically challenged, needy and meritorious students of SANCET. The book bank scheme follows the policy of "**First Come First Served**" basis.

➢ Bonafide students of SANCET are eligible to get books from book bank.

➢ The application once accepted is valid for one semester.

➢ Issue of book is subjected to the availability of books. The books will be issued to the students only.

➢ Students should keep the books neat and tidy. To avoid damage, the books can be wrapped with brown sheet.

➢ The students should produce their college ID card whenever they visit the book bank.

➢ Application form is available in the library at cost of Rs. 2.

➢ Books should be used with at most care. In case of improper use of books, torn pages in the books, writing or marking in the books or loss of the books, students should replace the books with a new and latest copy of those books or pay double the cost of the book as a penalty.

➢ The students must return the books immediately after the examination, if fails he/she will be liable to pay fine of Rs. 2/- per day per book.

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APPLICATION FOR BOOK BANK SCHEME

Student's Name (In Capitals) _____ Mobile No: _____

Email ID: _____ Aadhaar No: _____

Course: _____ Dept. / Branch: _____ Year: I ☐ II ☐ III ☐ IV ☐

Paste recent photo

Required Book Details

S. No	Name of the Book	Author	Publication details
1			
2			
3			
4			
5			

Total no. of books received:

    I have carefully read the rules and the instruction governing by the Book Bank Scheme Authority and here by promise to abide by them. I will return all the borrowed books immediately on completion of my Exam. The information furnished here in above is true and correct to the best of my knowledge.

Student Signature

Mr./Mrs. _____ the Applicant is a Bonafide Student of

_____ and He / She is

recommended for the issue of books.

R. _____

Principal Signature

Application Verified and Books Issued on_____

R. Nu___

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17. ADMINISTRATIVE POLICY

1. Administrative body

a) Name of the Society
Annai Velankanni Educational and Social Society

b) Registered Address
Anguchettypalayam, Panruti, Cuddalore dt., 607 110

c) Registration Number
Registered under Document No.: 30185 with the office of the registrar, Panruti.

d) Governing body
St. Anne's College of Engineering and Technology (SANCET) was established under the umbrella of Annai Velankanni Educational and Social Society. The Rules & Regulations for governance are given in the corporate higher education policy of the Congregation of the Sisters of St. Anne of Tiruchirappalli, 2013 and any administrative decision taken in the governing body.

e) Name of the Institution
St. Anne's College of Engineering and Technology

f) Address of the Institution:
Anguchettypalayam, Siruvathur post, Panruti- 607 110.

Tel: 04142-241661

g) AICTE Approval: 1-5036551

h) Anna University Approval: PA – AUT

i) Institutional Policies: Twenty-one policies are followed as given in the list

2. Governing Council
The Governing council is formed by the Principal and management as per the guidelines prescribed by Anna University (AU) to manage the institute activities which include planning, policy development, accountability, public relations, maintenance of premises, all financial and legal requirements.

3. Working Duration
College starts at 9.15am and ends by 4.30pm from Monday to Saturday. All staff members remain inside the campus during the working hours.

4. Discipline
➢ Staff members and students follow the formal dress code with ID card in the Campus.
➢ Faculty members are in tern with the time table every day. On emergency they may exchange classes with prior approval from the HoDs.
➢ Staff members have to register their attendance in the Biometric system on all working days. The norms for registering bio metric attendance while coming in and going out are given below:

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S. No.	Criteria	In – time	Out – time
1.	Full day working	Before 9. 10 AM	After 4.30 PM
2.	Working during FN session only	Before 9.10 AM	After 12.20 PM
3.	Working during AN session only	Before 12.55 PM	After 4.30 PM
4.	One-hour permission in morning	Before 10.10 AM	After 4.30 PM
5.	One-hour permission in evening	Before 9.10 AM	After 3.40 PM

5. Organizational Chart
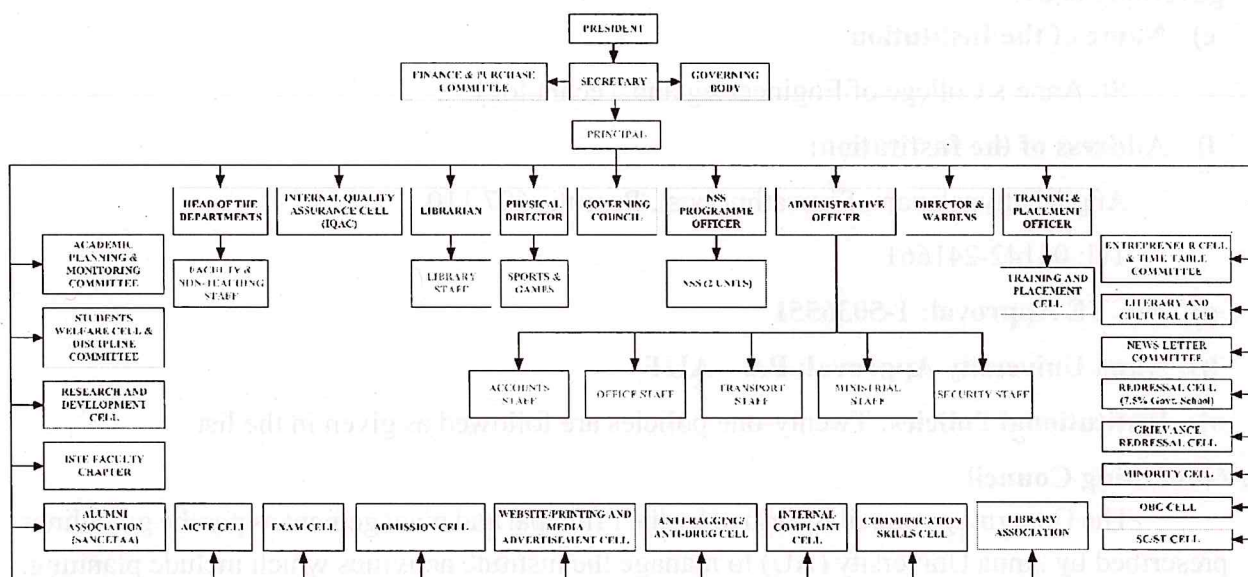
6. Duties and Responsibilities

The Staff of the Institution have their own duties and responsibilities, and they should carry out all the tasks assigned to them with the best of their knowledge and dedication.

a) The Vice-Principal

➢ The Vice-Principal, religious is appointed by the Superior General for a period of 3 years.

➢ In the absence of the Principal, the Vice-Principal is responsible for the running of the college.

➢ Ensures students' discipline.

➢ Signs the correction slips regarding attendance.

➢ In charge of distribution of consumable items to staff and departments.

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➢ Collects data from staff and students, arranges for taking photos and issues ID cards.

➢ In charge of selection of students for prizes and awards.

➢ In charge of all works connected with functions and celebrations.

➢ Signs railway concession forms, applications for free bus pass and for attestation of certificates.

➢ Meets the Principal regularly and keeps her/him informed of all the matters and developments in the college.

➢ Member of the College Council.

b) The Heads of Department

➢ The Head of Department is appointed by the Secretary in consultation with the Principal.

➢ Allocates the workload to teaching and non-teaching staff of the department for each semester.

➢ Looks after the day-to-day administration of the academic work of the department.

➢ Forwards CL, ML and OD of teaching and non-teaching staff to the Principal and ensures the adjustment of work.

➢ Prepare the list of laboratory equipment's and books to be purchased and forwarded to the Secretary through Principal for ordering.

➢ Maintains a stock register and keep it ready for stock verification every year.

➢ Initiates steps for service and maintenance of laboratory equipment's once a year with the prior approval of the Principal.

➢ Monitors the activities of the departmental association and arranges for guest lectures, Seminars, Workshops, and ensures participation of students in them.

➢ Forwards the students' industrial visits, inplant training and internships plan to the Principal.

➢ Send requisition letter to industries for industrial visits / training programmes / internship / project work.

➢ Collects the question papers from the teaching staff for CIA tests, verifies it and forwards them to the exam cell coordinator.

➢ Ensures that the teaching staff prepare lesson plans, subject notes, lab manuals, and records of internal mark assessment and checks them.

➢ Forwards the list of students whose performance is poor in CIA to the Principal.

➢ Ensures smooth conduct of the University in theory and practical.

➢ Prepares the total workload of the department as per Government norms and forwards the requirement of staff to the Principal and the Secretary.

➢ Forwards the list of consumable items like chalk, duster, mark register, students' attendance register, answer papers etc., required for the department to the Vice-Principal.

➢ In consultation with the staff of the department, prepares the budget of the department for the giving details of lab for the ensuing academic year.

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➢ Functions as a member of the Staff Selection Committee.

➢ Presents the views of the staff of the department and her own views on the academic matters of the department to the Principal.

➢ Ensures organization of remedial classes for academically weak students.

➢ Member of the College Council.

c) The Co-ordinator for Examinations

➢ The Co-ordinator for Examinations is appointed by the Principal with the approval of Secretary for a period of 3 years.

➢ Prepares and displays the time-table for CIA tests on notice boards and forwards copies to the HoDs, the Vice-Principal, the Principal and the Secretary.

➢ Collects the question papers for tests and exams from the HoDs and prepares sufficient copies.

➢ Prepares and circulates the list of invigilators for conducting CIA and AU exam.

➢ Hands over the collected answer scripts to the concern faculty for correction.

➢ Forwards copies of the University examination time-table for theory and practical to the HoDs, the Vice-Principal, and the Principal, the Secretary and displays the time-table on notice boards.

➢ Distributes the prescribed application forms of the University Examinations to the students through the HoDs.

➢ Distributes the hall-tickets of the University examinations to the students through the HoDs.

➢ Along with the Chief Superintendent of the University examinations, ensures the smooth conduct of the exams and helps the Chief Superintendent in the dispatch of answer scripts to the zonal coordinator.

➢ Forwards the result of the University examination to the HoDs, the Principal and the Secretary.

d) The Librarian

➢ The Librarian is appointed by the Principal in consultation with the Secretary and approved by the president of the college.

➢ In charge of all books, journals, periodicals, magazines, equipment's, e-resources and materials in the library and their maintenance.

➢ In consultation with Principal with the approval of the Secretary purchases books, journals, periodicals and magazines according to the budget allotment.

➢ Classifies the books, journals and periodicals bought and arranges them in stacks and computerizes them.

➢ Responsible for lending books to staff and students.

➢ Keeps track of the utilization of books, journals, periodicals, magazines and audio-visual materials by staff and students.

➢ Presents the list of equipments and materials needed for the library to the Secretary through the Principal.

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➢ With the consent of the Principal / the Secretary permits outsiders to use the library.

➢ Facilitates the research work of staff & students.

➢ Introduce the library to the new students and helps them to use the library.

➢ Displays library notices and new arrivals in the library.

➢ Assigns work to the library staff, supervises their work and recommends their leave applications to the Principal.

➢ After verification, signs the bills and forwards them through the Principal to the Secretary for payment.

➢ Maintains the account and prepares the annual report of the library.

➢ Serves as a member of the College Council.

➢ Consults the Principal when imposes or cancels fines to students with the approval of the Secretary.

e) The Purchase Officer

➢ The Purchase Committee shall consist of the Secretary as the Chairperson, the Principal, the Purchase Officer, the HoDs and the Administrative Officer as members.

➢ The Purchase Officer, a senior religious or lay staff, is appointed by the Secretary in consultation with the Principal for a period of 3 years.

➢ The committee decides the budget allocation to each department towards purchase of lab equipment's and communicates the same to Heads of Departments.

➢ In consultation with the staff of the department, the Heads of Departments give a list of equipment's with specifications, to be purchased within the arranged budget, along with details of three companies to the Secretary and forwarding a copy to the Principal.

➢ The Secretary directs the Purchase Officer to get quotations to prepare a comparative statement giving details of cost, terms and conditions of the three companies for supplying the equipment.

➢ The committee decides the company and the Purchase Officer helps the Secretary Place order to the selected company.

➢ The Purchase Officer ensures that the company delivers the equipment in good condition and on time, gets the approval of the HoDs on the working condition of the equipment, and recommends for payment to the Secretary.

f) The Placement Co-ordinator

➢ The Placement Co-ordinator is appointed by the Principal in consultation with the Secretary for a period of three years.

➢ Directs career guidance and placement activities in the campus.

➢ Motivates the students by arranging seminars and workshops from industrial people.

➢ Arranges training programme to offer courses on soft skills, aptitude, spoken english and technical training for placement.

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➢ Establishes contacts with industries, organizations, institutions and probable employers for their collaboration with the college.

➢ Arranges for industrial visits and in-plant training for providing exposure and practical knowledge to students.

➢ Arranges for on-campus and off-campus interviews for placement.

➢ Displays and provides information on different competitive examinations and possibilities of placement.

➢ Maintains the records of correspondence with the industries, organizations, institutions and employers and data of students employed.

g) The Director of Physical Education

➢ The Director of Physical Education is appointed by the Secretary of the college in consultation with the Principal and approved by the president of the college.

➢ In charge of all the activities of sports and games in the college.

➢ Ensures regular practice and coaching of student players in different games.

➢ Trains the players for placement.

➢ Prepares and presents the annual requirement for spots and games in terms of materials, sportswear and coaching on campus to the Principal and the Secretary.

➢ Looks after the maintenance of the play field and equipments meant for sports and games.

➢ Proposes plans for the development of sports and games in the college, submits the proposal plan and budget for the year in the meeting of the planning & monitoring committee.

➢ Assists the Vice-Principal in maintaining discipline among students during functions and celebrations.

➢ Plans and executes the Sports Day with the help of staff and students.

➢ Accompanies the students when they go out for participation in different tournaments.

➢ Monitors participation of various teams in the inter-collegiate, district level, state level tournaments organized by other institutions with the approval of the Principal and Secretary.

➢ Recommends fee concessions for outstanding sports persons during admission in the college and hostels.

h) The Administrative Officer

➢ The Administrative Officer, a religious Sister, is appointed by the Superior General.

➢ Plans and distributes the office work among the office staff as evenly as possible.

➢ Co-ordinates all the office work by helping and advising the office staff.

➢ Ensures that the works assigned to office staff are carried out in time without undue delay.

➢ Supervises the general maintenance of order and discipline in the office.

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➢ Allots work to support staff and workers supervises their work in the maintenance of class rooms, labs, halls and college campus and forwards their leave letters to the Principal.

➢ Assists the Principal and the Secretary in matters related to college administration and availability of funds by providing the necessary details.

➢ Assists the Principal in admission of students.

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Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), 607 110.

Secretary,
St. Anne's College of Engineering & Technology,
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18. E- GOVERNANCE POLICY

St. Anne's College of Engineering and Technology (SANCET) has e-governance policy which makes the governance transparent, effective and user friendly. The following areas are covered under this policy.

1. Administration
2. Finance and Accounts
3. Students Admission and Support
4. Examination

1. Objectives

- ✓ Utilizing the e-governance system for various functions in the institution
- ✓ Progression towards transparency and accountability.
- ✓ Implementing paperless administration
- ✓ Establishing centralized and automated data management system
- ✓ Easy and quick access to information

2. Policies

E- governance procedures and policies are clearly stated to ensure smooth functioning of the institution. College CEEMS Enterprise Resource Planning (ERP) plays a vital role in the implementation of E-governance such as database management, feedback system, fee collection, examination management system, hostel management system, administrative management system, online admission, library management system, infrastructure management system, alumni portal, placement portal, and grievance portal.

2.1 Administration

E- governance in administration through CEEMS ERP includes students' attendance monitoring system, administrative management system such as staff and students' database maintenance, transfer certificate, feedback system, and infrastructure maintenance.

1. Biometric device is placed in the administrative office which helps to record and track the attendance of teaching and non-teaching staff. All the teaching and non-teaching staff record their attendance twice a day. The attendance report includes the time of entry and exit and that is monitored every week by the Principal and submitted to the Secretary.
2. Maintaining the database of staff and student, collection of stakeholders' feedback, monitoring infrastructure maintenance, providing transfer certificates (TC) through administrative management system.
3. Profile of the newly enrolled students are collected from admission cell and entered in the ERP within a month by the stenographer that is approved by the Principal. Similarly, profile of the newly appointed staff is entered by the senior assistance after getting approval from the secretary.

[1]

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4. Students who complete the course can collect TCs from the stenographer within a day after getting approval from the Principal. Similarly, the students who discontinue the course.

5. Feedback of teaching learning, and available facilities is collected from the staff and students once in six months. Feedback of academic events are collected by Internal Quality Assurance Cell (IQAC). Questionaries of Feedback are available in the staff, student login.

2.2 Finance and Accounts

ACME plus and CEEMS ERP are utilized to monitor finance and accounts. It also supports financial accounting, statutory compliance (including TDS), asset management, stock tracking, payroll processing, and networking (Donor Management).

1. Every day, cash flow is entered using this software and the monthly statement along with receipts is submitted to the management for approval.

2. CEEMS ERP is used to maintain the fee details of college, bus and hostel. The fee collected from each student is updated regularly.

2.3 Students Admission and Support

a. Students' admission

1. CEEMS ERP is used to submit the enquiry and online application, making it completely automated and more flexible.
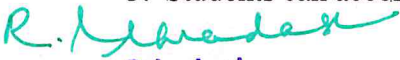
b. Students' support system

Students' support system includes library, hostel, bus, alumni, placement and grievance portal.

1. Central library governed by Nirmal software which includes gate entry, search enquiry, circulation etc.

2. Maintaining the database of hostel and bus students by utilizing CEEMS ERP.

3. Students can access the alumni and placement portal where they can update their academic and placement information and file their grievances.

4. The grievance of SC/ST, OBC, minority, women students, and general issues are registered in the portal and they resolved within a week.

5. The eligible students can apply for scholarships such as PMSS, minority, SC/ST and first graduate.

2.4 Examination

1. Before the commencement of CIAs, the soft copies of the scrutinized question papers are uploaded in the staff login three days.

2. The attendance and CIA marks are entered in the CEEMS ERP as per the schedule given by Anna University.

3. Students can access E-content of each course in their login.

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19. ENERGY RESOURCES POLICY

1. Scope

To promote renewable energy resources and to provide an eco-friendly, sustainable environment.

2. Policy

SANCET is continually committed to utilize renewable energy in order to reduce energy costs. This will be achieved by:

- Energy management system; all the more, effective energy saving practices are implemented to ensure continuous energy utilization
- Adhering to all applicable legal and regularity standard on energy consumption and efficiency.
- Encouraging the use of renewable energy sources and lowering green house gas emission.
- Enabling power management settings on computer and laser printer to cut back on wasteful energy
- Turning off unnecessary light, equipment's when not in use
- Using of LED or Compact Fluorescent bulbs.
- The usage of non-priority loads are switched on or off to during non-peak hours
- Making full use of natural light and ventilation
- Ensuring sufficient power of backup energy on college campus
- Solar plant is installed in the administrative block and the power is utilized for street lights inside the campus.
- LED bulbs and power efficient equipment's are used for power consumption.

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20. PLASTIC FREE CAMPUS POLICY

SANCET campus is a Plastic-Free zone. Pollution and plastic wastes are minimized on college campus. The action taken to do is as follows:

1. The use of single-use plastics in canteen, play grounds, gardens, hostels, class rooms, etc., has been restricted by SANCET Eco club.
2. Eco club makes the students not to bring anything made of non- bio-degradable plastic in to campus
3. It encourages students to make their homes plastic free by educating their families about harmful implication of plastic usage.
4. It insists to avoid the use of plastic water bottles and encourage the use of silver bottles. SANCET provides RO water supply round the clock.
5. The institution strictly bans single use plastics in the campus.

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21. ALUMNI POLICY

1. Alumni Association

An alumni association brings former students together to maintain a connection with the college and fellow graduates. Being a part of an Alumna, they can acquire lot of benefits from the college. The **Alumni Cell** has established in the college to strengthen the bond between the alumni and the alma mater. The Alumni Cell has been working since 2013.

SANCET has formal Association in the name of St. Anne's College of Engineering and Technology Alumni Association **(SANCETAA).** The association comprised of the executive members of Alumni Cell and all graduated students. In coordination with the Alumni cell, SANCETAA plans and executes the developmental activities.

1.1 Objectives of Alumni Cell

- Providing a forum to establish a link between the alumni, staff and students of the College.
- Helping to interact the past and present students of SANCET.
- Creating a platform to alumni for connecting and contributing towards their alma mater.

1.2 Objectives of SANCETAA

- Contributing various academic, co-curricular and social activities towards the welfare of the SANCET.
- Assisting employment internship opportunities for students.
- Organizing Conferences/Seminars/Workshops with the support of Alumni to upgrade knowledge of students and giving industrial exposure for their career advancement.
- Mobilizing funds for the development of the SANCET.

2. SANCETAA

The SANCETAA shall be headed by Alumni Coordinator and shall have the power to appoint President and office bearers from its own SANCETAA members by them.

a) The quorum for the meeting of the Executive committee shall be 2/3 of the members personally present.

b) The SANCETAA shall manage the affairs of the Cell by consensus over the issues in the meeting.

c) The SANCETAA shall meet at least twice a year. The alumni Coordinator shall issue the notice and the agenda of the meeting at least a week before the date of the meeting. However, in case of urgent matter, the meeting may be called at shorter notice.

d) The Alumni Cell shall be responsible for conducting meet for the entire College and shall be making efforts for the contribution and involvement of Alumni for various activities for the alma mater.

The Office Bearers of the SANCETAA is elected from the members of alumni. The Elected Office Bearers of the SANCETAA shall be as follows:

President: He/she shall be an alumnus of at least 10 years standing.

Vice President: He/she shall be an alumnus of SANCET

Secretary: He/she shall be an alumnus of at least 7 years standing.

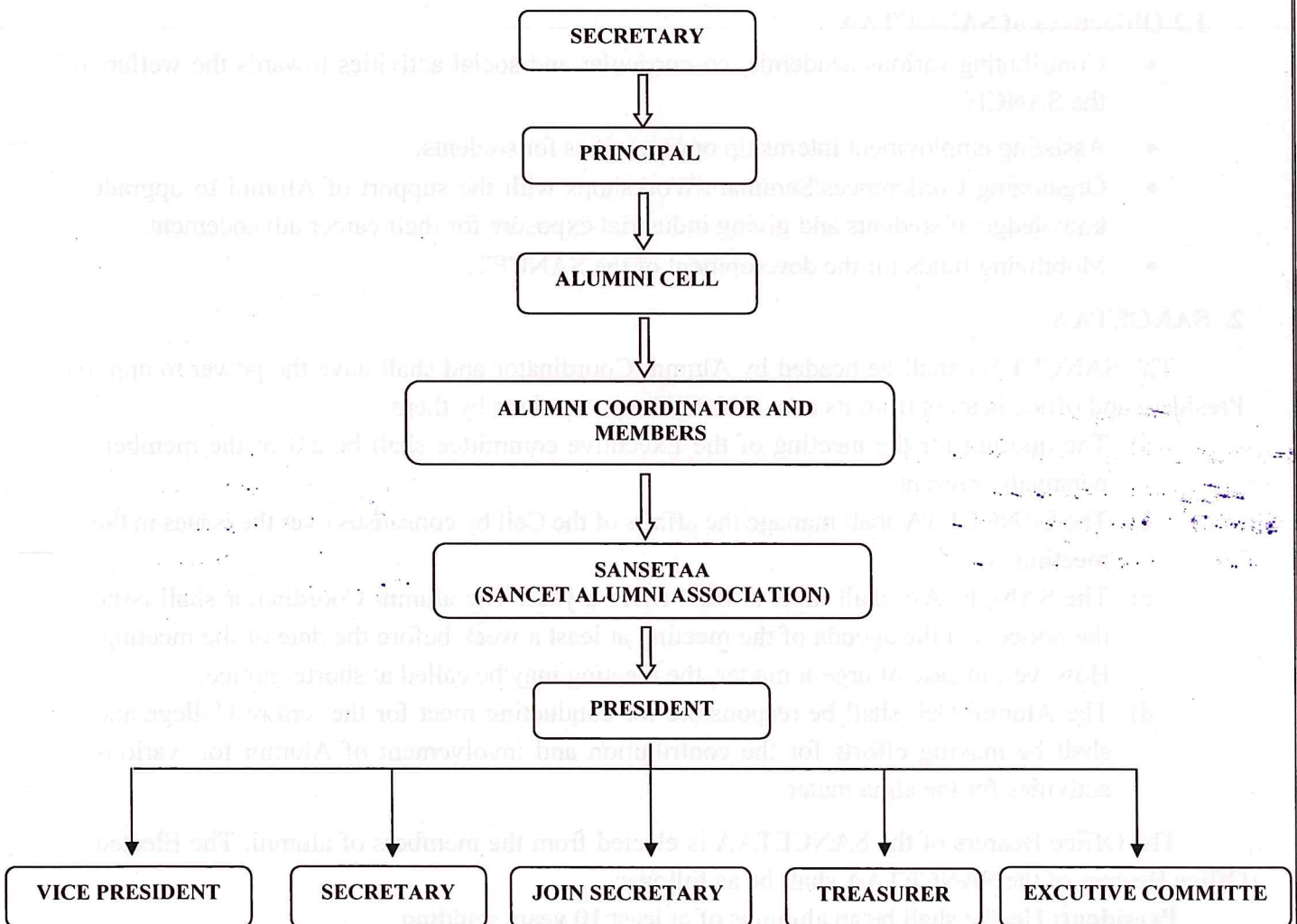**Joint Secretary:** He/she shall be an alumnus of SANCET

Treasurer: He/she shall be an alumnus of at least 5 years standing. Maintain the account and spent the money with the consent of the president.

Joint Secretary: He/she shall be an alumnus of at least 3 years standing.

2.1 The President shall perform the following functions.

a) To carry out the directions given by the General Body.

b) To communicate correspondence on behalf of the association.

c) To give notice of all meetings of the General Body.

d) To exercise all activities of the association throughout the year.

e) To keep the minutes of all meetings of the General Body.

3. Flow chart showing hierarchy of alumni cell and association

SECRETARY

⇩

PRINCIPAL

⇩

ALUMINI CELL

⇩

ALUMNI COORDINATOR AND MEMBERS

⇩

SANSETAA
(SANCET ALUMNI ASSOCIATION)

⇩

PRESIDENT

| VICE PRESIDENT | SECRETARY | JOIN SECRETARY | TREASURER | EXCUTIVE COMMITTE |

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4. Functions of Alumni Cell in SANCET

a) Updates the alumni database every year.

b) Prepares the annual alumni plan.

c) Monitors the functions of the SANCETAA.

d) The property, movable, and immovable, belonging to the cell, shall be vested with the Alumni cell.

e) Plans the association meeting.

f) Maintains the minutes of the meeting.

5. Functions of SANCETAA

a) Executing the Alumni Meet in coordination with Alumni Cell.

b) Providing a platform for the alumni to interact with each other for the exchange of information, ideas, communicate their accomplishments, interests, and concerns, etc.

c) Organizing Conferences/Seminars/Workshops for the students.

d) Supporting and arranging the training/internship for the students.

e) Arranging get together of alumni.

f) Investing and dealing with the funds and money of the Association.

g) Maintaining the minutes of the meeting and reports of the events.

6. Finance

The alumni association fund is maintained joint bank account in the name of Alumni cell co-coordinator and president of SANCETAA.

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