



<sup>Sri</sup>  
**SAIRAM**  
COLLEGE OF ENGINEERING  
Anekal, Bengaluru

ISO 9001:2015 certified Institution  
Approved by AICTE, New Delhi  
Affiliated to Visvesvaraya Technological University  
[www.sairamce.edu.in](http://www.sairamce.edu.in)

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.2.2

*Organizational structure of the College including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism*



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## **GOVERNANCE LEADERSHIP AND MANAGEMENT**

Organizational structure of the institution including governing body administrative setup and functions of various bodies, service rules, recruitment promotional policies and grievance mechanism

### **Sl no. Contents**

- 1 Organizational Structure**
- 2 Governing Council & MOM**
- 3 Functions of various bodies**
- 4 Service Rule**
- 5 Recruitment policies – QMS**
- 6 Promotional Norms**
- 7 Grievance redressal mechanism**



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Anekal, Bengaluru

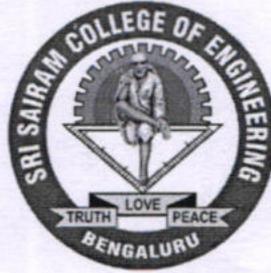
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## Organizational Structure:



**ISO 9001:2015**

# **ORGANISATION STRUCTURE**

**SSCE-GEN-01**

**SRI SAIRAM COLLEGE OF ENGINEERING**

**SAI LEO NAGAR, GUDDANAHALLI (PO)**

**ANEKAL, BANGALORE – 562 106.**

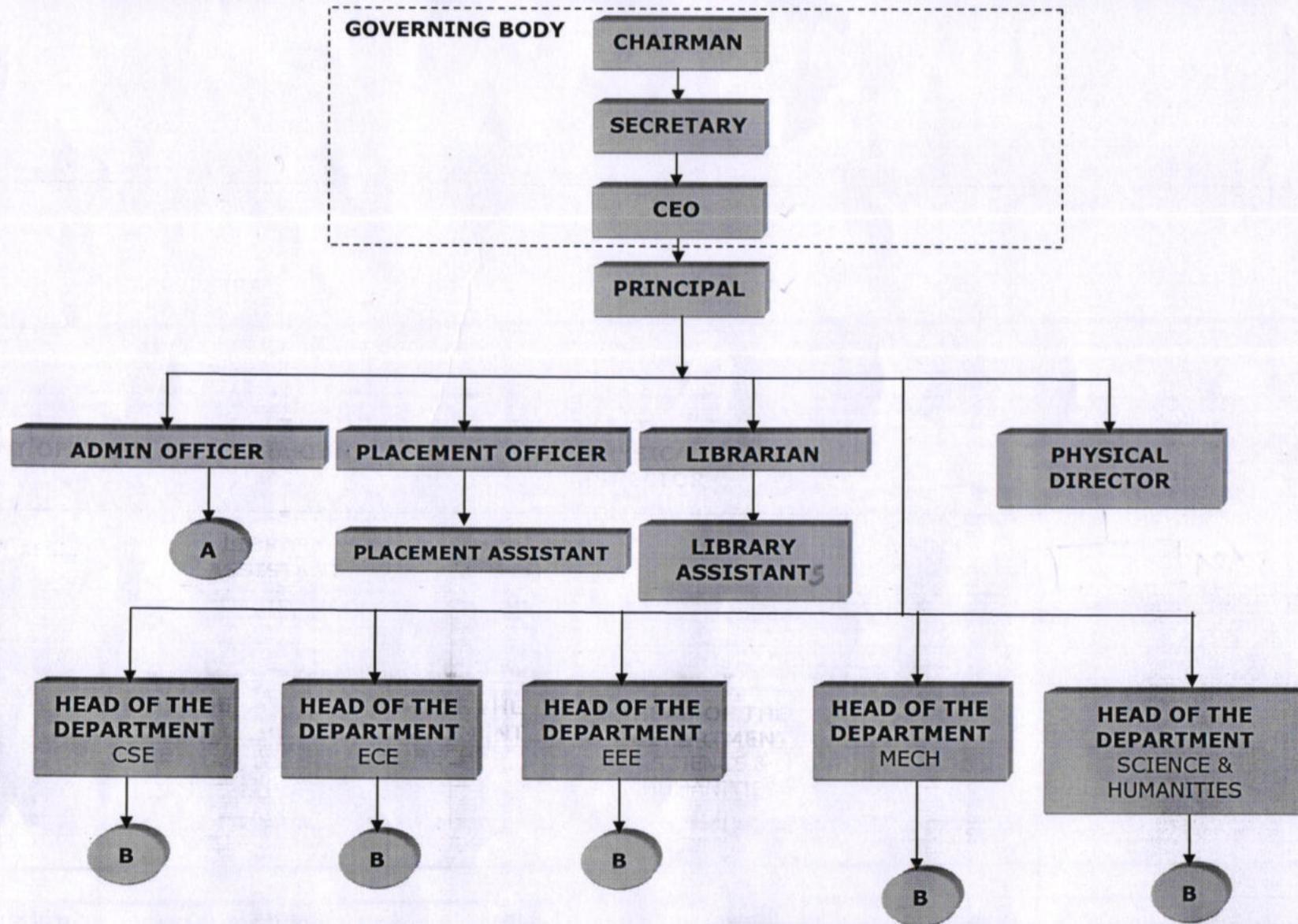
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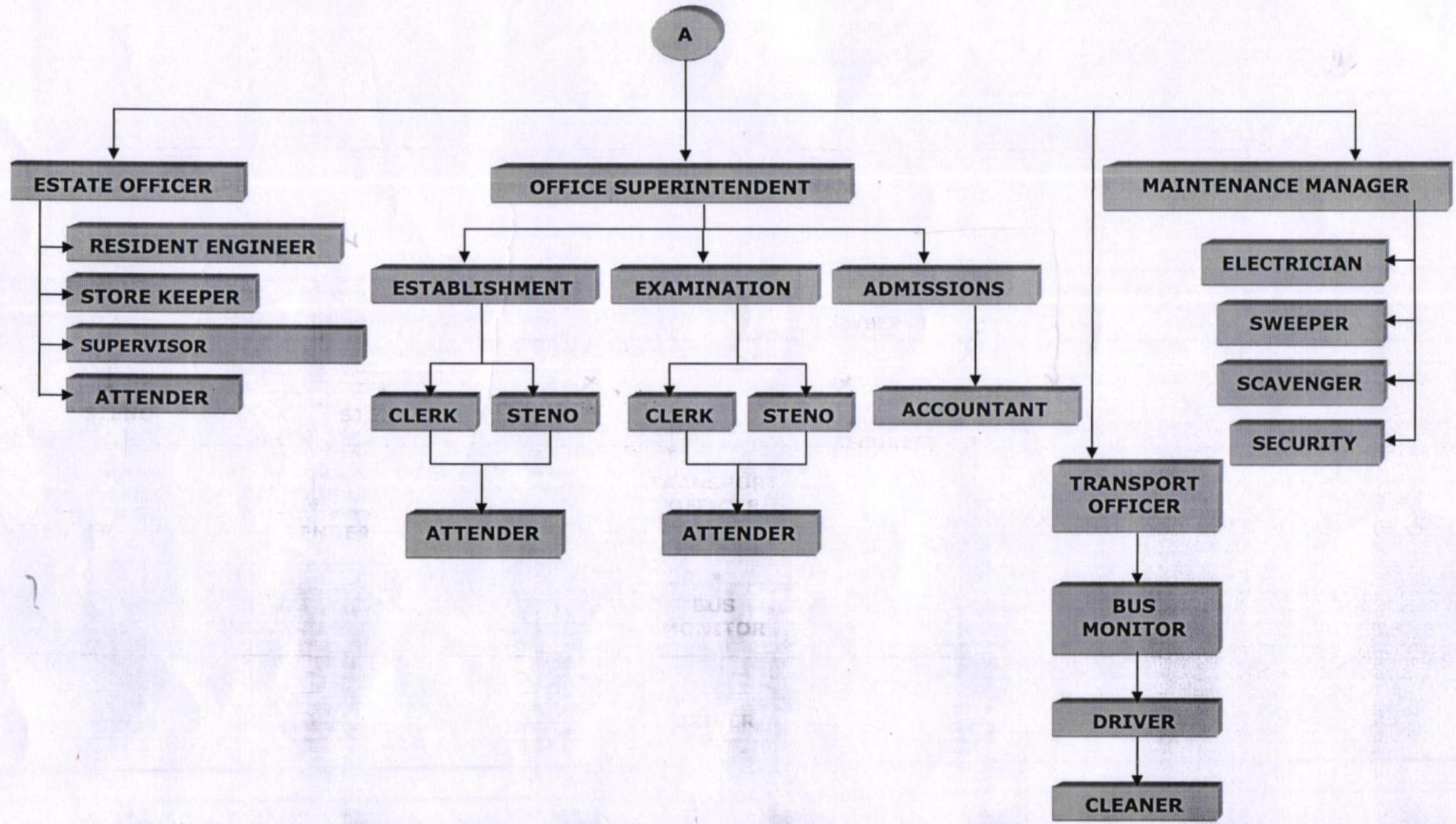
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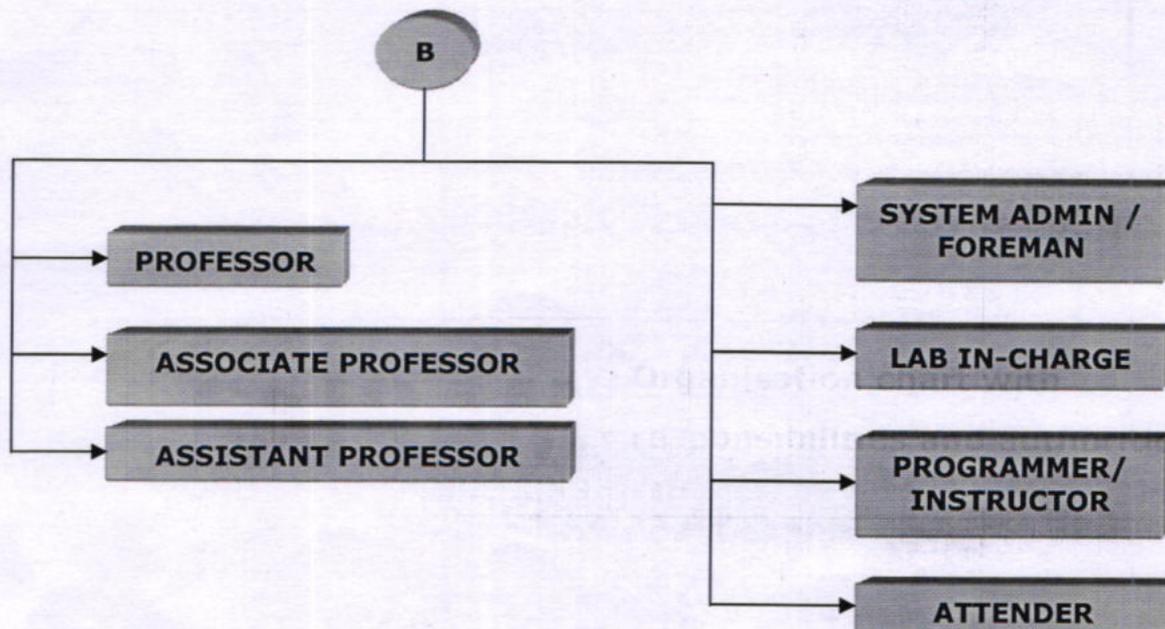
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## 1.1 ORGANIZATION STRUCTURE







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## 1.2 ROLES AND RESPONSIBILITIES

---

### **CHAIRMAN / SECRETARY / CEO**

Overall in charge at the Institution Level for operations and services including Quality Management Systems

### **Principal**

Principal Reports to Chairman/ Secretary and is responsible for,

- Overall in charge of the Institute &
- Ensure that QMS is established and implemented within the framework of Institutes guidelines.
- Principal shall be responsible for overall Management, Supervision, Control and Development of the Institute which broadly include:
  - Admissions
  - Academics
  - Staff administration, grievance handling and endeavour to develop subordinates.
  - Liaison with university, AICTE and other various agencies related to Operation of the Institute.
  - Monitoring Performance of all the Departments
- To establish the QMS, monitor and review the implementation status within the framework of Institute's and statutory guidelines.



- Participating in the HOD's meeting
- Maintain and Developing of departmental Library
- Suggesting improvements in the existing curriculum and syllabus
- Ensure academic achievements of the department
- Preparation of budget Plan for procuring necessary Resources for the department, and Initiating Procurement process after obtaining the approval
- Develop of laboratory and other infrastructure required for the department
- Review the Teaching method and aids
- Assessment, evaluation and counseling of students and faculties
- Promoting co-curricular and extra-curricular activities pertaining to the dept.
- Monitoring Research and development activities in the department (if any).
- Initiating disciplinary action against erring students and Staff.
- Organizing Class committee meetings,
- Counseling students to enhance their professional capabilities
- Measurement of performance of academics process

#### **Professor/ Associate Professor**

---

Reports to HOD and is responsible for

- To coordinate the activities of the department during the absence of the HOD
- Ensure implementation of QMS

#### **Assistant Professor**

---

Reports to HOD and is responsible for

- Developing learning materials and aids for the course handled
- Execution of lesson plan

#### **Lab In-Charge**

---

Reports to HOD and is responsible for

- All the activities related to Laboratory
- Maintain and upkeep the equipments / materials in the laboratory
- Ensure Preventive maintenance activities as per carried out as per the plan
- Break down maintenance activities
- Measurements of performance of maintenance process

#### **Lab Instructor**

---

Reports to Lab In-charge and is responsible for

- Activities related to maintenance
- Maintaining stock in Laboratory
- Maintain registers related to laboratory





---

**Attenders**

Reports to HOD's and is responsible for executing assigned task

---

**Placement Officer**

Reports to Principal and is responsible for

- Maintaining List of Organization
- Updating List of organization
- Maintaining Placement Register
- Organizing Interviews
- Updating Interview Register
- Taking actions on improvement areas

---

**Placement Coordinators**

Reports to Placement Coordinators and is responsible for

- Completing the assigned task(s)
- Collecting testimonials from the students
- Collecting copy of appointment letter

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**1.2.1 MANAGEMENT REPRESENTATIVE**

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- The top management of SSCE has appointed Dr. R. ARUNKUMAR as Management Representative to manage, monitor, evaluate and co-ordinate the quality management system processes.
- Irrespective of other responsibilities MR shall enhance effectiveness and efficient operation of the quality management system
- MR shall report to top management and communicate with customers and other interested parties on matters pertaining to the quality management system
- Regular monitoring of QMS is being done through Internal Quality Audits.
- Reporting to the Principal on performance of Quality Management System by presenting Audit Reports, Process and Service Metrics, Service Non-Conformances, Customer Satisfaction Survey Reports and any need for improvement during Management Review Meeting.



- To approve QMS documents before distribution,
- Approve changes requested on QMS documents
- To identify and specify the role and responsibilities of the staff / faculty including management representative for implementation of QMS plan and attainment of Quality Objectives.
- To ensure the continued effectiveness of the QMS through periodical analysis of internal audit reports, customer's feedback and management review system.
- To identify the training needs and arrange for imparting appropriate training to staff.
- In the absence of Principal either the Vice-Principal or any senior Professor, as nominated by the Principal shall deliver the responsibility of the chair.

#### **Admin Officer**

---

Reports to Principal and is responsible for

- All the activities related Administration department
- Ensure implementation of QMS
- Ensure smooth conduction of admissions
- Ensure the execution of responsibilities of Staff
- Verification of purchases
- Processing of Purchases for payments
- Conduction of Interviews

#### **Office Superintendent**

---

Reports to Admin officer and is responsible for

- All the Activities related to admission process
- Ensure implementation of QMS
- Collecting testimonials and application form from the students
- Updating admission register
- Issuing ID cards
- Issuing Documents requested by the students
- Is responsible for measuring performance of the admission process

#### **Estate Officer**

---

Reports to Admin Officer and is responsible for

- Planning and execution of civil and related works
- Processing Purchases



- Evaluation of vendor
- Store Keeping
- Ensure implementation of QMS
- Maintaining list of approved vendor
- Measuring the performance of the General admin process

#### **Maintenance Manager**

---

Reports to Principal and is responsible for

- Incharge for overall maintenance of the campus
- Ensure the execution of equipment maintenance in departments
- All the activities related to transportation process
- Ensure implementation of QMS
- Issuing Bus pass to the students and staff
- Ensure periodically verification of Bus pass

#### **Librarian**

---

Reports to Principal and is responsible for

- All activities related to Library
- Ensure implementation of QMS
- Ensure procurement of requested book
- Prepare Annual Procurement Plan
- Approve Library membership card

#### **Physical director**

---

Reports to principal and is responsible for

- All activities related to physical education
- Ensure implementation of QMS
- Suggesting improvements in the existing Facilities
- Preparing Annual Budget
- Provide Guidance / Instructions for Students and Staff in Using Sports materials and Gym.
- Maintain all the records related to the department.
- Measurement of performance of physical education process

#### **Head of Department**

---

Reports to Principal and is responsible for

- All the activities related to departments
- Ensure implementation of QMS
- Organizing faculty meeting periodically to appraise and review the departmental activities



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# Governing Council



### List of Governing Council Members

|                              |   |
|------------------------------|---|
| Chairman                     | Mr.Sai Prakash Leo Muthu, Chief Executive Officer & chairman of Sapthagiri Educational & Charitable Trust |
| Member                       | Smt. J. Sharmila Rajaa, Trustee Sapthagiri Educational & Charitable Trust                                 |
| Member                       | Dr. R Arun Kumar, Management Representative, Sri Sairam College of Engineering                            |
| Member VTU Nominee           | Dr. M. B. Manjunatha, Principal, Akshaya Institute of Technology  |
| Member                       | Sri. Vardhaman. V. Gunjal, Advocate   |
| Member                       | Sri. P. S. Premanath, President & CEO Ramakrishna Group of Hospitals                                      |
| Member                       | Dr. Fred Simon Oomen, Ex-General Manager & Chief Medical Services   |
| Member                       | Sri. P. B. Kotur - Corporate & Industry   |
| Member                       | Sri. Suresh - Higher Education  |
| Member                       | Mr.V. Bheemeswara Reddy, Asst.Professor & Placement Officer, Sri Sairam college of Engineering            |
| Principal & Member Secretary | Dr.B Shadaksharappa, Principal,Sri Sairam College of Engineering  |



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COLLEGE OF ENGINEERING



6.11

## 33<sup>rd</sup> GOVERNING COUNCIL MEETING



4<sup>th</sup> MARCH 2018 @ 2.00PM

[SUNDAY]

Sri

**CHAIRMAN'S CHAMBER**  
**SAIRAM COLLEGE OF ENGINEERING**

**ANEKAL, BENGALURU**

**COLLEGE CAMPUS**

Sai Leo Nagar, Anekal, Bengaluru - 562 106

Tel : 080 27840631/32 | 27830221

Fax : 080 - 27830355

**ADMINISTRATIVE OFFICE**

**SAPTHAGIRI EDUCATIONAL & CHARITABLE TRUST**

# 21, 7th Main Road, 4th Block, Jayanagar, Bengaluru-11

Tel : 080 26635623, 22455361, Fax : 080 22451802

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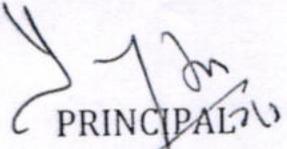
Anekal, Bengaluru

**33<sup>rd</sup> Governing Council Meeting - 04.03.2018 (Sunday) at 2.00 PM**

**Venue: Chairman's Chamber**

**AGENDA**

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PRINCIPAL



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Anekal, Bengaluru

MJF LION LEO MUTHU - Founder - Chairman

33<sup>rd</sup> GOVERNING COUNCIL MEETING

Date : 04.03.2018  
Time : 02.00 PM  
Venue : Chairman's Chamber

**Members Present**

| SL. No | Name of GC Members                                 | Signature  |
|--------|--|------------|
| 1      | Sri. Sai Prakash Leo Muthu - Chairman              |            |
| 2      | Smt. Sharmila Rajaa - Member                       | -          |
| 3      | Dr. Arunkumar Rajendran - Member                   |            |
| 4      | Dr. S.M. Prakash - VTU Nominee - Member            | 4/3/18     |
| 5      | Sri. Vardhaman. V. Gurjal - Member                 |            |
| 6      | Dr. Fred Simon Oomen - Member                      |            |
| 7      | Sri. P.S. Premanth - Member                        |            |
| 8      | Sri. P.B. Kottur - Member                          |            |
| 9      | Sri. S. Suresh - Member                            | -          |
| 10     | Dr. B. Shadaksharappa - HOD CSE - VP - Member      | 04/03/2018 |
| 11     | Sri. Ravi V. Angadi - Assistant Prof. EEE - Member | 04/3/18    |
| 12     | Dr. Y. Vijaya Kumar - Principal - Member Secretary |            |





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Anekal, Bengaluru

**MJF LION LEO MUTHU - Founder - Chairman**

**33<sup>rd</sup> GOVERNING COUNCIL MEETING**

Date : 04.03.2018  
Time : 02.00 PM  
Venue : Chairman's Chamber

**Members Present**

| SL.No | Special Invitees                          | Signature   |
|-------|---|-------------|
| 1     | Sri. B. Moorthy - Joint Secretary         |             |
| 2     | Sri. K. Patel - Public Relation Officer   | <br>04/3/18 |
| 3     | Sri. K. Gajendra - Chief Accounts Manager | <br>4/3/18  |
| 4     | Sri. R. Maheshwar - Manager               | <br>4/3/18  |



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formerly SHIRDI SAI ENGINEERING COLLEGE

Anekal, Bengaluru

Managed by:

Sapthagiri Educational & Charitable Trust

21, 7th Main Road, 4th Block, Jayanagar, Bangalore -560011

Ph: 080 - 26635623 / 22455361 Fax: 080 - 22451802

Founder & Chairman

**MJE. Lion. Leo Muthu**

Date: 07.03.2018

Minutes of the 33<sup>rd</sup> Governing Council meeting held on 04.03.2018 at 2.00 pm at Chairman Chamber, SSCE, Anekal.

**Members Present**

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Sri. Sai Prakash Leo Muthu | Chairman                     |
| 2. Dr.S.M.Prakash             | Member – VTU Nominee         |
| 3. Sri. Vardhman V Gunjal     | Member                       |
| 4. Dr. Fred Simon Oomen       | Member                       |
| 5. Sri. P. S Premnath         | Member                       |
| 6. Prof.P.B.Kottur            | Member                       |
| 7. Dr.Arunkumar Rajendran     | Member                       |
| 8. Dr. B. Shadaksharappa      | Member                       |
| 9. Prof .Ravi V Angadi        | Member                       |
| 10. Dr.Y. Vijayakumar         | Principal & Member Secretary |

The following members expressed their inability to participate in the Governing Council meeting, due to pre-occupation

- |                        |        |
|------------------------|--------|
| 1. Smt. Sharmila Rajaa | Member |
| 2. Prof.S M Suresh     | Member |

**Special Invitees:**

The following members have been invited as special invitee for the 33<sup>rd</sup> Governing Council meeting,

- |                    |                 |
|--------------------|-----------------|
| 1. Sri.B Moorthy   | Joint Secretary |
| 2. Sri.K.Patel     | Trustee         |
| 3. Sri.K.Gajendra  | CAM             |
| 4. Sri.R.Maheshwar | Manager         |

Dr. B. Shadaksharappa – Vice Principal & Member, welcomed the members for the 33<sup>rd</sup> GC meeting and our CEO Sri. Sai Prakash Leo Muthu welcomed and honored all the members with a bouquet and memento.

**Item No.1: Confirming the minutes of 32<sup>nd</sup> Governing Council Meeting held on 26<sup>th</sup> March 2017**

***Unanimously Confirmed***

  
Member Secretary

**PRINCIPAL**

Sri Sairam College of Engineering  
Sai Leo Nagar, Guddanahalli Post,  
Anekal, Bengaluru - 562 106



  
Chairman

**Item No.2: Introduction of New GC Members**

The Governing Council composition of our College has been reconfigured based on AICTE norms. The VTU Vice Chancellor has nominated Dr.S.M.Prakash Principal, KNS Institute of Technology, Bengaluru, and the Management has inducted 04 members for growth of the Institution. Principal has introduced the following newly inducted members to Governing Council.

- |                           |                      |
|---------------------------|----------------------|
| 1) Prof. A Suresh         | Member               |
| 2) Dr.S.M.Prakash         | Member – VTU Nominee |
| 3) Prof.P.B.Kottur        | Member               |
| 4) Dr.Arunkumar Rajendran | Member               |
| 5) Prof.Ravi V Angadi     | Member               |

**Prof.A Kumar** had conveyed his willingness to relinquish from GC, since he had moved to New Delhi from Bengaluru permanently.

**Dr.S M Prakash**, Principal, KNS Institute of Technology, Bengaluru has been nominated as VTU VC Nominee to our College.

Prof.P.B.Kottur, General Manager and Global Head, Higher Education, Talent Transformation, Wipro Limited, Bengaluru as a Member from IT Sector

Prof.A Suresh, Academician, as a Member

Dr.Arunkumar Rajendran – Management Representative – Sri Sairam College of Engineering

Prof.Ravi V Angadi, Asst.Prof. – EEE – Sri Sairam College of Engineering

**Item No.3 Admissions for the Academic Year 2017-18**

The Member Secretary has given brief PPT on Institution Profile 2017-18, also highlighted the various steps taken by the Institution for improving the admissions for the past and present. Due to current admission scenario faced in the country and particularly in the State, the Institution has adopted students centric Teaching Learning process. In this connection, CEO also mentioned that Online Allotment Process has also been introduced in Anna University, Tamil Nadu for the Academic Year 2018-19 onwards.

As suggested by Dr.S M Prakash, Principal, KNS Institute of Technology, to take steps to cut-short the number of counseling rounds of CET, the Management had already submitted a memorandum to KUPECA, for necessary action, to curtail number of counseling rounds.

**Item No.4: Results – Even and Odd Semester – Academic Year 2017-18**

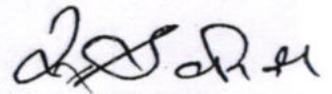
The Even and Odd semester results have been presented with the help of PPT along with previous year results. Since there is a positive improvement in the results, members have appreciated and advised for further improvement in future.

  
Member Secretary

**PRINCIPAL**

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Chairman

**Item No.5: Placement Activities - Academic Year 2017-18**

Members highly impressed and encouraged the Placement activities of the Institution. CEO also appreciated the Placement Cell for inviting parental Colleges (Chennai Sairam) students to Bengaluru Campus for Offline and Online Placement activities. Around 190 students have been placed as of now and the target will be reached before the end of Academic Year.

**Item No.6: Events Ahead**

The Institution has planned the following events for the near future.

- 1) Accreditation by Institution of Engineers India (IEI) – The necessary formalities have been completed and the Institution is waiting for team visit for the Accreditation.
- 2) ISO Certification for 9001:2015 – The preparations have been completed and expecting BUVi visit.
- 3) Accreditation by NAAC – Preparations are going on for NAAC and SSR has been prepared for the Institution.
- 4) Accreditation by NBA - Preparations are going on for NBA and Self-evaluation Report has been prepared for the Institution.

The members have appreciated for the above work

**Item No.7: Innovative Projects**

The presentation on the above topic was well applauded by the Council and requested everyone to concentrate and contribute more on Inter-disciplinary projects.

**Item No.8: Ratings & Awards**

The ratings and awards secured by the Institution through various magazines were reviewed and appreciated by the members. The details are

- 1) Higher Education Review Magazine - Engineering College of the Year 2017
- 2) Education World – 11<sup>th</sup> Place in Bengaluru, 17<sup>th</sup> Place in Karnataka and 92<sup>nd</sup> place in India
- 3) Dataquest – 5<sup>th</sup> Place in Bengaluru, 11<sup>th</sup> Place in Karnataka and 44<sup>th</sup> place in India
- 4) Outlook - 8<sup>th</sup> Place in Bengaluru, 15<sup>th</sup> Place in Karnataka and 77<sup>th</sup> place in India
- 5) Times Survey – 10<sup>th</sup> Place in Bengaluru, 12<sup>th</sup> Place in Karnataka and 92<sup>nd</sup> place in India
- 6) ASDF – Rated as Best P & P Organization

**Item No.9: Research Contribution**

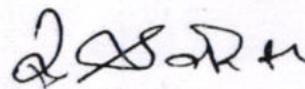
Contributions by the faculty members with respect to Research was well cherished and advised the Institution to go for Scopus Journal publications.

  
Member Secretary

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Chairman

**Item No.10: Appointments & Resignation**

The Council has gone through the appointments and resignations made in the institution and approved.

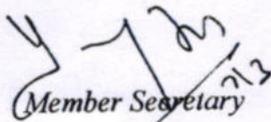
**Item No.11: MOU's**

An MOU for Student Exchange Agreement between Universiti Malaysia Pahang, Malaysia & SSCE is respectable one, more MOUs with ensuing years is expected.

**Item No.12: 212 KWP Solar Roof Top Plant**

Under Green Initiative Campus, Roof Top Solar Plant with 212Kwp has been commissioned in our College Campus in association with Ribhu Roof Top Solar Solutions Ltd, Belagavi is well received by all the Council.

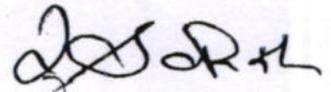
Meeting ended with thanks from Chairman

  
Member Secretary

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Chairman



*Sri*

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COLLEGE OF ENGINEERING



G.111

## 32<sup>nd</sup> GOVERNING COUNCIL MEETING

26<sup>th</sup> MARCH 2017 @ 2.00 PM

[SUNDAY]

CHAIRMAN'S CHAMBER

*Sri*

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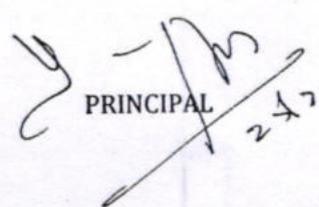
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32<sup>nd</sup> Governing Council Meeting - 26.03.2017 - Sunday - 2.00pm SSCE, Anekal

AGENDA

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| 13   | Appointments and Resignation - Academic Year 2016-17  | 61       |
| 14   | MOU's   | 63       |
| 15   | Regular Activities:<br>1. Funds & Grants<br>2. IEDC<br>3. Higher Education<br>4. Project Exhibition<br>5. EDC<br>6. ISTE<br>7. NSS<br>8. CSR<br>9. College Regular Activities<br>10. Sports<br>11. Media Coverage |          |
| 16   | Any other Agenda with the permission of the Chair   |          |

  
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Anekal, Bengaluru

**MJF LION LEO MUTHU - Founder - Chairman**

**32<sup>nd</sup> GOVERNING COUNCIL MEETING**

Date : 26.03.2017

Time : 2.00 PM

Venue : Chairman's Chamber

**Members Present**

| Sl. No | Name of GC Members                                 | Signature                  |
|--------|--|----------------------------|
| 1      | Sri. Sai Prakash Leo Muthu - Chairman              |                            |
| 2      | Smt. Sharmila Rajaa - Member                       | -                          |
| 3      | Sri. M. Vasu - Member                              | -                          |
| 4      | Dr. M.B. Manjutha - VTU Nominee                    |                            |
| 5      | Prof. A. Kumar - Member                            | <br>A. Kumar<br>26-03-2017 |
| 6      | Sri. Vardhaman. V. Gunjal                          |                            |
| 7      | Dr. Fred Simon Oomen - Member                      |                            |
| 8      | Sri. P. S. Premanath - Member                      | -                          |
| 9      | Dr. B. Shadaksharappa - HOD CSE - VP - Member      |                            |
| 10     | Dr. K. Sivashakthi Balan - Asst. Prof. - MECH      |                            |
| 11     | Dr. Y. Vijaya Kumar - Principal & Member Secretary |                            |





Sri

# SAIRAM

## COLLEGE OF ENGINEERING

Formerly Shirdi Sai Engineering College

ISO 9001 : 2008 Certified Institution

Approved by AICTE, New Delhi

Recognised by Govt. of Karnataka & Affiliated to VTU, Belagavi

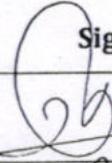
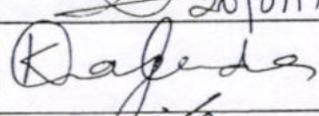
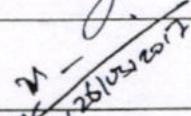
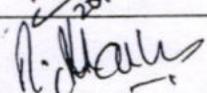
Anekal, Bengaluru

### MJF LION LEO MUTHU - Founder - Chairman

#### 32<sup>nd</sup> GOVERNING COUNCIL MEETING

Date : 26.03.2017  
 Time : 2.00 PM  
 Venue : Chairman's Chamber

#### Members Present

| Sl. No | Special Invitees                               | Signature   |
|--------|--|---|
| 1      | Sri. K. Patel - Public Relations Officer       | <br>26/3/17.    |
| 2      | Sri. K. Gajendra - Chief Accountant Manager    |                 |
| 3      | Sri. R. Arun Kumar - Management Representative | <br>26/03/2017 |
| 4      | Sri. R. Maheshwar - Manager                    |                |



# Sairam COLLEGE OF ENGINEERING

Formerly Shirdi Sai Engineering College

ISO 9001 : 2008 Certified Inst  
Approved by AICTE, New Del  
Recognised by Govt. of Karni  
Anekal, Bengaluru

to VTU, Belagavi

SSCE/32<sup>nd</sup> G.C.Minutes/2016-17/

Minutes of the 32<sup>nd</sup> Governing Council Meeting held in the Chairman's Cha  
at 2.00 PM.

arch 2017

### Members Present

- |                              |                              |
|------------------------------|------------------------------|
| 1. Sri. Sai Prakash LeoMuthu | Chairman                     |
| 2. Sri. M.B. Manjunatha      | Member & VTU Nominee         |
| 3. Prof. A. Kumar            | Member                       |
| 4. Sri. Vardhaman. V. Gunjal | Member                       |
| 5. Dr. Fred Simon Oomen      | Member                       |
| 6. Dr. B. Shadaksharappa     | Member                       |
| 7. Dr. K. Sivasakthi Balan   | Member                       |
| 8. Dr. Y. Vijaya Kumar       | Principal & Member Secretary |

### Special Invitees

- |                      |                           |
|----------------------|---------------------------|
| 1. Sri. K. Patel     | P.R.O                     |
| 2. Sri. K. Gajendra  | C.A.M                     |
| 3. Dr. R. Arunkumar  | Management Representative |
| 4. Sri. R. Maheshwar | Manager - T.O             |

Following members expressed their inability to attend the meeting, due to pre-occupation

- |                         |        |
|-------------------------|--------|
| 1. Smt. Sharmila Rajaa  | Member |
| 2. Sr. M. Vasu          | Member |
| 3. Sri. P. S. Premanath | Member |

Our Principal and Member Secretary Dr. Y. Vijaya Kumar has briefed the members about 32<sup>nd</sup> Governing Council meeting and requested Dr. B. Shadaksharappa, Member - Vice Principal to Welcome the GC members and accordingly our CEO felcitated the members with bouquet and memento.

### 1. Confirming the minutes of the 31<sup>st</sup> Governing Council Meeting held on 17.07.2017

*Unanimously Confirmed*

### 2. Brief Institutional Profile for the Academic year 2016-17

With the help of PPT, after Welcome Address, Principal & Member Secretary highlighted the academic activities of the institution where he has covered General information of the institution, CSR initiative - Sairam Gnana Sourabha, Key people of the institution, Results and Admissions.

### 3. Admissions for the Academic year 2016-17

Comparative study between the earlier years has been shown to the members where the institution is moving on positive side. In spite of many challenges with last year, still the institution was able to make 326 admissions (68%) for the academic year compare to the earlier year 305 (63%). Principal also informed the members that approximately 35-40 students have joined the academic year after getting eligibility through

one time crash course conducted by the University. Principal & Member Secretary with the support of Trust office members and senior colleagues in the college assured the CEO, that this year admission will cross 400 in total.

#### **4. Even Semester Results - Academic Year 2015-16**

Principal has informed the members that even semester results have positive with 7% jump with the help of various academic activities undertaken.

#### **5. Odd Semester Results - Academic Year 2016-17**

Principal & Member Secretary has informed the GC members that odd semester results yet to be announced by the University.

#### **6. Placement Details - Academic Year 2016-17**

Principal explained in detail the various placement activities adopted in the college like various training and need based skill training programs etc., As on today the institution has provided 116 offers to the 82 eligible students belongs to final year, where the students strength is 276. He also informed that 39 companies have visited in which 9 belongs to on campus and 30 belongs to off campus. He also presented the breakup of offers by Company wise to the members.

CEO has appreciated the efforts and strongly advised the institution to increase eligible students number which is heart of any institution for the growth. He also advised to use merit scholarship and good academically strong admissions to improve the same. This will solve the problem of going to the other campuses for the placement. All other GC members appreciated the statistics.

Mr. Gunjal, member has advised to keep the records of the students who are opting for higher education, entrepreneurship and working with the parental organization. He also advised to look into the Mechanical Department placement statistics where the placements ratio is more compare to University results.

#### **7. Activities Plan - Accreditation**

Principal has informed the members that the institution is planned to go for IEI Accreditation and as a starting step. After IE accreditation the institution is planning to go for NAAC accreditation and then go for NBA accreditation.

#### **8. Activities Plan - Automation - Edumate**

Principal & Member Secretary has informed the members that as per the CEO guidelines decided to go for automation with the help of Edumate. He confidently informed the members the campus will become paperless organization in near future.

#### **9. Innovative Projects / Hackathon Competition / APJ Abdul Kalam Innovation Systems/ Club Activities**

Principal has proudly informed all the members that various projects, activities under taken by the students in the campus. He stressed the innovative projects like Electric Bike, Gokart, (Boys & Girls) Solar Vehicle, and Autonomous under water vehicle, Quad Copter, RC Craft and Android. He also conveyed to the members that innovative center has established "SRI LEO MUTHU INNOVATION CENTRE" for the students fraternity mainly to convert innovative ideas in to products.

He informed the members that one team from the college is participating AICTE Hackathon final projects at Jaipur. Similarly Principal has informed 42 projects have been submitted to APJ Abdul Kalam Innovation Eco Systems. Out of which 20 projects have been shortlisted.

To be in line with Sairam institution and as per the guide lines of CEO, Principal has informed that 34 clubs have been initiated in the institution.

CEO has advised to motivate and educate the students participation and to become a member of atleast 3 clubs, so that the learning capability will increase.

### 10. Ratings

Principal has informed the members that the institution is consistently participating in the magazines like Higher Education Review, Education World, Data Quest, Career 360, Outlook Rating Agencies and constantly getting top 10 position in Bengaluru, top 20 position in Karnataka and top 100 position in India.

### 11. Awards

Institution is also participated with various agencies for awards where our institution has got,

1. Best Structured Institute of the year from ASDF
2. Certificate of Association from ISIE
3. Certificate of Excellence from the News Paper Association of Karnataka.

### 12. Research Contribution

Principal has presented the details on Research activities under taken by the faculty and the students. The details are,

|  |     |
|--|-----|
| No of INT Journal, Publications by faculty       | 108 |
| No of Nat. Journal, Publications by faculty      | 03  |
| No. of Int. Conference, Presentations by faculty | 85  |
| No. of Nat. Conference, Presentations by faculty | 02  |
| No. Paper Presentations by Students              | 75  |
| No. of Projects by Students                      | 25  |
| No. of Co Curricular activities by Students      | 14  |
| No. Sports activities by Students                | 11  |
| No. of Patents by faculty participations         | 01  |
| No. of MOU's by Departments                      | 01  |
| No. of Funded Projects Received                  | 11  |
| No. of ISTE Programs organized                   | 01  |
| No. of Ph.D's in the college                     | 08  |
| No. of Ph.D's Registered                         | 27  |
| No. of Awards received by the faculty            | 11  |
| No. of Editorial Memberships by the faculty      | 12  |

|  |              |
|--|--------------|
| No. of Int. Conf Conducted                       | 04           |
| No. of VTU Sports Activity calendar              | 01 (Archery) |
| No. of Competitive Exams conducted               | 06           |
| No. of EAC's conducted                           | 10           |
| No. of Project Expo's organized                  | 03           |
| No. of FDP's conducted                           | 02           |
| No. of CSR activities - Career Guidance Programs | 35           |
| CET MOCK Test - No. of students attended         | 20000        |

#### 13. Appointments and Resignation - Academic Year 2016-17

The Member Secretary has informed the members that 26 staff members have joined the institution during 17.07.2016 to till date and 15 staff members left the organization during the same time.

#### 14. MOU's

Principal has proudly informed the members that the college has signed MOU with SIEGER TECHNOLOGIES - For Design and fabrication of Solar Vehicle.

Finally Principal - Member Secretary has presented the various general and common activities of the institution.

CEO has announced and informed all the members that, Dr. R. Arunkumar name is to be included in the CC members. He also informed everyone that the cultural theme Logo for 2016 is "Digital Economy" and informed every one that no activity has been conducted due to sad demise of our Chairman and to show respect to him.

Meeting concluded with thanks from the chair.

*[Handwritten signature]*  
PRINCIPAL & MEMBER SECRETARY



*[Handwritten signature]*  
CHAIRMAN



*Sri*

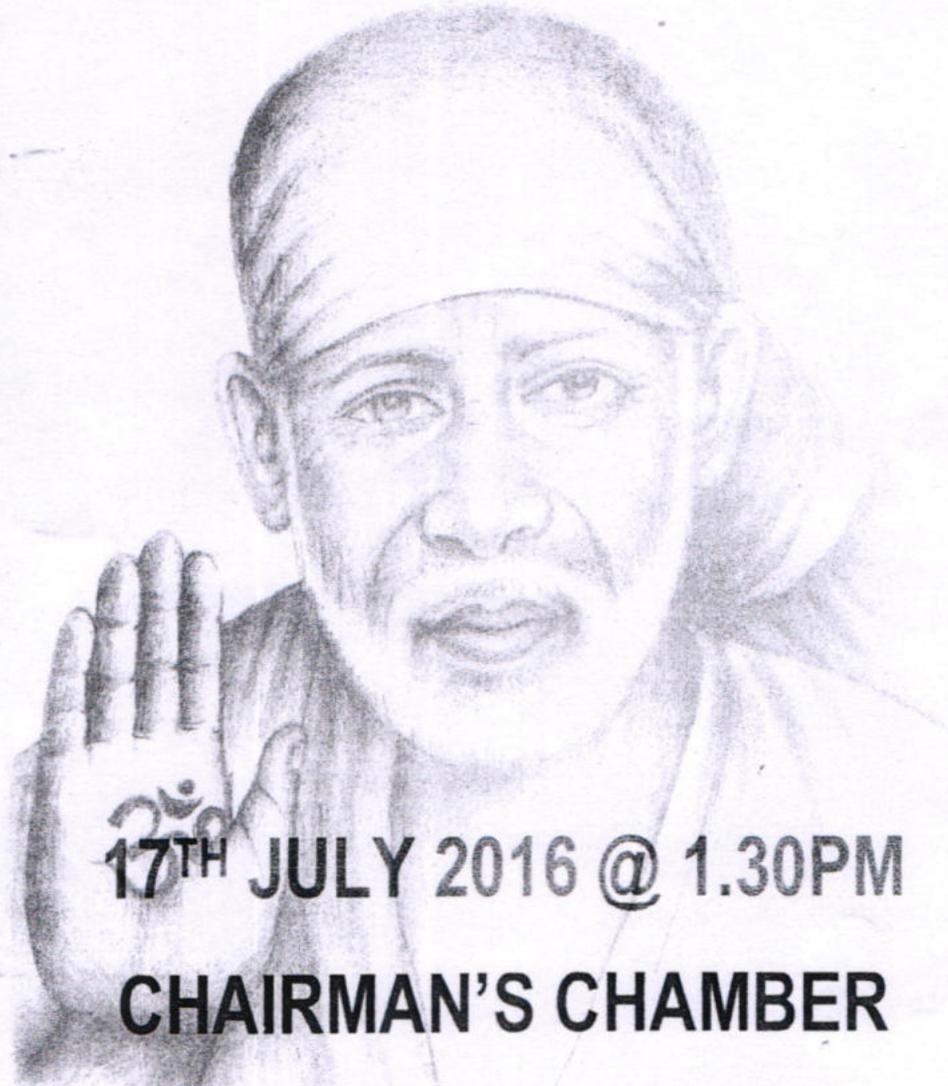
# SAIRAM

COLLEGE OF ENGINEERING



6.1.7

## 31<sup>st</sup> GOVERNING COUNCIL MEETING



17<sup>TH</sup> JULY 2016 @ 1.30PM

**CHAIRMAN'S CHAMBER**

*Sri*

**SAIRAM COLLEGE OF ENGINEERING**

**ANEKAL, BENGALURU**

**COLLEGE CAMPUS**

Sai Leo Nagar, Anekal, Bengaluru - 562 106

Tel : 080 27840631/32 / 27830221

Fax : 080 - 27830355

**ADMINISTRATIVE OFFICE**

**SAPTHAGIRI EDUCATIONAL & CHARITABLE TRUST**

# 21, 7th Main Road, 4th Block, Jayanagar, Bengaluru-11

Tel : 080 26635623, 22455361, Fax : 080 22451802

[www.ssec.ac.in](http://www.ssec.ac.in)



Sri  
**SAIRAM**  
COLLEGE OF ENGINEERING

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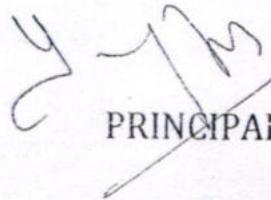
Approved by AICTE, New Delhi

Recognised by Govt. of Karnataka & Affiliated to VTU, Belagavi

Anekal, Bengaluru

31<sup>st</sup> Governing Council Meeting - 17.07.2016 - Sunday - 1.30pm SSCE, Anekal

| S.No | Details   | Page. No. |
|------|---|-----------|
| 1    | Confirming the minutes of the 30 <sup>th</sup> Governing Council Meeting held on 24.05.2015 | 2-4       |
| 2    | Admissions for the Academic year 2016-17  | 5         |
| 3    | Results - Odd Semester Academic Year 2015-16  | 6-9       |
| 4    | Placement Details for the Academic Year 2015-16   | 10-11     |
| 5    | Innovative Projects   | 12-15     |
| 6    | Ratings by Magazines  | 16-22     |
| 7    | Research Contribution by Faculty  | 23        |
| 8    | Appointments and Relieving  | 24-25     |
| 9    | MOU's   | 26        |

  
PRINCIPAL  
16/7/16



**MJF LION LEO MUTHU – Founder – Chairman**

**31<sup>st</sup> GOVERNING COUNCIL MEETING**

Date : 17.07.2016  
Time : 2:00 pm  
Venue : Chairman's Chamber

**Members Present**

| Sl. No. | Name of GC Members                                 | Signature                |
|---------|--|--------------------------|
| 1.      | Sri. Sai Prakash Leo Muthu – Chairman              |                          |
| 2.      | Smt. Sharmila Rajaa – Member                       |                          |
| 3.      | Sri. M. Vasu – Member                              |                          |
| 4.      | Dr. M. B. Manjunatha – VTU Nominee                 |                          |
| 5.      | Prof. A. Kumar – Member                            | A. Kumar -<br>17-07-2016 |
| 6.      | Sri. Vardhaman. V. Gunjal – Member                 |                          |
| 7.      | Dr. Fred Simon Oomen – Member                      |                          |
| 8.      | Sri. P. S. Premanath - Member                      |                          |
| 9.      | Dr. B. Shadaksharappa – HOD CSE – VP – Member      |                          |
| 10.     | Prof. K. Sivashakthi Balan – Asst. Prof. – MECH    |                          |
| 11.     | Dr. Y. Vijaya Kumar – Principal & Member Secretary |                          |





**Sri SAIRAM**  
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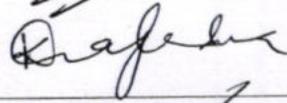
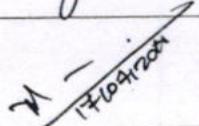
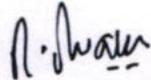
Anekal, Bengaluru

**MJF LION LEO MUTHU – Founder – Chairman**

**31<sup>st</sup> GOVERNING COUNCIL MEETING**

Date : 17.07.2016  
Time : 2:00 pm  
Venue : Chairman's Chamber

**Members Present**

| Sl. No. | Special Invitees                               | Signature  |
|---------|--|--|
| 1.      | Sri. K. Patel – Public Relations Officer       | <br>17/07/16.   |
| 2.      | Sri. K Gajendra – Chief Accountant Manager     |                 |
| 3.      | Sri. R. Arun Kumar – Management Representative | <br>17/07/2016 |
| 4.      | Sri. R. Maheswar – Manager                     |               |

**SRI SAIRAM COLLEGE OF ENGINEERING, BENGALURU**

**Admn. Office, T.Nagar, Chennai – 17.**

No. 19/SSCE/BLR/31<sup>ST</sup> GC- CEO SIGNED/2016

Dated: 29.08.2016

Sub: SSCE – BLR – Administration – 31<sup>ST</sup> Governing Council meeting  
- Duly signed documents by CEO - Returned - Reg.

Ref: Your Letter No. SSCE/Est/2015-16/002 dated 19.07.2016.

**ORDER:**

Find enclosed herewith, CEO signed document relating to 31<sup>ST</sup> Governing Council Meeting held in our Chairman's Chamber.

For SRI SAIRAM COLLEGE OF ENGINEERING,

(Sd/xxxxxxxxxx)

CHIEF EXECUTIVE OFFICER

/ By order of Chief Executive Officer /

EXECUTIVE DIRECTOR 1/4

Encl: As above.

To:

The Principal,  
Sri Sairam College of Engineering,  
Bengaluru.

Copy to:

- Treasurer.
- The T.O.S.M, SSCE, Bengaluru.
- Accounts Section.

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1/4

Date: 18.07.2016

**Minutes of the 31st Governing Council Meeting held in the Chairman's Chamber on  
17<sup>th</sup> July 2016 at 2:00 pm.**

**Members Present**

- |                               |                              |
|-------------------------------|------------------------------|
| 1) Sri. Sai Prakash Leo Muthu | Chairman                     |
| 2) Sri. M. B. Manjunath       | Member & VTU Nominee         |
| 3) Prof. A. Kumar             | Member                       |
| 4) Sri. Vardhman V Gunjal     | Member                       |
| 5) Sri. P. S. Premnath        | Member                       |
| 6) Dr. B. Shadaksharappa      | Member                       |
| 7) Sri. K. Sivasakthibalan    | Member                       |
| 8) Dr. Y. Vijayakumar         | Principal & Member Secretary |

**Special Invitees**

- |                       |                           |
|-----------------------|---------------------------|
| 1) Sri. R. Arun Kumar | Management Representative |
| 2) Sri. K. Patel      | P.R.O                     |
| 3) Sri. K. Gajendra   | C.A.M                     |
| 4) Sri. R. Maheshwar  | Manager - T.O             |

Following members expressed their inability to attend the meeting, due to pre-occupation

- |                         |        |
|-------------------------|--------|
| 1) Smt. Sharmila Rajaa  | Member |
| 2) Dr. Fred Simon Oomen | Member |

Our Principal Dr. Y. Vijayakumar after briefing handed over the session to Dr. B. Shadaksharappa Vice Principal, to welcome the GC Members, and our chairman honoured & felicitated Sri. M. B. Manjunath VTU Nominee, Prof. A. Kumar, Sri. Vardhman V Gunjal and Sri P. S Premnath - Members with flower bouquet and Mementos, as a token of respect & Dignity.

After the welcome Address, Principal highlighted the Academic activities such as Admissions, Results, Placement and other infrastructural activities through electronic media to the members.

**Item No.1: Confirming the minutes of 30<sup>th</sup> Governing Council Meeting held on 24.05.2015.**

**Unanimously Confirmed**

**Item No.2: Sairam Gnana Sourabha**

Sairam Gnana Sourabha uniformly appreciated by the GC Members for the untiring efforts pooled by both Teaching and Non-Teaching staff, which include conduction of CET Mock Test, FDP for PU Lecturers, Career Guidance Program etc. Chairman expects and insists 90% admission for the Academic Year 2016-17 since the expenditure incurred towards Brand Building - Sairam Gnana Sourabha was abnormally huge amounting to 50 lakhs.

As of now 63 seats in total have been allotted through CET & COMED-K more allotment and admissions are expected through couple of rounds from CET and second round Comed-K. Sairam Gnana Sourabha influencing positive focus in admission process and 132 seats have been filled through Management Quota.

### Item No.3: Results

Comparative Study between the last semester and current semester was analytically high and encouraging towards improvement. Sri. Vardhman V Gunjal suggested to have the session for students how to answer the questions in the Exams since, the CBCS came into the existence for all the Colleges and Universities w.e.f Academic year 2015-16. Further suggested to share and exchange the Faculty members among our 03 Technical Colleges for Intellectual & knowledge impart and transfer. He has assured to refer some of the ace trainers, who can able to train and change our students attitude towards English Communication and subject knowledge.

### Item No.4: Placements

Principal explained current year, out of eligible students 80% have been placed but Chairman insisted to increase the Number and ratio of the eligible students. Further informed TCS has accredited Sri Sairam Engineering College & Sri Sairam Institute of Technology Chennai absorbed 642 students recently. The same type of placements expects from Sri Sairam College of Engineering Anekal. Wipro main stakeholder in recruiting area offering 02 types of training towards Interview and HR. Our CEO recollected that last year the management sponsored roughly around 100 students of our College, for 02 days special training under the guidance of Wipro officials.

### Item No.5: Innovative Projects

Innovative Projects plays an important role in influencing admissions. Recent Project Exhibition at Press Club Bangalore and at Anekal actively reached the students community and the society, and the brand name become familiar. M/s Unilever approached us with the proposal to market Raider - E-Bike in the near future.

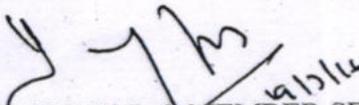
### Item No.6: Ratings

Ratings widely appreciated by GC Members.

### Item No. 7: Research Contribution

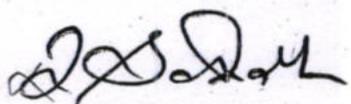
Research and Development turns to be a deciding factor for NBA Accreditation Hence, our Principal encourage all Teaching Staff members to present papers in International and Journals and the strength and statistic shown through PPT was very much encouraging. Even CEO wants to have a copy of the same. Further CEO announced that an amount of Rs. 25 lakhs have been set aside for Dr. Abdul Kalam's Innovative Eco Systems in Chennai, for 05 Fields, extraordinary projects are invited and scrutinized by the committees and the best project will be awarded in a separate function in the ensuing years. He has referred with our MR that Texas Instruments - MOU to be extended to our Engineering Colleges in Chennai. Our CEO appreciated the practice of appreciating parents for their Son's / Daughter's wards achievement is a best practice.

Meeting ended with thanks from the Chair

  
PRINCIPAL & MEMBER SECRETARY

**Principal**

Sri Sairam College of Engineering  
Sar Leo Nagar, Guddanahalli Post,  
Anekal, Bengaluru - 562 106

  
CHAIRMAN



*Sri*

# SAIRAM

COLLEGE OF ENGINEERING



*G. S. S.*

## 30<sup>TH</sup> GOVERNING COUNCIL MEETING



**24<sup>TH</sup> MAY 2015 @ 2.00PM**

**[SUNDAY]**

**CHAIRMAN'S CHAMBER**

*Sri*

**SAIRAM COLLEGE OF ENGINEERING**

**ANEKAL, BENGALURU**

COLLEGE CAMPUS

Sai Leo Nagar, Anekal, Bengaluru - 562 106

Tel : 080 27840631/32 / 27830221

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ADMINISTRATIVE OFFICE

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Anekal, Bengaluru

30<sup>th</sup> Governing Council Meeting  
24/05/2015 (Sunday) @ 2.00 p.m.

Venue: Chairman's Chamber, SSCE, Anekal, Bengaluru

### AGENDA

| Sl. No | Details  | Page. No |
|--------|--|----------|
| 1.     | Confirming the minutes of the 29 <sup>th</sup> Governing Council Meeting held on 14/8/2014 | 01       |
| 2.     | College Name Change Approval   | 07       |
| 3.     | ECE - Intake Reduction Approval  | 19       |
| 4.     | Odd Semester Result Analysis – Academic Year 2014-15                                       | 33       |
| 5.     | Placement Activities Academic Year 2014-15   | 51       |
| 6.     | Appointment and Resignations of Teaching & Non – Teaching Staff – Academic Year 2014-15    | 57       |
| 7.     | Admission for the Academic year 2015-16  | 59       |
| 8.     | Any other agenda with the permission of the Chair  |          |

*[Handwritten Signature]*  
PRINCIPAL 21/5/15

SRI SAIRAM COLLEGE OF ENGINEERING  
ANEKAL, BENGALURU- 562 106

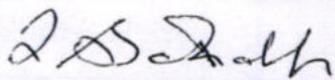
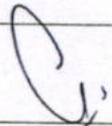
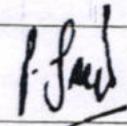
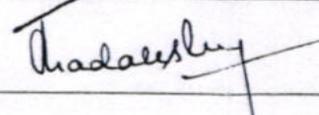
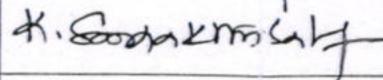
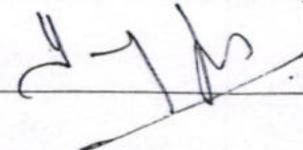
30<sup>th</sup> GOVERNING COUNCIL MEETING

Date : 24.05.2015

Time : 2.00 pm

Venue : Chairman's Chamber

Members Present

| Sl.No | Name of GC Members                               | Signature   |
|-------|--|---|
| 1     | M.J.F.In.Leo Muthu, Chairman - Governing Council |   |
| 2     | Sri.M.Vasu - Member                              |   |
| 3     | Sri.Sai Prakash Leo Muthu- Member                |    |
| 4     | Smt.Sharmila Rajaa- Member                       |   |
| 5     | Dr.M.B.Manjunatha - VTU Nominee                  |   |
| 6     | Prof.A.Kumar - Member                            |   |
| 7     | Sri.Vardhaman.V. Gunjal - Member                 |  |
| 8     | Dr.Fred Simon Oomen- Member                      |  |
| 9     | Sri.P.S.Premanath- Member                        |  |
| 10    | Dr.B.Shadaksharappa - HOD CSE - VP - Member      |  |
| 11    | Prof.K.Sivasakthibalan - Asst. Prof - MECH       |  |
| 12    | Dr.Y.Vijayakumar - Principal & Member Secretary  |  |

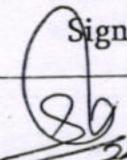
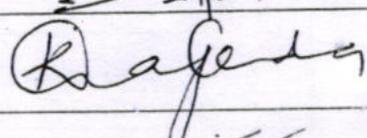
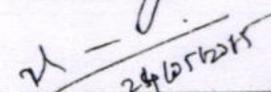
SRI SAIRAM COLLEGE OF ENGINEERING  
ANEKAL, BENGALURU- 562 106

30<sup>th</sup> GOVERNING COUNCIL MEETING

Date : 24.05.2015

Time : 2.00 pm

Venue : Chairman's Chamber

| Sl.No | Name of GC Members                            | Signature   |
|-------|---|---|
| 1     | Sri. K. Patel – Public Relations Officer      | <br>24/05/15 |
| 2     | Sri. K. Gajendra – Chief Accountant Manager   |              |
| 3     | Sri. R. Arunkumar – Management Representative | <br>24/05/15 |
| 4     | Sri. R. Maheswar – Manager                    |   |



**SRI SAIRAM COLLEGE OF ENGINEERING, BENGALURU**

**Admn. Office, T.Nagar, Chennai – 17.**

No. 19/SSCE/BLR/30<sup>th</sup> GOV COUNCIL MEETING/2015

Dated: 19.06.2015

Sub: SSCE – BLR – Administration – Minutes of 30<sup>th</sup> Governing Council Meeting – Endorsement - Returned duly signed by our CEO - Reg.

Ref: Your Letter No: SSCE/Est/2014-15/001 dated 05.06.2015.

**ORDER:**

The Minutes of 30<sup>th</sup> Governing Council Meeting held on 24.5.2015 at our College Campus is duly signed by our CEO and returned for records at your end.

For SRI SAIRAM COLLEGE OF ENGINEERING,

(Sd/xxxxxxxxx)

CHAIRMAN

/ By order of Chairman /

EXECUTIVE DIRECTOR 1/3

Encl: As above.

To:

The Principal,  
Sri Sairam College of Engineering,  
Bengaluru.

Copy to:

➤ The T.O.S.M, SSCE, Bangalore.

OS  
The Principal  
1/3  
22/6

23/06/15



# Sri SAI RAM COLLEGE OF ENGINEERING

Formerly Shirdi Sai Engineering College

ISO 9001 : 2008 Certified Institution

Approved by AICTE, New Delhi

Recognised by Govt. of Karnataka & Affiliated to VTU, Bel

Anekal, Bengaluru

Date: 01.06.2015

Minutes of the 30<sup>th</sup> Governing Council meeting held on 24.05.2015 at 2.00 pm at Chairman Cabin, SSCE, Anekal.

### Members Present:

- |                               |                              |
|-------------------------------|------------------------------|
| 1. Sri. Sai Prakash Leo Muthu | CEO & Member.                |
| 2. Sri. Vardhman V Gunjal     | Member                       |
| 3. Dr. Fred Simon Oomen       | Member                       |
| 4. Sri. P. S Premnath         | Member                       |
| 5. Dr. B. Shadaksharappa      | Member                       |
| 6. Prof .K. Sivasakthibalan   | Member                       |
| 7. Dr.Y. Vijayakumar          | Principal & Member Secretary |

The Following members expressed their inability to participate in the Governing Council meeting, due to pre-occupation

- |                        |             |
|------------------------|-------------|
| 1. MJF. Lion Leo Muthu | Chairman    |
| 2. Prof. A. Kumar      | Member      |
| 3. Smt. Sharmila Rajaa | Member      |
| 4. Dr. M. B. Manjunath | VTU Nominee |

### Special Invitees:

The following members have been invites as special invites for the Governing Council meeting,

- |                      |       |
|----------------------|-------|
| 1. Sri.R. Arun Kumar | M.R   |
| 2. Sri.K.Patel       | P.R.O |
| 3. Sri.K.Gajendra    | CAM   |

Dr. B. Shadaksharappa – Vice Principal & Member, welcomed the members for the 30<sup>th</sup> GC meeting and our CEO Sri. Sai Prakash Leo Muthu welcomed and honored Sri. Vardhman V Gunjal, Dr. Fred Simon Oomen, Sri. P. S. Premnath with a bouquet and memento.

Principal has given 15 minutes Power Point Presentation to the members explaining the Institution curricular and extracurricular activities happened during the academic year.

**Item No.1: Confirming the minutes of 29<sup>th</sup> Governing Council Meeting held on 14.08.2014.**

***Unanimously Confirmed***

**No.2: College Name Change approval**

Dr. Y. Vijayakumar, Principal briefed the members about name change as "Sri Sairam College of Engineering" from Shirdi Sai Engineering College, mainly to be in line with group institutions and to have the brand name. No Objection Certificate received from VTU and GOK. Based on the NOCs, AICTE has sanctioned name change. The members appreciated the move and wished the institution to reach better heights.

**Item No.3: ECE – Intake Reduction approval**

Based on the actual admission to the branch and with the approval from HO, the institution has applied for reduction in intake for the departments of ECE from 180 to 120. Correspondingly No Objection Certificates from VTU and GOK have been received. Based on the recommendations of VTU and GOK, AICTE has approved the reduction in intake.

All the members have expressed positive opinion on this change. CEO has expressed and instructed the institution to make efforts to fill up all the seats with merit students for the ensuing Academic year. Further insisted to start preparations for NBA accreditation which is going to be deciding factor for the growth of the institutions.

**Item No. 4: Odd semester result analysis – 2014 -15.**

The CEO and GC Members expressed their displeasure over the poor results of first and third semester and advised to improve the result status. Principal along with Vice Principal explained the following reasons for the poor results.

1. New Scheme & syllabus for 2014-15
2. Question paper pattern was different
3. Many holidays in the odd semester
4. Long gap between II PUC and 1<sup>st</sup> year BE (April to Aug)
5. Overall University result 37%
6. Finally students level of understanding is very poor

Our M. R remarked special study hours from morning 5.30 am to 7.00 am for Hostellers who are having more than 2 subjects as arrears:

1. Special study hours beyond 4.00pm, Weekly test, Model test
  2. Question Bank has been circulated
  3. External faculty engaged for tough subject.
  4. Mentor system Implemented
- In spite of the above regulations our results proved failure.

Mr. V. Gunjal has suggested the 9 students who have been identified as slow learners, the institution shall take extra care to counsel them and make them fit for Engineering Education. Further he has analyzed and gone through the student register of all the 9 candidates, and suggested to study their previous semester performance & Attendance status.

*Sri. Vardhman V Gunjal* advised to go for external expert to handle tough subjects, since the students have come from rural background.

1. Our CEO insisted that covering of entire syllabus is Mandatory and it solves all academic problems.
2. Since the students are coming to the Engineering Education with 45% of marks in PCM, Which is the criteria for admission to Engg. Courses, our teaching and methodology of academic process to be improved for better results.
3. The entire responsibility of the results lies in the hands of the faculty, which has to be monitored by Principal and Vice Principal without any bias.
4. Three or four question papers have to be made ready by the faculty on par with University pattern for the internals mainly to make students ready for the University examinations.

**Item No: 5** Placements Activities for the Academic Year 2014-15

*Unanimously approved by the GC*

**Item No: 6** Appointments and Resignation of Teaching & Non – Teaching Staff – Academic Year 2014-15

*Unanimously approved by the GC*

**Item 7: Admissions for the Academic Year – 2015-16:**

*Following strategies planned for the ensuing admission*

1. Management Scholarship- The Scholarship scheme has been introduced in the institution mainly to attract merit students.
2. COMED-K – UGET – 2015 - Exam – Hosted at our institution
3. Bridge Course - To be held on 12 and 13<sup>th</sup> of June 2015
4. Sairam Gnanasourabha activities – Kreedha mela, CET - Mock Test, have been arranged to improve the Admission status.

*Finally Dr. Fred Simon Oomen* suggested counseling for students is important to find out students Caliber, Family Problems, Faculty Problems and so on. And he also requested to focus on students diversions from Education and to give remedy for the diversions.

**Meeting ended with thanks from the Chair.**

  
PRINCIPAL & MEMBER SECRETARY:

  
CHAIRMAN



**SHIRDI SAI**  
ENGINEERING COLLEGE



6.1.1

## 29<sup>TH</sup> GOVERNING COUNCIL MEETING

14<sup>TH</sup> AUGUST 2014 @ 2.00PM

[THURSDAY]

**CHAIRMAN'S CHAMBER**

**SHIRDI SAI ENGINEERING COLLEGE**

**ANEKAL, BENGALURU**

**COLLEGE CAMPUS**

Sai Leo Nagar, Anekal, Bengaluru - 562 106

Tel : 080 27840631/32 | 27830221

Fax : 080 - 27830355

**ADMINISTRATIVE OFFICE**

SAPTHAGIRI EDUCATIONAL & CHARITABLE TRUST

# 21, 7th Main Road, 4th Block, Jayanagar, Bengaluru-11

Tel : 080 26635623, 22455361, Fax : 080 22451802

[www.ssec.ac.in](http://www.ssec.ac.in)



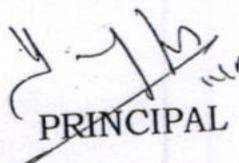
# SHIRDI SAI ENGINEERING COLLEGE

ANEKAL, BANGALORE - 562 106

**29<sup>th</sup> Governing Council Meeting**  
**14/08/2014 (Thursday) @ 2.00 p.m.**  
**Venue: Chairman's Chamber, SSEC, Anekal, Bangalore**

## AGENDA

| Sl. No. | Details  | Page No. |
|---------|--|----------|
| 1       | Confirming the minutes of the 28 <sup>th</sup> Governing Council Meeting held on <b>08/06/2014</b> | 1        |
| 2       | Admission for the Academic Year 2014-15  | 5        |
| 3       | Even Semester Result Analysis - Academic Year 2013-14  | 9        |
| 4       | Placement Activities- Academic Year 2014-15  | 14       |
| 5       | Events ahead   | 16       |
| 6       | Appointment and Resignations of Teaching & Non-Teaching Staff- Academic Year 2013-14               | 20       |
| 7       | Any other agenda with the permission of the Chair  |          |

  
PRINCIPAL

**SHIRDI SAI ENGINEERING COLLEGE**  
ANEKAL, BANGALORE - 562 106

**29<sup>th</sup> GOVERNING COUNCIL MEETING**

Date : 14/08/2014  
Time : 2.00pm  
Venue : Chairman's Chamber

**Members Present**

| Sl.No. | Name of GC Member                                  | Signature                     |
|--------|--|-------------------------------|
| 1      | Sri. M Jothiprakasam, Chairman - Governing Council |                               |
| 2      | Sri. M Vasu -Member                                |                               |
| 3      | Sri. Sai Prakash Leo Muthu - Member                |                               |
| 4      | Mrs. J Sharmila Rajaa - Member                     |                               |
| 5      | Dr. M B Manjunatha - VTU Nominee                   |                               |
| 6      | Prof. A Kumar -Member                              | A. Kumar<br>14-08-2014.       |
| 7      | Sri. Vardman V Gunjal - Member                     |                               |
| 8      | Dr. Fred Simon Oomen - Member                      |                               |
| 9      | Sri. P S Premnath - Member                         |                               |
| 10     | Dr. B Shadaksharappa - HOD - CSE - Member          | Shadaksharappa<br>14/08/2014  |
| 11     | Sri. K Sivasakthibalan - Asst.Prof. - MECH         | K. Sivasakthibalan<br>14/8/14 |
| 12     | Dr. Y Vijayakumar - Principal & Member Secretary   | Dr. Y. Vijayakumar<br>14/8/14 |

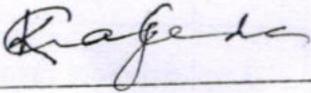
SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

29<sup>th</sup> GOVERNING COUNCIL MEETING

Date : 14/08/2014

Time : 2.00pm

Venue: Chairman's Chamber

| Sl.No. | Name of GC Member                           | Signature  |
|--------|---|--|
| 1      | Sri.K.Patel - Public Relations Officer      | <br>14/8/14 |
| 2      | Sri.K.Gajendra - Chief Accounts Manager     |             |
| 3      | Sri.R.Arunkumar - Management Representative |  |
| 4      | Sri.R.Maheswar - Manager                    |  |



**SHIRDI SAI ENGINEERING COLLEGE, BANGALORE**  
**Admin Office, T.Nagar, Chennai -17**

No.19/SSEC/BLR/29<sup>th</sup> GC Meeting/2014

Dated: 06.09.2014

**Sub:** SSEC, BLR – Administration – 29<sup>th</sup> Governing Council Minutes Meeting –  
Chairman Signed Document Returned – Reg.

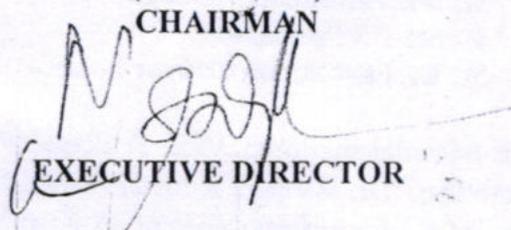
**Ref:** Your Lr.No.SSEC/GC Meeting/2014-15/002, Dt: 02.09.2014.

**ORDER:**

The Minutes of 29<sup>th</sup> Governing Council Meeting has been authenticated by our  
Chairman and returned to you for official record.

For SHIRDI SAI ENGINEERING COLLEGE,  
(Sd/xxxxxxx)  
CHAIRMAN

/ By Order of CHAIRMAN /

  
EXECUTIVE DIRECTOR

To:  
The Principal,  
Shirdi Sai Engineering College,  
Bangalore.

35  
Important file  
24/9  
10/5





SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

02/09/2014

SSEC/GC MOM/2014-15/

Minutes of the 29<sup>th</sup> Governing Council meeting held in the Chairman's Chamber on  
14/08/2014 @ 02.00p.m..

Members present:

- 1) Sri. Sai Prakash Leo Muthu;
- 2) Dr. M B Manjunatha
- 3) Prof A Kumar
- 4) Dr. B Shadaksharappa
- 5) Sri. Sivasakthibalan
- 6) Dr. Y Vijaya Kumar

CEO & Member  
Member & VTU Nominee  
Member  
Member  
Member  
Principal & Member Secretary

Special Invitees :

- 1) Sri. K Patel
- 2) Sri. K Gajendra

P.R.O.  
C.A.M

Following Members expressed their inability to attend the meeting, due to unforeseen emergency / pre-occupation.

- 1) M.J.F. Lion Leo Muthu
- 2) Smt Sharmila Rajaa
- 3) Sri. Vardhman V Gunjal
- 4) Sri. P S Premnath
- 5) Dr. Fred Simon Oomen

Chairman & Governing Council  
Member  
Member  
Member  
Member

Dr. B Shadaksharappa, Vice- Principal welcomed the Members to the 29<sup>th</sup> Governing Council meeting. Dr. Y Vijaya Kumar, Principal then took over by presenting a small bouquet to Dr. M B Manjunatha & Prof. A Kumar, as a gesture of welcome. Principal gave a short update of the Induction Day programme and with the permission of the members, formally started the meeting. This was followed by a 10 minutes Power Point Presentation to the members explaining about the Institution's academic graph and other activities as per the agenda.

*Item No.1: Confirming the minutes of the 28<sup>th</sup> Governing Council Meeting held on  
08/06/2014.*

Unanimously confirmed.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN 2/4  
→

*Item No.2: Admission for the Academic Year 2014-15.*

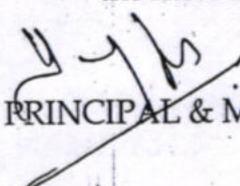
With regard to the admissions for the academic year 2014-15,

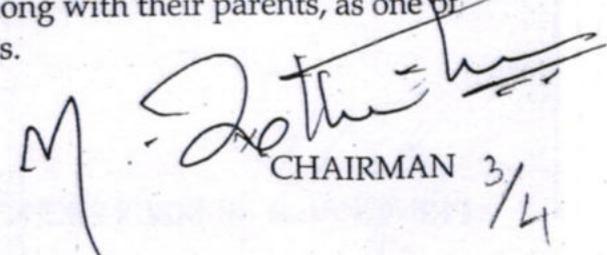
- There has been good improvement this year, when compared to last year.
- 338 seats are filled in this year compared to 280 seats in the last year.
- Lateral entry admissions are good.
- It was also opined that due to the last round of CET, unnecessary confusions were created and good number of seats were lost in this process. It was also felt that no rounds should be kept after July 31<sup>st</sup>, which actually scattered and confused the parent-student views.
- COMED-K also was of no great advantage.
- Some factors for lesser admission that were felt was that -
  - there are more number of colleges (25 colleges) in & around Anekal area and less number of college -going students. The study done showed that more of Agriculture oriented parents or I.T. parents were the major occupants of this area, whose children were found to be below XII standard age-group.
  - for students from far -off places who wanted to study in this college, they had to spend more on Hostel fees than the Course fees.
- Brand Builders - TQM practice implementation, are identifying the hot-spots of areas/places & factors for better admissions.

+ 58

*Item No.3: Even Semester Result Analysis - Academic Year 2013-14.*

- College Pass percentage was 95.38% (95.75%).
- After Re-valuation 97.78%
- It was analyzed that this year, student's failing in more subjects has come down, which has bettered the overall results.
- IV semester - Number of failure, more in Mechanical Dept.
- II Semester - Pass percentage is 70.81% from 54.02%
- Eligibility Analysis (taken for NBA purpose) for Regular students was done, through which students losing eligibility was sorted out, so that they may be given more attention.
- Targeting to meet the no. of students joined ratio with no. of passed-out students ratio.
- Script wise analysis (based on Anna University for rating the College) was found good.
- Failing Students are also called for Counseling along with their parents, as one of the measures to bring better output from students.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN 3/4

→

*Item No.4: Placement Activities - Academic Year 2014-15.*

- 105 Eligible students were identified.
- Accordingly, from 3p.m. to 4p.m. SkillRack Training is being given to eligible and interested students also to prune their aptitude skills. This training has been worked out based on the present industry demands and also on the feedback from the passed-out students.

*Item No.5: Events ahead.*

- TQM Practices Implementation
- NBA Practices
- MOU with Industries
- College name change & Brand name
- To participate in Careers 360 Magazine rating
- Placement

*Item No.6: Appointment & Resignations of Teaching & Non-Teaching Staff - Academic Year 2013-14.*

- Appointment: 12 staff members are appointed.
- Resignation: One staff, Ms. K Lavanya, Hostel Warden has resigned.

*Item No.7: Any other agenda with the permission of the Chair.*

- Dr. M B Manjunatha enquired about the plan & execution of 1<sup>st</sup> year syllabus. Dr. Y Vijaya Kumar, Principal, said that 5 hours per subject was allotted. Where, the first 2 units would be covered for the 1<sup>st</sup> I.A. next 2 units for the 2<sup>nd</sup> I.A. and the last unit would be covered for the 3<sup>rd</sup> I.A. test. If insufficient time found to finish the portions, then all Saturdays would be declared as working day in place of alternate working Saturday schedule.
- Feedback from the students would be taken to check if the portions are completed or skipped.
- It was opined that students who have studied their +12 in CBSE syllabus are not finding difficulty in understanding the subject, while the State syllabus students were finding it difficult to follow.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN

4/4  
→



**SHIRDI SAI**  
**ENGINEERING COLLEGE**



G.I.1

## **28<sup>TH</sup> GOVERNING COUNCIL MEETING**

**8<sup>TH</sup> JUNE 2014 @ 2.00PM**

**[SUNDAY]**

**CHAIRMAN'S CHAMBER**  
**SHIRDI SAI ENGINEERING COLLEGE**  
**ANEKAL, BENGALURU**

**COLLEGE CAMPUS**

Sai Leo Nagar, Anekal, Bengaluru - 562 106

Tel : 080 27840631/32 / 27830221

Fax : 080 - 27830355

**ADMINISTRATIVE OFFICE**

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SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

**28<sup>th</sup> Governing Council Meeting - 08/06/2014 (Sunday) at 2.00 P.M**  
**Venue: Chairman's Chamber, SSEC, Anekal, Bangalore**

**AGENDA**

| Sl. No. | Details  | Page No. |
|---------|--|----------|
| 1       | Confirming the minutes of the 27 <sup>th</sup> Governing Council Meeting held on <b>08/08/2013</b> | 1-4      |
| 2       | Introduction of New G C Members - VTU Nominees   | 5        |
| 3       | Brief College profile presentation   |          |
| 4       | Change of College Name - "Sri Sairam College of Engineering"                                       | 6-17     |
| 5       | Admission for the Academic Year 2014-15  | 18       |
| 6       | Odd Semester Result Analysis - Academic Year 2013-14   | 19-22    |
| 7       | Even Semester Exams- Academic Year 2013-14   | 23-25    |
| 8       | Placement Activities- Academic Year 2013-14  | 26-29    |
| 9       | Grants   | 30       |
| 10      | Events ahead   | 31       |
| 11      | Appointment and Resignations of Teaching & Non-Teaching Staff- Academic Year 2013-14               | 32       |
| 12      | Any other agenda with the permission of the Chair  |          |

  
PRINCIPAL  
Shirdi Sai Engineering College  
Sai Leo Nagar, Anekal,  
BANGALORE - 562 106

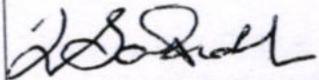
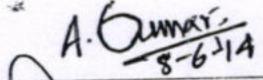
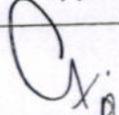
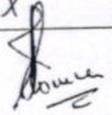
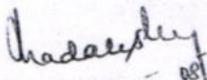
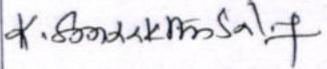
SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

28<sup>th</sup> GOVERNING COUNCIL MEETING

Date : 08.06.2014

Time : 2.00pm

Venue : Chairman's Chamber

| Sl.No. | Name of GC Member                                       | Signature   |
|--------|---|---|
| 1      | Sri.M.Jothiprakasam, Chairman - Governing Council       |   |
| 2      | Sri.M.Vasu - Member.                                    |   |
| 3      | Sri.Sai Prakash Leo Muthu - Member                      |                  |
| 4      | Mrs.J.Sharmila Rajaa - Member                           |   |
| 5      | Dr.M.B. Manjunatha - VTU Nominee                        |                |
| 6      | Prof.A.Kumar - Member                                   |                |
| 7      | Sri.Vardman V Gunjal - Member                           |                |
| 8      | Dr.Fred Simon Oomen - Member                            |                |
| 9      | Sri.P.S.Premnath - Member                               |   |
| 10     | Dr.B.Shadaksharappa - Vice Principal & HOD - CSE Member | <br>08/06/2014 |
| 11     | Sri.K.Sivasakthibalan - Asst.Prof. - MECH               |                |
| 12     | Dr.Y.Vijayakumar - Principal & Member Secretary         |                |



# SHIRDI SAI ENGINEERING COLLEGE

ANEKAL, BANGALORE - 562 106

SSEC/GC Meeting/2014-15/ 002

06/08/2014

Note Submitted to the Chairman, SSEC, Anekal

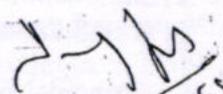
Sub: 28<sup>th</sup> GC Meeting Minutes - For Signature and return - Request - Reg.

With reference to the above subject, please find enclosed herewith the Minutes of 28<sup>th</sup> Governing Council Meeting that was held on 08<sup>th</sup> June, 2014 at Chairman's Chamber, for your kind perusal and approval.

We also hereby request you to endorse your signature in the place marked for the same. This may please be returned back after your endorsement for our records.

Thanking you,

Yours faithfully,

  
PRINCIPAL



*Item No.8: Placement Activities – Academic Year 2013-14*

This Year Placement Cell is working with full swing for Placement. Nearly 55 Offer Letters have been got for the students and out of which 4 students are Chairman's Free Merit Scholarship (Visu's Makkal Arangam students)

CEO said New Placement Officer would be appointed in place of existing Placement Officer Mr.Sivaskathibalan.

*Item No.9: Grants*

The Grants received from various bodies has been placed for the members review and it is appreciated.

*Item No.10: Events Ahead*

The details events has been placed before the members and reviewed.

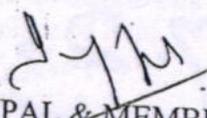
*Item No.11: Appointment and Resignations of Teaching & Non-Teaching Staff-Academic Year 2013-14*

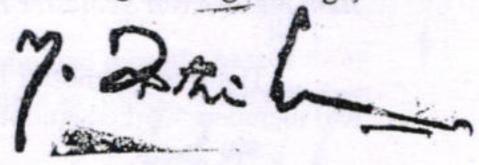
Appointment and Resignations of Teaching & Non-Teaching staff members for the Academic Year 2013-14 has been reviewed & approved

*Item No.12: Any other Agenda with the permission of the Chair*

CEO briefed following points:

- 1) Engineering Education some what collapsing and it will regain again.
- 2) Creditability / Ability of the students reduced drastically
- 3) Parents / Students are not accepting in case Colleges are not offered Placement Offer letters
- 4) Avoid taking poor academic students
- 5) Infuse good students for admission.
- 6) Taking evening Classes will not solve the purpose.
- 7) Mentor the students in a proper way, Special Class to be organized with full spirit, not name sake.
- 8) Graduands in SSEC getting less year by-year, it should not reoccur, it should improve.
- 9) Opportunities given to SSEC but not utilized properly and failed to implement the system.
- 10) This has to be changed it has to flourish as do Sri Sairam Engineering College, Chennai.
- 11) It is reiterated the members not to spoil Brand Name.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN

- 12) Institution to be vibrant and active in all academic spheres
- 13) Make the students entrepreneurs
- 14) Admission details to be placed in the Next GC Meeting for lengthy discussions.
- 15) It is enough to Tap 40 student not 40% of students

### Admissions

GC Member Mr.Vardaman V Gunjal said that Anekal students are not opting this Institution and instead they join Bangalore Colleges why?

He also stressed the members to list out the PUC Colleges and address the students first and find out the lacunae.

Members explained that present scenario of the students not upto the mark and students are not ready to obey discipline/Regulations of this Institution.

M.R. informed the members that this time Career Guidance Program was organized and Mr.Jayaprakash Gandhi, Leading Career Analyst was the Speaker for the Program. Principal, MR, PRO & CAM visited and met each and every Institution Head of Hosur and Anekal Region Schools and College to explain our Institution credentials and invited their students. The response was good.

M.R. and other members assured CEO that this time a separate team has been dedicated particularly for the admission and will be working hard to succeed the previous Admission record.

### Dr.Fred Simon Oommen

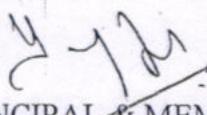
Dr.Fred Simon Oomen advised the members to address the present engineering students in this Institution about the advantage of MBA Education, for better placement. M.R. said that MBA admission this doing good.

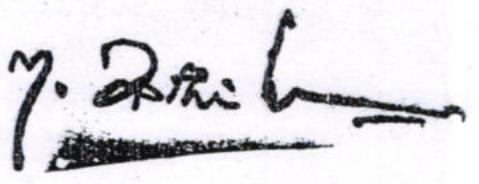
### National Board of Accreditation (NBA) Process

NBA process was started long back and so far it is not fulfilled. In case any assistance, College may get in touch with Dr.Rajendraprasad, Dean R & D, Sairam Group of Institutions, Chennai. The initial report about the standing of SSEC may be submitted to CEO by the Principal on or before 30<sup>th</sup> June 2014.

Finally CEO said System has to be changed in SSEC for which he will send a Separate Team to implement TQM and they will be directly in contact with CEO.

Meeting ended with thanks from the Chair.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN



**SHIRDI SAI**  
**ENGINEERING COLLEGE**



6.1.1

## **27<sup>TH</sup> GOVERNING COUNCIL MEETING**

**8<sup>TH</sup> AUGUST 2013 @ 2.30PM**

**(THURSDAY)**

**CHAIRMAN'S CHAMBER**  
**SHIRDI SAI ENGINEERING COLLEGE**  
**ANEKAL, BANGALORE.**

**COLLEGE CAMPUS**

Sai Leo Nagar, Ankal, Bengaluru - 562 106

Tel : 080 27840631/32 / 27830221

Fax : 080 - 27830355

**ADMINISTRATIVE OFFICE**

**SAPTHAGIRI EDUCATIONAL & CHARITABLE TRUST**

# 21, 7th Main Road, 4th Block, Jayanagar, Bengaluru-11

Tel : 080 26635623, 22455361, Fax : 080 22451802

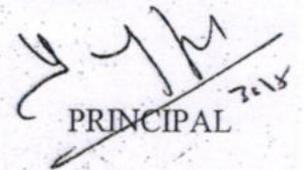
[www.ssec.ac.in](http://www.ssec.ac.in)

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

27<sup>th</sup> Governing Council Meeting – 08.08.2013 (Thursday) at 2.30 P.M  
Venue: Chairman's Chamber

## AGENDA

| Sl. No. | Details  | Page No. |
|---------|--|----------|
| 1       | Confirming the minutes of the 26 <sup>th</sup> Governing Council Meeting held on 28 <sup>th</sup> April 2013 |          |
| 2       | VTU Even Semester results – June / July 2013   |          |
| 3       | Appointment and Resignations of Teaching & Non-Teaching Staff-Ratification                                   |          |
| 4       | Project Proposals  |          |
| 5       | Budget for the year 2013-14  |          |
| 6       | Admissions for the year 2013-14  |          |
| 7       | Any other matters with the permission of the Chair   |          |

  
PRINCIPAL  
2013

**SHIRDI SAI ENGINEERING COLLEGE, BANGALORE**  
**Admin Office, T.Nagar, Chennai -17**

**INTER OFFICE LETTER**

No.19/SSEC/BLR/27<sup>th</sup> GC Meeting Minutes/2013

Date: 27.08.2013

Sub: SSEC – BLR – Admin – 27<sup>th</sup> Governing Council (GC) meeting Chairman's  
Signed Documents - Returned – Reg.

Ref: Your Lr.No.SSEC/Est/2013-14, Dt: 19.08.2013.

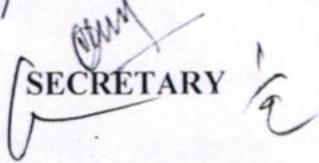
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Find enclose herewith Chairman signed 27<sup>th</sup> Governing Council Meeting minutes  
documents returned to you.

For SHIRDI SAI ENGINEERING COLLEGE,  
(Sd/xxxxxxx)  
CHAIRMAN

/ By Order /

Encl: As above.

  
SECRETARY

To:  
The Principal,  
Shirdi Sai Engineering College,  
Bangalore.

0-5  
Pl. do it needful  
  
2/9


5  
22/08/13

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE – 562 106

Date: 16.08.2013

Minutes of the 27<sup>th</sup> Governing Council meeting held in the Chairman's Chamber on 8<sup>th</sup> August 2013 at 2.30pm

**Members Present**

- |                              |                              |
|------------------------------|------------------------------|
| 1) Sri.Sai Prakash Leo Muthu | CEO & Member                 |
| 2) Dr.K.Muralidhar           | Member & VTU Nominee         |
| 3) Prof.A.Kumar              | Member                       |
| 4) Sri.P.S.Premnath          | Member                       |
| 5) Sri.Vardhman V Gunjal     | Member                       |
| 6) Dr.B.Shadaksharappa       | Member                       |
| 7) Sri.K.Sivasakthibalan     | Member                       |
| 8) Dr.Y.Vijayakumar          | Principal & Member Secretary |

**Special Invitees**

- |                       |  |
|-----------------------|--|
| 1) Sri.R.Arun Kumar   | Management Representative                  |
| 2) Sri.K.Patel        | P.R.O                                      |
| 3) Sri.K.Gajendra     | CAM  |
| 4) Sri.R.Maheshwar    | Manager – T.O                              |
| 5) Dr.Rajendra Prasad | Dean, R & D, Sai Ram Group of Institutions |

Following members expressed their inability to attend the meeting, due to pre-occupation

- |                         |                              |
|-------------------------|------------------------------|
| 1) M.J.F.Lion Leo Muthu | Chairman & Governing Council |
| 2) Sri.M.Vasu           | Secretary                    |
| 3) Smt.Sharmila Rajaa   | Member                       |
| 4) Dr.Fred Simon Oomen  | Member                       |

Dr.B.Shadaksharappa, Vice Principal & HOD-CSE, introduced Dr. Y. Vijayakumar, who had joined the Institution as Principal on 13.6.2013, to the GC Members and requested him to proceed with the 27<sup>th</sup> GC Meeting agenda.

Dr. Y. Vijayakumar, begins the 27<sup>th</sup> G.C Meeting after introduction of his academic and Industrial exposure to the GC Members.

**Item No.1: Confirming the minutes of 26<sup>th</sup> Governing Council Meeting held on 28.4.2013.**

**Unanimously Confirmed**

**Item No.2: Results for the Even Semesters – June/July 2013**

The Even semester results (2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> & 8<sup>th</sup>) of June/July 2013 has been analyzed at length and HOD-CSE highlighted that **every semester one or the other subjects are drastically pulling down the results.**

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN

**GC Members suggested the following:**

Dr.K.Muralidhar, VTU Nominee

- 1) Time is inadequate to cover the VTU syllabus. 8 Units – 52 Hours of classes have to be taken to cover the syllabus, he stressed that many representations have been submitted to VTU through many forums to dilute certain subjects in 3<sup>rd</sup> semester, to cope with 1<sup>st</sup> year students mindset. Forcing students after continuous class / beyond working hours won't be a fruitful.
- 2) 3<sup>rd</sup> semester results are measurable scale for the standard of the students and many times it is miserable.
- 3) Undersigned was against to the dilution of syllabus, since it will reduce the standard of the Engineering. Further, acceptability of students by the Industry will become difficult.

Mr.Vardhaman V Gunjal: Special Classes for III semester have to be given due importance, since **2<sup>nd</sup> Year subjects starts real Engineering specialization**. Consistency is required from 1<sup>st</sup> to 8<sup>th</sup> semester. Even IITs are considering 1<sup>st</sup> attempt results. He insisted to arrange classes in a Technical Approach, so that students will understand the reality of the subjects. Projects / seminars have to be arranged for the students.

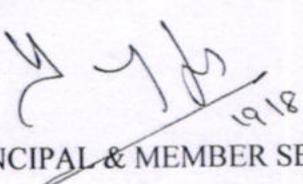
C.E.O. stressed that subject like mathematics has to be taught efficiently / effectively right from the day one. The concerned faculties have to taught the subjects efficiently and more assignments to be given for practice. Failed students have to be retained and classes to be taken beyond the working hours.

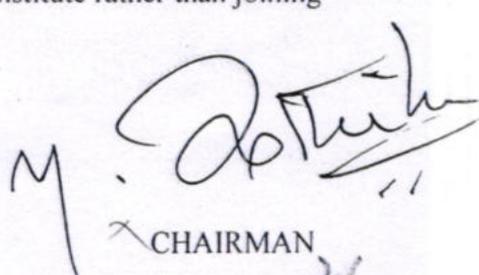
Feedback on question paper is executed namesake. Feedback from Top 10 students to be taken for evaluation, since the faculty closely associated with students will get positive remarks, strict and disciplined lecturer will get negative feedback. 8 Units @ 52 weeks in the ratio of 2:3:3 / 3:3:2 ratio to be followed.

Proposal for Academic Committee comprising of Senior faculty have to be framed. IA Question paper has to set at par with University examination. Valuation, Progress Report and statistical analysis are to be executed with responsibility. Efforts have to be taken for the progress of the Institution and the students. **85% of Syllabus should be covered on or before III IA Test.**

Special Classes: 8 Units – 8 questions: at least 2 units thoroughly to be taught to the students, enable them to through the subjects by scoring minimum 35 marks. Following notes in the classrooms banned and notes used by the students / faculties are demoralizing themselves, ruining their future.

Faculties migrating for Industry/Abroad/Govt. side is a good sign for our Institute rather than joining same profession in some other Institution.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN

**Item No.3: Appointment and Resignations of Teaching & Non-Teaching staff**

The appointment and Resignation of Teaching & Non-Teaching staff have been approved and ratified

**Item No.4: Project Proposals**

Members appreciated for the grants received from KSCST, IEI, VTU, AICTE & IEDC and projects executed at our Institution. CEO applauded for the above grants and insisted that the grants may be lesser but recognition from the Government or any other funding agencies will be priceless.

**Item No.5: Budget for the year 2013-14**

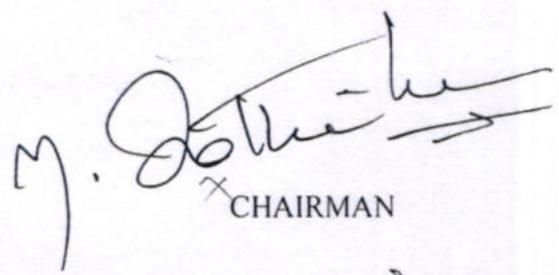
Principal expressed the requirement for the departments have been collected and the consolidated report prepared and Budget is ready to submit to H.O. for approval, in due course.

**Item No.6: Admission for the year 2013-14.**

Admission process for the year 2013-14 are still under progress. Since KEA has given time to report for 1<sup>st</sup> year students who has opted for III round on 13.8.2013.

Meeting ended with thanks from the Chair.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN

3/4



SHIRDI SAI ENGINEERING COLLEGE  
Anekal Bangalore – 562 106

07.08.2013

NEWLY APPOINTED STAFF DETAILS AFTER 28.04.2013

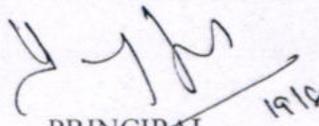
| Sl. No | Name                      | Designation  | Branch  | Joining Date |
|--------|---------------------------|--------------|---------|--------------|
| 1.     | Mrs. K. L. Sowmya         | Lecturer     | CSE     | 25.07.2013   |
| 2.     | Mr. Vinod Kumar Biradar   | Lecturer     | MECH    | 25.07.2013   |
| 3.     | Mrs. Manushree Chaturvedi | Lecturer     | MECH    | 25.07.2013   |
| 4.     | Mrs. M. Rajeswari         | Lecturer     | MATHS   | 25.07.2013   |
| 5.     | Mr. P. Luther Benny       | Sr. Lecturer | ENGLISH | 17.07.2013   |
| 6.     | Mrs. M. Sushma            | Instructor   | ECE     | 31.07.2013   |
| 7.     | Mrs. K. Nirmal Vidya      | Lecturer     | ECE     | 07.08.2013   |

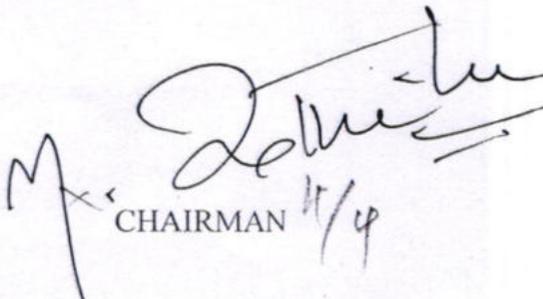
The above mentioned Appointments ratified.

RESIGNED STAFF DETAILS AFTER 28.04.2013

| Sl. No. | Name                   | Designation  | Branch  | Relieved Date |
|---------|------------------------|--------------|---------|---------------|
| 1.      | Mrs. T. Suma           | Sr. Lecturer | MATHS   | 25.05.2013    |
| 2.      | Mrs. Bojja Jaya Karuna | Sr. Lecturer | CSE     | 25.05.2013    |
| 3.      | Mrs. D. Manimegalai    | Sr. Lecturer | EEE     | 31.05.2013    |
| 4.      | Dr. Shyam Sunder Hegde | Professor    | PHYSICS | 25.06.2013    |
| 5.      | Mr. P. Satyanarayana   | Instructor   | MECH    | 07.06.2013    |
| 6.      | Mr. M. Siddesha        | Professor    | MECH    | 25.06.2013    |
| 7.      | Mr. Pradeep B Jyothi   | Professor    | EEE     | 31.07.2013    |
| 8.      | Mrs. Sincy Elezebeth   | Lecturer.    | EEE     | 09.07.2013    |

The above mentioned Resignations ratified.

  
PRINCIPAL  
Shirdi Sai Engineering College  
Sai Leo Nagar, Anekal  
BANGALORE - 562 106

  
CHAIRMAN 11/4

# SHIRDI SAI ENGINEERING COLLEGE

ANEKAL, BANGALORE – 562 106



26<sup>th</sup> GOVERNING COUNCIL MEETING

28<sup>th</sup> APRIL 2013 – 2.00PM

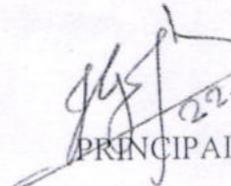
PRINCIPAL'S CHAMBER

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

26<sup>th</sup> Governing Council Meeting – 28.04.2013 (Sunday) at 2.00 P.M  
Venue: Principal's Chamber, SSEC, Anekal

## AGENDA

| Sl.No. | Details   |
|--------|---|
| 1      | Confirming the minutes of the 25 <sup>th</sup> Governing Council Meeting held on 06.09.2012 |
| 2      | Results – Odd Semester Results – Dec'12/Jan'13  |
| 3      | Appointment and Resignations of Teaching & Non-Teaching Staff                               |
| 4      | Grants  |
| 5      | Any other agenda with the permission of the Chair   |

  
22.4.13  
PRINCIPAL

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE – 562 106

Date: 05.06.2013

Minutes of the 26<sup>th</sup> Governing Council meeting held in the Chairman's Chamber on  
28<sup>th</sup> April 2013 at 2.00pm

**Members Present**

- |                             |                              |
|-----------------------------|------------------------------|
| 1) Sri.M.J.F.Lion Leo Muthu | Chairman & Governing Council |
| 2) Sri.P.S.Premnath         | Member                       |
| 3) Sri.Vardhman V Gunjal    | Member                       |
| 4) Dr.K.Muralidhar          | Member & VTU Nominee         |
| 5) Dr.Shyam Sunder Hegde    | Member                       |
| 6) Dr.T.V.Govindaraju       | Principal & Member Secretary |

**Special Invitees**

- |                        |                                      |
|------------------------|--------------------------------------|
| 1) Sri.M.Srinivasa Rao | C.O.O, Sai Ram Group of Institutions |
| 2) Sri.R.Arun Kumar    | Management Representative            |
| 3) Sri.K.Patel         | P.R.O                                |
| 4) Sri.K.Gajendra      | CAM                                  |
| 5) Sri.R.Maheshwar     | Manager – T.O                        |

Following members expressed their inability to attend the meeting, due to pre-occupation

- |                              |              |
|------------------------------|--------------|
| 1) Sri.M.Vasu                | Secretary    |
| 2) Sri.Sai Prakash Leo Muthu | CEO & Member |
| 3) Smt.Sharmila Rajaa        | Member       |
| 4) Prof.A.Kumar              | Member       |
| 5) Dr.Fred Simon Oomen       | Member       |
| 7) Dr.B.Shadaksharappa       | Member       |

Principal welcomed the members and read out the 25<sup>th</sup> GC Minutes point by point and discussed at length and the members unanimously confirmed

*Item No.1: Confirming the minutes of 25<sup>th</sup> Governing Council Meeting held on 6<sup>th</sup> September 2012*

*Item No.2: Results – Odd Semester Results – Dec'12/Jan13*

Results for the odd Semester Dec'12/Jan'13 have been discussed and it is approved. It was highlighted that Ms.Sachita, CSE Branch, 2012 Batch secured 3<sup>rd</sup> Rank in the University Level.

*5.6.13*  
PRINCIPAL & MEMBER SECRETARY

*M*  
*Sachita*  
CHAIRMAN

Mr. Vardhaman Gunjal said that Special Classes and Guest Lectures for the weaker and slow learners especially for 2<sup>nd</sup> & 3<sup>rd</sup> Year students have to be arranged to improve the results.

MJF.Ln.Leo Muthu, Chairman, replied that College is arranging special & guest lectures, but mindset of the students who are stepping to the Professional courses are immature and lack of awareness. Even students studying in 3<sup>rd</sup> year also do not realizing and they are lethargic, irrespective of social background.

**Item No.3: Appointment and Resignations of Teaching & Non-Teaching Staff**

Appointments and Resignations of both Teaching and Non-Teaching staff have been approved by the Members.

**Item No.4: Grants**

The grants received from various sectors have been placed on the table. Members appreciated the same.

**Item No.5: Any other Agenda**

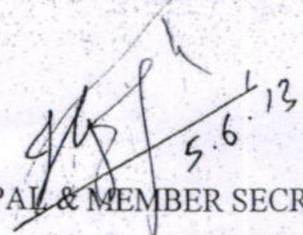
MJF.Ln.Leo Muthu, Chairman, commented that due to prolonging admissions process and other norms by the Governments, leads to migration from our Institution.

Admission Quota in Karnataka ratio is: 45% (Govt) and 55% (Management) whereas in Tamil Nadu 65% (Govt) and 35% (Management)

He also said that many of the MNCs and IT industries were expecting valuable percentage right from 10<sup>th</sup> & 12<sup>th</sup> Std.

Supreme Court verdict, AICTE approval not being required for MBA & MCA Courses

Meeting ended with thanks from the Chair.

  
PRINCIPAL & MEMBER SECRETARY

  
CHAIRMAN



*Sri*

**SAIRAM**

**COLLEGE OF ENGINEERING**

Anekal, Bengaluru

ISO 9001:2015 certified Institution

Approved by AICTE, New Delhi

Affiliated to Visvesvaraya Technological University

[www.sairamce.edu.in](http://www.sairamce.edu.in)

# Functions of Various Bodies

**Code of conduct hand book exists for students, teachers, governing body, administration including Vice Chancellor/Director/Principal/Officials**

#### **TOP MANAGEMENT**

Responsible for smooth and efficient functioning of the college keeping in view of the Vision, Mission and Quality policy of the Institution.

- To preside over and conduct proceedings of GC.
- To initiate and support to implement all the GC resolutions.
- To review periodically all the financial, academic and other matters pertaining to the institution.
- To review performance of the Principal of the college periodically.
- To give approval to the Principal for certain specific actions of urgent nature subject to ratification.
- To examine and approve proposals of Principal on academic and administrative matters of the institution.
- To support any policy/function delegated by Governing Council.
- To initiate action on any matters of interest to the college subject to ratification by Governing Council.

#### **MANAGEMENT REPRESENTATIVE (MR)**

- The MR shall be whole time officer of the Institute and appointed by the CEO.
- The MR shall be acting as a media between management and college.
- The MR shall be exercise general supervision or control over the affairs of the Institute and implement the decisions of the Institute in consultation with principal.
- It shall be the duty of the MR to ensure that the Memorandum of Association, the Rules, Bye-laws and Regulations of the Institute are clearly observed and implemented and he shall have all the necessary powers in this regard.
- The MR shall exercise general control over the affairs of the Institute and shall be mainly responsible for implementation of the decisions of the various authorities of the institute.
- The MR shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.
- The MR shall exercise all other powers as may be delegated to him by the Top Management.
- The MR shall have the power to re-delegate some of his powers to any of his subordinate officers with concurrence and approval of the Top Management.
- The MR shall have the power to convene or cause to the convened meetings of the various bodies of the Institute.

#### **PRINCIPAL**

- The Principal is the Head of the institution and is responsible to the Governing Council for all academic, administrative and financial matters of the college.
- Qualification as per AICTE norms.
- He is to function as the Member Secretary of the Governing Council (GC).
- To be a link between Governing Council, CEO, Executive Director and Trust office on one hand & the college administration, staff and students on the other hand.
- To provide the interface to project the activities of the college as decided by the

Governing Council to all external agencies.

- As the principal is the Member Secretary of the Governing Council, he is the functionary legally responsible on behalf of the college in all matters.
- To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Trust office, Executive Director and CEO.
- To furnish periodical statements of financial, academic and other matters pertaining to the college through the Trust office and the Executive Director to the CEO.
- To obtain approval of the CEO on behalf of the Governing Council subject to the ratification or any urgent action to be taken by any authority authorized by CEO wherever necessary in consultation with the Executive Director and Trust office regarding the administration of the college.
- To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through Administrative Officer (AO) and respective heads of units.
- The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- To write the confidential reports of the entire faculty and maintain them in his custody.
- To oversee and ensure that the academic and administrative functioning of the college is smooth and satisfactory.
- To interact with all external agencies such as industries and other professional organizations as could be decided by the Governing Council / Trust in Consultation with the Executive Director and CEO.
- To take necessary legal advice and follow up action whenever required on behalf of the college.
- To interact and pursue for effective and fruitful follow up of all matters concerning the academic, financial, & administration of the college in consultation with Trust office, Executive Director and CEO. To his extent, to have close liaison with the State, Central Government Department, AICTE and University for affiliation etc.
- To conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.
- To act as sanctioning authority for all academic activity of faculty and staff members recommended by concerned HODs himself to keep the Trust office, Executive Director, and CEO informed of all such approved activity.
- To sanction delegates fee and permission for staff to present papers at National and International Conferences in consultation with MR.
- As regards participation in other activities outside the normal schedule of the college, prior intimation is to be given to the Trust office, Executive Director and CEO.
- To ensure admission of students as per the norms prescribed by University and also the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
- To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in consultation with Trust office to CEO for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- To prepare Budget Estimates for capital and recurring expenditure in consultations with Vice – Principal, Section Heads, Trust office, Executive Director and CEO.
- To make payments towards the various activities of the college as per the approved budget after scrutiny by Chief Account Manager (Finance)/Finance officer.
- To oversee maintenance of proper records for receipts, payments and register of all



- Shall conduct the Internal Assessment test & model examination periodically.
- Shall consolidate the internal assessment marks of the students of the Department and communicate them to the Principal & MR.
- Shall conduct, review meetings with the staff of the Department to assess the work done.
- Shall be responsible for maintaining the discipline and standard of the Department.
- Shall be responsible for improving the results of the Department.

#### **PROFESSOR/ASSOCIATE PROFESSOR**

- Qualification as per AICTE norms.
- Instruction and conduction of experiments in laboratory.
- Students Assessment, Evaluation and Conduction of Examinations.
- Research Activities and Research Guidance.
- Leader for Consultancy Projects and Extension Services.
- Curriculum Development and Developing Resource Materials.
- Innovation in Teaching, Laboratory work and Instruction Materials.
- Continuing Education Activities.
- Academic and Administrative Planning and Developmental Work at the Departmental Level and assisting at Institutional Level.
- To ensure training of faculty members in his/her subject of Specialization.
- Student counseling and Interaction.
- Co-curricular and extra-curricular activities.
- Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.
- Preparation and Submission of Project Proposals to obtain External Financial Assistance.
- Conducting bridge courses for Slow Learners.
- In addition to the above, the professor shall cooperate faithfully with HOD, Head of the institution and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

#### **ASSISTANT PROFESSOR**

- Qualification as per AICTE/VTU norms.
- Instructions and conduction of experiments.
- Students Assessment, Evaluation and Conduction of Internal tests & University Examinations.
- Involving in Consultancy and R & D activities
- Developing Resource Materials and Lab Manuals.
- Involving in Co-curricular and Extra-curricular Activities.
- Proctoring, Mentoring and Guidance to the students.
- Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- Assisting in Departmental Administration and other Developmental Works.
- In addition to the above, Assistant Professor shall cooperate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra

duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

#### **AT STUDENT LEVEL**

- Students are motivated to be class representatives
- Students are part of the class committee
- They are encouraged to organize student centric events like conferences, technical festivals, cultural and sports. They are given responsibilities and they will be monitored and guided by faculty members.
- Their services to the society are much appreciated. They are part of NSS.



SSCE/Com/2018-19/ 935

Date: 29.09.2018

CIRCULAR

Sub: Constitution of committee members - Reg.,

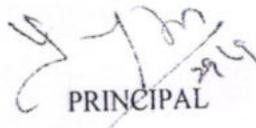
The following committees have been constituted for the academic year 2018-19, to take care of the various activities in our College.

| Sl.No | Committee  | Responsibility   | Members   |
|-------|--|--|---|
| 1     | Disciplinary & Anti Ragging Committee and Anti Ragging Squad | Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes.<br>Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.  | Mr. V. Prakash.-S & H -Coordinator<br>All HOD's<br>Hostel - Warden & Deputy Warden<br>Students Representatives  |
| 2     | Stock Verification Committee                                 | Verification of stock in various departments after the practical examination. - Even Sem - Vacation - after the practical exam - One weeks' time.  | Ms. R.Gunashekari - EEE Coordinator<br>Mr. K.Prabakaran - E.O<br>Mr. K.N Manjunath. - P.E.D.  |
| 3     | Training & Placement Cell Committee                          | Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Program, organizing training program for soft skills.  | Mr. Bheemeswar Reddy - Coordinator<br>Mr. Pradeepa. C - CSE<br>Mr. J. Madhava Rao - EEE<br>Mr.Vijay. R - MECH<br>Mr. G.V. Raja -ECE   |
| 4     | Sports Committee   | Intra-mural games, Inter-Collegiate Athletic team, Sports Day  | Mr. Manjunatha.K.N. -P.E.D-Coordinator<br>Mr. T.Ganesan - Clerk - Office<br>Mr. K.Prabakaran - E.O,<br>Mr. Halesh.H.R-ECE,<br>Mr. Sachin Anant Telang -MECH<br>Mr. Reji Thomos -CSE<br>Dr. Hari Krishna - S & H<br>Mr. V. Madhu Devan- EEE<br>Srinivasa. N -Attendar - PED<br>Students Representatives                            |
| 5     | Internet, Website Edusat, Webmaster, Social Media & SMS      | Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website.<br>Facebook, you tube & SMS communication system for smooth & effective communication with parents / guardian about College / students activities | Dr.B. Shadakhrappa-Vice-Principal<br>HOD/CSE & Co-Ordinator<br>Dr. R. Arunkumar - Mgt. Rep.<br>Mr. T.K.Pradeep Kumar -CSE - IT Manager<br>Mr. Gopinath.K - EEE<br>Ms. Aruna .R- ECE,<br>Ms. S.Suma.- Lib,<br>Mr. Sabapathy- CSE<br>Mrs. Jyothi - S & H<br>Mr. Sreeraj. J - CSE<br>Mr. Ranjith Kumar - EEE<br>Ms. Jayashree - MECH |
| 6     | Transport Committee  | Bus maintenance, timings, RTO, Insurance, timings at the time of examination   | Mr. Mohan Dass-Coordinator<br>Dr. R. Arunkumar-M.R.& All Bus Monitors<br>Ms. M. Vidyasri - Transport - Asst.  |
| 7     | Hostel & Canteen Committee                                   | Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen  | Mr. K.Gajendra - Coordinator<br>Dr. R. Arunkumar - Mgt. Rep.<br>Mr.M.V. Annamalai- O.S.,<br>Mr. K.Prabakaran - E.O,<br>Mr. M.Prakash - Office<br>Ms. Dilshad Farooq - Girls Hostel Warden<br>Mr. Panner Selvam-Boys Hostel Warden<br>Ms. G. Manjula--CSE<br>Ms. P. Rathna - Librarian<br>Each 2 Students Rep.-Boys & Girls Hostel |

MR - [Signature] EE - [Signature] Store - [Signature] LIB - [Signature] Transport - [Signature]  
CS - [Signature] ME - [Signature] PLM - [Signature] Hostel boy [Signature] Hostel lady [Signature]  
FH - [Signature] SSH - [Signature] PE2 - [Signature]

|    |   |   |  |
|----|---|---|--|
| 8  | Cultural Committee                                | Cultural - College Foundation Day, Induction Program, Engineers Day, Sports Day and other important functions.  | Mr. P. Venugopal- ECE- Coordinator<br>Mr.B.S. Yogananda - MECH<br>Ms. Jyothi- Maths<br>Mr. K. Prashantha- EEE<br>Ms. G.Manjula-CSE   |
| 9  | Library Committee                                 | Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books  | Ms. P. Rathna - Librarian - Coordinator<br>Mr. Reji Thomos - CSE<br>Ms. Aruna Shanbog - MECH<br>Mr. K. Prashantha - EEE<br>Ms. Poonuzhali. A-ECE<br>Mr. Prakash. V- S & H  |
| 10 | NSS Committee                                     | Plantings of saplings, conduction of one day & special programes, road laying, community attachment, blood donation   | Mr. Manjunatha.K.N- PED.-Coordinator<br>Mr. Fakkirappa Kuri - Lab Asst.<br>Mr. S.C. Swamy-CSE,<br>Ms. P. Rathna - Librarian<br>Ms. N.Shoba - Library Asst.<br>Ms. Vidya. P.B - MECH<br>Mr. M.Vijay Kumar - Lib,<br>Mr. Ranjith Kumar - EEE<br>Mr. N. Devaraj- Attender,<br>Srinivasa. N- PED Asst.<br>Students, Representative |
| 11 | ISTE & IEI Committee                              | Conduction of ISTE & IEI Chapters, Seminar Registration of students every year  | Ms. P.Rathna - Librarian ISTE Coordinator<br>Ms. R.Gunashkari - IEI - Coordinator<br>Dr.C. Anil kumar - MECH<br>Mr. P. Venugopal - ECE<br>Ms. P. Kalamani - CSE<br>Mr. K. Prashanth - EEE<br>Dr. Hari Krishna - S & H  |
| 12 | Technical Bodies IETE / CSI / SAE                 | Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE  | All HODs<br>Mr. P. Venugopal -ECE - IETE<br>Mrs. Mamatha -EEE - IETE<br>Mr. Raghavendra Rao - CSI<br>Mr. L. Harish Babu - MECH - SAE   |
| 13 | Grievances Redressal Committee/ Human Rights Club | Students / Staff Redressal  | Principal - Coordinator<br>All HOD's,<br>Mr. Prakash .V- S&H<br>Ms. Srilatha- ECE  |
| 14 | Innovation Sri Leo Muthu Centre                   | The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.  | All HOD's<br>Dr. K. Balan - Coordinator<br>Dr. R. Arunkumar - Mgt. Rep.<br>Mr A. Muthuvel- MECH<br>Ms. Bhuvaneshwari - ECE<br>Ms. Shalini -CSE<br>Mr. Madhav Rao- EEE<br>Ms. Sasikala- S & H   |
| 15 | Alumni Committee                                  | Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.  | Dr. Hari Krishna- Coordinator<br>All HOD's,<br>Dr. R. Arunkumar - Mgt. Rep.<br>Mr. L. Harish Babu- MECH<br>Ms. Mamatha.GM - EEE<br>Ms. Soujanya - CSE<br>Ms. R. Aruna - ECE - Member<br>Mr.R.Maheshwar - Manager - T.O   |
| 16 | Purchase Committee                                | Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Coordinator, after purchase, planning & installation of equipment, finally recommendations for payment. | Mr. K.Patel - P.R.O- Coordinator<br>Dr. R. Arun Kumar - Mgt.Rep.<br>Mr. K.Prabakaran - E.O<br>Mr. S. Harikrishna - S & H<br>All HOD's  |
| 17 | Academic Committee                                | Attendance / IA / Counseling, students handbook, calendar of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students   | Dr.B.Shadaksharappa - Vice Principal & Co-ordinator<br>All HOD's   |

|    |                                  |  |  |
|----|----------------------------------|--|--|
|    | Anti Sexual Harassment Committee | Ours is Co-educational institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.   | Dr. P. Gangavathi - Co-ordinator<br>Ms. K. Ramya-EEE,<br>Ms. C. Sharan Roji Priya --CSE<br>Ms. H.S.Savitha - Lect-ECE,<br>Ms. P. Rathna - Librarian,<br>Ms. Dilshad Farooq- Hostel Warden<br>Ms. Rajani - MECH<br>Students Representatives-One from each Dept.<br>Formulate committee as per VTU Norms |
| 19 | Newsletter & Magazine Committee  | It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College | Mr. Prakash- Coordinator<br>Mr. Vinod Biradhar - MECH<br>One representative from each dept.<br>Ms. D.A. Vennilla- EEE,<br>Ms. Linija Shylin KP - ECE<br>Mr. Sharon Roji Priya - CSE<br>Ms. Sireesha - S & H  |
| 20 | IEDC / EDC Cell                  | Preparation of proposals, submissions, organizing programs / seminars  | Ms.K.V.Malini - EEE -Coordinator<br>Ms.N.Bhuvaneshwari-ECE<br>Mr.Jayadevan-CSE<br>Mr. Arun Kumar. M.R- MECH  |
| 21 | Higher Education Cell            | Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,  | Mr. Raghavendra Rao-CSE- Coordinator<br>Ms. Arpitha-CSE<br>Ms. Suganya.J-ECE<br>Mr. K.Gopinath - EEE<br>Ms. Jayashree -MECH<br>Mr. Venkatesh- S & H  |
| 22 | Edumate                          | Staff & Students Academic and Personal details.  | Mr.C. Sivaprakash - Coordinator<br>Dr. Arunkumar R -Mgt.Rep.<br>Ms. T. Rajalakshmi-Accounts<br>Dr. Divya Prabha -CSE,<br>Ms.R. Deepa-ECE,<br>Ms.K.Ramya - EEE<br>Ms. Aruna Shanbog-MECH<br>Ms. Sasi Kala.-S & H  |
| 23 | Accreditation / IEI              | Accreditation of NBA & Industries like IA etc., NAAC   | Dr. Shadaksharappa - Coordinator<br>All HOD's,<br>Ms.P.Kalamani -CSE,<br>Ms. Deepa - ECE<br>MS. Manjula. S - S & H<br>Dr. R. Arunkumar -Mgt.Rep,<br>Mr. Gopinath - EEE<br>Mr. Annamalai - Off. Superintendent<br>Dr. Shivasakthi Balan - MECH<br>MS. A. Poonguzhali-ECEs                               |
| 24 | Committee for Welfare of SC/ST   | Committee to ensure the welfare of students & staff who belongs to SC/ST Category  | Principal - Coordinator<br>Dr.R. Arun Kumar - Mgmt.Rep.<br>Dr. Shadaksharappa - Vice Principal<br>Ms. Jayashree -MECH<br>Ms. R. Aruna - ECE<br>Mr. Vijay - MECH<br>Mr. B.S. Yogananda - MECH<br>Dr. Sivasakthi Balan - MECH<br>Dr. C. Anil Kumar - MECH  |

  
 PRINCIPAL

Copy to: Chairman, SSEC, Anekal  
 All HOD's  
 All Co-ordinators  
 Office/Transport/Stores/Placement/Library/Sports/Hostel:  
 Trust Office, B'lore

CIRCULAR

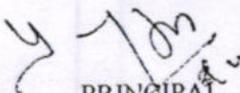
Sub: Constitution of committee members - Reg.,

The following committees have been constituted for the academic year 2017-18, to take care of the various activities in our College.

| Sl.No | Committee   | Responsibility   | Members  |
|-------|---|--|--|
| 1     | Disciplinary & Anti Ragging Committee                   | Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging; control of students, talking in the corridors & disturbing classes.<br>Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.  | Mr. V. Prakash.-S & H -Coordinator<br>All HOD's<br>Hostel - Warden & Deputy Warden<br>Students Representatives   |
| 2     | Stock Verification Committee                            | Verification of stock in various departments after the practical examination. - Even Sem - Vacation - after the practical exam - One weeks' time.  | Mr. A. Ramesh - Foreman - ECE - Coordinator<br>Mr. K.Prabakaran - E.O<br>Mr. K.N Manjunath. - P.E.D.   |
| 3     | Training & Placement Cell Committee                     | Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Program, organizing training program for soft skills.  | Mr. Bheemeswar Reddy - Coordinator<br>Mr. M. Venkatesh kumar - CSE<br>Mr. J. Madhava Rao - EEE<br>Mr. Vijay. R - MECH<br>Mr. G.V. Raja - ECE<br>Mr. T. Shivakumar - Placement Asst.  |
| 4     | Sports Committee  | Intra-mural games, Inter-Collegiate Athletic team, Sports Day  | Mr. Manjunatha.K.N. -P.E.D-Coordinator<br>Mr. T.Ganesan - Clerk - Office<br>Mr. K.Prabakaran - E.O,<br>Mr. R. Nagaraj- Library<br>Mr. Halesh.H.R-ECE,<br>Mr. Sachin Anant Telang -MECH<br>Mr. Reji Thomos -CSE<br>Mr. Manjunath K.N - S & H<br>Mr. V. Madhu Devan- EEE<br>Srinivasa. N -Attendar - PED<br>Students Representatives                                   |
| 5     | Internet, Website Edusat, Webmaster, Social Media & SMS | Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website.<br>Facebook, you tube & SMS communication system for smooth & effective communication with parents / guardian about College / students activities | Dr.B. Shadakshrapa-Vice-Principal<br>HOD/CSE & Co-Ordinator<br>Dr. R. Arunkumar - Mgt. Rep.<br>Mr. T.K.Pradeep Kumar -CSE - IT Manager<br>Mr. Shiva - Placement<br>Mr. Gopinath.K - EEE<br>Ms. Aruna .R- ECE,<br>Ms. S.Suma.- Lib,<br>Mr. Ravikumar. J - CSE<br>Mr. Venkatesha.P- S & H<br>Mr. Sreeraj. J - CSE<br>Mr. Ranjith Kumar - EEE<br>Mr. Sridhar.C.S - MECH |
| 6     | Transport Committee                                     | Bus maintenance, timings, RTO, Insurance, timings at the time of examination   | Mr. Mohan Dass-Coordinator<br>Dr. R. Arunkumar-M.R.& All Bus Monitors<br>Ms. M. Vidyasree - Transport - Asst.  |
| 7     | Hostel & Canteen Committee                              | Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen  | Mr. K.Gajendra - Coordinator<br>Dr. R. Arunkumar - Mgt. Rep.<br>Mr.M.V. Annamalai- O.S.,<br>Mr. K.Prabakaran - E.O,<br>Mr. M.Prakash - Office  |

|    |  |   |   |
|----|--|---|---|
|    |  |   | <p>Ms. Dilshad Farooq - Girls Hostel<br/> Mr. M.K. Parameshwaran - Boys Hostel<br/> Warden<br/> Ms. G. Manjula - CSE<br/> Ms. P. Rathna - Librarian<br/> Each 2 Students Rep. - Boys &amp; Girls Hostel</p>   |
| 8  | Cultural Committee                       | Cultural - College Foundation Day, Induction Program, Engineers Day, Sports Day and other important functions.  | <p>Mr. P. Venugopal - ECE - Coordinator<br/> Mr. B.S. Yogananda - MECH<br/> Ms. Manjula.S - Maths<br/> Mr. K. Prashantha - EEE<br/> Ms. G. Manjula - CSE</p>  |
| 9  | Library Committee                        | Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books  | <p>Ms. P. Rathna - Librarian - Coordinator<br/> Mr. Reji Thomas - CSE<br/> Ms. Aruna Shanbog - MECH<br/> Mr. K. Prashantha - EEE<br/> Ms. Poonguzhali. A - ECE<br/> Ms. Jyothi. B - Maths</p>   |
| 10 | NSS Committee                            | Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation  | <p>Mr. Manjunatha.K.N - PED - Coordinator<br/> Mr. Fakkirappa Kuri - Lab Asst.<br/> Mr. S.C. Swamy - CSE,<br/> Ms. P. Rathna - Librarian<br/> Ms. N. Shoba - Library Asst.<br/> Mr. L. Harish Babu - MECH<br/> Mr. M. Vijay Kumar - Lib,<br/> Mr. Ranjith Kumar - EEE<br/> Mr. N. Devaraj - Attender<br/> Srinivasa. N - PED Asst.<br/> Students Representative</p> |
| 11 | ISTE & IEI Committee                     | Conduction of ISTE & IEI Chapters, Seminar Registration of students every year  | <p>Ms. P. Rathna - Librarian ISTE Coordinator<br/> Ms. R. Gunashekari - IEI - Coordinator<br/> Dr. C. Anil Kumar - MECH<br/> Mr. P. Venugopal - ECE<br/> Ms. P. Kalamani - CSE<br/> Mr. B.S. Venkateshmurthy - EEE</p>  |
| 12 | Technical Bodies IETE / CSI / SAE        | Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE / CSI / SAE   | <p>All HODs<br/> Mr. P. Venugopal - ECE - IETE<br/> Mr. B.S. Venkateshmurthy - EEE - IETE<br/> Mr. Raghavendra Rao - CSI<br/> Mr. A. Muthuvel - MECH - SAE</p>  |
| 13 | Grievances Committee / Human Rights Club | Students / Staff Redressal  | <p>Principal - Coordinator<br/> All HOD's,<br/> Mr. Prakash .V - S&amp;H<br/> Ms. G.S. Dhanya - ECE</p>   |
| 14 | R & D & Students Project Committee       | The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.  | <p>Dr. K. Balan - Coordinator<br/> Dr. R. Arunkumar - Mgt. Rep.<br/> Mr. A. Muthuvel - MECH<br/> Ms. R. Geetha - ECE<br/> Mr. Venkatesh Kumar - CSE<br/> Ms. D.A. Vennilla - EEE<br/> Ms. B. Jyothi - S &amp; H</p>   |
| 15 | Alumni Committee                         | Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.  | <p>Dr. Hari Krishna - Coordinator<br/> All HOD's,<br/> Mr. R. Arunkumar .M.R - MECH<br/> Ms. Mamatha.GM - EEE<br/> Ms. Soujanya - CSE<br/> Ms. R. Aruna - ECE - Member<br/> Mr. R. Maheshwar - Manager - T.O</p>  |
| 16 | Purchase Committee                       | Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Coordinator, after purchase, planning & installation of equipment, finally recommendations for payment. | <p>Mr. K. Patel - P.R.O - Coordinator<br/> Dr. R. Arun Kumar - Mgt. Rep.<br/> Mr. K. Prabakaran - E.O<br/> Mr. S. Harikrishna - S &amp; H<br/> All HOD's</p>  |

|    |                                  |  |   |
|----|----------------------------------|--|---|
|    | Academic Committee               | Attendance / IA / Counseling, students handbook, calendar of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students  | Dr.B.Shadaksharappa - Vice Principal & Co-ordinator<br>All HOD's  |
| 18 | Anti Sexual Harassment Committee | Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.   | Dr. P. Gangavathy - Co-ordinator<br>Ms. K. Ramya-EEE,<br>Ms. C. Sharan Roji Priya --CSE<br>Ms. H.S.Savitha - Lect-ECE,<br>Ms. P. Rathna - Librarian,<br>Ms. Dilshad Farooq- Hostel Warden<br>Students Representatives-One from each Dept.<br>Formulate committee as per VTU Norms |
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| 20 | IEDC / EDC Cell                  | Preparation of proposals, submissions, organizing programs / seminars  | Ms.K.V.Malini - EEE -Coordinator<br>Ms.N.Bhuvaneshwari-ECE<br>Mr.M. Venkateshkumar-CSE<br>Mr. R. Srinivas- MECH   |
| 21 | Higher Education Cell            | Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,  | Mr. Raghavendra Rao-CSE- Coordinator<br>Ms. Pradeepa. C-CSE<br>Ms. Suganya.J-ECE<br>Mr. K.Gopinath - EEE<br>Mr. R. Srinivas -MECH<br>Ms. A. Jyothi Sirisha - S & H  |
| 22 | Edumate                          | Staff & Students Academic and Personal details.  | Mr.C. Sivaprakash - Coordinator<br>Dr. Arunkumar R -Mgt.Rep.<br>Ms. T. Rajalakshmi-Accounts<br>Ms.K.V. Shalini-CSE,<br>Ms.R. Deepa-ECE,<br>Ms.K.Ramya - EEE<br>Ms. Aruna Shanbog-MECH<br>Mr.S. Harikrishna.-S & H   |
| 23 | Accreditation / IEI              | Accreditation of NBA & Industries like IA etc., NAAC   | Dr. Shadaksharappa - Coordinator<br>All HOD's,<br>Dr. R. Arunkumar -Mgt.Rep,<br>MS. A. Poonguzhali-ECE,<br>Ms.P.Kalamani -CSE,<br>Mr.B.S. Venkateshmurthy-EEE,<br>Dr. C. Anilkumar -MECH,<br>Ms. J. Sasikala - S&H  |

  
 PRINCIPAL

Copy to: Chairman, SSEC, Anekal  
 : All HOD's  
 : All Co-ordinators  
 : Office/Transport/Stores/Placement/Library/Sports/Hostel  
 : Trust Office, B'lore





# SAIRAM

## COLLEGE OF ENGINEERING

Formerly Shirdi Sai Engineering College

ISO 9001 : 2008 Certified Institution

Approved by AICTE, New Delhi

Recognised by Govt. of Karnataka & Affiliated to VTU, Belagavi

Anekal, Bengaluru

SSCE/Com/2016-17/ 588,

Date: 01.08.2016

### CIRCULAR

Sub: Constitution of committee members - Reg.,

The following committees have been constituted for the academic year 2016-17, to take care of the various activities in our College.

| Sl.No | Committee   | Responsibility  | Members   |
|-------|---|---|---|
| 1     | Disciplinary & Anti Ragging Committee                   | Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes.<br>Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.   | Mr. V. Prakash.-S & H -Coordinator<br>All HOD's<br>Hostel - Warden & Deputy Warden<br>Students Representatives  |
| 2     | Stock Verification Committee                            | Verification of stock in various departments after the practical examination. - Even Sem - Vacation - after the practical exam - One weeks' time.   | Mr. A. Ramesh - Foreman - ECE - Coordinator<br>Mr. K.Prabakaran - E.O<br>Mr. K.N Manjunath. - P.E.D.  |
| 3     | Training & Placement Cell Committee                     | Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Program, organizing training program for soft skills.   | Mr. Bheemeswar Reddy - Coordinator<br>Mr. M. Venkatesh kumar - CSE<br>Mr. J. Madhava Rao - EEE<br>Mr. Vijay. R - MECH<br>Mr. G.V. Raja -ECE<br>Mr. T. Shivakumar - Placement Asst.  |
| 4     | Sports Committee  | Intra-mural games, Inter-Collegiate Athletic team, Sports Day   | Mr. Manjunatha.K.N. -P.E.D-Coordinator<br>Mr. T.Ganesan - Clerk - Office<br>Mr. K.Prabakaran - E.O,<br>Mr. R.Nagaraj- Library<br>Mr. Halesh.H.R-ECE,<br>Mr. Balaji.V-MECH<br>Mr. Reji Thomos -CSE<br>Mr. Manjunath K.N - S & H<br>Mr. T.Yuvaraja - EEE<br>C.Muniraj-Attendar - PED<br>Students Representatives  |
| 5     | Internet, Website Edusat, Webmaster, Social Media & SMS | Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster@ ssec.ac.in to upload in the College Website.<br>Facebook, you tube & SMS communication system for smooth & effective communication with parents / guardian about College / students activities | Dr.B.Shadakshrapa-Vice-Principal<br>HOD/CSE & Co-Ordinator<br>Mr. R.Arunkumar - Mgmt.Rep.<br>Mr. K.Magesh - Sys.Admn.<br>Mr. T.K.Pradeep Kumar -CSE<br>Mr. R. Saravanakumar - MECH<br>Mr. Gopinath.K - EEE<br>Ms. Aruna .R- ECE,<br>Ms. S.Suma.- Lib,<br>Mr.J. Manikandan-CSE<br>Mr. Venkatesha.P- S & H<br>Mr. A. Raghu - CSE<br>Mr. Ranjith Kumar - EEE |
| 6     | Transport Committee                                     | Bus maintenance, timings, RTO, Insurance, timings at the time of examination  | Mr. C. Narayana Reddy -Co-Ordinator<br>Mr. R.Arunkumar-M.R.& All Bus Monitors<br>Ms. M. Vidyasree - Transport - Asst.   |
| 7     | Hostel & Canteen Committee                              | Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen   | Mr. K.Gajendra - Co-Ordinator<br>Mr. R. Arunkumar - Mgmt.Rept<br>Mr.M.V. Annamalai- O.S.,<br>Mr. K.Prabakaran - E.O,<br>Mr. M.Prakash - Office  |

MR - MV  
CS - SPB  
EC - Pankaj

EE - Hial - v.v. on 10/8/16. for - ✓  
ME - V. J. J. ITS  
matu - G  
LIB - R  
PE2 - CM

Transport - R  
Hostel - J  
Hostel - Warden - J

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|----|--|--|---|
|    |  |  | Ms. Padmini Batt- Girls Hostel Warden<br>Mr. M.K. Parameshwaran-Boys Hostel Warden<br>Ms. G. Manjula--CSE<br>Ms. P. Rathna - Librarian<br>Each 2 Students Rep.-Boys & Girls Hostel  |
| 8  | Cultural Committee                         | Cultural - Celebrate Foundation Day, Induction Programme, Engineers Day, Sports Day and other important functions.   | Mr. P. Venugopal- ECE- Coordinator<br>Mr.B.S. Yogananda - MECH<br>Ms. Manjula.S - Maths<br>Mr. T. Yuvaraj - EEE<br>Ms. G.Manjula-CSE  |
| 9  | Library Committee                          | Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books   | Ms. P. Rathna - Librarian - Co-Ordinator<br>Mr. Reji Thomos - CSE<br>Ms. Aruna Shanbog - MECH<br>Ms. Mamatha.GM -EEE<br>Ms. Poonguzhali. A-ECE<br>Ms. Nirmala.P - Maths   |
| 10 | NSS Committee                              | Plantings of trees, conduction of one day & special programmes, road laying, community attachment, blood donation  | Mr. Manjunatha.K.N- PED.-Co-Ordinator<br>Mr. Fakkirappa Kuri - Lab Asst.<br>Mr. S.C. Swamy-CSE,<br>Ms. P. Rathna - Librarian<br>Ms. N.Shoba - Library Asst.<br>Mr. L. Harish Babu - MECH<br>Mr. M.Vijay Kumar - Lib,<br>Mr. Ranjith Kumar - EEE<br>Mr. N. Devaraj-Attender<br>Mr.C. Muniraju PED Asst.<br>Students Representative |
| 11 | ISTE & IEI Committee                       | Conduction of ISTE & IEI Chapters, Seminar Registrations of students every year  | Ms. P.Rathna - Librarian ISTE Coordinator<br>Ms. R.Gunashekari - IEI - Co-Ordinator<br>Dr.C. Anil kumar - MECH<br>Mr. P. Venugopal - ECE<br>Ms. P. Kalamani - CSE<br>Mr.B.S. Venkateshmurthy -EEE   |
| 12 | Technical Bodies IETE / CSI / SAE          | Conduction of Technical Associations, Seminars calling of Guest Lecturers / Special Invitees, etc. ISTE, CSI, SAE  | All HODs<br>Mr. P. Venugopal -ECE - IETE<br>Mr.B.S. Venkateshmurthy-EEE - IETE<br>Mr. Raghavendra Rao - CSI<br>Mr.K. Muthuvel - MECH - SAE  |
| 13 | Grievances Committee/<br>Human Rights Club | Students / Staff Addressal   | Principal - Co-Ordinator<br>All HOD's, Prof.SR.Sridhar<br>Mr. Prakash .V- S&H<br>Ms. G.S. Dhanya - ECE  |
| 14 | R & D & Students Project Committee         | The Committee is to monitor the project work carried out by the students of the Institution. Inter-departmental projects should also be encouraged.  | Dr. K. Balan - Co-Ordinator<br>Mr. R. Arunkumar - Mgt.Rep.<br>Mr. M.K. Muthuvel- MECH<br>Ms. R. Geetha - ECE<br>Ms. Shanthipriya-CSE<br>Ms. D.A.Vennilla - EEE<br>Ms. B. Jyothi - S & H   |
| 15 | Alumni Committee                           | Committee to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.   | Mr. L. Harish Babu - Co-ordinator<br>All HOD's,<br>Mr. R. Arunkumar - M.R<br>Ms. Mamatha.GM - EEE<br>Ms. G.Manjula - AP- CSE<br>Ms. R. Aruna - ECE - Member<br>Mr.R.Maheshwar - Manager - T.O   |
| 16 | Purchase Committee                         | Requirement of materials for the entire College should be decided solely by the Committee, getting requirements from the department, calling for quotations from the dealer, making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommending for payment. | Mr. K.Patel - P.R.O- Co-ordinator<br>Mr. R. Arun Kumar - M.R.<br>Mr. K.Prabakaran - E.O<br>Mr. S. Harikrishna - S & H<br>All HOD's  |

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|    | Academic Committee               | Attendance / IA / Counselling, students handbook, calender of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students   | Dr.B.Shadaksharappa - Vice Principal & Co-ordinator<br>All HOD's   |
| 18 | Anti Sexual Harassment Committee | Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.   | Dr. P. Gangavathy - Co-ordinator<br>Ms. Shruthi.-EEE,<br>Ms. C. Sharan Roji Priya --CSE<br>Ms. H.S.Savitha - Lect-ECE,<br>Ms. P. Rathna - Librarian,<br>Ms. Padmini Batt - Hostel Warden<br>Students Representatives-One from each dept.<br>Formulate committee as per VTU Norms   |
| 19 | Newsletter & Magazine Committee  | It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College | Mr. P.Luther Benny - Coordinator<br>Mr. B.S.Yogananda - MECH<br>One representative from each dept.<br>Mr.B.S. Venkateshmurthy- EEE,<br>Ms. Linija Shylin KP - ECE<br>Mr. B.N. Jagadeesh - CSE<br>Ms. S. Shailashree - S & H  |
| 20 | Campus Automation Committee      | Students academic details  | Ms. T. Rajalakshmi - A/c's-Coordinator<br>Ms. R.T. Vidya Rani - ECE,<br>Ms. Ramya - EEE<br>Mr. R. Arunkumar.M.R- MECH<br>Mr.M. Lorate Shiny - CSE,<br>Mr. A. Raghu -CSE<br>Ms. S. Shailashree- S & H,<br>Ms. P. Rathna - Librarian<br>Technical support by<br>Mr. T.K.Pradeepkumar |
| 21 | IEDC / EDC Cell                  | Preparation of proposals, submissions, organizing programs / seminars  | Ms.K.V.Malini - Coordinator<br>Ms.N.Bhuvaneshwari-ECE<br>Mr.M. Venkateshkumar-CSE<br>Mr.VN Kameshwar - MECH  |
| 22 | Higher Education Cell            | Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,  | Mr. Raghavendra Rao-CSE- Coordinator<br>Ms. Shanthipriya-CSE<br>Ms. Suganya.J-ECE<br>Mr. K.Gopinath - EEE<br>Mr.S.Venkataramu-MECH<br>Ms. A. Jyothi Sirisha - S & H  |
| 23 | Edumate                          | Staff & Students Academic and Personal details.  | Mr.C. Sivaprakash - Coordinator<br>Mr. Arunkumar R -MR<br>Ms. T. Rajalakshmi-Accounts<br>Ms.K.V. Shalini-CSE,<br>Ms.R. Deepa-ECE,<br>Ms.K.Ramya - EEE<br>Ms. Aruna Shanbog-Mech<br>Mr.S. Harikrishna.-S & H  |
| 24 | Accreditation / IEI              | Accreditation of NBA & Industries like IA etc.,  | Dr. Shadaksharappa - Coordinator<br>All HOD's,<br>Mr.R. Arunkumar -MR,<br>MS. A. Poonguzhali-ECE,<br>Ms.P.Kalamani -CSE,<br>Mr.V.Ravi Angadi-EEE,<br>Dr.Anilkumar -Mech,<br>Ms. J. Sasikala - S&H  |

PRINCIPAL

Copy to: Chairman, SSEC, Anekal  
: All HOD's  
: All Co-ordinators  
: Office/Transport/Stores/Placement/Library/Sports/Hostel:  
: Trust Office, B'lore



**Sri**  
**SAIRAM**  
**COLLEGE OF ENGINEERING**

Formerly Shirdi Sai Engineering College

ISO 9001 : 2008 Certified Institution

Approved by AICTE, New Delhi

Recognised by Govt. of Karnataka & Affiliated to VTU, Belagavi

Anekal, Bengaluru

SSCE/Com/2015-16/-

Date: 25.08.2015

**CIRCULAR**

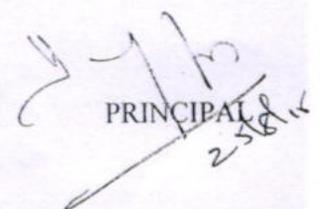
**Sub: Constitution of committee members – Reg.**

The following committees have been constituted for the academic year 2015-16, to take care of the various activities in our College.

| Sl. No | Committee   | Responsibility  | Members  |
|--------|---|---|--|
| 1      | Disciplinary & Anti Ragging Committee                   | Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.  | V.K.Tivari-AP-ECE -Coordinator<br>All HOD's with Basic Science<br>Hostel – Warden & Deputy Warden<br>Students Representatives  |
| 2      | Stock Verification Committee                            | Verification of stock in various departments after the practical examination. - Even Sem – Vacation -after the practical exam – One weeks' time.  | Ramesh – Foreman – ECE - Co-ordinator<br>K.Prabakaran – E.O<br>Manjunath.K.N. - P.E.D.   |
| 3      | Training & Placement Cell Committee                     | Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Programme, organizing training programme for soft skills.   | Bheemeswar Reddy – Co-Ordinator<br>Sivasakthibalan – HOD-MECH<br>T.K.Pradeep Kumar - Lect – CSE<br>Madhava Rao – Lec - EEE<br>Vijay.R - Lect –MECH<br>Somnath Mazumdar -Lect – ECE<br>Mr.Harish, Lect – MBA<br>Shivakumar – Placement Asst.  |
| 4      | Sports Committee  | Intra-mural games, Inter-Collegiate Athletic team, Sports Day   | Manjunatha.K.N. -P.E.D-Co-Ordinator<br>T.Ganesan – Clerk – Office<br>K.Prabakaran – E.O, Nagaraj– Library<br>Halesh.H.R-Sr.Lect-ECE,<br>Balaji.V– Lect – MECH<br>Reji Thomos – Sr.Lect – CSE<br>Venkatesha – S.H. Dept<br>Manjunath – Lect. MBA<br>T.Yuvaraja – Lect – EEE<br>C.Muniraj-Attendar - PED<br>Students Representatives |
| 5      | Internet, Website Edusat, Webmaster, Social Media & SMS | Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website. Facebook, you tube & SMS communication system for smooth & effective communication with parents / guardian about College / students activities | Dr.B.Shadakshrappa–Vice-Principal<br>HOD/CSE & Co-Ordinator<br>R.Arunkumar – Mgmt.Rep.<br>K.Magesh – Sys.Admn.<br>T.K.Pradeep Kumar – Lecture-CSE<br>Saravanakumar – Sr.Lect-MECH<br>Gopinath.K – Sr.Lect - EEE<br>Gowri.P- Lect- ECE,<br>Suma.– Lib, Pavana – Lect – MBA<br>Venkateshkumar-CSE<br>Raghu – CSE & Ranjith – EEE     |
| 6      | Transport Committee                                     | Bus maintenance, timings, RTO, Insurance, timings at the time of examination  | Jayachandran –Co-Ordinator<br>Narayanareddy<br>R.Arunkumar–M.R.&All Bus Monitors<br>Vidyasree – Transport – Asst.  |

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| 7  | Hostel & Canteen Committee              | Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievancés/ complaints from students with regard to taste, change of menu, timings of the Canteen | K.Gajendra - Co-Ordinator<br>Arunkumar - Mgmt.Rept<br>Annamalai- O.S.,K.Prabakaran - E.O,<br>M.Prakash - Office<br>Mohandoss - Girls Hostel<br>Pannerselvam - Hostel Sup.<br>Manjula-AP-CSE<br>Rathna - Librarian<br>Estharmma - Girls Hostel Supervisor<br>Each 2 Students Rep.-Boys & Girls - Hostel |
| 8  | Cultural Committee                      | Cultural - College Foundation Day, Induction Programme, Engineers Day, Sports Day and other important functions.  | Venugopal- Sr.Lect-ECE- Coordinator<br>Harikrishna-Sr.Lect-Chem<br>Vinodkumar Biradar - Lect - MECH<br>Manjula.S - AP Maths<br>Dippi Verma-Sr.Lect- MBA<br>Vignesh.R -Lect - EEE<br>G.Manjula-AP CSE<br>Padmakumar-CSE   |
| 9  | Library Committee                       | Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books  | Rathna - Librarian - Co-Ordinator<br>V.Prakash - A.P. -Phy.<br>Reji Thomos - Sr.Lect-CSE<br>Aruna Shanbog - Lect-MECH<br>Mamatha.GM - Lect-EEE<br>Poonguzhali - A.P-ECE<br>K.N.Manjunath -MBA<br>Sailashree - Sr.Lect - Chem<br>Nirmala.P - Sr.Lect - Maths  |
| 10 | NSS Committee                           | Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation  | Manjunatha.K.N- PED.-Co-Ordinator<br>Fakkirappa Kuri - Lab Asst.<br>Swamy-CSE, Rathna - Librarian<br>N.Shoba - Library Asst.<br>Harish Babu - Lect - MECH<br>Vijay Kumar - Lib, Ranjith - EEE<br>Prakash -Office, Muniraju PED Asst.<br>Students Representative  |
| 11 | ISTE & IEI Committee                    | Conduction of ISTE & IEI Chapters, Seminar Registration of students every year  | P.Rathna - Librarian ISTE Coordinator<br>R.Gunashekari - IEI - Co-Ordinator<br>Muthukumar - MECH<br>Venugopal - ECE<br>Kalamani - AP - CSE<br>Venkateshmurthy - AP -EEE  |
| 12 | Technical Bodies IETE / CSI / SAE       | Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE  | All HODs<br>Venugopal -Sr.Lect-ECE - IETE<br>Venkateshmurthy- Sr.Lect-EEE - IETE<br>Raghavendra Rao - AP - CSI<br>Muthuvel - Lect -MECH - SAE  |
| 13 | Grievances Committee/ Human Rights Club | Students / Staff Redressal  | Principal - Co-Ordinator<br>All HOD's, Prof.SR.Sridhar<br>Tiwari - AP - ECE<br>Tanuja - EEE  |
| 14 | R & D & Students Project Committee      | The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.  | Dr.B.Shadaksharappa - Co-Ordinator<br>Arunkumar - Mgt Rep<br>Dr.Anilkumar - MECH<br>Geetha - Sr.Lect - ECE<br>Shanthipriya-CSE<br>D.A.Vennilla - EEE<br>Manjunath- Lect - MBA & All HOD's  |
| 15 | Alumni Committee                        | Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.  | Aruna. - Lect - ECE - Co-ordinator<br>All HOD's, Arunkumar - M.R<br>Vignesh-Lect-EEE,<br>Mamatha.GM<br>G.Manjula - AP- CSE<br>Harish Babu,Lect-Mech, Harish MBA<br>R.Maheshwar - Manager - T.O   |

|    |                                  |  |  |
|----|----------------------------------|--|--|
|    | Purchase Committee               | Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment. | K.Patel – P.R.Θ- Co-ordinator<br>Arun Kumar – M.R.<br>K.Prabakaran – E.O<br>Venkatesh – Lect-MBA & All HOD's   |
| 17 | Academic Committee               | Attendance / IA / Counselling, students handbook, calender of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students   | Dr.B.Shadaksharappa – Vice Principal & Co-ordinator<br>All HOD's   |
| 18 | Anti Sexual Harassment Committee | Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.   | Dippi Verma – Co-ordinator<br>Tanuja.–EEE, Dr.Gangavathi –Maths,<br>Sharan Roji Priya - Lect-CSE<br>Ann Megha James - Lect – MECH<br>H.S.Savitha – Lect-ECE, Rathna<br>Librarian,<br>Estharamma & Students<br>Representatives-One from each dept.<br>Formulate committee as-per VTU Norms                            |
| 19 | Newsletter Magazine & Committee  | It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College   | Dippi Verma – MBA - Coordinator<br>Luther Benny – S & H Dept<br>Prof.S.R.Sridhar – Prof. - MECH<br>One representative from each dept.<br>Divya - MECH<br>Ravi Angadi– EEE,<br>Linija Shylin KP – Lect - ECE<br>Jagadeesh - CSE<br>Shailashree – Chem, Jyothi - Maths<br>Venkatesh - MBA<br>Jyothi Sireesha – Physics |
| 20 | Appointment Committee            | Committee has to verify the application which was recommended by HOD's and call for personal interview, assessing their personality, capacity and the recommendation has to be done for appointment or rejection.  | Principal - Co-ordinator<br>Management Representative<br>All HOD's & O.S. / Experts from other Institutions  |
| 21 | Campus Automation Committee      | Students academic details  | Arunkumar – M.R.<br>Rajalakshmi – Accounts<br>Vidya Rani – ECE, Ramya – EEE<br>Govindappa Chandalpur – MECH<br>Lorate Shiny – CSE, Raghu -CSE<br>Sasikala – S & H, Harish– MBA,<br>Rathna – Librarian<br>Technical support by T.K.Pradeepkumar   |
| 22 | IEDC / EDC Cell                  | Preparation of proposals, submissions, organizing programs / seminars  | K.V.Malini – Coordinator<br>Bhuvaneshwari-ECE<br>Venkateshkumar-CSE<br>VN Kameshwar – MECH<br>Harish – MBA   |
| 23 | Higher Education Cell            | Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,  | Revathy – Maths – Coordinator<br>Shanthipriya-CSE<br>Suganya.J-ECE<br>K.Gopinath – EEE<br>S.Venkataramu-MECH<br>Dippi Verma - MBA  |

  
 PRINCIPAL  
 25/8/14

Copy to: Chairman, SSEC, Anekal  
 : All Co-ordinators  
 : Office/Transport/Stores/Placement/Library/Sports/Hostel  
 : Trust Office, B'lore

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE - 562 106

SSEC/Com/2014-15/303

10/09/2014

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**Sub.: Constitution of Committee Members - Revision - Reg.**

Due to some faculty resignations and based on the HODs meeting, the Committee Coordinators & Members stand revised to take care of various entrusted activities in our College for the Academic Year 2014-15, as follows:

| Sl.No | Committee                                       | Responsibility  | Members   |
|-------|---|---|---|
| 1     | Disciplinary & Anti Ragging Committee           | Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.                    | Sri.V.K.Tivari- A.P.- ECE<br>Coordinator<br>All HOD's with Basic Science<br>Hostel - Warden & Deputy Warden<br>Students Representatives   |
| 2     | Stock Verification Committee                    | Verification of stock in various departments after the practical examination. - Even Sem - Vacation -after the practical exam - One weeks' time.  | K.Prabakaran - E.O - Co-ordinator<br>Manjunatha.K.N.. P.E.D.<br>Bheemeswar Reddy - MBA  |
| 3     | Training & Placement Cell Committee             | Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Programme, organizing training programme for soft skills.   | Sivasakthibalan - Co-Ordinator<br>T.K.Pradeep Kumar - Lect - CSE<br>Madhava Rao - Lec - EEE<br>Vijay.R - Sr.Lect -MECH<br>Somnath Mazumder- Lect - ECE<br>Mr.Harish, Lect - MBA<br>Shivakumar - Attender  |
| 4     | Sports Committee                                | Intra-mural games, Inter-Collegiate Athletic team, Sports Day   | Manjunatha.K.N.-P.E.D-Co-Ordinator<br>T.Ganesan - Clerk - Office<br>C.Muniraj - Attender<br>K.Prabakaran - E.O, Nagaraj- Library<br>Halesh.H.R-Sr.Lect-ECE,<br>Balaji.V- Lect - MECH<br>Reji Thomas - Sr.Lect - CSE<br>Venkatesha - S.H dept,<br>Manjunath - Lect. MBA<br>Students Representatives<br>T. Yuvaraja - Lect - EEE<br>C. Muniraju - PED Asst. |
| 5     | Internet, Website & Edusat, Webmaster Committee | Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster :@ ssec.ac.in to upload in the College Website. | Dr.B.Shadakshrappa-Vice Principal &<br>HOD/CSE & Co-ordinator<br>R.Arunkumar - Mgmt.Rep.<br>K.Magesh - Sys.Admn.<br>T.K.Pradeep Kumar - Lecture-CSE<br>Saravanakumar - Sr.Lect-MECH<br>Gopinath.K - Sr.Lect - EEE<br>RD.Vidyarani - Lect- ECE,<br>Suma.- Lib, Harish - Lect - MBA   |
| 6     | Transport Committee                             | Bus maintenance, timings, RTO, Insurance, timings at the time of examination  | C.Narayana Reddy - Manager<br>Co-Ordinator<br>R.Arunkumar-M.R.&All Bus Monitors   |
| 7     | Hostel & Canteen Committee                      | Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste,  | K.Gajendra - Co-Ordinator<br>Arunkumar - Mgmt.Rept<br>Annamalai- O.S.,K.Prabakaran - E.O,<br>Mohandoss - Girls Hostel   |

|    |   |  |   |
|----|---|--|---|
|    |   | change of menu, timings of the Canteen   | M.Prakash - Office<br>Panner selvam - Hostel Sup.<br>Manjula-AP-CSE<br>Rathna P - Librarian<br>Archana.S - Girls Hostel Supervisor<br>Students Rep. 2 each - Boys & Girls - Hostel  |
| 8  | Cultural Committee                      | Cultural - College Foundation Day, Induction Programme, Engineers Day Sports Day and other important functions.                                    | Venugopal-Sr.Lect-ECE-Co-Ordinator<br>Harikrishna-Sr.Lect-Chem<br>Vinodkumar Biradar - Lect-MECH<br>Revaty - AP .Maths<br>Dippi Verma-AP- MBA<br>Vignesh.R -Lect - EEE<br>Venkatesh Kumar - Lect. - CSE   |
| 9  | Library Committee                       | Procurement of Books, maintenance of Journals, Magazines, Newsletter Issu.: & return of books  | Rathna - Librarian - Co-Ordinator<br>V.Prakash - A.P. -Phy.<br>Reji Thomas - CSE<br>Aruna Shanbog, Mamatha. G.M - Lect-EEE<br>Poonguzhali - A.P-ECE<br>Bheemeswar Reddy - HOD- MBA<br>Sailashree - Sr.Lect - Chem<br>Gangavathi - Sr.Lect - Maths         |
| 10 | NSS Committee                           | Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation                               | Manjunatha.K.N.- PED.-Co-Ordinator<br>Fakkirappa Kuri - Lab Asst - ECE<br>Swamy - CSE, Rathna - Librarian<br>N.Shoba - Library Asst<br>Rajanna.L - MECH<br>Vijay Kumar - Lib, Ranjith - EEE<br>Prakash - Office & Students Rep.<br>C. Muniraju - PED Asst |
| 11 | ISTE & IEI Committee                    | Conduction of ISTE & IEI Chapters, Seminar Registration of students every year   | B.S Yogananda - ISTE & R.Gunashekari - IEI - Co-Ordinators<br>P.Rathna - Librarian<br>Mayur Goel - MECH<br>Venugopal - ECE<br>Kalamani - AP- CSE<br>Venkateshmurthy- AP-EEE   |
| 12 | Technical Bodies IETE / CSI / SAE       | Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE.                          | All HODs<br>Venugopal -Sr.Lect-ECE - IETE<br>Venkateshmurthy- AP-EEE - IETE<br>Ragavendra Rao - AP- CS<br>Harish Babu - Lect - MECH - SAE   |
| 13 | Grievances Committee/ Human Rights Club | Students / Staff Redressal   | Principal - Co-Ordinator<br>All HOD's, Prof.SR.Sridhar<br>B.S.Yogananda - AP - Mech   |
| 14 | R & D & Students Project Committee      | The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged. | Dr.B.Shaksharappa - Co-Ordinator<br>Arunkumar - Mgt.Rep.<br>Manjula - A.P. - CSE<br>Geetha - Sr.Lect - ECE<br>K.Ramya - EEE<br>Durai - Sr.Lect - MECH<br>Manjunath- Lect - MBA & All HOD's  |
| 15 | Alumni Committee                        | Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario.                 | Aruna. - Lect - ECE - Co-ordinator<br>All HOD's, Arunkumar - M.R<br>Vignesh-Lect-EEE,<br>Vijayalakshmi - Sr.Lect- CSE   |



|    |                                   |   |  |
|----|-----------------------------------|---|--|
|    |                                   |   | Harish Babu, Lect-Mech, Harish MBA<br>R.Maheshwar – Manager – T.O  |
| 17 | Purchase Committee                | Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment. | K.Patel – P.R.O- Co-ordinator<br>Arunkumar – M.R.<br>K.Prabakaran – E.C<br>Venkatesh – Lect – MBA & All HOD's  |
| 18 | Academic Committee                | Attendance/IA/Counselling, students handbook, calendar of events. Monitoring all the dept. activities with regard to attendance, I.A. Progress report of students   | Dr.B.Shadaksharappa – Vice Principal & Co-ordinator & All HOD's  |
| 19 | Anti Sexual Harassment Committee  | Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.  | Dippi Verma – AP-MBA– Co-ordinator<br>S. Archana – Lect.–EEE<br>Gangavathi – Sr.Lect – Maths,<br>Sharan Roji Priya – Lect-CSE<br>B.M. Madhura – Lect – MECH<br>H.S.Savitha – Sr.Lect-ECE<br>Rathna - Librarian<br>Students Representatives - One from each dept.<br>Formulate committee as per VTU Norms |
| 20 | Newsletter & Magazine Committee   | It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College  | Luther Benny – S.H dept.<br>Prof.S.R.Sridhar –MECH<br>One representative from each dept.<br>Manushree Chaturvedi- MECH<br>Ravi Angadi- EEE,<br>Linija Shylin K.P-Lect - ECE<br>Jagadeesh- CSE<br>Shailashree-Chem,<br>Jyothi-Maths<br>Bheemeswar Reddy –MBA<br>M.Manjula –Physics                        |
| 21 | Appointment Committee             | Committee has to verify the application which was recommended by FOD's and call for personal interview, assessing their personality, capacity and the recommendation has to be done for appointment or rejection.   | Principal - Co-ordinator<br>Management Representative<br>All HOD's & O.S. / Experts from other Institutions  |
| 22 | Campus Automation Committee       | Students academic details   | Arunkumar – M.R.<br>Rajalakshmi – Accounts<br>Vidya Rani – ECE, Ramya – EEE<br>Govindappa Chandapur – MECH<br>Shalini–CSE, Raghu – CSE<br>Sasikala – S.H dept., Harish - MBA<br>Rathna – Librarian   |
| 23 | Entrepreneurship Development Cell | Preparation of proposals, submissions, organizing programs/seminars etc.  | Bheemeswar Reddy– MBA Coordinator<br>Malini – EEE<br>Dhanya.G.S. –ECE<br>Venkatesh Kumar –CSE<br>V.N.Kameshwar –MECH   |
| 24 | Higher Education Cell             | Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,   | Revathy –Maths<br>Chitambarathanu –CSE<br>Suganya.J –ECE<br>K.Gopinath – EEE<br>S. Venkataraju –MECH<br>Dippi Verma –MBA   |

Copy to: Chairman, SSEC, Anekal  
: All Co-ordinators  
: Office/Transport/Stores/Placement/Library/Sports/Hostel/T.O.Bangalore

PRINCIPAL

SHIRDI SAI ENGINEERING COLLEGE  
ANEKAL, BANGALORE – 562 106

SSEC/Com/2012-13/ 73

Date: 05.07.2013

**CIRCULAR**

**Sub: Constitution of committee members – Reg.**

Based on the HOD's meeting held on 3.7.2013, the following committees have been constituted for the academic year 2013-14, to take care of the various activities in our College.

| Sl.No | Committee                                       | Responsibility   | Members  |
|-------|---|--|--|
| 1     | Disciplinary & Anti Ragging Committee           | Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging, control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations.                   | Prof.Pradeep B Jyothi - HOD/EEE<br>Coordinator<br>All HOD's with Basic Science<br>Hostel – Warden & Deputy Warden<br>Students Representatives  |
| 2     | Stock Verification Committee                    | Verification of stock in various departments after the practical examination. - Even Sem – Vacation -after the practical exam – One weeks' time.   | K.Prabakaran – E.O - Co-ordinator<br>Pavanakrishna. P.E.D.<br>Bheemeswar Reddy – MBA   |
| 3     | Training & Placement Cell Committee             | Placement activities calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Programme, organizing training programme for soft skills.  | Sivasakthibalan – Co-Ordinator<br>T.K.Pradeep Kumar - Lect – CSE<br>Madhava Rao – Lec - EEE<br>Vijay.R – Sr.Lect –MECH<br>N.Santhosh Kumar- Lect – ECE<br>Mr.Harish, Lect – MBA<br>Shivakumar – Attender   |
| 4     | Sports Committee                                | Intra-mural games, Inter-Collegiate Athletic team, Sports Day  | Pavanakrishna -P.E.D-Co-Ordinator<br>T.Ganesan – Clerk – Office<br>K.Prabakaran – E.O, Nagaraj– Library<br>Halesh.H.R-Sr.Lect-ECE,<br>Balaji.V– Lect – MECH<br>Reji Thomas – Sr.Lect – CSE<br>Manjula – Lect – Maths<br>Manjunath – Lect. MBA<br>Students Representatives        |
| 5     | Internet, Website Edusat, & Webmaster Committee | Effective usage of Firewall-related activities. Monitoring the Edusat transmission, incorporating the same in the timetable, recording for library reference. Updating the students / Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forwarded to webmaster @ ssec.ac.in to upload in the College Website. | Dr.B.Shadakshrappa–Vice Principal<br>HOD/CSE & Co-Ordinator<br>R.Arunkumar – Mgmt.Rep.<br>K.Magesh – Sys.Admn.<br>T.K.Pradeep Kumar – Lecture-CSE<br>Saravanakumar – Sr.Lect-MECH<br>Sincy Elizebath – Lect - EEE<br>D.Vidyanani - Lect- ECE,<br>Suma.– Lib, Harish – Lect – MBA |
| 6     | Transport Committee                             | Bus maintenance, timings, RTO, Insurance, timings at the time of examination   | C.Narayana Reddy – Manager<br>Co-Ordinator<br>R.Arunkumar–M.R.&All Bus Monitors  |
| 7     | Hostel & Canteen Committee                      | Welfare of hostliers with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the Canteen  | K.Gajendra - Co-Ordinator<br>Arunkumar – Mgmt.Rept<br>Annamalai- O.S.,K.Prabakaran – E.O,<br>Mohandoss – Girls Hostel<br>M.Prakash - Office<br>Pannerselvam – Hostel Sup.<br>Manjula–AP-CSE<br>Lavanya – Girls Hostel Supervisor<br>Each 2 Students Rep.- Boys & Girls – Hostel  |

|    |   |  |   |
|----|---|--|---|
|    | Cultural Committee                      | Cultural – College Foundation Day, Induction Programme, Engineers Day, Sports Day and other important functions.   | Venugopal–Sr.Lect-ECE-Co-Ordinator<br>Harikrishna-Sr.Lect-Chem<br>Yogananda – AP –MECH<br>Revaty – AP .Maths<br>Gokulkumari – AP - CSE<br>Dippi Verma–Sr.Lect- MBA<br>Vignesh.R –Lect – EEE   |
| 9  | Library Committee                       | Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & return of books   | Rathna – Librarian - Co-Ordinator<br>V.Prakash – A.P. -Phy.<br>Asha S. Manek – A.P-CSE<br>Aruna Shanbog, Savitha – Lect-EEE<br>Poonguzhali – A.P-ECE<br>Bheemeswar Reddy – Sr.Lect – MBA<br>Sailashree – Sr.Lect – Chem<br>Gangavathi – Sr.Lect – Maths |
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| 11 | ISTE & IEI Committee                    | Conduction of ISTE & IEI Chapters, Seminar Registration of students every year   | Prof.Pradeep B Jyothi - Co-Ordinator<br>Jagadish.K.K.– Lect-MECH<br>Kalamani – Sr.Lect - CSE<br>Hema Subjraja – Sr.Lect-EEE<br>R.Murugesan – A.P. – Maths   |
| 12 | Technical Bodies IETE / CSI / SAE       | Conduction of Technical Associations, Seminars calling of papers, Guest Lecturers / Special Invitees, etc. ISTE /CSI/SAE   | All HODs<br>Venugopal –Sr.Lect-ECE - IETE<br>Venkateshmurthy- AP-EEE - IETE<br>Shimi Jeyaseelan – Sr.Lect - CSI<br>Harish Babu – Lect – MECH - SAE  |
| 13 | Grievances Committee/ Human Rights Club | Students / Staff Redressal   | Principal - Co-Ordinator<br>All HOD's, Prof.SR.Sridhar<br>B.S.Yogananda – AP – Mech   |
| 14 | R & D & Students Project Committee      | The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged.   | Pradeep B Jyothi - Co-Ordinator<br>Arunkumar – Mgt.Rep.<br>Raghavendra Rao – A.P. – CSE<br>Geetha – Sr.Lect – ECE<br>Gunashekari – AP – EEE<br>Durai – Sr.Lect – MECH<br>Manjunath– Lect – MBA & All HOD's  |
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| 16 | Industrial Visit                        | Arranging Industrial Visit for all the departments, registration fees, writing letters for permission from the Company, arranging transportation & other facilities.   | Arunkumar – M.R.– Co-ordinator<br>Raghavendra Rao –AP-CSE<br>Deepa.R. – Sr.Lect-ECE<br>Ravi Angadi – Lect - EEE<br>Madhusudhan-Lect-MECH<br>Venkatesh – Lect – MBA  |
| 17 | Purchase Committee                      | Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment. | K.Patel – P.R.O- Co-ordinator<br>Arun Kumar – M.R.<br>K.Prabakaran – E.O<br>Venkatesh – Lect – MBA & All HOD's  |
| 18 | Academic Committee                      | Attendance/IA/Counselling, students handbook, calendar of events. Monitoring all the dept. activities with regard to attendance, I.A. Progress report of students  | Dr.B.Shadaksharappa – Vice Principal<br>& Co-ordinator & All HOD's  |

|    |                                   |        |  |  |
|----|-----------------------------------|--------|--|--|
| 19 | Anti Harassment Committee         | Sexual | Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy.   | Pradeep B Jyothi – Co-ordinator<br>R.Gunasekari – A.P.-EEE<br>Gangavathi – Sr.Lect – Maths,<br>Shanthala – Lect-CSE<br>Madhura – Lect – MECH<br>Dippi Verma – Sr.Lect- MBA,<br>H.S.Savitha – Sr.Lect-ECE<br>Rathna - Librarian<br>Students Representatives - One from each dept.<br>Formulate committee as per VTU Norms                     |
| 20 | Newsletter & Magazine Committee   |        | It is the duty of committee to bring out 4 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College | Ammani Kuttan - A.P.-Maths - Editor<br>Prof.S.R.Sridhar – Prof. - MECH<br>One representative from each dept.<br>Durai.J - MECH<br>Ravi Angadi- EEE, Vijayalakshmi-Sr.Lect-CSE<br>Sadhana.B.K., Lecturer- ECE<br>Shailashree-Sr..Lec-Chem,<br>Jyothi-Sr.Lec- Maths<br>Bheemeswar Reddy – Sr.Lect – MBA<br>New staff to be included in Physics |
| 21 | Appointment Committee             |        | Committee has to verify the application which was recommended by HOD's and call for personal interview, assessing their personality, capacity and the recommendation has to be done for appointment or rejection.  | Principal - Co-ordinator<br>Management Representative<br>All HOD's & O.S. / Experts from other Institutions  |
| 22 | Campus Automation Committee       |        | Students academic details  | Arunkumar – M.R.<br>Rajalakshmi – Accounts<br>Vidya Rani – ECE, Ramya – EEE<br>Govindappa Chandalpur – MECH<br>Nethravathi – CSE, Raghu – CSE<br>Manjula – Maths, Harish- MBA,<br>Rathna – Librarian   |
| 23 | Entrepreneurship Development Cell |        | Preparation of proposals, submissions, organizing programs/seminars etc.   | Sincy Elizebath – Lect- EEE<br>Malini – Sr.Lect – EEE<br>Dhanya.G.S. – Sr.Lect – ECE<br>Venkatesh Kumar – Lect – CSE<br>V.N.Kameshwar – Sr.Lect-MECH   |
| 24 | Higher Education Cell             |        | Coordinating with Placement, Universities, assisting students to prepare competitive examinations etc.,  | Revathy – AP – Maths<br>Chitambarathanu – Sr.Lect-CSE<br>Suganya.J – Lect- ECE<br>Gopinath – Sr.Lect – EEE<br>Manjunath – Lect – MECH<br>Dippi Verma – Sr.Lect – MBA   |

Copy to: Chairman, SSEC, Anekal  
: All Co-ordinators  
: Office/Transport/Stores/Placement/Library/Sports/Hostel  
: Trust Office, B'lore

  
PRINCIPAL



*Sri*

**SAIRAM**

**COLLEGE OF ENGINEERING**

Anekal, Bengaluru

ISO 9001:2015 certified Institution

Approved by AICTE, New Delhi

Affiliated to Visvesvaraya Technological University

[www.sairamce.edu.in](http://www.sairamce.edu.in)

# Service Rule

... are run by the Trust which includes Schools / Colleges / existing as well as those that may be set up in future.

- 2.6 Establishment Means: Hostel, Mess, Canteen, Stores, STD Booths, Stationery Shops, Security Booth etc.
- 2.7: Head of the Institution: Means the Principal of the College or anyone who is appointed / designated as the Head of the Institution by the Board of the Management.
- 2.8: Employee: Means a person in the employment of the Un-aided Institution / Self Finance Establishment set up and / or run by the Trust.
- 2.9: Permanent employees: An employee who upon expiry of the period of probation has been confirmed in writing in his/her appointment.
- 2.10: Tenure of Post: Means a permanent post that an individual employee may not hold for more than a limited period without re-employment.
- 2.11: Probationer: Means: the employee appointed on Probation in or against substantive vacancy in any cadre with an intention to continue on permanent basis. The employee appointed on probation will continue on probation till he is confirmed in writing.

2.12: Part Time Employee means, an employee appointed for a limited period on a consolidated monthly salary who may be employed elsewhere also.

- 2.13: Temporary employee means: an employee who has been employed for a limited period or for a specific work for a temporary nature.
- 2.14: Casual employee means one who is employed on day to day basis for specific work of casual nature.
- 2.15: Contract employee means, a person appointed on Contract for a fixed period.
- 2.16: Continuous service means, the Service of an employee from the beginning of his / her service, without any break.
- 2.17: Honorarium means a recurring or a non-recurring payment to employee payable as remuneration for work done in respect of affairs of the Institutions, as may be as determined by the competent authority from time to time.
- 2.18: Holiday means, a holiday prescribed or notified by the competent authority of the Institution.
- 2.19: In these rules what is said to be applicable to male members will also be applicable to female members of the staff.

### 3. APPOINTMENT

- 3.1: All appointment of all categories shall be made by the board of Management. The Board of Management may appoint selection committee wherever necessary
- 3.2: A candidate appointed by the direct recruitment shall assume the charges of the post for which he/she was appointed within the period specified in the appointment order.
- 3.2a: Candidates promoted under career advance scheme or any other scheme shall have their appointment effective from the date of promotion order.
- 3.3: At the time of joining, the candidate shall complete the following formalities.
- 3.3.1: Submission of joining report
- 3.3.2: Submission of attested true copies of educational certificates along with original educational certificates & Service Certificates
- 3.3.3: Submission of evidence of date of proof of age
- 3.3.4: Nomination for Provident Fund in prescribed form (if eligible)

3.3.5: Application for Identity Card along with three passport size photographs

3.3.6: Application for opening bank account prescribed by the College

3.4: The Institution may verify the antecedent of the candidates either directly or through agencies by reoffering to the previous organization in which the candidate was working. In the event, if it is found that the candidate had suppressed material information or furnished wrong information, the employee is liable for summary termination of employment.

3.5: All appointments shall be subject to the candidate being medically found fit and the candidate shall produce medical certificate from the doctors specified by the Institution. The institution may require employee to be examined by the medical officer approved by the Institution for the purpose. If on examination, the employee is found suffering from any disease or complain that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or health of the other employees, Students and staff, the Institute may terminate his / her services of the employees for being found medically unfit

- 3.6: All employees other than temporary shall ordinarily be on probation for a period of one year or as specified in the appointment order.
- 3.7: On satisfactory completion of probation, the Board of Management shall confirm the employee in service in writing.
- 3.8: Service Records: a service register shall be maintained for every employee showing among other things, his/ her permanent address, date of appointment, consolidated pay, scale of pay, on which he / she was appointed increments given from time to time, leave availed, promotions, suspensions, punishments, etc., The register shall be opened immediately after the employee reports for duty and to be updated periodically.
- 3.9: Resignation: When an employee tenders resignation to the post held by him / her the following points shall be verified before accepting the resignation.
- 3.9.1: Whether the resignation is not in the middle of the academic session prescribed by affiliating University.
- 3.9.2: Whether the required notice or salary equivalent to the notice period has been paid.
- 3.9.3: If the resignation is before completion of One year of service, it should also be seen whether the employee has been paid

salary for the vacation period and if so such salary drawn for the immediate preceding, vacation period is also to be refunded.

- 3.9.4: Whether no dues certificate has been obtained from different departments / section of the Institution.
- 3.9.5: If the condition of 3.9.1 to 3.9.4 are fulfilled the Head of the Institution shall forward the resignation to the Board of Management with suitable opinion / remarks for orders / acceptance.
- 3.9.6: The management has the right to reject the resignation in case of resignation is received in the middle of the academic session in the interest of the students.
- 3.9.7: After receiving the order / acceptance, the same shall be communicated to the employee by Head of the Institution concern.
- 3.9.8: The board of Management shall be competent authority to accept the resignation of all employees.
- 3.10: Termination of Service: The board of Management may terminate the services of an employee under special circumstances such as reduced workload.



3.10.1: By giving notice as per appointment order. No such notice shall be necessary if the termination is as a result of proved misconduct in the enquiry conducted in accordance with the rules.

## CHAPTER 4

### 4.0 HOURS OF WORKING AND HOLIDAYS

4.1: All employees are required to work for a minimum of 6 days in a week and 8 hours a day

4.2: The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend the duty accordingly.

#### 4.3: Attendance

4.3.1: All employees shall mark their attendance in respective attendance registers maintained in the Office of the College.

4.3.2: On arrival for duty and the end of the duty, the employee shall initial their names against the appropriate date. The attendance will not be available for such initialing after lapse of 15 minutes from the time fixed for the commencement of duty. In case of electronic attendance, monitoring it will be closed after 15 minutes.

4.3.3: No employee reporting 15 minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the HOD / Principal

4.3.4: All employees are expected to be at their allotted place of work throughout their duty timings.

4.3.5: Any employee found absent from his / her place of work, during working hours without prior permission of the Principal / HOD is liable to be treated as absent for the day.

#### 4.4: Holidays

4.1: Institution follows holidays list as per VTU as notified by the Head of the Institution, However, the employee has to be present for the flag hoisting ceremony compulsorily on 15<sup>th</sup> August & 26<sup>th</sup> January & other important College functions.

## CHAPTER 5

### 5. PAY & ALLOWANCES

5.1: Regulations of emoluments. The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Board of Management from time to time.

## 1. TITLE & COMMENCEMENT

- 1.1. These rules may be called the Service Rules for the employees of Sri Saiiram College of Engineering, Anekal, Bengaluru
- 1.2. The Management of Sapthagiri Educational & Charitable Trust reserves the right to amend / modify / alter / add to any of these rules and to bring to any such amendment / alternations with effect from such date as it may fix.

## CHAPTER 2

### 2. DEFINITIONS

- 2.1: Trust means The Trust is registered under the Indian Trust Act for the purpose of establishment of Educational Institutions.
- 2.2. Board of Management means, the board constituted by the Trust to manage the affairs of the Trust.
- 2.3: Chairman means: Chairman of the Trust
- 2.4: Governing Council means: the Body constituted according to the guidelines of the Board of the Management of that Trust

## 6.1. DUTIES AND CONDUCT / DUTIES OF FACULTIES

- 6.1.1: Faculty must see that he / she is conscientious in giving his / her attention to the students.
- 6.1.2: No faculty is permitted to inflict corporal punishments on a student
- 6.1.3: Faculties are expected to record, wherever required by the regulations, registers and all academic marks of their students from time to time in particular at the reopening of the College and at the end of the term/semester of College. Each year faculty must supply any statistical other data required by the Institution.
- 6.1.4: In addition to normal classroom duties, faculty shall cooperate carefully and faithfully in all the activities of the Institution with the Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student or the Institution in general.
- 6.1.5: No faculty shall undertake private tuition or any other assignment in any other Institutes / Govt. Departments /

NGO's etc. without explicit permission from the Head of the Institution.

- 6.1.6: Faculty shall follow the duties /workload, as prescribed by VTU or AICTE or board of Management or the Competent Authority shall have the final say in assigning the duties / workload.

## 6.2: Code of Conduct for Faculty and employees

No teacher shall .....

- 6.2.1: knowingly or willfully neglect his / her duties
- 6.2.2: propagate thro his / her teaching lessons or otherwise, communal or Sectanan outlook or incite or allow any student to indulge in communal or sectanan activities.
- 6.2.3: Discriminate against any student on the ground of religion, caste, creed, language, gender, place of origin, social and cultural background or any of them.
- 6.2.4: Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
- 6.2.5: Make any sustained neglect in connecting class work or homework done by the students.

- 7.1.7 Anywhere within the establishment, causing or threatening to cause mental and or physical pain or injury to other employees either individually or in collusion with others.
- 7.1.8 Committing any act likely to harm or endanger the institution's property.
- 7.1.9 Sabotage
- 7.1.10 Conviction for any criminal offence including moral turpitude.
- 7.1.11 Refusal to accept any communication charge sheet from the authority of Institution.
- 7.1.12 Abstaining from appearing before any enquiry authority / committee.
- 7.1.13 Failure to produce documents / papers etc. when called for.
- 7.1.14 Habitual neglect of work.
- 7.1.15 Smoking, Chewing tobacco / Gutaka / Pan Masala / Chewing gum & any other prohibited material within the Institution.
- 7.1.16 Habitual Indiscipline or loitering.
- 7.1.17 Refusal to work any bonafide assignment.
- 7.1.18 Habitual irregularly in attendance.
- 7.1.19 Gambling within the premises of the Institution.
- 7.1.20 Leaving the Institution before time without permission.

- 7.1.21 Engaging or abetting in abusing and causing physical violence with another employee at any time in the Institution.
- 7.1.22 Habitual absence without leave or overstating when on leave.
- 7.1.23 Holding of unauthorized meetings in the Institution.
- 7.1.24 Discourteous behavior.
- 7.1.25 Causing sexual harassment.
- 7.1.26 Wearing objectionable dress and indecent exposure of the body.
- 7.1.27 Attending nature's call / Spitting in open in the Institution.
- 7.2 PENALTIES
- 7.2.1 The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee.
- 7.2.2 Censure / Warning
- 7.2.3 Withholding of increments of pay.
- 7.2.4 Withholding of Promotion
- 7.2.5 Recovery of the whole or part of any pecuniary loss caused by him / her to the Institution by his / her misconduct or negligence.
- 7.2.6 Removal from service which shall not be a disqualification for future employment elsewhere.
- 7.2.7 Dismissal from service.

7.3 The following shall not amount to a penalty within the meaning of this Rule, namely.

7.3.1 Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his / her unfitness to cross the bar

7.3.2 Non- Promotion of an employee whether in a substance or officiating capacity, to a grade or post for promotion to which he is otherwise eligible.

7.3.3 Reversion of an employee officiating in a higher grade, to a post to a lower grade or post on the ground that he/she is considered to be unsuitable for such higher grade or post on any administrative ground unconnected with his / her conduct.

7.3.4 Reversion of an employee on deputation to his / her parent organization or department.

7.4 Termination of Service:

7.4.1 of a temporary employee / Probationer at any time before his / her confirmation.

7.4.2 or an employee appointed under a contract or agreement or a contract for a fixed period in accordance with the terms of such contract or agreement.

7.5 Procedure for Imposition of penalties:

7.5.1 No order imposing any penalty shall be made except after an enquiry held in accordance with these Rules.

7.5.2 Where it is proposed to hold an enquiry against an employee the disciplinary authority shall frame charges against such employee and communicate them to him / her together with other material as may be necessary or relevant for the purpose of the enquiry and also inform him / her of the appointment of an enquiring authority for conducting the enquiry.

7.5.3 At the enquiry, the employee shall have the right to appear in person before the Enquiry Officer.

7.5.4 The proceedings of the enquiry may be recorded either in Kannada or English, or in any other language acceptable to the employee and Enquiry Officer, if necessary.

7.5.5 On the conclusion of the enquiry, the employee shall be made available a copy of the Report & Findings of the Enquiry Officer and the employee shall be provided an opportunity to submit his / her say on the findings of the Enquiry Officer. A show cause as to why the proposed punishment should not be imposed on the employee in respect of the misconduct proved against him/ her the disciplinary authority is satisfied after considering the report of the Enquiry officer and the records of the proceedings and submission of the employee on the findings of the Enquiry Officer that all or any of the charges against the employee have been proved, will award the appropriate punishment.

7.5.6 In awarding any penalty to an employee under this rule, the authority imposing the penalty shall take into account the

## 13.0 SERVICE OF NOTICE:

- 13.1 Any matter required to be notified under these rules and any notice by the Management to the employees in the college shall be displayed on the notice board, such matter or notices shall be deemed to have been communicated to all employees.
- 13.2 Any notice or letter of communication intended for an employee may be delivered to him / her personally in the premises of the college and the employee is bound to receive and acknowledge the same. Refusal on the part of the employee to accept the letter or communication will absolve the management from the obligation to deliver the notice or communication a second time, provided a copy thereof is exhibited on the Notice Board. Such refusal will render the employee liable for disciplinary action.
- 13.3 In the case of an employee who is absent, any notice or letter or communication intended for such an employee sent to him / her by registered post with acknowledgement due to the last known address entered in his / her (It is mandatory on the part of the employee to update the change in address.) Where such a registered communication or letter or notice is returned undelivered for any reason, a copy thereof shall be displayed on the notice board, and such display shall be deemed to be adequate service of communication letter or notice on the employee.

- 13.4 Any market required to be notified under the rules and any notice of communication by the Management to employees will be in Kannada / English.

## CHAPTER - 14

## 14. TRAVEL EXPENSE REIMBURSEMENT &amp; DAILY ALLOWANCE:

- 14.1 Reimbursement of travel expenses including accommodation charges & Daily Allowance is granted in accordance with the rules laid down by the Board of Management from time to time.
- 14.2 Subject to limits prescribed in the schedules appended below, reimbursement of travel expenses shall include the following:
- 14.2.1 Actual cost of ticket or fare paid for the journey within the permitted mode of travel.
- 14.2.2 Accommodation charges, if any within the Prescribed limit.
- 14.2.3 Daily allowance as applicable.
- 14.3 An upgrade in the mode class of travel is permissible only when authorized by the Principal of the College or the Chairman of the Board of Management.
- 14.4 The Board of Management reserves the right to arrange or prescribe travel and accommodation of its choice for any class

of employees while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses actual room rent within the range prescribed below in the schedule is admissible, subject to production of original bills.

- 14.5 Travelling on official duty must be undertaken by the cheapest mode of conveyance and by the shortest routes.
- 14.6 Airfare will be reimbursed only against production of receipts / used passenger coupons / tickets and not against the bills of travel agents.
- 14.7 When an employee is required to cancel his / her journey, the difference between the fare actually paid by him / her including reservation charges, if any and the amount refunded by the transport authority on such cancellation may be reimbursed subject to the following conditions:
- 14.7.1 Cancellation of the journey is due to exigencies of work and the Head of the Institution is authorized such cancellation.
- 14.7.2 The claim for reimbursement is restricted to the amount admissible had the journey been made by the shortest route.
- 14.7.3 The claim for reimbursement shall be in respect of the amount actually paid by the employee for the travel ticket inclusive of reservation charges, if any proof of payment and refund shall be enclosed to the claim.

14.7.4 The cancellation has been made by the employee without any loss of time and the advantage of lower rates of cancellation has been availed of.

- 14.8 Once an approval has been obtained by an employee from the Chairman Board of Management or the head of the Institution for a specific travel, the cancellation of the same will not entitle him / her to adjust the same approval towards any other travel. Separate approval has to be obtained from the Head of the Institution for each travel (Authority / condition of granting approval are provided in the schedule given below)
- 14.9 Travelling advances may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred on performing the journey, if claimed if the advance taken exceeds the claim amount when the bill is submitted, the balance shall be credited to the Institution, forthwith.
- 14.10 Daily allowance is admissible from the time of commencement of the journey till the time of return to the usual place of work.
- 14.11 Daily allowance is granted while on travel to defray the cost of meals, refreshments, local conveyance, room rents, laundry charges and other incidental expenses. Therefore, these expenses are not separately reimbursed. However, in certain cases if any abnormal expenditure is incurred due to official exigencies under any of the heads, such expenditure can be

reimbursed provided that such expenditure is claimed separately and is approved by the Chairman Board of Management.

14.12 When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise borne by the Institution, the entitlement to daily allowance will be restricted to 50%.

14.13 No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.

14.14 A claim is settled on the basis of the information available on the dates of admitting claim for reimbursement. Revision of a claim for daily allowance once admitted is not permissible accordingly, no arrears of daily allowance is payable where an employee is promoted or reverted or its otherwise granted an increase in the basic pay or a change in the scale is made with retrospective effect.

14.15 All TA / DA bills of staff members shall be approved by the head of the Institution. However, if any claim is not within the permitted guidelines, then such claims shall be forwarded to the Chairman, Board of Management for approval.

14.16 Following claims for TA / DA shall be approved by the Chairman / Board of Management only.

14.16.1 All Heads of the Institutions

14.16.2 Foreign travel of any staff

14.16.3 Participation in International / National Conferences, Seminars, Workshops etc.

14.17 If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, partly or fully the claim amount shall be reduced by the amount reimbursed by other agencies.

14.18 Travel on academic work such as examination / valuation or any other work of the University or Statutory Bodies where travelling expenses are reimbursed by such bodies, shall not entitle the staff to claim reimbursement of expenditure.

14.19 Each travel bill shall contain a brief tour report explaining the purpose for which the tour is undertaken.

14.20 All TA/ DA claims shall be made in writing in the prescribed format within a maximum period of 07 days from the date of return from the journey.





*Sri*  
**SAIRAM**  
COLLEGE OF ENGINEERING  
Anekal, Bengaluru

ISO 9001:2015 certified Institution  
Approved by AICTE, New Delhi  
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# Recruitment policies



# SRI SAIRAM COLLEGE OF ENGINEERING

ISO 9001:2015

Based

Quality Management System

Process

For

HUMAN RESOURCE PROCESS

PM / HRP 01

Issued By: Dr.R.Arunkumar  
M.R.

Approved By: Dr.Y.Vijayakumar  
PRINCIPAL

Date of Issue: 01.11.2017

Version No. 03



**THIS Procedure**

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**AMENDMENTS** to the **PROCEDURE**, if any:

- o Shall be submitted to the **MANAGEMENT REPRESENTATIVE** for review.
- o Shall be made, only by the **MANAGEMENT REPRESENTATIVE** and duly approved.
- o Shall be incorporated in all the controlled copies and entered in the Document Control Log enclosed in the manual.

**Revision History**

| Version No. | Date       | Prepared by / Modified by | Overview of Changes                      |
|-------------|------------|---------------------------|--|
| 01          | 22.02.2010 | MR                        | Upgradation to ISO 9001:2008 standards   |
| 02          | 15.04.2016 | MR                        | Change of college name and removal of QO |
| <b>03</b>   | 01.11.2017 | MR                        | Upgradation to ISO 9001:2015 standards   |
|             |            |                           |  |

Prepared by: Dr.R.Arunkumar  
Signature:  
Designation: M.R.

Approved by: Dr.Y.Vijayakumar  
Signature:  
Designation: Principal



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## 1 PURPOSE

- The purpose of this document is to establish procedure for carrying out activities related Human Resource at SSCE
- The process is also established to meet the requirement of ISO 9001:2015 quality management system

### 1.1 SCOPE

This document encompasses the following activities:

- Recruitment
- Induction
- Exit Interview

## 2 REFERENCER

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Designation: Principal

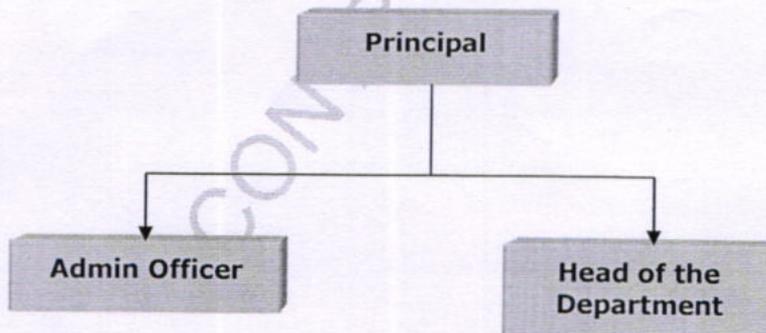


## 2.1 ACRONYMS & ABBREVIATIONS

| Abbreviations  | Description                       |
|----------------|-----------------------------------|
| HOD            | Head of department                |
| SSCE           | Sri Sairam College of Engineering |
| NOC            | No Objection Certificate          |
| Sr. Management | Principal, Admin officer          |

## 3 ROLES AND RESPONSIBILITY

### 3.1 FUNCTIONAL CHART



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Signature:  
Designation: Principal



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### 3.2 ROLES AND RESPONSIBILITIES

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#### Principal

- Oversees all the activities related to recruitment, appraisal and training
- Approve the organization structure
- Approve Job profiles and competency matrix
- Approve appointment letter
- Approve annual training calendar

#### Head of the Department

- Conduct interview
- Prepare performance appraisal
- Prepare Annual training calendar

#### Admin Officer

- Responsible for Preparation of
  - Organization structure
  - Job profile
  - Competency matrix
  - Appointment letter
- Ensure induction program for new recruiters

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## 4 PROCEDURE

### 4.1 RESOURCE PLAN

| Sl. No. | Activity   | Record                 | Responsibility |
|---------|--|------------------------|----------------|
| 1.      | The organization structure shall be prepared and documented  | Organization Structure | Admin officer  |
| 2.      | Principal shall approve the organization structure.  |                        | Principal      |
| 3.      | The organization structure shall be reviewed in the Annual meeting   |                        |                |
| 4.      | Based on the resource requisition , typical requirements of education, experience and skills for various positions within SSCE shall be identified and documented in the form of "Competence Matrix" | Competence Matrix      | Admin officer  |
| 5.      | The competence matrix for Teaching staff and Principal shall be as per AICTE standard (Refer: Table - E under AICTE standard)  | Competence matrix      |                |
| 6.      | Principal shall review and approve Competence Matrix   | Competence Matrix      | Principal      |

**Output:**

Competency Matrix

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Signature:  
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Approved by: Dr.Y.Vijayakumar  
Signature:  
Designation: Principal





## 4.2 RECRUITMENT

**Input:**

Request for Manpower

| Sl. No. | Activity   | Record                          | Responsibility              |
|---------|--|---------------------------------|-----------------------------|
| 1.      | The need for recruitment shall be identified during the annual meeting headed by <ul style="list-style-type: none"><li>• Chairman</li><li>• CEO</li><li>• Principal</li></ul>  |                                 |                             |
| 2.      | The resumes of candidates shall be sourced through any of the following methods - <ul style="list-style-type: none"><li>- Referrals</li><li>- Recruitment Agencies (consultants)</li><li>- Advertisements</li><li>- Direct applications</li><li>- Candidate database</li></ul> | Resume database                 | Admin Officer               |
| 3.      | The resumes shall be scrutinized against the requirements specified in the "job profiles" and the "Competence Matrix".   |                                 | Admin Officer/<br>Principal |
| 4.      | The short-listed candidates shall be invited for an interview  | Short-listed list of candidates | Admin Officer               |
| 5.      | The interview process varies according to  |                                 |                             |

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| Sl. No. | Activity   | Record | Responsibility |
|---------|--|--------|----------------|
|         | the following categories <ul style="list-style-type: none"><li>• Sr. Management</li><li>• Faculty</li><li>• Others</li></ul> |        |                |

#### 4.2.1 Interview Process

##### 4.2.1.1 Sr. Management

| Sl. No. | Activity   | Record | Responsibility       |
|---------|--|--------|----------------------|
| 1.      | Secretary / Chairman shall conduct the interview |        | Secretary / Chairman |

##### 4.2.1.2 HOD

| Sl. No. | Activity  | Record | Responsibility |
|---------|---|--------|----------------|
| 1.      | Principal and Management Representative shall conduct the interview |        | Principal      |

##### 4.2.1.3 Faculty

| Sl. No. | Activity   | Record | Responsibility |
|---------|--|--------|----------------|
| 1.      | Concerned HOD in coordination with Principal and Management Representative shall conduct the interview which includes <ul style="list-style-type: none"><li>• Viva</li></ul> |        | Concerned HOD  |

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| Sl. No. | Activity       | Record | Responsibility |
|---------|----------------|--------|----------------|
|         | • Presentation |        |                |

**4.2.1.4 Others**

| Sl. No. | Activity   | Record | Responsibility            |
|---------|--|--------|---------------------------|
| 1.      | Admin Officer / Principal in coordination with Management Representative shall conduct the interview |        | Admin Officer / Principal |

**4.2.2 Assessment and Selection of Candidate**

| Sl. No. | Activity   | Record                      | Responsibility      |
|---------|--|-----------------------------|---------------------|
| 1.      | The candidates shall be evaluated for relevant experience, knowledge, attitude, capability and soft skills   |                             | Concerned personnel |
| 2.      | The assessment of the candidate shall be recorded  | Candidate assessment sheet  | Concerned personnel |
| 3.      | Based on the candidate Assessment, Concerned personnel shall prepare a selected list of candidates in coordination with the principal where required | Selected List of candidates | Concerned personnel |
| 4.      | Admin Officer shall prepare the appointment letter for the selected candidates   | Appointment letter          | Admin Officer       |
| 5.      | Chairman shall approve the Appointment letter in co-ordination with the Secretary or   | Approved appointment        | Chairman            |

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Signature:  
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**Output:**

Measurement Form  
MOM

**5 RECORDS**

- Supporting staff self declaration from
- Faculty self declaration form
- Supporting staff assessment sheet
- Faculty assessment sheet
- Employee Personnel File Checklist
- Exit Interview Form
- No dues certificate for staff
- Appointment letter Teaching / Non-Teaching
- Recruitment records
- Leave application form

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| Sl. No. | Activity  | Record | Responsibility |
|---------|-----------|--------|----------------|
|         | principal | letter |                |

**Output:**

Candidate assessment sheet  
Appointment Letter

---

---

### 4.3 INDUCTION

---

---

**Input:**

Appointment letter

| Sl. No. | Activity   | Record                                | Responsibility |
|---------|--|---------------------------------------|----------------|
| 1.      | The Admin Officer shall ensure that the following are submitted by the new recruit <ul style="list-style-type: none"><li>• Proof of Educational Qualification</li><li>• NOC / Relieving letter from the previous employer, where applicable</li><li>• Proof of Address</li><li>• Copy of pass port, where required</li><li>• Proof of Experience</li><li>• Resume</li><li>• Appointment Letter</li></ul> |                                       | Admin Officer  |
| 2.      | Admin Officer shall ensure that the documents submitted by the new recruit are filed in the employee personnel file  | Employee Personnel File and checklist | Admin Officer  |
| 3.      | Information regarding the new recruit shall be sent to the following functions <ul style="list-style-type: none"><li>• <b>Finance and Accounts</b> - for updating the pay roll</li></ul>   |                                       | Admin Officer  |

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Signature:  
Designation: Principal



| Sl. No. | Activity   | Record            | Responsibility  |
|---------|--|-------------------|-----------------|
|         | <ul style="list-style-type: none"><li>• <b>Library</b> – For issuing Library membership card</li><li>• <b>Transportation</b> – For arranging transportation facility, where required</li><li>• <b>Concerned functional head / HOD</b> – for task allocation</li></ul>  |                   |                 |
| 4.      | Upon joining of the new recruit, the following shall be ensured <ul style="list-style-type: none"><li>• Requisite Stationery, where applicable</li></ul>   |                   | Admin Officer   |
| 5.      | The induction program shall encompass the following - <ul style="list-style-type: none"><li>• Briefing about the institutions overall Organization Structure.</li><li>• Courses offered by SSCE</li><li>• Briefing on "Code of Conduct"</li><li>• Briefing on "Dress Code" where required</li><li>• Income tax issues, transfer of PF, etc.</li><li>• Briefing on HR Policies.</li><li>• General guidelines for working (do's and don'ts),</li><li>• Academic &amp; Syllabus related information</li></ul> |                   | HOD / Principal |
| 6.      | Feedback shall be obtained after the completion of Induction.  | Training feedback | Admin Officer   |

**Output:**

Training feedback form  
Employee Personnel File

|  |   |
|--|---|
| Prepared by: Dr.R.Arunkumar<br>Signature:<br>Designation: M.R. | Approved by: Dr.Y.Vijayakumar<br>Signature:<br>Designation: Principal |
|--|---|



#### 4.4 DEPARTING PROCESS FOR EMPLOYEE

**Input:**

Resignation Letter/Dismissal Letter

| Sl. No. | Activity  | Record              | Responsibility    |
|---------|---|---------------------|-------------------|
| 1.      | Upon acceptance of resignation, Employee shall submit resignation letter along with the No dues certificate affixed by all the departmental Laboratories and Library  | Resignation letter  |                   |
| 2.      | The employees resignation shall be approved by the respective HOD and the Principal   |                     | HOD and Principal |
| 3.      | Upon approval of the resignation, the employee shall attend the exit interview  | Exit interview Form | HOD               |
| 4.      | The details of resignation shall be communicated to <ul style="list-style-type: none"><li>➤ <b>Finance and Administration</b> - for deletion from payroll</li><li>➤ <b>Library</b> - For collecting Library membership card</li><li>➤ <b>Transportation</b> - For ensuring surrender of Bus pass and updating route plan as applicable.</li></ul> |                     |                   |

**Output:**

Exit Interview Form

Prepared by: Dr.R.Arunkumar  
Signature:  
Designation: M.R.

Approved by: Dr.Y.Vijayakumar  
Signature:  
Designation: Principal



#### 4.5 MEASUREMENT

**Input:**

Recruitment records  
Training records

| Sl. No. | Activity   | Record                 | Responsibility |
|---------|--|------------------------|----------------|
| 1.      | The measurement for this process shall be captured on the measurement Form quarter.  |                        | Admin Officer  |
| 2.      | The measurement collected shall be -<br><u>Recruitment</u><br>Time taken to complete each recruitment cycle (From the time of recruitment approval to resource coming on board)<br><u>Attrition Rate</u><br>(Number of employees resigned in that month / Total working strength in the month) X 100 | Measurement Form       |                |
| 3.      | Measurement data shall be analyzed   |                        | Principal      |
| 4.      | Principal shall initiate corrective / preventive actions where necessary   |                        | Principal      |
| 5.      | This measurement analysis and corrective / preventive actions initiated, shall be presented during the Management Review Meeting   |                        | Principal      |
| 6.      | The decisions of the MR shall be recorded in the Minutes of the Meeting and circulated to the participants, with a copy to the Secretary.  | Minutes of the Meeting | MR             |

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Approved by: Dr.Y.Vijayakumar  
Signature:  
Designation: Principal





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# Promotional Norms

C) **PROFESSOR:**

1. Ph.D. in Engineering with 5 year experience at the level of Asst. Professor/Associate Professor.

**HUMANITIES**

2. Ph.D with 5 year Experience at the level of Asst. Professor/Associate Professor.

D) Retired Staff members coming under consolidation of pay shall not be considered for Promotion.

E) Guest Lecturer / Part Time working staff members application shall not be considered for Promotion.

F) Resignation after Promotion within 1 year from the date of Promotion shall not be considered. An undertaking may also be received from the staff members.

Further you are instructed to send a proposal at an early date to this office.

For SHIRDI SAI ENGINEERING COLLEGE  
(Sd/xxxxxxxx)  
CHAIRMAN

/ By order /

To  
The Principal, SSEC. Bangalore

Copy to

1. The TOSM. SECT. Bangalore
2. The Chief Operating Officer, Chennai
3. Accounts Section

SECRETARY  
13/3

SHIRDI SAI ENGINEERING COLLEGE, BANGALORE  
Admn.Office, T.Nagar, Chennai – 17.

INTER OFFICE LETTER

No.05/SSEC/BLR/Career Advancement/2012

Date: 23.02.2012

**Sub.:** SSEC - BLR – Admn. – TS – Career Advancement –  
Term reduced from 2 yrs. to 1 yr. period – approved –  
Orders issued.

**Ref.:** Lr. No. SSEC/Est/2011-2012/002 dt. 01.02.2012  
from the Principal.

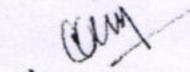
\*\*\*\*\*

As ordered by the Chairman, we hereby issue a modification that the eligibility for Career Advancement for Teaching Staff Members is reduced from 2 yrs. to 1 yr. with effect from 01.01.2012.

FOR SHIRDI SAI ENGINEERING COLLEGE,

(Sd/xxxxxxxxxx)

CHAIRMAN

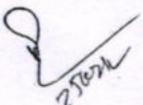
  
SECRETARY 1/4

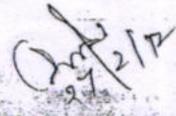
To:  
✓ The Principal,  
Shirdi Sai Engineering College,  
Bangalore.

Copy to:

- The Trust Office Staff Members,  
Bangalore.
- C O O

05  
27.2.12

  
25/02/12

  
27/2/12

6.2.2

SNR-1-3327176582-17.10-01-039

Application Report - Part 1

Application Status: Submitted  
Application Sub-Status: Payment Received

Report Generated on :-22/02/2017

|   |         |     |   |   |  |
|---|---------|-----|---|---|--|
| 1 | FDP     | Yes | 0 | 0 |  |
| 2 | SDP     | Yes | 0 | 0 |  |
| 3 | MODROBS | Yes | 0 | 0 |  |
| 4 | MODROBS | Yes | 0 | 0 |  |
| 5 | SDP     | Yes | 0 | 0 |  |
| 6 | EDC     | Yes | 0 | 0 |  |
| 7 | IIPC    | Yes | 0 | 0 |  |

Ombudsman/Grievance Details

|                                 |     |
|---------------------------------|-----|
| Grievance Committee Appointment | Yes |
| OMBUDSMAN Appointment           | No  |

Ombudsman Appointment/Grievance Committee Details

| Sr. No. | Commi ttee Type (1)   | Appointment Order reference Number(2) | Date of Appointment (3) | Name of the Committe e Member (4) | Professio n (5) | Address (6)  | Associated With(7)                            | Mobile Number (8) | e Mail Address (9)      | Fax No. (10) |
|---------|-----------------------|---------------------------------------|-------------------------|-----------------------------------|-----------------|--|---|-------------------|-------------------------|--------------|
| 1       | Grievan ce Redres sal | Shirdi Sai Engineering College        | 13/06/2013              | Dr.Y.Vijaya Kumar                 | Teaching        | Sai Leo Nagar, Saman dur PO, Anekal, Bangalore - 562106                              | Sri Sairam College of Engineering , Bengaluru | 9900545101        | principal @ssec.a c.in  | 8027830355   |
| 2       | Grievan ce Redres sal | SSEC/Est/Gri v/2012-13/003            | 27/07/2012              | Prof. A.Kumar                     | Teaching        | Aashian a, 3, sharada colony, 8th Main road, Basave shvara Nagar, Bangalore - 560079 | IISc, Bangalore                               | 9448377634        | kum009 @yahoo. com      | 8027830355   |
| 3       | Grievan ce Redres sal | SSEC/Est/Gri v/2012-13/003            | 27/07/2012              | Dr. Simon Oomen                   | Surgeon         | MD-1, HAL Old Townsh ip, Bangalore - 17  | HAL Hospital, Bangalore                       | 9449766747        | fredsoom men@ya hoo.com | 8025231367   |

Anti-Ragging Related Details Provided by the Institute

|  |     |
|--|-----|
| Constitution of Anti-Ragging Committee | Yes |
| Constitution of Anti-Ragging Squad     | Yes |
| Undertaking obtained from all Students | Yes |

Date of Signature(dd/mm/yyyy)

Seal of Institute

Name & Signature of Director/Principal

Please submit the hard copy of this Report to Regional Officer only if Application status is "Submitted" and Application Substatus is "Payment Received" / "Payment Not Applicable"

\*\*\*Note :- All the Dates in the Report are in dd/mm/yyyy format

Printed By : AE2235761

Page 39 of 47

Dr. Y. VIJAYA KUMAR  
Principal

Sri Sairam College of Engineering  
Bangalore - 560106



22 FEB 2017

## Application Report - Part 1



Application Status: Submitted  
Application Sub-Status: Payment Received

Report Generated on :-07/02/2018

|                                      |    |  |    |
|--------------------------------------|----|--|----|
| Type of Company/Industry:            | NA | Is the company having Minimum 100 Cr Turnover for the last 3 years? (Attach supporting documents): | NA |
| Company/Industry PAN No.:            | NA | Company/Industry TAN No.:  | NA |
| Company/Industry Registered Address: | NA | Company/Industry Year of Registration:   | NA |

## Ombudsman/Grievance Details

|                                 |     |                       |    |
|---------------------------------|-----|-----------------------|----|
| Grievance Committee Appointment | Yes | OMBUDSMAN Appointment | No |
|---------------------------------|-----|-----------------------|----|

## Ombudsman Appointment/Grievance Committee Details

| Sr. No. | Committee Type      | Appointment Order Reference No. | Date of Appointment | Name of the Committee Member | Profession | Address  | Associated With                              | Mobile No.   | E-Mail Address           | Fax No.      |
|---------|---------------------|---------------------------------|---------------------|------------------------------|------------|--|--|--------------|--------------------------|--------------|
| 1       | Grievance Redressal | Shirdi Sai Engineering College  | 13/06/2013          | Dr.Y.Vijaya Kumar            | Teaching   | Sai Leo Nagar, Samandur PO, Anekal, Bangalore - 562106                             | Sri Sairam College of Engineering, Bangalore | 9900 5451 01 | princip al@ss ec.ac.in   | 8027 8303 55 |
| 2       | Grievance Redressal | SSEC/Est/Griv/20 12-13/003      | 27/07/2012          | Prof. A.Kumar                | Teaching   | Aashiana, 3, sharada colony, 8th Main road, Basaveshvara Nagar, Bangalore - 560079 | IISc, Bangalore                              | 9448 3776 34 | kum00 9@yah oo.com       | 8027 8303 55 |
| 3       | Grievance Redressal | SSEC/Est/Griv/20 12-13/003      | 27/07/2012          | Dr. Simon Oomen              | Surgeon    | MD-1, HAL Old Township, Bangalore - 17   | HAL Hospital, Bangalore                      | 9449 7667 47 | fredso omme n@yah oo.com | 8025 2313 67 |

## Anti-Ragging Related Details Provided by the Institute

|   |   |     |
|---|---|-----|
| 1 | Constitution of Anti-Ragging Committee                          | Yes |
| 2 | Constitution of Anti-Ragging Squad                              | Yes |
| 3 | Undertaking obtained from all Students                          | Yes |
| 4 | Appointment of Counselors                                       | Yes |
| 5 | Undertaking obtained from parents of all the students           | Yes |
| 6 | Undertaking obtained from students staying in Hostel            | Yes |
| 7 | Undertaking obtained from parents of students staying in Hostel | Yes |

## Anti-Ragging Committee/Squad Details

| Sr. No. | Committee Type     | Appointment Order reference No. | Date of Appointment | Name of the Committee Member | Profession                            | Address  | Associated With                   | Mobile No.  | E-Mail Address          | Fax No. |
|---------|--------------------|---------------------------------|---------------------|------------------------------|---------------------------------------|--|-----------------------------------|-------------|-------------------------|---------|
| 1       | Anti-Ragging Squad | SSCE/COM/ANTIR AG/2016-17       | 01/08/2016          | Dr.B.Shadaksh arappa         | Vice Principal - Professor & HOD- CSE | Sai Leo Nagar, Guddanahalli Post, Anekal, Bengaluru - 562106 | Sri Sairam College of Engineering | 94484 80620 | hod.cs@s airamce.edu.in |         |
| 2       | Anti-Ragging       | SSCE/COM/ANTIR AG/2016-17       | 01/08/2016          | Dr.Fred Simon Ooomen         | Counsellor                            | Hosur  | Sri Saira                         | 94497 66747 | info@saira mce.edu.i    |         |

Date of Signature(dd/mm/yyyy)

Printed By : ae2235761

09 FEB 2018

Seal of Institute



Name &amp; Signature of Director/Principal

Principal

Sri Sairam College of Engineering  
Sai Leo Nagar, Guddanahalli Post,



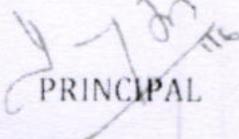
SSCE/Est/2018-19  
01/06/2018

**CIRCULAR**

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are hereby requested to attend the 7<sup>th</sup> Students Grievance Cell meeting 02/06/2018 in Principal chamber at 11.00am without fail.

  
PRINCIPAL

Copy to: Chairman, SSCE, Anekal  
: All HOD's  
: Sports/MR/Office/Stores/Transport/Placement/Library  
: Trust Office, B'luru



Sri

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[www.sairamce.edu.in](http://www.sairamce.edu.in)

## 7<sup>th</sup> Students Grievance Cell Committee

**From:** Ms. Ramya.R-MECH,Coordinator

**To:** The following members

1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

### Agenda

- Solution for the problems discussed in previous meeting



SSCE/SGC/MOM-/2018-19/07

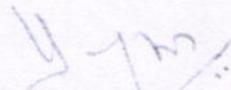
02/06/2018

Minutes of the 7<sup>th</sup> Students Grievance Cell meeting 02/06/2018 at 11.00am  
at Principal Chamber.

| Students Grievance Cell Committee |                 |
|-----------------------------------|-----------------|
| Meeting No: 07                    | Date:02/06/2018 |
| Committee Members                 | Signature:      |
| Dr Y Vijayakumar-Principal        |                 |
| HOD-CSE                           |                 |
| HOD-ECE                           |                 |
| HOD-EEE                           |                 |
| HOD-MECH                          |                 |
| HOD-S&H(Director of IQAC)         |                 |
| Mr. Prakash-PHY                   |                 |
| Ms. Srilatha -ECE                 |                 |
| Ms Ramya-MECH                     |                 |



- Topper student's requested management to provide amount for applying revaluation.
- Topper students requested to provide more books in library during the examinations.
- Students requested to allot someone in garden area to be maintained clean and neat.

  
PRINCIPAL



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[www.sairamce.edu.in](http://www.sairamce.edu.in)

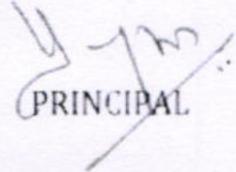
SSCE/Est/2017-18  
08/05/2018

## CIRCULAR

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are here by requested to attend the 6<sup>th</sup> Students Grievance Cell meeting 09/05/2018 in Principal chamber at 11.00am without fail.

  
PRINCIPAL

Copy to: Chairman, SSCE, Anekal  
: All HOD's  
: Sports/MR/Office/Stores/Transport/Placement/Library  
: Trust Office, B'luru



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**6<sup>th</sup> Students Grievance Cell Committee**

**From:** Ms. Ramya.R-MECH,Coordinator

**To:** The following members

1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

**Agenda**

- Solution for the problems discussed in previous meeting



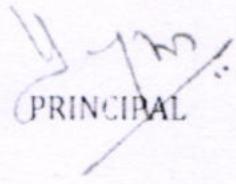
SSCE/SGC/MOM-/2017-18/06

09/05/2018

Minutes of the 3<sup>rd</sup> Students Grievance Cell meeting 09/05/2018 at 11.00am at Principal Chamber.

| Students Grievance Cell Committee |                 |
|-----------------------------------|-----------------|
| Meeting No: 06                    | Date 09/05/2018 |
| Committee Members                 | Signature:      |
| Dr Y Vijayakumar-Principal        |                 |
| HOD-CSE                           |                 |
| HOD-ECE                           |                 |
| HOD-EEE                           |                 |
| HOD-MECH                          |                 |
| HOD-S&H(Director of IQAC)         |                 |
| Mr. Prakash-PHY                   |                 |
| Ms. Srilatha -ECE                 |                 |
| Ms Ramya-MECH                     |                 |

- Students those who secured top 3 places in the department demanded the management to provide amount for the revaluation and photocopy
- Top 3 place holders in each department requested library to provide extra books in their account
- Since there are many possible garden area in the college ,students requested to allot department wise area for maintaining the garden

  
PRINCIPAL



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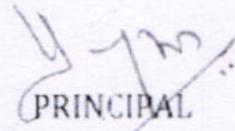
SSCE/Est/2017-18  
01/12/2017

### CIRCULAR

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are here by requested to attend the 5<sup>th</sup> Students Grievance Cell meeting on 04/12/2017 in Principal chamber at 11.00am without fail.

  
PRINCIPAL

Copy to: Chairman, SSCE, Anekal  
: All HOD's  
: Sports/MR/Office/Stores/Transport/Placement/Library  
: Trust Office, B'luru



### 5<sup>th</sup> Students Grievance Cell Committee

**From:** Ms. Ramya.R-MECH, Coordinator

**To:** The following members

1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

#### Agenda

- Solution for the problems discussed in previous meeting



SSCE/SGC/MOM-/2017-18/05

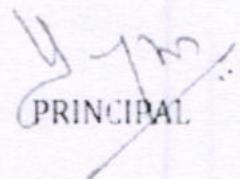
04/12/2017

Minutes of the 3<sup>rd</sup> Students Grievance Cell meeting 04/12/2017 at 11.00am at Principal Chamber.

| Students Grievance Cell Committee |                  |
|-----------------------------------|------------------|
| Meeting No: 05                    | Date: 04/12/2017 |
| Committee Members                 | Signature:       |
| Dr Y Vijayakumar-Principal        |                  |
| HOD-CSE                           |                  |
| HOD-ECE                           |                  |
| HOD-EEE                           |                  |
| HOD-MECH                          |                  |
| HOD-S&H(Director of IQAC)         |                  |
| Mr. Prakash-PHY                   |                  |
| Ms. Srilatha -ECE                 |                  |
| Ms Ramya-MECH                     |                  |



- Students demanded for local and outdoor industrial visits frequently individual department coordinators were instructed to take care of the effective arrangement of industrial visit for the students at least once in a semester
- Students are expecting funds from college for the project work / competitions-It is not possible to give amount for all the competitions
- Students requested the management for internship training - separate internship coordinators will be made in respective departments and students can approach them for the needful.

  
PRINCIPAL



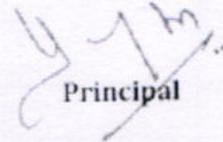
SSCE/Est/2017-18  
07/11/2017

**CIRCULAR**

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are here by requested to attend the 4<sup>th</sup> Students Grievance Cell meeting on 08/11/2017 in Principal chamber at 11.00am without fail.

  
Principal

Copy to: Chairman, SSCE, Anekal  
: All HOD's  
: Sports/MR/Office/Stores/Transport/Placement/Library  
: Trust Office, B'luru



### 4<sup>th</sup> Students Grievance Cell Committee

**From:** Ms. Ramya.R-MECH,Coordinator

**To:** The following members

1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

### Agenda

- Solution for the problems discussed in previous meeting

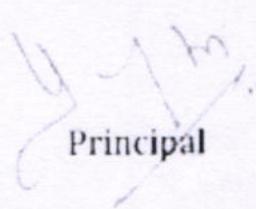


SSCE/SGC/MOM-/2017-18/04  
08/11/2017

Minutes of the 3<sup>rd</sup> Students Grievance Cell meeting 08/11/2017 at  
11.00am at Principal Chamber.

| Students Grievance Cell Committee |                  |
|-----------------------------------|------------------|
| Meeting No: 04                    | Date: 08/11/2017 |
| Committee Members                 | Signature:       |
| Dr Y Vijayakumar-Principal        |                  |
| HOD-CSE                           | <br>08/11/2017   |
| HOD-ECE                           | <br>8/11/17      |
| HOD-EEE                           | <br>8/11/17      |
| HOD-MECH                          | <br>8/11         |
| HOD-S&H(Director of IQAC)         |                  |
| Mr. Prakash-PHY                   |                  |
| Ms. Srilatha -ECE                 |                  |
| Ms Ramya-MECH                     | <br>8/11/17      |

- Students demanded for local and outdoor industrial visits frequently
- Students are expecting funds from college for the project work / competitions
- Students requested the management for internship training

  
Principal



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Anekal, Bengaluru

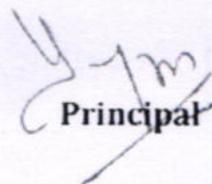
SSCE/Est/2017-18  
14/06/2017

### CIRCULAR

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are hereby requested to attend the 3<sup>rd</sup> Students Grievance Cell meeting on 15.06.2017 in Principal chamber at 11.00am without fail.

  
Principal

Copy to: Chairman, SSCE, Anekal  
: All HOD's  
: Sports/MR/Office/Stores/Transport/Placement/Library  
: Trust Office, B'luru



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Anekal, Bengaluru

### 3<sup>rd</sup> Students Grievance Cell Committee

**From:** Ms. Ramya.R-MECH,Coordinator

**To:** The following members

1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

#### Agenda

- Solution for the problems discussed in previous meeting



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Anekal, Bengaluru

SSCE/SGC/MOM-/2016-17/03

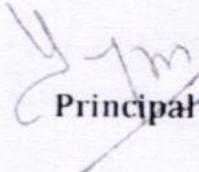
15.06.2017

Minutes of the 3<sup>rd</sup> Students Grievance Cell meeting on 15.06.2017 at 11.00am at Principal Chamber.

| Students Grievance Cell Committee |                  |
|-----------------------------------|------------------|
| Meeting No: 03                    | Date: 15/06/2017 |
| Committee Members                 | Signature:       |
| Dr Y Vijayakumar-Principal        |                  |
| HOD-CSE                           | <br>15/06/17     |
| HOD-ECE                           | <br>15/6/17      |
| HOD-EEE                           | Mal. - B.V       |
| HOD-MECH                          | <br>15/6         |
| HOD-S&H(Director of IQAC)         |                  |
| Mr. Prakash-PHY                   |                  |
| Ms. Srilatha -ECE                 |                  |
| Ms Ramya-MECH                     | <br>15/6/17      |



- Students requested for the bus facility from Anekal, but due to the lack of bus drivers in the college, the request was denied by the management
- Repainting of the classes will be done during the semester holidays so that the classes will not be disturbed
- Instead of change of fan and clock needed repair work will be done and issue will be fixed

  
Principal



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Anekal, Bengaluru

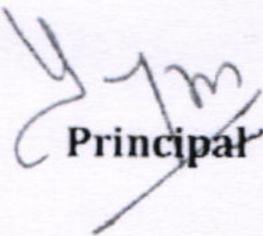
SSCE/Est/2017-18  
23/05/2017

### CIRCULAR

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are here by requested to attend the 2<sup>nd</sup> Students Grievance Cell meeting on 24.05.2017 in Principal chamber at 11.00am without fail.

  
**Principal**

Copy to: Chairman, SSCE, Anekal

: All HOD's

: Sports/MR/Office/Stores/Transport/Placement/Library

: Trust Office, B'luru



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Anekal, Bengaluru

## 2<sup>nd</sup> Students Grievance Cell Committee

**From:** Ms. Ramya.R-MECH, Coordinator

**To:** The following members

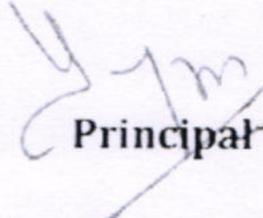
1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

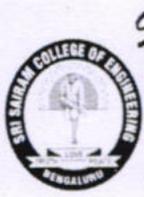
### Agenda

- Solutions for the problems discussed in previous meeting



- Students were requested for more food varieties in the cafeteria, the same were conveyed to the catering service and new food menu were included.
- Students requested for the availability of books in library ,the same was conveyed to library head and books of various authors for each subject is purchased for the benefit of students
- Students requested for the frequent change of water can and the same implemented
- The Students who are coming by college bus are requested transport facility for the new locations.
- Basic requirements inside the class room such as light, fan & clock are either not available or not in working condition.
- The class room walls are badly strained due to dust, weather conditions and the maintenance is not upto the mark.

  
**Principal**



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Anekal, Bengaluru

SSCE/Est/2017-18

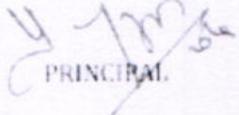
25/04/2017

**CIRCULAR**

**Sub: Students Grievance Cell- Reg.**

-----

All the committee members are here by requested to attend the 1<sup>st</sup> Students Grievance Cell meeting on 26.04.2017 in Principal chamber at 11.00am without fail.

  
PRINCIPAL

Copy to: Chairman, SSCE, Anekal  
: All HOD's  
: Sports/MR/Office/Stores/Transport/Placement/Library  
: Trust Office, B'luru



Srl  
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Anekal, Bengaluru

### 1<sup>st</sup> Students Grievance Cell Committee

**From:** Ms. Ramya.R-MECH,Coordinator

**To:** The following members

1. Principal
2. HOD-CSE
3. HOD-ECE
4. HOD-EEE
5. HOD-MECH
6. HOD-S&H
7. Mr. Prakash- Physics
8. Ms. Srilatha -ECE

#### Agenda

- BOOKS AVAILABILITY IN LIBRARY
- FOOD VARIETY IN CAFETERIA
- FREQUENT CHANGE OF WATER



SSCE/SGC/MOM-/2016-17/01

26/04/2017

Minutes of the 1<sup>st</sup> Students Grievance Cell Committee meeting held on 26/04/2017 at 11.00am at Principal Chamber.

| Students Grievance Cell Committee |                  |
|-----------------------------------|------------------|
| Meeting No: 01                    | Date: 26/04/2017 |
| Committee Members                 | Signature:       |
| Dr Y Vijayakumar -Principal       |                  |
| HOD-CSE                           |                  |
| HOD-ECE                           |                  |
| HOD-EEE                           |                  |
| HOD-MECH                          |                  |
| HOD-S&H(Director of IQAC)         |                  |
| Mr. Prakash-PHY                   |                  |
| Ms. Srilatha -ECE                 |                  |
| Ms Ramya-MECH                     |                  |

- Books availability in library-certain books are not available in library
- food variety in cafeteria- students need more food variety in cafeteria
- Frequent change of water-No frequent change of water can in campus

PRINCIPAL