BYELAWS, RULES AND REGULATIONS OF

SRM TRP ENGINEERING COLLEGE

SRM TRP ENGINEERING COLLEGE
Affiliated to ANNA UNIVERSITY
TIRUCHIRAPPALLI

[Approved by AICTE, Affiliated to Anna University]

SRM Nagar, Irungalur,

Tiruchirappalli, 621105, Tamil Nadu,

India

SRM TRP ENGINEERING COLLEGE

BYELAWS, RULES AND REGULATIONS

SHORT TITLE, APPLICATION, DEFINITION & COMMENCEMENT

- The bye-laws may be called as "BYE-LAWS OF SRM TRP ENGINEERING COLLEGE"
- The bye-laws shall apply to the bodies of authorities, employees and students of the Institution other than those as may be specifically exempted by the Board of Management.
- The "BYE-LAWS OF SRM TRP ENGINEERING COLLEGE" was placed before the 11th Governing Council Meeting held on 23.03.2023 and the 54th Board of Management Meeting held on 23.04.2023 and approved.
- The bye laws shall come into force with effect from the date of approval by the competent authorities of the Institution.

DEFINITIONS:

In the Bye-Laws, unless the context otherwise requires:

1. **Appointing Authority:** The authority empowered to issue appointment orders/letters as sanctioned/approved.
2. **Cadre:** The position of employees in service as sanctioned in the respective units.
3. **Campus:** The Campus of the Institution at its headquarters, wherein its major facilities, faculty, staff, students and academic departments are located, in a city/town/village in India including all the campuses situated in the same territorial jurisdiction.
4. **Category:** The category of an Institution Affiliated to Anna University and approved by AICTE.
5. **Committee:** The Committee constituted either by the competent authorities or the Principal in accordance to these bye-laws.
6. **Examination Cell:** The Centre for University Examinations.
7. **Disciplinary Authority:** The authority competent under these bye-laws to initiate and impose penalties against a student/an employee of the college.
8. Duty: Duty includes service on probation provided that such service is followed by a confirmation.
9. **Institution:** The institution of higher education engaged in teaching and research at the undergraduate, post graduate or higher levels.
10. **Employee:** Employee of the Institution.
11. **Finance Officer:** The Finance Officer of the Institution.
12. Head of the department: The Heads of the Departments appointed by the Institution for the programmes.
13. **Honorarium:** Recurring or non-recurring payment granted from the funds of the Institution as remuneration for a work of special nature.
14. **Quarters:** Residence allotted to the employees by the Institution.
15. **Hostels:** Hostels allotted to the students (both boys and girls) by the Institution.

16. **Additional Charge:** An employee may hold additional charge of a post of another person while performing his/her original duty.
17. **Probation:** A person appointed initially in a post on probation for determining his/her fitness for the post.
18. **Time scale of pay:** Pay which rises by periodical increments from a minimum to maximum.
19. **Students:** Students enrolled under various programmes of the Institution after the payment of prescribed fees.
20. **PRINCIPAL:** The Head of the Institution.
21. **BOM** - Board of Management
22. **DAB** – Department Advisory Board
23. **NBA**- National Board of Accreditation
24. **NIRF**- National Institutional Ranking Framework
25. **AICTE** - All India Council for Technical Education
26. **NAAC** - National Assessment and Accreditation Council
27. **Faculty** - A member of the regular faculty at the levels of Professor/Associate Professor/Assistant Professor/Tutor/Reader etc. and excluding adjunct faculty and faculty on the long term contract of not less than 3 years.
28. **Off Campus** - Means a center of the Institution Affiliated to Anna University approved by the appropriate authority and situated beyond its campus in India
29. **Statutory Body** - A body constituted under any law for the time being in order to determine or maintain standard of quality in the relevant areas of higher education such as AICTE, NMC, DCI, NCTE, BCI, INC and any such regulatory body established under the Act of Parliament.
30. **CS** - Chief Superintendent
31. **HS** - Hall Superintendent

ABOUT SRM TRP ENGINEERING COLLEGE

ABOUT COLLEGE

SRM TRP Engineering College is headed by Dr. R. Shivakumar M.D., Ph.D. Chairman, Ramapuram and Trichy Campuses. The institution continues the blazing glory in the field of education, deservedly bequeathing it from SRM Group of Institutions. It is approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Anna University, Chennai. Six U.G. programmes and two PG programs are being offered. The institution provides all basic and advanced amenities to the students and the faculty members as well. Utmost importance is given for quality education through modern teaching methodologies. Well-equipped laboratories, highly qualified and experienced faculty members are the assets of the institution. The institution grows at a faster pace with conducive learning environment nurtured with state of art resources. The overall development for career enhancement is provided by the Training and Placement cell meticulously and SRM TRPEC having three departments (ECE, Mechanical and Physics) as Anna University recognized Research Centres with active research scholars.

01. **F.No. Southern/1-43656828273/2024/EOA**
02. **Lr. No. 02/AFFLN/CAY/TCY/AU/2022-2023/8147**
03. **F. No. 8-701 12019 (CPP-I/C)**

VISION

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MISSION

VISION

To carve the youth as dynamic competent, valued and knowledgeable Technocrats through research, innovation and entrepreneurial development for accomplishing the global expectations.

MISSION

M1: To inculcate the academic excellence in engineering education to create talented professionals.

M2: To promote research in basic sciences and applied engineering among faculty and students to fulfill the societal expectation.

M3: To enhance the Holistic development of students through meaningful interaction with industry and academia.

M4: To foster the students on par with sustainable development goals thereby contributing to the process of nation building.

M5: To nurture and retain conducive lifelong learning environment towards professional excellence.

CORE VALUES

Excellence, Integrity and Academic Freedom

The Institution is committed to be a leading player in the academic world through excellence in teaching and research, while placing utmost value on the freedom to conduct academic activities and subject to the highest standards of academic integrity.

Global Vision and Local Commitment

The Institution positions itself as a leading academic institution with a global influence. SRM TRPEC brings together the global thought leaders to make significant contributions to the economic and social development both locally and nationally. In addition, SRM TRPEC encourages its faculty, staff and students to dedicate themselves to serve the local community.

Inclusiveness, Diversity and Respect

The Institution values and respects the differences of individuals, whether they are from different geographies, socio-economic status, cultural background or religion. It strives to embrace these diverse forces to foster an inclusive and caring environment which will allow us to harness the richness of ideas and perspectives for the benefit of the whole community.

STUDENT DIVERSITY

Prevalence of a diverse and inclusive culture at the campus enhances the learning environment by improving the ability to work in diverse groups. Each student at the campus brings his or her own unique cultural background and experience. SRM TRP Engineering College hosts students from various districts across the country and the education at SRM TRPEC empowers individuals with profound knowledge on various fields of study.

The Institution caters to a diverse population. The students get to interact with each other and the diverse environment serves as an opportunity to broaden the horizons and facilitates the exchange of different ideas. There are several activities to keep the students engaged, in various areas of interest. Cultural activities, sports, fine arts and entrepreneurship are all nurtured here, encouraging students to venture beyond the realms of academics.

1. ADMISSION POLICY

REGULATIONS IN RESPECT OF ADMISSIONS AND FEE STRUCTURE FOR IMPARTING EDUCATION BY SRMTRPEC

1. Short title and commencement

a) These Regulations shall be called the SRMTRPEC (Admission and fee structure) Regulations 2017 and 2021.

b) The "BYE-LAWS OF SRM TRP ENGINEERING COLLEGE" was placed before the 11th Governing Council Meeting held on 23.03.2023 and the 54th Board of Management Meeting held on 23.04.2023 and approved.

2. Definitions

In these Regulations, unless the context otherwise requires:

a) ‘’Institution", means SRMTRPEC affiliated to Anna University.

b) "Capitation fee", means any amount, by whatever name called, whether in cash or kind, paid or donated or demanded or collected or received directly or indirectly, in addition to the fees determined under these regulations.

c) "Fee", means fee prescribed by the Fee Committee under these regulations.

d) "Fee Committee", means the Committee constituted under these regulations to regulate fee structure for professional programmes of study offered by the institution.

e) "Programme(s) of study' means programmes of study at the undergraduate, post graduate, doctoral levels in specific discipline(s) as specified by the Anna university from time to time under Regular.

f) ‘’Student" means a person admitted to and pursuing a programme of study and includes a candidate seeking admission to such programme(s).

g) "Competent authority" means the Principal of the Institution / Director (Admissions).

3. Admission

a) A student who fulfils the requirements of the Institution shall be eligible for admission to an undergraduate level programme or a post graduate level programme of study.

b) The competent authority shall call for applicants for admission to the seats available in any academic year.

c) The competent authority shall notify the number of seats available for admission faculty wise, the fee to be charged for the duration of the course and the procedure for admission in the website.

d) The competent authority shall fix a last date for the admission as per the directions from Anna University and DOTE (Directorate of Technical Education).

e) The competent authority shall issue a brochure containing the application form for admission, full particulars of the programmes, number of seats available, name of the faculty and location, the fee chargeable, minimum eligibility conditions for admission and such other particulars as may be deemed necessary by the competent authority and are to be updated in the website, every year.

f) In case the admission to a programme of study is given on the basis of the results of the common entrance examination, the competent authority shall prepare a merit list of the candidates from among successful candidates based on the merit position.

g) Where the admission to a programme of study is not based on the common entrance examination, admission shall be given to the programme of study on the basis of such other criteria as may be determined by the competent authority and are made available in the website.

h) After the allotment of a last seat is made, the waiting list shall be operated for filling any casual vacancies or drop out vacancies. These vacancies shall be filled until such date as may be notified by the competent authority.

i) The competent authority shall decide a cut-off date beyond which no one shall be admitted so as to ensure that the student does not miss a good part of the syllabus of the semester.

4. Regulation of Fee Structure

- The Government of Tamil Nadu and the Affiliating university jointly regulates the fee structure to ensure fairness and accessibility in education. Government-appointed committees assess and fix reasonable fees, periodically reviewing them to align with evolving needs. Transparency and accountability are prioritized, with clear explanations provided for fee structures and avenues for grievance redressal.
- The Affiliating university formulates the guidelines, overseeing fee compliance in affiliated colleges while maintaining quality standards. Collaboration between universities and the government informs policy decisions, balancing financial sustainability and affordability.

5. Composition of Fees Committee

The composition of fees committee is empowered with Government of Tamilnadu and shall fix the fee at frequent years after analysing the pros and cons of all concerned.

6. Admissions to all programmes offered by the SRMTRPEC through Regular, mode.

Anna University Counselling is empowered to for admission to all the programmes. All the programmes to be offered under each faculty (under graduate, post graduate, doctoral degree programmes) will be updated every year in the Institution website: www.trp.srmtrichy.edu.in

2. HOSTEL POLICY

OBJECTIVE

Hostels for the students are run with the primary objective of providing them a "Home away from home" where they can feel at ease and put in their best. The hostel atmosphere certainly provides self-confidence, instils discipline in the minds of the students, and provides scope for developing ideals of a harmonious communal living to enable them to share the joys of camaraderie, fellowship and professional fraternity. Self-- help and a spirit of accommodation for the common good are some of the virtues expected from the inmates.

ADMISSION

Application for admission to the hostel should be made online / offline in the prescribed form, which can be had from the office. No student will be allowed to stay in the hostel without formal admission. The hostel administration may refuse admission to any member without assigning reasons. Every student before admission to the hostel must submit an undertaking in online / writing that he / she will abide by the rules of the hostel and that he / she will submit to the discipline imposed on him / her by the authorities. A printed copy of the same / declaration form should be submitted with the signature of the parent/ guardian.

FEES STRUCTURE

Hostel fees includes admission fees, room rent, amenities, electrical charges and mess fees. After booking, if a student wishes to cancel and rebook, a cancellation fee will be charged as applicable.

PAYMENT OF FEES

All the applicable hostel fees must be paid at the time of getting hostel admission. Part payment is not encouraged. Hostel fees should be paid only online. Scholarship holders should also pay the dues until such time that their scholarship amount is received and credited to the hostel account.

REFUND OF HOSTEL FEES

- Fees once paid will not be refunded normally. However, under special circumstances the following procedure will be followed.
- For all I Year Students:
- Full fee (except the cancellation fee of Rs.5000/-) will be refunded if a student wishes to withdraw from the programme even before the start of the program.
- If a student wishes to withdraw from a programme after the start of the programme, room rent and mess fees for the period completed by the student (rounded off to the full month) will be charged and the remaining amount will be refunded.
- All other Students:
- No refund is permitted during the middle of the year, unless the candidate is withdrawing from the programme.
- No refund is permitted, if a student wishes to withdraw from hostel at any time during the academic year.
- No refund is permitted, if the student is expelled from the college/hostel.
- Final year students who are going for project/internship that is approved by the University in their final semester will be permitted to get a refund of only the

mess Fees on approval from the concerned Project Guide and HOD on case to case basis.

- One semester mess fees refund will be permitted if the student is selected for semester abroad programme.

ROOM ALLOTMENT

- Allotment of rooms will be done manually / an automated online procedure where the students can opt for different choices available online while booking the room. Once allotted, the rooms will generally not be changed unless it is for the maintenance of discipline or other such necessity, on the discretion of the management.
- Students will be intentionally placed together with varying academic, cultural, social, national backgrounds so that cross-cultural, academic, social and national learning is achieved. Students are expected to give full respect and equal rights to their roommates, irrespective of their varying backgrounds.
- Allotment is generally done on a shared basis. Students must occupy the rooms allotted to them only.

PAYMENT OF FINE/READMISSION TO THE HOSTEL

When a student is fined for any violation of the hostel rules, he/she has to clear his/her fine within one month from the date of the fine. He / she will have to vacate the hostel immediately in case of non-payment. Re-admission to the hostel will be subject to approval of the competent authority.

MESS

a) Once a student joins the hostel, he / she is deemed to have become a member of the allotted mess until he/she vacates the hostel officially. The hostel provides vegetarian/ non-vegetarian and South Indian/ North Indian food.

b) Menu will be displayed on the notice board. Changes can be made based on the decision of the mess committee formed by the student representatives and wardens. Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, the Deputy Warden/Warden will make suitable arrangements. The inmates should not enter the kitchen.

c) If any student is found wasting food, he / she will be imposed a fine by the warden for the first time. If the same student is found repeating the same mistake, he / she will be expelled from the hostel.

MAINTENANCE COMPLAINTS

In case of any complaint regarding the upkeep, maintenance, food quality etc, complaint may be registered in the complaint register that is placed at the entrance of each hostel block/mess.

RAGGING

Ragging in any form is strictly prohibited. Severe action will be taken against those who indulge in such activities as per Govt. orders and Anna University rules.

GENERAL (DISCIPLINE)

Students should follow all the discipline related initiatives taken by the hostel administration. Any violation will be viewed seriously and is liable for punishment as per the hostel/Institution rules.

HOSTEL REPRESENTATIVES

There will be two Floor Representatives for each floor mutually nominated by the residents of the respective floors to represent students' problems. The floor representatives will represent student problems regarding maintenance, mess and other facilities and work to safeguard the institution's interests. Any untoward incident at the hostel or any noncompliance of rules should be reported by the floor representatives to the Administration immediately.

SUMMER / WINTER BREAK

All hostellers have to vacate the hostel during the vacation every year. In addition, the inmates may also be asked to deposit their luggage in the cloak rooms during winter/summer vacation for maintenance or any other requirement. In case, a student is advised by the institution to stay in the hostel during vacation due to academic reasons, he/she may be allowed to stay as decided by the hostel administration. The allotment of the same room for the next year is not assured. New allotment based on the situation will be decided by the hostel administration and is binding on the residents.

MEDICAL ASSISTANCE

Any medical emergencies will be referred to the SRM Medical College Hospital.

POWERS AND FUNCTIONS OF WARDENS

The Warden shall:

a) Supervise the hostels in matters relating to the overall functioning, the resident students welfare, and discipline;
b) Inspect the hostel rooms periodically and be in contact with the Deputy and Resident Wardens, staff and students;
c) Have the powers to recommend disciplinary action, including the ordering of eviction of student(s) from the hostel to the Director (Campus Life & Students Welfare);
d) Sanction of leave for Deputy Wardens /Resident Wardens in the Hostel;
e) Ensure maintenance of discipline and decorum in the premises of the hostels.
f) Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the hostels.
g) Supervise the functioning of the mess.
h) Suspend mess facilities in respect of resident student's defaulting payment of mess bills; and
i) Be responsible for the overall security of the hostels and instruct the security staff to maintain safety and security.

POWERS AND FUNCTIONS OF RESIDENT WARDENS

The Resident wardens shall:

1) Be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students; have the right to inspect hostel rooms;

2) Be individually and collectively responsible for the smooth functioning of the hostels; ensure that the resident students in his/her charge observe the hostel rules properly and maintain discipline and decorum and also shall promptly report to the Warden about misbehaviour, indiscipline and sickness of the resident students in his/her charge;
3) Be available in the hostel room every day at specified hours to attend to official business and to the problems of resident students;
4) Be responsible for the proper upkeep and maintenance of such properties of the concerned hostel, as are under his/her charge;
5) Allot and supervise hostel rooms with the approval of the warden;
6) Maintain the Resident Students' Register;
7) Recommend to the warden for disciplinary action against resident student (s) for keeping I entertaining unauthorized guests, if any;
8) Order double-locking of rooms of resident students and their re-opening, when required;
9) Take action for the eviction of resident students in consultation with the warden;
10) Periodically verify the furniture and fittings of the hostel and take action for repairs/replacement and obtain additional furniture if required.
11) Maintain such Registers and Records, as prescribed by the institution and furnish such statistical information as the institution may require, from time to time.
12) Perform such other duties as are assigned to them by the Warden from time to time and function under the overall charge of the Director (CL) and Principal.

13)Obtain prior approval of the Warden to avail leave.

MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS

a) The authorities shall frame rules from time to time on matters related to disciplinary aspects of students for regulating the conduct of students within the campus as well as outside.
b) The authorities shall have powers to impose any one or more of the punishments on the erring students such as fine, suspension, expulsion, etc.
c) Students shall abstain from participation in political or communal groups.
d) Students are prohibited from defacing and damaging any building, furniture, any asset or property of the Institute in any way. If done so, the cost of any damage so caused will be recovered from the students collectively, incase the individual is unidentified.
e) Students are prohibited from arrange any function or meeting within the institution, without the specific permission of the appropriate authorities.
f) Students are strictly prohibited from participating in processions without the official permission of the authorities.
g) Smoking and consuming alcohol inside the campus is strictly prohibited.
h) The students indulging in any form of ragging shall be summarily expelled from the institution after following the procedure and the conditions laid down by the Anti-Ragging Committee.
i) Use of cell phones during working hours is banned.
j) Use of plastics is discouraged within the campus.
k) Students coming in powered two wheelers/four wheelers shall register their names with the Director, Campus Life & Students Affairs.

l) Students shall carry their ID cards with them and produce the same on demand.

m) With regard to the conduct and discipline of the students, the decision of the Disciplinary Committee, as approved by the Principal is final.

COMPOSITION, POWERS AND FUNCTIONS OF THE GRIEVANCE REDRESSAL COMMITTEE

a) Any employee who is aggrieved by a decision of any authority or officer of the institution in relation to his or her service conditions, may represent the matter to the Principal through proper channel within 3 days of receipt of such orders or copy of such resolution received from the principal office. While representing so, he/she must clearly state how he/she is affected by such a decision along with documentary evidence, if any, on the matter supporting the representation.

b) The Principal upon scrutiny of the representation shall forward the same to the Chairman of Grievance Redressal Committee within 7 days of receipt of the representation.

c) The Grievance Redressal Committee will submit its recommendation on the representation to the principal within 30 days of receipt of such a reference.

d) The Grievance Redressal Committee shall comprise the following members: Table to be included

S. No	Name	Designation	Position
1	Dr. M. Siva Kumar	Principal	Chair Person
2	Mr. N. Indhusekaran	Assistant Professor	Coordinator
3	Mr.K.Sureshraja	Assistant Professor	Member

4	Mrs. K.Priyadharshini	Assistant Professor	Member
5	Mrs. D. Manimegalai	Assistant Professor	Member
6	Ms. V. Niroopa	Student (Alumni)	Special Invitee
7	Dr. T. S Sridhar	Retd. Additional Chief Secretary	External Member

e) The members of Grievance Redressal Committee, other than the Principal, shall hold office for a term of two years.

f) The Committee shall formulate its own procedures to conduct the proceedings in accordance with the bye-laws of the Institution.

g) The date of meeting shall be fixed by the Principal in consultation with the Chairman.

h) In case, there is no response within the stipulated period or not satisfied with the recommendations of the Grievance Redressal Committee, he/she may prefer an appeal to the Principal within 30 days' time.

i) If any interpretation of bye-laws is involved, the Principal shall be the competent authority and his/her decision will be final and binding upon the parties.

j) Any grievance/complaint relating to sexual harassment will not be covered under these bye-laws, as there is a separate mechanism for addressing such matters.

DISCIPLINARY COMMITTEE

a) There shall be a Disciplinary Committee having responsibility for adjudicating alleged violations of the code of conduct and bye-laws and incidences of indiscipline reported among the students of the Institution.

The Committee shall have the following members:

S. No	Name	Designation	Position
1.	Dr. M. Siva Kumar	Principal	Chair Person
2.	Dr. R. Manoharan	Professor	Coordinator
3.	Mr. N. Indhusekaran	Assistant Professor	Member
4.	Dr. M. Thilak	Professor	Member
5.	Mr. S. Sanjeev Kumar	Assistant Professor	Member
6.	Mr. V. Vijey Nathan	Assistant Professor	Member
7.	Mrs. K. Sivaselvi	Assistant Professor	Member
8.	Ms. Joylin Mary	Assistant Professor	Member
9.	Mr. G. Parameswaran	Assistant Professor	Member
10.	Mrs. K. Priyadharshini	Assistant Professor	Member
11.	Mr. M. Vimal Raj Jayaharan	Assistant Professor	Member
12.	Dr. S. Sridevi	Assistant Professor	Member

b) The tenure of the members, except the Principal, Student Affairs, will be for a period of two years.

c) The Committee shall meet as and when required.

d) The Committee shall have powers to summon the persons against whom the allegations of misconduct or the act of indiscipline was reported.

e) The Chairman shall have powers vested in him/her regarding the procedures to be adopted in regulating the conduct of disciplinary proceedings.

f) The Committee shall submit its report to the Principal for necessary action.

THE FUNCTIONS OF THE DISCIPLINARY COMMITTEE SHALL BE AS FOLLOWS:

a) Consider the complaints regarding the incidence of indiscipline referred to it by the authorities or officers concerned.

b) Determine the nature of the act(s) of indiscipline and misconduct committed by students.

c) Determine the nature of punishments/penalties to be imposed.

d) Ensure the effective implementation of anti-ragging measures as prescribed by the AICTE/MHRD-Government of India.

e) Recommend the measures for regulating the conduct among students to the competent authorities from time to time.

3. CODE OF CONDUCT FOR STUDENTS

CODE OF CONDUCT

The institution is committed not just to academic excellence but also in maintaining holistic development through the highest degree of policies towards ethical conduct that should mandatorily be adhered to by all the faculty members, students and supporting staff.

The following are the policies towards an ethical conduct:

a) All the faculty members, staff and students to comply with the principles of moral conduct, truth and integrity.
b) All the staff and students to comply with legalities of the Constitution of India.
c) Any suspected ethical non-compliance or any other dishonest activities to be reported to the higher authorities / Principal / Management.
d) Assist in prevention of wrong doing.
e) The vision and mission of the college to be displayed in the campus.
f) Complete respect towards each other and no discrimination towards any other human being on the basis of colour / creed / religion / gender.
g) Code of Conduct is displayed on the college website.
h) Incorporating the code of Conduct for the various stakeholders on campus in the form of dedicated Handbooks.
i) Monitor adherence to the Code of Conduct by Discipline Committee.
j) Assist the Disciplinary Committee in undertaking appropriate disciplinary actions in instances of violations of the specified code of Conduct.

The Principal, supported by the Management and the faculty members to strictly maintain the above policies in the campus.

PREAMBLE

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the AICTE has issued circulars since 1998, advising the institutions to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of women is respected and they are treated with compassion. Keeping the above guidelines in view the Institution has constituted a Committee against Sexual Harassment.

SEXUAL HARASSMENT

a) "Sexual Harassment" includes any unwelcome sexually determined behavior, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually-colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. "Sexual harassment" shall include, but will not be confined to, the following:
b) When unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, as extracurricular activities, or entitlement to services or opportunities at the institution.
c) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of Pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature are made with the purpose and/or effect of interfering with an individual's performance or of creating an intimidating, hostile, or offensive environment.
d) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
e) When deprecatory comments, conduct or any such behavior is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the Institution is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.
f) Eve-teasing, unsavory remarks, jokes causing or likely to cause awkwardness or embarrassment, innuendos and taunts, sexist remarks, unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls and the like),touching or brushing against any part of the body and the like, displaying pornographic or other offensive or derogatory pictures, cartoons,

pamphlets or sayings, forcible physical touch or molestation and physical confinement against ones will and any other act likely to violate one's privacy.

COMPOSITION OF COMMITTEE

S.NO	NAME	DESIGNATION	POSITION
1.	Mrs.S.Sabeetha Saraswathi	Assistant Professor	Coordinator
2.	Mrs.K.Priyadarshini	Assistant Professor	Member
3.	Ms.M.Elizabethrani	Assistant Professor	Member
4.	Mrs.Manimegalai	Assistant Professor	Member

OBJECTIVES

The objectives of the Committee are:

a) To prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
b) To make recommendations to the authorities for changes/elaborations in the rules for students in the prospectus and the bye-laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees.
c) To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
d) Recommend appropriate punitive action against the guilty party to the Principal.

4. VISHAKA CELL

POWERS & DUTIES OF THE VISHAKA CELL

Objectives:

a) To create and ensure a safe environment that is free of sexual harassment.
b) To create an atmosphere promoting quality and gender justice.
c) To publicize the policy widely, especially through prospectuses, notice boards etc.
d) To publicize the names and phone numbers of members of the Committees.
e) To plan and carry out programmes for gender sensitization.

Committee Members:

S. No	Name	Designation	Position
1	Dr. S. Sabeetha Saraswathi	Associate Professor	Coordinator
2	Mrs. K. Priyadharshini	Assistant Professor	Member
3	Ms. M. Elizabeth Rani	Assistant Professor	Member
4	Mrs. Manimegalai	Student Counselor	Member

Responsibilities:

The mechanism for registering complaints should be safe, accessible and sensitive;

a) To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
b) To recommend to the concerned authorities about the necessary follow-up action and monitor the same.
c) To advise the concerned disciplinary authority to issue warnings duly following the procedures or take the help of the law to stop the harasser, if the complainant consents.
d) To seek medical, police and legal intervention with the consent of the complainant and with the approval of the competent authority.
e) To make arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim, if so desired.

PROCEDURES FOR REGISTERING COMPLAINTS & ENQUIRY

a) All complaints must be submitted to the Principal by the complainant in person in written form/ through email.
b) It will be incumbent on the part of Principal to forward the complaint received to the committee immediately.
c) If the complainant wishes she/he can be accompanied by a representative.
d) All complaints made must be received and recorded.
e) Meetings of the committee will be called by the Coordinator in consultation with the Chair person and a notice of at least 3 to 5 working days must be given.
f) The committee is bound to maintain confidentiality during the time of the enquiry.
g) After the report has been finalized, confidentiality should be maintained, if the complainant so desires.
h) Quorum for all committee meetings will be one-third of the total membership, and must include at least one member from the complainant's category.
i) The Committee will, within ten days of the receipt of a complaint, establish a prima facie case of sexual harassment on the basis of both the definition of sexual harassment and its jurisdiction. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
j) During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
k) The entire process of enquiry should be completed within 15 days.
l) The report of the Committee in the case of staff of the Institution will be placed before the Governing Council for taking a decision on the recommendations made.
m) The report of the Committee pertaining to students will be dealt by the Disciplinary Committee for appropriate action.
n) In the case of staff, the disciplinary action could be initiated duly following the procedures and in the light of Supreme Court Judgment and appropriate rules as prescribed by the Government of India in the reported cases of sexual harassment.

In the case of students, disciplinary action could be in the form as mentioned here under:

- Warning
- Written apology
- Bond of good behaviour
- Debarring entry into a hostel/ campus for a specific period
- Suspension for a specific period of time
- Withholding results
- Debarring from exams

- Expulsion
- Denial of further admission in the future
- Any other relevant punishment as deemed fit by the Disciplinary Committee.

ADDITIONAL PROCEDURE TO BE FOLLOWED

a) Once a complaint has been given to the Committee, the complainant should not be made public till the enquiry is completed.
b) Filing of a grievance/complaint against the staff shall not adversely affect their status/job, salary/promotion, grades etc.
c) Any committee member charged with sexual harassment in a written complaint must step down as member during the enquiry.
d) The committee should have names and easy access to groups and/or individuals who can assist by providing legal, medical and/or psychological help to the victims.
e) In the case of third-party harassment/outsider harassment, the Institution's authorities shall initiate action by making a complaint with the appropriate authority.
f) Non-adversarial modes of redressal and resolution could also be considered in appropriate cases (Eg., verbal warning, verbal apology, promise of good behaviour etc.)

5. INSTITUITION SCHOLARSHIP AND FREESHIP POLICY

THE FOLLOWING ARE SCHOLARSHIP/FREESHIP POLICY:

Financial assistance is offered in the form of scholarship every year to the students under different categories and is made available and disbursed on time. Simplicity in Life, service to the poor, the college offer higher education in Engineering to the rural students and those who are less fortunate economically. Keeping this in view, the college admits students from adjacent rural villages by offering discounted tuition in lieu of the government suggested fees. These policies aim to make higher education accessible to all, especially financially disadvantaged students. It is the policy of the institution that no student who gets admitted to the institution on merit shall discontinue his/her studies on account of financial constraints. The following measures are taken to avail scholarships/free ships to deserving and meritorious students. Scholarship amounts ranged from 10% to 100% and also free ship to the students who are categorized under;

a) Fee waiver is available to the financially disadvantaged students.
b) Scholarships are provided to the academically meritorious students.
c) Scholarships/Free ships are provided to the students who excel in Sports at inter-zone/ university/national/international level.
d) Single parent Children
e) Sibling concession
f) Student/ Alumni/ Faculty/ Staff Reference
g) Girl Students/ Economically Weaker (less than 1 lac salary)
h) Scholarships/Free ships are provided to the students who excel in Fine arts and other co-curricular and extracurricular activities at inter zone/university/national level.
i) The institution is providing fee concession/ fee waiver for students of all courses. Accordingly, the institution has made provision to reach out to those students who need financial/material support for their education. A standard procedure is followed for the same.
    - The students who are intending to avail this facility have to submit their request/application to the Management.
    - The Management based on the applicant's marks/Performance and the economic back ground scrutinizes the application and give approval.
    - Usual submission of the application happens before the academic year begins.

The institution also provides Merit Scholarships for the academically excellent students from all batches and courses. Students who meet certain criteria are awarded scholarships. The institution management embarks on finding resources to run scholarships in the strong belief to remove financial barriers of our deserving students.

The Management of the Institution as a mandate of its philanthropic initiatives has provided the facility of fee waiver for meritorious and deserving students in each academic year. The number of awardees and the amount so disbursed may vary from year to year. The percentage of waiver also varies and depends on various factors as decided by the management from time to time.

The institution office provides required assistance and guidance to students to timely file their applications for government scholarships. They are informed of the government scholarships through circulars and class In-charges take the initiative to notify students to approach the institution office with necessary documents.

Tamilnadu Government Scholarships

The Government of Tamil Nadu provides various scholarships for engineering students:

- PMSS scheme for SC/ST students
- BC/ MBC Scholarship
- Free education scholarship for (7.5% reservation) government school students.
- First Graduate Scholarship

6. PROCEDURE FOR THE INTRODUCTION OF NEW PROGRAMMES

PROCEDURE FOR THE INTRODUCTION OF NEW PROGRAMMES

a) For furtherance of the objectives of the Institution, the units (Faculty/ School/ Department) may initiate steps for starting new programmes of study for the award of Degrees, Diplomas and Certificates with the prior approval of the competent authorities.
b) The Head of the Department through the Principal of Faculty may propose the idea of starting new academic programmes.
c) The Principal on receipt of the proposal from such units may constitute a Committee consisting of three experts [both internal and external] to assess the feasibility of launching such a new academic programme in terms of need and relevance of the programme, availability of staff and infrastructure, resources, constraints anticipated, etc. The Committee may submit a detailed report including the number of students to be admitted.
d) The Principal, based on the recommendation of the Committee, shall give approval to the Chairperson of the Department Advisory Board (DAB) to convene the meeting of the DAB.
e) The DAB will examine the proposal in detail and come out with specific recommendations along with the detailed syllabus for starting the programme.
f) The recommendations of the Department Advisory Board (DAB) will be placed before the Planning and Development Committee subsequently seeking its recommendation/approval.
g) The proposal with the recommendation of the Planning and Development Committee meeting will be placed before the Governing Council thereafter for its approval.
h) On approval of the new programme by the Governing Council, the same should be informed to the AICTE within one month from the date of approval as per the Regulations.
i) The academic programme which requires the approval of statutory bodies [in addition to the approval of the Board of Management] such as AICTE shall be started only after getting the approval from such bodies.
j) Any programme that is started shall conform to the general rules and regulations of the Anna University.
k) The Principal shall have the right to appoint any senior member of the staff to coordinate the academic programmes or assign such responsibilities to start any academic programme, until permanent arrangements are made.

7. EXAMINATION POLICY

CONDUCT OF EXAMINATIONS – AN INSTRUCTION

The Examination Centre will be normally the college where the student is/was studying.

- The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations.
- The Prime responsibility of Examination Cell is conducting all examinations (Both Internal and External Exams) in fair and systematic manner under the directions of the Chief Superintendent (Principal) of Examinations. The Exam Cell is well established in terms of infrastructure, computing and printing facilities. Examination cell coordinates with the University regarding all examination matters. Any information either received or required to be sent to the University are being dealt with in the Exam cell. The Examination cell functions according to the rules and regulations of the Anna University, Chennai.

The following Faculty member are deputed as Exam cell members for the academic year 2023-2024

- Mr. M. Ganesh Karthikeyan - AP / Mech - Coordinator
- Mr. J. Subramanian AP/EEE – Member
- Mr. R. Manikandan Admin – Member
- Mrs. S. Prema S&H – Member

The Function of the Examination Cell

- Any Circular, Guideline, Office Order, Notification received by the College are processed in the Examination cell, reply thereof prepared and after Principal's signature dispatched to the University.
- Examination Notices received from the University are duly served to all concerned.
- The notices for University indicating details regarding fee collection, the last date of fee collection, modalities of payments of fine etc.
- The Examination Cell coordinates the conduct of Internal Examinations as well as University Examinations for all the UG and PG programmes.
- Preparation of smooth conduct of examinations, preparation of time table, invigilation duty chart, seat allotment in the examination halls etc.
- During the examination time, proper staff mobilization, assigning the duty as per the duty chart already prepared.
- After completion of examination, distribution of answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.
- After the results of various examinations received from the University, distribution of marks sheets to students.

- The Examination cell analyses all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.
- The University Degree Certificates received from the University by the college are sent to the students concerned by the Examination cell.

SOP for Examination

- Preparation of Schedules for Internal Assessment Exams as per the academic calendar
- Collection of Question Paper (QP), Review and evaluation of QP by Internal Question Paper Review Committee members.
- Conduct of Internal Assessment and University Exams
- Collection of mark statement and result analysis.
- Registration for Anna University Exams
- Issue of University Mark Statements
- Issue of Hall Ticket
- Revaluation Procedures
- Issue of Provisional Certificates
- Issue of Degree Certificates
- Issue of Hall Tickets

8. Library Policy

POLICY AND PROCEDURE FOR THE PURCHASE OF BOOKS I PERIODICALS / ONLINE RESOURCES AND LIBRARY RULES AND REGULATIONS FOR MEMBERS

SRMTRPEC Library has a fairly comprehensive procurement policy to purchase books and for the subscription of print and online resources to make it more efficient and transparent.

BOOKS SELECTION AND RECOMMENDATION

- It has been customary for the faculty and students to participate in book selection in the College library.
- The Library will send the circular to all departments every semester requesting the Heads of departments to forward the list of books required for the upcoming semester.
- The recommendations received from the HOD will be approved by the principal of the college.

BOOK PROCUREMENT POLICY

- The Library will search the title's availability to check whether it is already available; if not, the recommended title/book/swill be processed for procurement.
- The final list will be sent to the vendor/supplier to get the proforma invoice for the readily available books. For the non-available book/s the vendor may procure and supply as per the specified period.
- On receipt of the proforma invoice, a purchase (Indian edition 3 weeks and International edition 8 weeks) Request (PR) will be raised through ERP mentioning the number of copies, price etc., Which is then submitted for approval to the Purchase Dept. with the necessary documents (copy of the approval).
- The Purchase Dept. will approve the same for generating Purchase Orders (PO) to vendors for supply.
- Library may purchase multiple copies (five copies) of only those books that are found to be in great demand.

PROCESSING OF BILLS FOR PAYMENT

- Once the books are received in the Library the Invoice/bills are cross checked with PO (such as price, discount rates, etc.) and the same is then forwarded to the stock entry.
- Stock entry will be made in the Accession Register, which has all the relevant details of a book such as a Title, Author, Publisher, Vendor, Year of publication etc.,
- After completing the stock entry process, the invoice/ bills will be sent to Gate Entry and then the Bill/Invoice/s will be passed for payment.

- The bill/s /Invoice will be sent to the accounts section for the release of payment through the respective Branch Head along with necessary documents such PO, and the principal approval.
- Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be mentioned. The Account section will release the payment to vendors as per norms.

SUBSCRIPTION RENEWAL OF PRINT AND ONLINE JOURNALS

a) Addition of new Print Journals;
   - The recommendation received from the Dept. Head for the subscription of new journals, if any, will be approved by the principal.
   - The Library will collect the proforma invoice and submit the same for the authorities' approval.
   - On receipt of the approval, the Library raises the purchase request through ERP for the approval of Purchase Dept. On receipt of the approval, the library will issue PO to vendor/s.
   - The invoice will be submitted to the respective Faculty / Accounts section along with the supporting documents for the release of 100% advance payment.
   - Once the payment is made by DD/online transfer, the supply of journal volume will start, and the same shall be entered in the stock register.
   - Every Invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be mentioned.

b) Addition of new online journals / e-books packages;
   - The recommendation will be received from the concerned HOD, and approved by the principal.
   - The request will be placed before the library committee for approval, along with yearly subscription value.
   - Once the library committee approves, the Library initiates the subscription in the next academic year of budget for the respective faculties.
   - On approval of the budget, the Library collects the price quote for the current year and places it before the respective faculty's purchase committee for negotiation.
   - On approval of the purchase committee, the Library gets the approval from the principal.
   - After the principal approval, the Library processes the same through ERP to raise the purchase request for the Purchase Dept. approval. On receipt of the approval, the library will issue PO to the vendor.
   - The proforma invoice is submitted to the accounts section of the respective Faculty requesting 100% advance payment with necessary documents such as PO, GRN, approval letter etc.,

- Every Invoice amount will be reduced from the sanctioned budget of the academic year approved by the authorities and the balance amount will be mentioned.

c) Renewal of existing Print journals;
   - The Renewal quotation will be collected from the vendor/society/publishers and will be forward for the authorities' approval by the principal.
   - On receipt of the approval, the Library raises the Purchase Request through ERP for Purchase Department's approval. On receipt of the approval, the library issues the PO to the vendor.
   - The invoice will be submitted to the respective faculty accounts section along with the supporting documents for the release of 100% advance payment.
   - Once payment is made (DD, online transfer), the volumes of the journal will be supplied, and the same shall be entered in the stock register.
   - Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities along with the balance amount mentioned.

d) Renewal of annual subscription online journals / e-books packages;
   - The Library collects the renewal quotation and usage report from the publisher and will send it to the respective Heads of the departments for recommendation.
   - On receipt of the recommendation from the respective Heads of the departments, the Library gets approval from the principal.
   - After the approval of the principal, the library processes the same through ERP to raise the Purchase Request for approval of the Purchase Dept. On receipt of the approval, the library issues PO to the vendor.
   - The proforma invoice will be submitted to accounts section of respective faculty requesting 100% advance payment with necessary documents such as PO, GRN, approval letter etc.,
   - Every invoice amount will be reduced from the sanctioned budget of the academic year as approved by the authorities and the balance amount will be also mentioned.

LENDING OF BOOKS

- Books other than reference books will be issued to student members for a period of only 15 days. For teachers, the loan period is one full semester.
- Reference Books, Encyclopaedias, Hand Books, Dictionaries, Periodicals, Student Project Reports, Dissertations, Theses and Back Volumes will not be issued and it is only for reference.
- Two renewals will be permitted if there are no reservations against these books. For renewal, the books have to be produced at the library counter.
- Before leaving the counter the members must check whether the books they intend to borrow are in good condition; any damage /marking etc. should be immediately reported to the Librarian failing which the member to whom the book was issued will be held responsible.

- Books that are in special demand shall be lent for shorter periods as may be necessary and the books lent may be recalled at any time, if required.
- Absence will not be accepted as an excuse for the delay in the return I renewal of books.

OVER DUE CHARGES (Late Fee)

Members are advised to return / renew the books on or before the due date marked on the book, failing which a penalty will be collected. The details of the penalty are as follows:

- 01-15 days Rs.1/- per day
- 16-30 Days Rs.2/- per day (from day one)
- 31 days and above Rs.5/- (from day one)
- Undue delay in returning the books will result in the cancellation of membership.

LOSS OF BOOKS

Loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy along with the overdue charges, if any. Twice the cost of the book /s if the book/s if Purchased within 5 years and for books that are purchased 5 years and above, the member can pay three times the cost of the book/s plus overdue charges, if any.

9. Research Policy

1. RESEARCH COMMITTEE

The head of the institution has established a high-level research committee, which includes external experts, to safeguard research integrity and prevent academic misconduct.

2. THE KEY FUNCTIONS OF THIS RESEARCH COMMITTEE ENCOMPASS

- Promotion of overall research activities throughout the college.
- Identification of various research initiatives within all departments.
- Formulation of norms to guide faculty members in pursuing Ph.D. programs.
- Recommendation of faculty members for registration in Ph.D. programs.
- Dissemination of information to faculty regarding available research grants from diverse funding agencies.
- Facilitation of interactions between faculty and eminent scientists from across the country through research forums.
- Creation of a comprehensive brochure detailing the college's features and the research expertise available in each department.

3. RESEARCH CATEGORIZATION AND GUIDELINES

SRM TRP Engineering College has implemented a comprehensive framework for categorizing research into Academic Research, Sponsored Research, Collaborative Research, and Industrial Research, each guided by distinct policies outlined below:

3.1 ACADEMIC RESEARCH

To foster academic research endeavors among faculty members, SRM TRP Engineering College actively encourages their participation in part-time or full-time Ph.D. programs. Recognition and acknowledgment are granted to faculty members who contribute to research through the filing of patents and publication in esteemed international or national journals. To stimulate research and innovation, the institution provides seed funding to facilitate preliminary research activities. This funding serves as a catalyst for faculty members, aiming to expedite the possibility of securing financial support from external agencies. Financial assistance is extended to faculty members, subject to approval from the Principal, allowing them to attend national or international conferences. This initiative is designed to enhance their exposure and promote collaboration within the global research community.

3.1.1 NORMS FOR PURSUING Ph.D. PROGRAM

The institution outlines specific norms for faculty members pursuing Ph.D. programs, ensuring a balanced approach:

Eligibility: Faculty members are eligible to register for the Ph.D. program after completing two years of service, with the department's Ph.D. enrolment not exceeding 40% of its strength.

Impact on Responsibilities: Pursuing Ph.D. should not compromise regular academic and institutional responsibilities.

Facilities: Sabbatical leave, on-duty leaves, and seed money (as Ph.D. allowance) are facilitated for the first three years from the registration date.

Post-Ph.D. Commitment: Faculty members are required to serve the institution for a minimum of three years after completing their Ph.D. Those discontinuing service prematurely are liable for repaying the facilities availed.

3.1.2 NORMS FOR RESEARCH SUPERVISORS

Guidelines for faculty members seeking recognition as research supervisors include:

Prior Permission: Faculty members must seek permission from the head of the institution before applying for recognition as a research supervisor in any university.

Supervision Limits: Recognized research supervisors can guide a maximum of 12 research scholars simultaneously without compromising regular academic responsibilities.

Ethical Research Practices: Supervisors and researchers must adhere to the institute's research policy, emphasizing quality and ethical research practices.

Academic Research Norms for Ph.D. Candidates:

Candidates pursuing Ph.D. at SRM TRP Engineering College are expected to adhere to the following norms:

Enrolment: Candidates must enrol and register at SRM TRP Engineering College upon receiving provisional registration from Anna University.

Attendance: Full-time scholars are encouraged to maintain regular attendance.

Progress Review: Candidates should present their research progress in bi-annual review meetings and submit the Progress Review Report to the department.

Research Paper Publication: Candidates must publish their research papers in recognized conferences or journals, ensuring supervisor endorsement and plagiarism check.

Thesis Submission: Upon successful completion of the Viva-Voce, the research scholar is required to submit a copy of the Ph.D. thesis to the College Library.

By adhering to these guidelines, SRM TRP Engineering College aims to foster a vibrant and ethical research environment, ensuring the highest standards in academic research across all categories.

4. CODE OF ETHICS

INTEGRITY AND HONESTY

Competence in the Conduct of Research:

- Conduct all research activities adhering to accepted standards within our discipline.
- Refrain from accepting research assignments beyond our competencies unless collaborating with or supervised by a more knowledgeable scholar.
- Avoid claiming a level of research competency in proposals, job applications, resumes, or daily conduct that exceeds our actual proficiency.

ACCURACY OF RESEARCH DATA AND REPORTS

Ensuring Data Accuracy:

- Verify the accuracy of all data used in research, ensuring correctness in journals, conferences, and commissioned research reports.
- Take prompt steps to rectify significant errors in published data through the issuance of erratum, retraction, or corrections.
- Refrain from making misleading statements or vague assertions and issue clarifications or rectifications if misinterpretation is identified.
- Avoid exaggerated claims unsupported by research results.

ACKNOWLEDGMENT OF SOURCES

Source Acknowledgment:

- Avoid plagiarism by not presenting another's work as our own, even with occasional citations.
- Clearly cite all sources of information and data used in research.
- Provide proper acknowledgment and credit to resource/funding sources.

- Grant authorship to those who significantly contribute to the research.

Plagiarism Check:

- Research supervisors use Urkund / ithenticate Plagiarism check software for online access.
- Research scholars must submit the Urkund / ithenticate plagiarism check report to supervisors before submitting to journals/conferences.
- The report should accompany synopses/theses submitted to the Center for Research, Anna University.
- Postgraduate theses must include a copy of the plagiarism check report.
- Maximum 20% similarity is allowed for Ph.D., synopsis, and postgraduate theses.

Consequences of Plagiarism:

- Forfeitment of the scholar's thesis/degree and cancellation of research registration in case of plagiarism.
- Withdrawal of supervisor ship recognition for five years in case of abetment.
- Fine up to Rs. 50,000 for Retraction/self-plagiarism, with acceptance of the thesis based on a new publication.
- Recognition withdrawal and debarment for supervisors in case of plagiarism in other scholars' work.

OPENNESS AND RESPONSIBILITY

Research Conduct and Presentation:

- Maintain detailed records of the research undertaking.
- Be transparent in resource utilization and disclose any conflicts of interest.
- Ensure accessibility of research results to the public promptly or as soon as reasonable.
- Respect confidentiality by not using or releasing data revealed in confidence.

JUSTICE AND FAIRNESS

- Extension of Due Regard and Collegiality:
- Show respect to peers, colleagues, students, and research participants.
- Assist other researchers when uniquely qualified.

- Maintain confidentiality and respect proprietary rights when reviewing others' material.

Credit to Others' Contribution:

- Grant authorship based on collaborators' contributions.
- Attribute and credit others' accomplishments and research results used in our research.
- Acknowledge material contributions from others in our research.
- Utilize, distribute, or share resources in line with conditions set by their source or benefactor.

5. SPONSORED RESEARCH

SRM TRP Engineering College actively supports and facilitates sponsored research projects, motivating faculty members to develop and submit research proposals. The institution recognizes and rewards faculty members who secure grants from reputable national funding agencies. The following norms guide the execution of sponsored projects:

Principal Investigator (PI) and Co-Principal Investigator (Co-PI)

- PIs and Co-PIs must be affiliated with SRM TRP Engineering College.
- Co-PIs from other institutions require specific approval from the Head of the Institution, ensuring no conflict of interest.
- PIs are responsible for managing sponsored programs, adhering to sponsor and college policies, and complying with government regulations.
- Financial Management and Reporting
- All costs must comply with college policies, sponsor terms, and government regulations.
- PIs and the Accounts Section generate financial reports for sponsors based on expenditures and sponsor conditions.
- Changes to project budgets requiring approval must be reviewed and sanctioned by the college.
- Seed money, advance funds, and overhead charges are provided by the institution based on project needs and approvals.
- Project Progress and Completion
- PIs must submit internal audit reports to the funding organization annually.

- Faculty should apply for funding support from government/industries based on calls for proposals.
- Proposal assessments are conducted by Department Level Proposal Review Committee or Project Review Committee (PRC).
- PIs submit applications to funding agencies after approval, creating accounts and stock registers as needed.
- Progress Review Meetings are held biannually, with reports submitted to the Dean/Research Coordinator.
- Project completion reports, utilization certificates, and publications/patent lists are submitted to the sponsoring agency through the Dean and Principal.

6. COLLABORATIVE RESEARCH

The Collaborative Research Policy aims to establish a framework for supporting collaborative research projects involving SRM TRP Engineering College and external parties. Collaborating researchers must address financial management, intellectual property, authorship, consultancies, ethics approval, and ownership issues before starting a project. Key points include:

Collaborative Research Agreement

A formalized legal contract (MoU) is required for collaborative projects involving fund transfer, intellectual property, and alignment with funding body requirements.

The agreement details financial management, intellectual property, confidentiality, copyright, commercial returns, ethics and safety clearances, and reporting.

Financial Policy

- Project cost distribution: 85% for the project, 15% for overheads (including 5% to the Principal, 4% to the respective Head of Department, 2% to the PI account, and 4% retained at the Research Wing).

7. CONSULTANCY, TESTING, AND TRAINING DISTRIBUTION POLICY

CONSULTANCY:

Distribution of Total Consultancy Amount:

- Institute – 10%
- Dept / Centre Overheads – 10%

- Research Wing Overheads – 10% (Including 10% for R&D support)
- Consultant Remuneration (Including all expenditures) – 70%

Retainer Consultancy:

- Advisory services provided without utilizing university facilities.
- Assignment duration: Three months, six months, or one year, with periodic visits limited to half a day or one day per week.
- Consultancy charges: Minimum Rs 10,000/- per day plus applicable taxes.
- Travel, local conveyance, and hospitality expenses borne by the client.
- Special Casual Leave allowed for visits to the client's place.

Distribution of Total Retainer Consultancy Amount:

- Institute – 15%
- Dept / Centre Overheads – 15%
- Research Wing Overheads – 15% (Including 10% for R&D support)
- Consultant Remuneration (Including all expenditures) – 55%

TESTING:

Distribution of Total Testing Amount:

- Institute – 25%
- Research Wing Overheads – 20%
- Dept/Centre Maintenance – 25%
- Payment of Remuneration to Dept. Faculty and Staff Involved – 30%

TRAINING:

Norms for Utilization of Income from Training Programs:

- Institute – 10%
- Research Wing Overheads – 10%
- Department / Centre – 10%
- Coordinator for Conduct – 70% of the Program

Additional Information:

- Retainer Consultancy allows for advisory services without facility use, with a specified duration and charges.
- The distribution of consultancy, testing, and training amounts is calculated after deducting applicable service tax.
- Accounts statements should be submitted to the Research Wing for review.

By adhering to these distribution policies, SRM TRP Engineering College aims to ensure transparency and equitable allocation of funds across various activities.

Research Awards

In an effort to motivate the faculty members of the institutions in SRM TRP Engineering College, the Management Committee has initiated the process of providing incentives to the faculty members who publish in Quality Indexed Journal. The incentives for each publication are as follows:

- Rs. 2000 for publications in SCI/WoS/PUBMED indexed journals
- Rs. 1500 for publications in Scopus indexed journals
- Rs. 1000 for publications in UGC Care indexed journals

These research publication incentives will be granted annually, from January to December. They are intended for faculty members who hold the first or corresponding author positions and whose publications are in relevant domain journals.

In an effort to inspire and recognize the dedication of faculty members at SRM TRP Engineering College, the Management Committee has introduced a range of prestigious awards aimed at incentivizing scholarly achievements and research endeavours. These awards serve to honour faculty who excel in their academic pursuits, particularly in the realms of publishing in Quality Indexed Journals and securing research funding. The instituted awards encompass a variety of categories, each highlighting different facets of academic excellence. Among these distinctions are accolades for achieving the highest Impact Factor publication (Department wise, Minimum standard should be maintained), continuing the most impressive publication record, demonstrating excellence in internal revenue generation, garnering the highest number of citations for their work, and securing the most substantial project funding.

By establishing these awards, the Management Committee not only acknowledges the significant contributions of faculty members to the academic community but also fosters a culture of innovation, research, and scholarly achievement within the institution. Such recognition serves to motivate and encourage faculty members to continually strive for excellence in their scholarly pursuits, ultimately enhancing the institution's reputation and academic standing.

10. HR Policy

HUMAN RESOURCE PLANNING

The Principal shall assess the faculty and staff requirement for the ensuing academic year after consolidating the requirements submitted by each Department.

The final requirement will be ready well before the closure of the existing academic year in line with the student faculty ratio prescribed by the statutory bodies and affiliating University.

Normally, a faculty member appointed as Professor or an incumbent Associate Professor elevated as Professor will be heading the Department and the number of Associate Professors and Assistant Professors will be estimated based on the existing strength and sanctioned students' intake.

The minimum contact hours during the week for each category shall be maintained as follows:

Principal	4
Professors	10
Associate Professors	12
Assistant Professors	16

A selection committee will be appointed for recruitment of Faculty members in each department and the committee will comprise of the HOD, one senior faculty member, Principal and expert members from other institutions.

RECRUITMENT

- The selection committee shall advise for preparation of the job description and job specification for the candidate to be recruited.
- Candidates will be invited to appear for the interview following a ratio of 1:3 for every position to be filled and profiles will be sourced from any or all of the following channels:
- Advertisement in the Newspapers and web media
- Repository of profiles collected in the previous years
- Campus recruitment
- District or Special Employment Exchanges
- The committee if deems it fit, may also conduct Walk in Interviews for augmenting the required candidates
- Candidates with first class in either B.E./B.Tech., or M.E.,/M.Tech., in the relevant discipline are eligible for attending interview for Assistant Professor in Engineering Departments. Candidates with first class M.Sc.,/M.A., with SLET/NET Qualification, eligible for attending interview for the post of Assistant Professor in Science/Humanities Department.

- The eligibility conditions prescribed by the Affiliating University for appointment of Associate Professors and Professors are strictly adhered to while appointing faculty members and also while promoting the incumbent faculty.
- The committee shall shortlist the candidates appearing in the interview offline/online by assessing their communication skills, subject expertise and ability for class room handling.
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the higher authorities who in turn interact with the candidates after which the final decision will be taken.

1. ORIENTATION

- The new recruits joining in the Institution will be offered an orientation programme in which they will get introduced to the environment and working culture existing in the Institution.
- The HR personnel will share the details on the service and conduct rules applicable for all employees on their joining.
- The HR department will report to the Head of the Institution about the new joiners after they complete their joining formalities.
- Further interactions will be led by the Department Heads and the persons concerned following the directions given by the Head of the Institution.

2. POSITIONS AND PAY SCALES

The College will have the following positions of hierarchy in the teaching departments:

a. Principal

b. Professors

c. Associate Professors and

d. Assistant Professors

In addition, each department shall have support staff like Programmers, Lab Assistants, Clerical staff and attenders.

The College Office will have the following positions of hierarchy in the administrative department.

a. Manager, Assistant Manager

b. Accountant, Junior/Senior Assistants

c. HR Executive

d. Office Assistants.

The Scales of pay for various teaching / non-teaching positions will be as follows:

Pay as per AICTE norms, commensurate with the qualifications and experience

a. Principal & Professor Rs 37,400 –67,000- Grade Pay 10,000.

b. Associate Professor Rs 37,400 – 67,000 – Grade Pay 9000.

c. Assistant Professor Rs 15,600 – 39,100 – Grade Pay 6000/7000/8000.

d. Programmer/Lab assistant/HR/Administrative Staff/Support Staff/Back office Support/Skilled Labour Consolidated salary based on the qualification and experience relevant to the requirements existing while recruiting the manpower.

YEARLY INCREMENTS

The performance of the faculty members and staff are assessed at regular intervals.

The appraisal committee will sanction/postpone/decline annual increments for the employees based on the appraisal process.

Faculty and staff with proven performance after joining the Institution are considered for due increments / promotion and the same is implemented after securing approval from the competent authorities.

Faculty who are found guilty of misconduct or violation of the rules of the Institution are not usually considered for the increment for the specific annual period.

STAFF WELFARE MEASURES

- Employees Provident Fund (EPF)
- Group Insurance
- Subsidized Transport facilities
- Subsidized medical assistance in the hospital available in the premises
- Subsidized / Free campus residence facilities
- Special concessions for education offered to the children of our employees

INCENTIVES AND REWARDS

Faculty Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum 1 year of service at the Institution.

a) For producing 100% results in theory paper

b) Department-wise, Yearly, BEST TEACHER AWARD

c) Professional Society Life Membership Fee

d) Financial assistance and On Duty provision for faculty members to attend Summer/Winter Schools/Seminars/Conferences (1 program/Year)

Support Staff Members are trained to become digital friendly by imparting training on computing skills. In addition, they can avail the facilities sanctioned by the Management from time to time when they are upskilling themselves in higher education against service agreements.

3. LEAVE

3.1 CASUAL LEAVE

- Every employee is eligible to avail upto a maximum of 12 days of Casual Leave in a calendar year.
- Normally only one day casual leave will be sanctioned in a month.
- Continuous absent beyond 9 days will be treated as Leave on Loss Pay subject to the approval by competent authorities.

3.2 COMPENSATORY LEAVE

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.
- The compensatory leave should be availed within two months after the actual date of working beyond which the leave lapses.
- Compensatory leave will not be granted to any staff for conducting special classes, educational tours, university practical examinations, AICTE /University related works and special working on Saturdays etc.

3.3 ON DUTY

- On Duty Permission will be granted only with the prior permission in writing from the Head of the Department and on approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / DOTE during the college working days. Staff should produce evidence from the competent authority for having done the intended duty. Otherwise this absence will be treated as eligible leave or Leave on Loss of Pay.
- All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

3.4 VACATION LEAVE

- Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.

- Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:
- Odd Semester – June to October succeeding Winter Vacation – November to December. (ii). Even Semester – November to April succeeding Summer Vacation – May to June.
- For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced accordingly
- Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail Forty Five (45) days of vacation leave during the academic year.
- The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil., M.E., and Ph.D., programmes etc. sponsored by the Institution will be finalized according to the merit of the case and sanctioned by the Principal by the end of April every year.
- Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.
- CL, EL, COL, OD etc. cannot be combined with Vacation Leave.
- Vacation Leave should be applied well in advance and get sanctioned before availing the same.
- Vacation Leave may be curtailed or refused depending upon the exigencies of works.
- For every three days of LOP availed by the faculty member, 1 day of vacation will be deducted from the eligible vacation leave.

3.5 CONVERTING VACATION LEAVE INTO EARNED LEAVE

- Teaching staff can carry only 50% of their vacation leave if they have not availed the vacation during the academic year/semester concerned.
- This leave should be applied in advance and got sanctioned, before being availed.
- This leave can be availed for maximum of FIVE days at one stretch.

3.6 EARNED LEAVE FOR NON TEACHING STAFF

Every non-teaching staff of the college is eligible for the Earned Leave as per the following rules:

(i). After completion of one year of service, every non-teaching staff of the institution will be eligible for Twelve days of Earned Leave

(ii). Earned Leave should be availed in advance and get sanctioned, before being availed. iii). Earned Leave may be refused or curtailed depending on the exigencies of work.

(iii). 50% of the unavailed Earned Leave will be carried on to the next year.

3.7 MATERNITY LEAVE

The leave can be granted to all lady staff subject to the following conditions: (i). should have completed the minimum of three years of satisfactory service. (ii). The maternity leave is limited to a maximum of 6 months only.

3.8 SPECIAL LEAVE ON MEDICAL GROUNDS

Every employee of SRMTRPEC is eligible for Special Casual Leave for the reasons mentioned below on production of necessary medical certificate.

- 6 days for undergoing sterilization
- 14 days for undergoing non puerperal sterilization
- 7 days for chickenpox

4. PROMOTION POLICY

All promotions shall be considered on the basis of merit- cum – seniority basis.

Faculty members considering themselves eligible for promotion shall submit the request to the competent authorities.

The faculty members are advised to appear before the committee comprising of expert members and they will be assessed based on the guidelines prescribed by the affiliating University.

Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position if he/she had completed the years of service in the present position as prescribed below

a. Asso.: Prof: Ph.D., with 8 years' experience as Assistant Professor and publications as per AICTE requirements.

b. Professor: Ph.D., with 3 years' experience as Associate Professor and publications as per AICTE requirements.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

With respect to the non-teaching staff, the promotion from one level to the next higher level is based on the performance of the staff.

Staff cannot claim promotion every year as a matter of right and / or at the desired level & it is the discretion of the competent authorities. Promotion is subject to vacancy available in the respective slots.

5. DISCIPLINE AND GRIEVANCE PROCEDURE

5.1 CODE OF CONDUCT FOR STAFF MEMBERS

- Teachers are expected to be in the class as per the time table have to effectively handle the sessions and document the attendance properly.

- Any student if found involving in indiscipline activities is to be addressed immediately or to be escalated to the higher authorities immediately for appropriate action.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculty and staff members shall not engage themselves in other activities/ businesses not connected with the policies of the Institution.
- Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favouritism.

Teachers shall maintain a disciplined and dignified work culture in terms of:

i. Preparation for the particular day's Classes, with latest information added to their course content.

ii. Keeping all teaching aid material required for conducting the class in an orderly manner.

iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.

iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students.

Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectable nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

Faculty members shall conform to the Ethical Standards of a teacher as described in this policy.

5.2 DISCIPLINARY PROCEDURE

Any teacher who is violating the code of conduct will be subjected to appropriate disciplinary action by the competent authorities.

If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.

The Principal shall conduct a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.

If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for penalizing a teacher shall be under the following categories:

a. Memo and Censure.
b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
c. Suspension from work until further orders for revoking.
d. Dismissal from service.
e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
f. The Principal shall constitute a one man committee for enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

The Principal shall report the proceedings periodically to the Management / Competent Authorities.

5.3 GRIEVANCE REDRESSAL PROCEDURE

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Redressal Committee shall be composed of employees selected from Heads of the Departments, Principal/Director/Dean and other competent authorities.
- The grievance committee shall:
    - have a member secretary, to monitor the proceedings
    - meet periodically on a stipulated day and time
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the

seriousness of the grievance warrants a meeting to be commissioned immediately.

- The grievances shall be redressed immediately by the committee
- The Member-Secretary shall record and maintain the minutes the meetings.

6. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

6.1 CONSULTANCY, R&D

- The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence area of expertise.
- The teacher shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
- When the teacher himself/herself is approached by the outside agency for such help.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Competent Authorities in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be handled based on the approval obtained from the Management from time to time.
- The Project Co-ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- Fulltime fellowship involved in such consultancy assignments will be as per the rules and regulations of the funding agencies.

6.2 TEACHING ASSIGNMENTS.

- The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall submit a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

7. INHOUSE R&D AND SEMINARS/WORKSHOPS

7.1 IN-HOUSE R&D

- The College encourages its faculty members to undertake department-wise R&D Activities along with Students and other Staff Members.
- Each Department is given financial sanctions towards in-house R&D activities.
- Staff members can submit their proposals through the HEAD of the Department and can avail the benefits for every such project, towards developing a prototype or model.

7.2 SEMINARS/WORKSHOPS

- The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- The Management extends additional support if required for any such AICTE/ISTE funded programs.

11. GRIEVANCE AND REDRESSAL

GRIEVANCE REDRESSAL COMMITTEE

SRM TRP Engineering College has a Grievance Redressal Cell in the institute where students, faculty and stakeholder can lodge their grievances. A Grievance Redressal Cell under Faculty Council resolves the grievances.

An Internal Complaints Committee (ICC) has been set up under the Faculty Council for dealing with the complaints filed under disciplinary issues, facilities and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act 2013). The procedure is based on the principles of natural justice. The college has also constituted a VISHAKA cell against sexual harassment.

S. No	Name	Designation	Position
1	Dr. M. Siva Kumar	Principal	Chair Person
2	Mr. N. Indhusekaran	Assistant Professor	Coordinator
3	Mr.K.Sureshraja	Assistant Professor	Member
4	Mrs. K.Priyadharshini	Assistant Professor	Member
5	Mrs. D. Manimegalai	Assistant Professor	Member
6	Ms. V. Niroopa	Student (Alumni)	Special Invitee
7	Dr. T. S Sridhar	Retd. Additional Chief Secretary	External Member

Online Grievance Redressal Mechanisms provided in the college website

https://trp.srmtrichy.edu.in/online-grievance-redressal-form/

Dr. A. RAJADURAI, Professor (Retired), Department of Production Technology, Anna University MIT Campus, Chennai has been appointed as the OMBUDSMAN by the University.

12. POLICY ON GREEN CAMPUS/ PLASTIC FREE CAMPUS

POLICY DOCUMENT ON THE GREEN CAMPUS/PLASTIC FREE CAMPUS

SRM TRP Engineering College (SRMTRPEC) is dedicated to embracing sustainable practices to minimize environmental impact and promote responsible stewardship of resources. This policy outlines our commitment to sustainability and sets forth specific objectives, facilities, and expected outcomes in key areas, including the use of renewable energy, waste management, stakeholder awareness, water conservation, alignment with Sustainable Development Goals (SDGs), and the ban of single-use plastics on campus.

Objectives

Use of Renewable Energy: We aim to transition to renewable energy sources such as solar, wind, and hydroelectric power to reduce our reliance on non-renewable energy sources. At the earliest the SRM TRPEC will strive to source maximum energy consumption from solar energy.

Waste Management: Efficient waste management practices are integral to our sustainability goals. We commit to implementing comprehensive waste segregation, reduction, reuse, and recycling initiatives. This includes proper disposal of hazardous waste and promotion of eco-friendly packaging materials throughout our operations.

Spreading Awareness among Stakeholders: Educating our employees, customers, suppliers, and the community about the importance of sustainability is paramount. Through workshops, seminars, and awareness campaigns, we will engage stakeholders to actively participate in sustainable initiatives, fostering a culture of environmental responsibility.

Rainwater Harvesting and Water Recycling: Water conservation is a critical aspect of our sustainability efforts. We will install rainwater harvesting systems to collect and store rainwater for various purposes. Additionally, we commit to implementing water recycling systems for grey water and wastewater, reducing our overall water consumption and ensuring compliance with conservation regulations.

Ban of Single-Use Plastics: In line with our commitment to environmental sustainability, SRM TRPEC will implement a campus-wide ban on single-use plastics.

This includes plastic bags, straws, bottles, and other disposable plastic items, promoting the use of eco-friendly alternatives.

Importance of Achieving SDGs: We recognize the significance of the Sustainable Development Goals (SDGs) in driving global progress towards a sustainable future. SRM TRPEC is dedicated to aligning our goals with the SDGs, tracking our progress, and contributing to global sustainability efforts. Through our actions, we aim to foster appreciation for the urgency of achieving the SDGs rapidly.

Facilities

To support our sustainable practices, SRM TRPEC will invest in necessary infrastructure and resources, including:

- Installation of renewable energy infrastructure such as solar panels and bio-gas plants.
- Establishment of waste management facilities, including recycling centres and composting units.
- Implementation of rainwater harvesting and water recycling systems such as water and sewage treatment plants.
- Allocation of funds for awareness campaigns and stakeholder engagement activities.

Expected Outcomes

By implementing these initiatives, SRM TRPEC anticipates the following outcomes:

- Reduction in carbon footprint and greenhouse gas emissions.
- Cost savings through efficient resource utilization.
- Improvement in environmental sustainability metrics, including waste diversion rate and energy efficiency.
- Enhanced stakeholder engagement and community goodwill.
- Contribution towards achieving Sustainable Development Goals and fostering a more sustainable future for all.

Conclusion

This policy reflects SRM TRPEC's commitment to integrating sustainability into our operations and promoting responsible business practices. By adhering to these objectives, investing in necessary facilities, and tracking our progress towards expected outcomes, we will continue to strive towards a more sustainable future for our organization, our stakeholders, and the planet.

13. ENERGY, GREEN, AND ENVIRONMENTAL AUDIT POLICY

At SRM TRP Engineering College (SRMTRPEC), we are deeply committed to environmental sustainability and minimizing our ecological footprint. As part of our dedication to these principles, we conduct regular audits to assess our energy consumption, green practices, and environmental performance. This policy outlines the frequency of audits and the procedures to ensure the quality of energy, green, and environmental audits conducted internally and by external agencies.

Audit Frequency:

Internal Audits: Internal audits focusing on energy usage, green initiatives, and environmental compliance will be conducted regularly to evaluate our performance, identify opportunities for improvement, and ensure alignment with our sustainability objectives. The frequency of internal audits will be determined based on the complexity of our operations, but generally, they will be conducted annually or more frequently if deemed necessary by management.

External Audits: External audits, conducted by independent auditing agencies specializing in energy, green practices, and environmental management, will be scheduled periodically to provide an objective evaluation of our performance and compliance with relevant standards, regulations, and best practices. The frequency of external audits will be determined based on regulatory requirements, industry standards, contractual obligations, and management recommendations.

Quality Procedures:

1. Pre-Audit Preparation:

- Clear Objectives: Define the scope and objectives of the audit, focusing on energy efficiency, green initiatives, and environmental performance metrics.
- Selection of Audit Team: Appoint a qualified audit team responsible for coordinating with external auditors, preparing necessary documentation, and facilitating the audit process.
- Documentation Review: Ensure that all relevant documentation related to energy consumption, green initiatives, and environmental compliance is up-to-date, accurate, and readily accessible for review by external auditors.

- Communication Plan: Establish effective communication channels with the external auditing agency to convey audit expectations, timelines, and logistical arrangements.

2. On-Site Audit Procedures:

- Support for Audit Activities: Provide full support and cooperation to external auditors during on-site visits, including access to facilities, equipment, personnel, and records required for the audit.
- Data Collection: Assist external auditors in collecting relevant data and information related to energy usage, green practices, and environmental performance through interviews, observations, and document reviews.
- Compliance Verification: Allow external auditors to verify compliance with environmental regulations, green certifications, and energy efficiency standards by conducting inspections, tests, and assessments as necessary.
- Collaboration: Encourage collaboration between internal stakeholders and external auditors to address queries, provide clarifications, and share insights into our energy, green, and environmental practices.

3. Post-Audit Follow-Up:

- Review of Audit Findings: Thoroughly review the findings and recommendations provided by external auditors in collaboration with the internal audit team and management.
- Action Planning: Develop action plans to address identified gaps, non-conformities, or areas for improvement identified during the audit process, focusing on enhancing energy efficiency, promoting green initiatives, and ensuring environmental compliance.
- Continuous Improvement: Utilize audit findings as opportunities for learning and continuous improvement, integrating lessons learned into our sustainability strategies, policies, procedures, and training programs.

Conclusion:

This policy underscores SRMTRPEC's unwavering commitment to environmental stewardship, energy efficiency, and sustainability through regular auditing activities. By adhering to the outlined auditing frequency and quality procedures, we aim to enhance our performance, reduce our environmental impact, and contribute to a greener and more sustainable future for our organization and the planet.

14. PROVIDING FINANCIAL SUPPORT TO FACULTY

POLICY DOCUMENT ON PROVIDING FINANCIAL SUPPORT TO FACULTY

Objective

To elaborate the procedure of sponsoring the faculty members for attending the programmes

Responsibility

- **All the teaching staff members**
- **Heads of the respective Departments**
- **Office staff members**
- **Principal -Head of the institution**

Policy

• At the beginning of each semester, the academic schedule for the term is distributed to all staff members, both teaching and non-teaching.

• Based on this schedule, faculty members are required to plan their participation in skill enhancement courses such as Faculty Development Programs (FDP), conferences, workshops, industrial trainings, and online courses.

• The Head of Department (HoD) or the Principal may organize department meetings to group faculty members according to their specialization or interest in particular technologies.

• Faculty members are encouraged to explore relevant programs organized by reputable institutions and organizations.

• Brochures from other esteemed institutions are shared with all faculty members to keep them informed about available programs.

• If a faculty member wishes to attend a program, they must submit a request letter to the principal's office for recommendation of getting finance support from the institution.

• Upon approval from the Administrative Officer and cashier, faculty members can proceed with the program and avail themselves of the benefits.

• Faculty members are granted On Duty (OD) to attend approved programs, with each member entitled to a specific number of ODs.

• Following the program, faculty members must submit a report and a copy of their certificate to their respective departments for reimbursement of expenditure (minimum of Rs. 5000/-) from the institution through proper channel.

15.
E-GOVERNANCE POLICY

E-GOVERNANCE POLICY

OBJECTIVES:

- Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

POLICY:

- The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc.
- The policy is designed and framed to make each and every function transparent and accountable.

The College decides to make the following policies and procedure:

WEBSITE:

The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.

STUDENT ADMISSION:

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the affiliated institutions. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by the Admission Co-ordinator.

ACCOUNTS:

The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

LIBRARY:

The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

ADMINISTRATION:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

EXAMINATION:

The College has adopted an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

ICT TOOLS

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by Reprography, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

16. Purchase committee Policy

SRMTRPEC purchases are broadly classified in two categories:

- Capital Equipment/expenses
- Academic/Revenue expenses

CAPITAL EQUIPMENT/EXPENSES:

The purchase of equipment/expenses related to capital goods - means the goods for long-term usage including furniture, pictures, photocopies, software, ITR license, computers, laptops, UPS, servers, printers, vehicles, EPABX, CCTV, DG sets, ACs and all type of electrical, mechanical, civil, information technology and office equipment of any description.

REVENUE EXPENSES:

- Means all movable goods other than capital goods which are meant for consumption of all usage in routine activities of the institution including stationery, maintenance, electrical, mechanical, IT, peripherals, and consumable, housekeeping, spares etc., AMCs of equipment's, housekeeping services, security services, repair and maintenance services, hiring of vehicles, courier, packing, forwarding, printing, catering, air ticketing, etc., shall be treated as revenue expenses.
- To define, procedures including authority and responsibilities thereof in such a way that will facilitate the purchasing authority to meet the following objectives:-
- To ensure that the right items of requisite quality and quantity are available at the right place in the right time including the procurement/ purchase at the right place following the laid down administrative and accounting procedures.
- To purchase material for institution's use within the sanctioned budget most economically and keeping guard of quality and delivery schedules.
- To ensure proper delegation dedication of responsibilities and accountability so as to bring in required efficiency, economy and transparency in procurement.
- To maintain constant touch with the market conditions and explore possibilities of identifying new sources of supply at cost - effective rates.
- To ensure, equitable treatment of suppliers and promotion of competition m procurement.
- To process the suppliers bills promptly to ensure correct and timely payments.
- To maintain the records of all procurements that shall be subject to audit.
- To ensure, providing of goods and services as per the requirement of the user.

BUDGETARY CONTROL:

All the individual departments having a separate budgetary provision in the combined budget of the main unit should maintain proper record of the budget availability and expenditure incurred, before submitting the proposal for the proposed procurements.

ADMINISTRATIVE APPROVAL:

Obtain administrative approval of the competent authority for the proposed procurements before the procurement process is initiated. It is to be clarified that the provision in the budget is only a pre-requisite for the specific administrative approval. Therefore, specific administrative approval for each items is necessary to be obtained from the competent authority. The approval shall be provided on or attached to the Purchase requisition.

TIMING FOR INITIATING THE PROCUREMENT PROCESS:

- The initiating department (user) shall ensure that the following measures are worked out.
- For capital goods I equipment proposed purchases should be made by considering the basic needs of the user and also make effort to point out if similar equipment is available and used in the other departments; and also point out the installed capacity utilization and the percentage of utilization of the same. Whatsoever, the user should justify the maximum utility of the equipment. If it is for short term or the limited purpose, outsourcing is permitted. The technical evaluation of the product shall be ascertained by constituting technical evaluation committee if required.
- The proposal should be forwarded to the Head of the department for his/her appraisal and recommendations to the Management.
- Then the Management recommends to constitute a purchase committee in order to evaluate or negotiate the rates from the eligible vendors/registered vendors / empaneled vendors (means a vendor with whom a rate contract has been concluded by the institution) after the due procurement process.

PURCHASE COMMITTEE:

- The purchase committee constituted on the recommendation of the management consisting members of faculties/accounting personnel / technical experts / related to the purchase of equipment.
- After collecting three quotes from the eligible vendors, the purchase committee members can convene a meeting by inviting the vendors for the price negotiation and evaluate technical specifications which are in line with our requirements.
- The purchase committee should identify the particular vendor for the project on the basis of justifying the rates, services, and warranty and payment terms.
- For the revenue and recurring items, the proposed requirements are worked out based on past consumptions and future anticipation.
- Over or under procurements must be avoided.
- The minimum stock level, optimum order quantity and re-order level quantity must be clearly defined as far as possible on the basis of past consumption and future anticipation.
- The requirement process must be initiated timely keeping in view the procurement process and time involved on the delivering process.

- The department initiating the process shall take reasonable care while initiating procurement process as persons of the ordinary prudence are expected to do in respect of their own purchases. The proposal for procurement must conform to the following yardsticks.
- The specifications m terms of quality, type and quantity of goods to be procured must be clearly spelt out by keeping in view the specific need of the institutions. It should not include superfluous and non-essential features, which may result in unwarranted expenditure.
- Technical specification must be generic in nature meeting the requirements of the institution.
- Maintenance of the rate of contract for general and routine items of specified goods/ services and timely review thereof as per the market conditions is a mandate. It should be the responsibility of the initiating department to mention their objection/ essential of contract whenever required.