CRITERION - 10

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10.1. Organization, Governance and Transparency

10.1.1. State the Vision and Mission of the Institute

COLLEGE VISION:

- **To transform our institution into quality technical education center imparting updated technical knowledge with character building.**

COLLEGE MISSION:

- **To create an excellent teaching and learning environment for our staff and students to realize their full potential thus enabling them to contribute positively to the community.**
- **To significantly enhance the self-confidence level for developing creative skills of staff and students.**

10.1.2. Governing Body, Administrative Setup, Functions of Various Bodies, Service Rules, Procedures, Recruitment and Promotional Policies

- To ensure observance and compliance of instructions issued by AICTE, Government of Tamilnadu and affiliating University.
- To ensure that the building, land, furniture and facilities are not being used for any other purpose (such as holding political meetings, communal meetings), except for running AICTE approved courses in the institute.
- To submit reports and returns from time to time to AICTE, Government of Tamilnadu and affiliating University.
- Create peaceful and favorable atmosphere for study free from ragging.

Powers and Functions of Chairperson of Governing Council

- The Chairperson shall intimate the date of the Governing Council meeting to the Principal-cum-Member Secretary for arrangement of Governing Council meeting.
- In case the Principal-cum-Member Secretary fails or ignores to arrange Governing Council meeting,

the Chairperson can call for Governing Council meeting.

- In the event of taking vote on any decision and if a tie occurs, then decision of Chairperson shall be final.
- The Chairperson shall ensure that the decisions taken in Governing Council meeting are implemented by Member Secretary.

The Chairperson shall ensure that the Governing Council is functioning properly to meet the mission of the Institute.

MEMBERS OF THE GOVERNING BODY

Chairman

Thiru. D.DURAISWAMY

Vice Chairman

Thiru. D. PARANTHAMAN

Secretary

Thiru. D.DASARATHAN

Treasurer &Correspondent

Thiru. S. AMARNAATH

Joint Secretary

Thiru. S. GOPINATH

Director

Thiru. D. SABARINATH

Principal

Thiru. Dr.S.RAMACHANDRAN

MEMBERS OF THE GOVERNING COUNCIL

Mr. D. Duraiswamy Chairperson			
Mr.D.Paranthaman Vice Chairman	Mr. D. Dasarathan Secretary	Mr. S. Amarnath Treasurer & Correspondent	Mr. S. Gopinath Joint Secretary
Dr. R. Geetha Professor, CSE Senior Faculty-Teacher member		Dr. N. Anusha Professor, ECE Senior Faculty-Teacher member	
Prof. Bhuvan Parekh Professor, Dept of CSE, M.S University of Baroda, Vadodara, Gujarat UGC Nominee	Dr.P.Lakshmi Professor, Dept of EEE, Anna University, University Nominee	to be nominated by the Govt.	Dr. S. Ramachandran Principal Ex- Officio
Dr K Thirugnanam Founder and CEO, Ascendas Technology Pvt. Ltd Industrialist			

Structure/Constitution	Functions/Responsibilities	Frequency of meetings
Academic Council constituted with ❖ Institution's distinguished ❖ Principal as Council Chairman ❖ Dean- Academic ❖ affairs as Member Secretary ❖ All the Heads of the Departments as Council Members . 1- Professor 1-Associate Professor 1- Assistant Professor per seniority in institution) from each department as representing council members (for a period of 2-years) 4(Min.)- ❖ External experts from ❖ engineering education or Industry as council members nominated by ❖ Board of Studies(B.O.S) Institution's controller of examination(COE) as council member	❖ Recommend and approve faculty boards, academic regulations, ❖ curriculum-scheme and syllabi, teaching & learning practices ❖ Frame regulations regarding students admission into programmes and to conduct of examinations ❖ Suggest and recommend proposed teaching methods/techniques(LCD projector, Smart Board, Online etc..) and student performance evaluation metrics to enhance quality education ❖ Approve students for conferment of degrees, diplomas or certificates by the University. ❖ Recommend to the BoS for About Institute new programmes of study ❖ Student scholarships, fellowships, medal, prizes with the guideline of relevance ❖ Promote and verify research activities of the institution	Twice in a Year

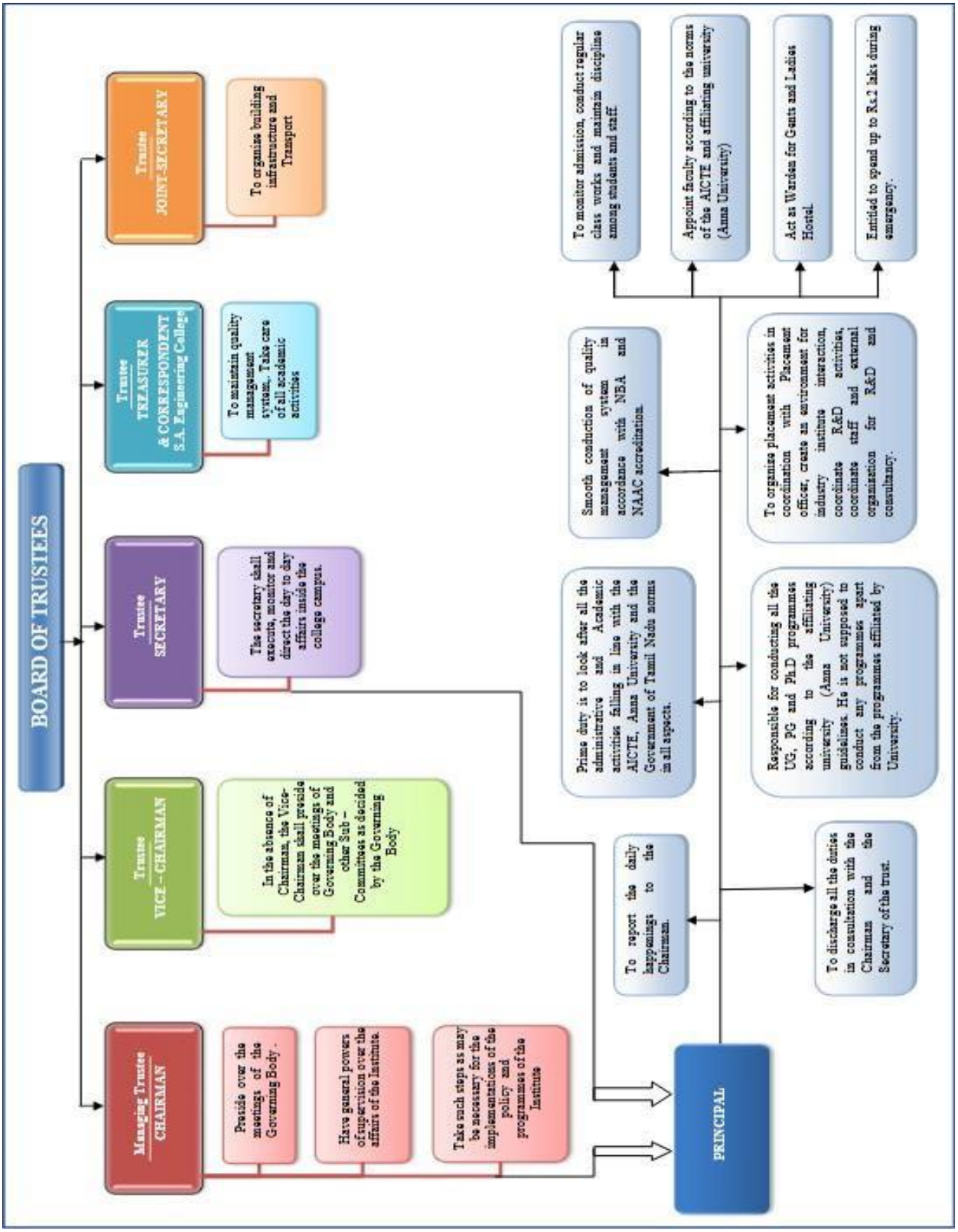


Figure 10.1 : Board Of Trustees

CODE OF CONDUCT

FOR

STUDENTS

S. A. ENGINEERING COLLEGE

(An Autonomous Institution Affiliated to Anna University)

Poonamalle-Avadi Road, Thiruverkadu Post, Chennai – 600 077

CODE OF CONDUCT FOR STUDENTS

1. Dress Code

BOYS

- Should wear only formals with shirts tucked in.
- Jeans should not be worn.
- Only formal shoes; sports or canvas shoes are not allowed.
- Dhothi/ lungi/ shorts/Tshirts are not allowed.
- Lab coats and prescribed shoes are to be worn during laboratory classes.
- Wearing short chains around the neck, plastic bracelets are not permitted.

GIRLS

- Should wear only Chudidhar with Dupatta pinned on both sides.
- Should not wear leggings, short tops and palazzos to the college.
- Shoes or strapped slippers are only allowed.
- Ornaments like long danglings, anklets, glass bangles, etc. which will cause distraction will not be allowed.
- Loose hair is not allowed. Hair should be plaited or tied.
- Lab coats and shoes are to be worn during laboratory classes.

2. BUS AND TRANSPORTATION

- Students must carry the college bus pass and individual ID card while travelling by college bus.
- Students should travel only by the bus route indicated in the bus pass and they should board and alight at the same point in the route.
- In case of change of address, it has to be intimated to the Transport In-charge.
- Students should be seated during the journey and footboard travelling is strictly prohibited.
- Students should not move inside the bus or lie down on the seat during the journey.
- Students should refrain from dancing, singing, shouting, disturbing other students etc. which disturbs the decorum inside the bus.
- Celebration of bus day, birthday, Holi or any other functions/festivals is strictly prohibited.
- The instructions given by the faculty members travelling by the bus should be strictly adhered and students should not indulge in any kind of unruliness inside the bus.
- Students are not allowed to talk with the other gender.

3. CANTEEN/MESS

- Seating arrangements should not be altered by students inside the canteen/mess for any reason.
- Canteen is meant for limited purpose of dining and should not be used for academic or recreational activities.
- Misbehavior inside canteen/mess services is an offence and is punishable.
- Students should be polite and courteous to the canteen staff.
- Boys and girls should stand in separate queues to collect tokens.
- Canteen timings should be strictly adhered.
- Students are not allowed to go to canteen during class hours.
- Students should not make the area clumsy by keeping 10 hands on one plate.
- Girls and boys serving the food each other is strictly prohibited and is punishable.

4. CANTEEN TIMINGS (only on working days)

Breakfast	:	7:30am-8:15 am
Lunch	:	12:00am-12:35 pm (First year)
	:	12:50pm-1:25 pm (Higher semester)

5. MESS TIMINGS

Breakfast	:	7:30am-8:15 am
Lunch	:	12:00am-12:35 pm (First year)
	:	12:50pm-1.25 pm (Higher semester)
Snacks	:	4.30pm-5 .00pm
Dinner	:	7:30pm-8.30 pm

6. GENERAL DISCIPLINE

- Students must wear I.D card in the campus.
- Students must have their breakfast before the commencement of the first hour.
- Parents are requested to advise their ward suitably in this matter.
- Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the college campus.
- Students should use the 'Use me' dust bins to throw any kind of waste such as paper, fruit peels, tea cups, plates etc.
- Students should volunteer to keep the campus clean.
- Entry into and exit from the college and hostel should only be through designated points/gates.
- Walking on the lawns and playground is strictly prohibited.
- Use of cameras is not permitted inside the campus, without the written permission from the college authorities.

- Using cell phones inside the campus other than official purposes is strictly prohibited.
- Students indulging in ragging, smoking/consumption of alcohol and physical assault within the campus and college bus is prohibited and students indulging in the same will be dismissed.
- Scooters/motorcycles usage inside campus is not permitted (and parents are cautioned, in the interest of the safety of their wards, not to permit their wards to travel by scooter/motorcycle/any other two wheeler)
- Any form of ragging is a serious offence anywhere inside or outside the campus or in the college bus and the same is punishable as per the University and Ministry of Human Resources Development's guidelines/rules.
- Clapping and desk thumping are not permitted inside the classroom.
- Students should not sit on the parapet wall.
- Eating and chewing inside the classrooms during class hours is strictly prohibited.
- Possession of incriminating documents/books/posters/cassettes etc. is punishable.
- Use of crackers, on any occasion by students is not permitted.
- Smoking/chewing pan masala, using drugs and consuming alcohol is not permitted inside the college and hostel premises.
- Students found to have caused any damage to the assets of the college will be punished severely besides being penalized for the cost of damages.
- Possession of lethal weapons is strictly banned and punishable.

7. CURRICULAR ACTIVITIES

- Students should be punctual to the classes (expected to be inside the classroom at least five minutes before the commencement of the class) and they should attend all classes regularly and participate fully in all learning and assessment activities.
- Attendance for tests and Model examinations is compulsory.
- Test Schedule is as mentioned below:

S. No	Test	Portion	Probable day of exam
1	Unit Test - I	Unit I	15th Working day
2	Internal Assessment –I	Unit I & II	28th Working day
3	Unit Test - II	Unit III	39th Working day
4	Internal Assessment –II	Unit III & IV	50th Working day
5	Internal Assessment –III	Unit I to V	70th Working day

- They should go to library only during the library hours with the accompaniment of the teaching staff or when there are no classes.
- Submission of records, observation notebooks and assignments on time is compulsory.

8. LEAVE APPLICATION

- Students cannot absent themselves from the classes without prior approval of the Class Advisors/HoDs.
- Leave application in the prescribed format should be submitted with the signature of Class/Faculty advisor and HoD. Hostellers should get the leave letter signed by the Class/Faculty advisor, HoD and Warden during holidays. On the other days it has to be submitted with the signature of Class/Faculty advisor and HoD. Those who stay alone in outside hostels will have to obtain approval of their parents/guardians.
- When students fall sick, intimation should be given to HODs or Class Advisors about the nature of sickness, duration of leave required, etc. When it exceeds more than 3 days, on the next day of the absence leave applications (letters) signed by the parents along with doctor's certificate should be submitted.
- Students should ensure a minimum of 75% attendance in each subject as they are otherwise not eligible to appear for the University examinations.

9. LEAVE ON DUTY

- Permission or leave on duty will be given only in the following cases:
  - Students who are permitted to take part in paper/project presentations.
  - A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges on a 'first come first served' basis and the criteria of 'no arrears' may also be applicable as appropriate.

10. ACCOLADES/APPRECIATIONS/ CERTIFICATION FOR STUDENTS

- Students who secure 1st place in class (University Exam) will be awarded with Merit Certificates.
- Students having 100% attendance in each academic year will be awarded with Merit Certificates.

11. AWARDS:

- Best outgoing student in UG & PG
- Best alumni

The institution reserves the right to amend the code of conduct for students as and when the situation warrants.

PRINCIPAL

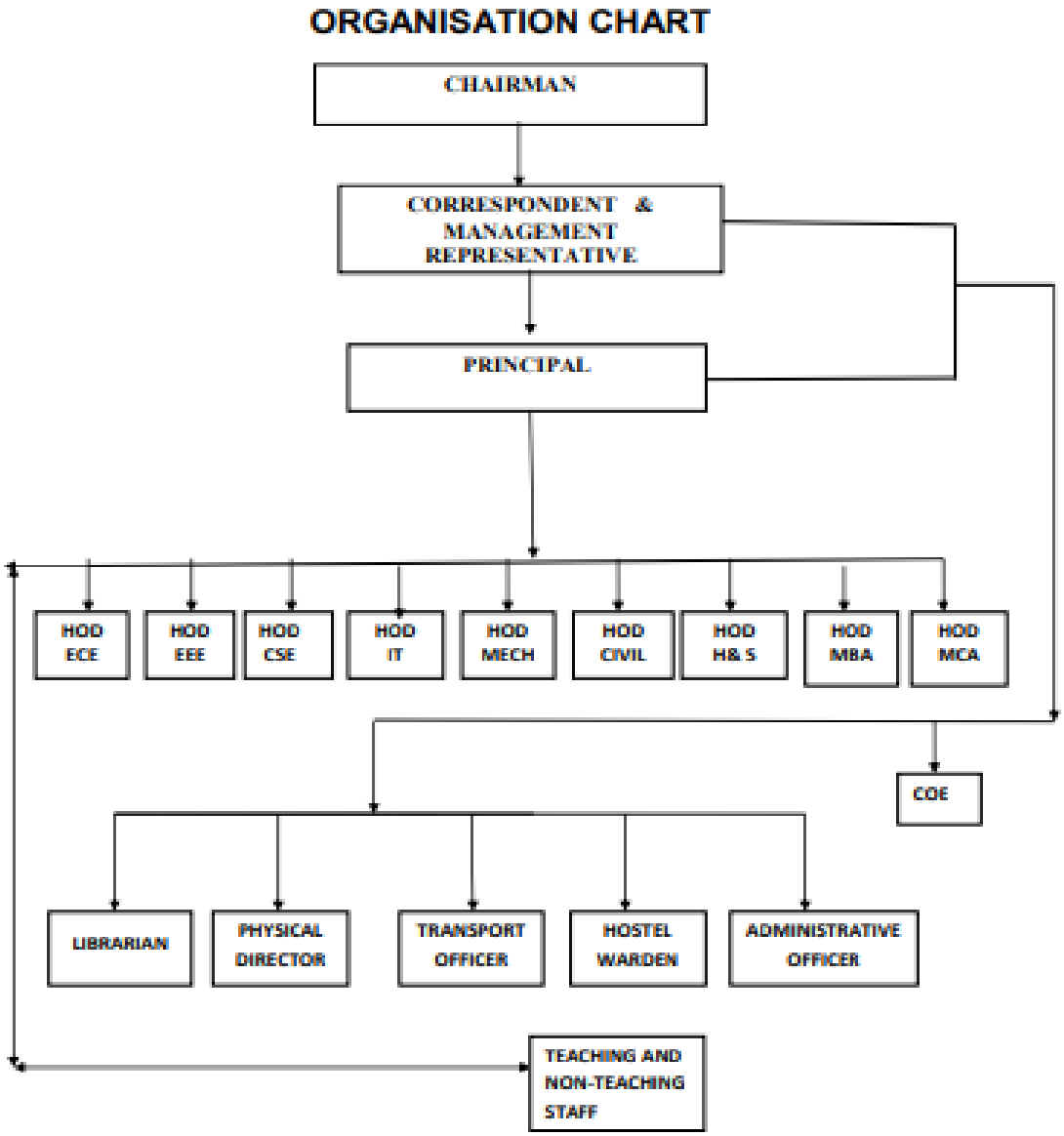
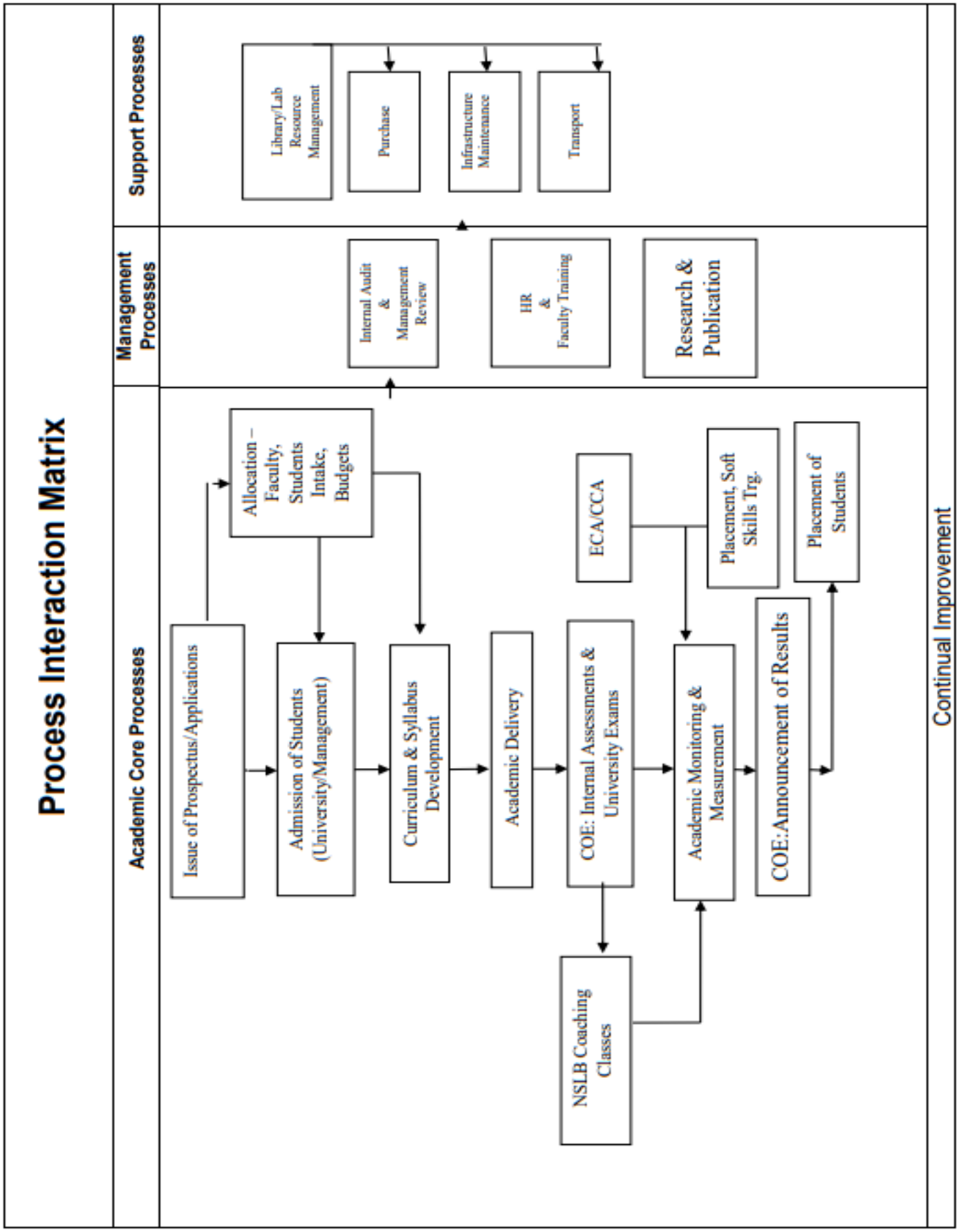


Figure 10.2: Organisation Chart


Process Interaction Matrix
Support Processes
Management Processes
Academic Core Processes
Library/Lab Resource Management
Purchase
Infrastructure Maintenance
Transport
Internal Audit & Management Review
HR & Faculty Training
Research & Publication
Allocation – Faculty, Students Intake, Budgets
Issue of Prospectus/Applications
Admission of Students (University/Management)
Curriculum & Syllabus Development
Academic Delivery
COE: Internal Assessments & University Exams
ECA/CCA
Placement, Soft Skills Trg.
Placement of Students
Academic Monitoring & Measurement
COE:Announcement of Results
NSLB Coaching Classes
Continual Improvement

S.A. ENGINEERING COLLEGE
(AUTONOMOUS)
Sponsored by Dharma Naidu Educational and Charitable Trust
Accredited by NBA, NAAC with 'A' Grade & ISO 9001 : 2015 Certified Institution
Approved by A.I.C.T.E. and Affiliated to Anna University
Poonamallee - Avadi Main Road, Thiruverkadu, Chennai - 600 077.
Phone : 2680 1999, 2680 1499, Fax : 2680 1899

Date :

ACADEMIC COUNCIL MEMBERS

Sl.No	Name	Designation	Category
1.	Dr S Ramachandran	Principal	Chairman
2.	Dr. Thanikachalam	Head of the Department/ Civil Engineering	Heads of the Departments
3.	Dr R Geetha	Head of the Department/ Computer Science Engineering	
4.	Dr B R Tapas Bapu	Head of the Department/ Electronics and Communication Engineering	
5.	Dr.Rohini	Head of the Department/Electrical and Electronics Engineering	
6.	Dr Ahmed Mudassar Ali	Head of the Department/ Information Technology	
7.	Mr C Dhanesh	Head of the Department/ Mechanical Engineering	
8.	Dr Hariharasudhan	Head of the Department / Humanities and Science	
9.	Mrs V Sujatha	Head of the Department / Master of Computer Applications	
10.	Dr KerinabBheenu G H	Head of the Department / Master of Business Administration	
11.	Dr S Suvitha	Professor, Electronics and Communication Engineering	Teacher's Representative
12.	Mrs A Sermakani	Associate Professor, Information Technology	
13.	Mr V Srinivasan	Associate Professor, Master of Business Administration	
14.	Mrs Karthika V	Assistant Professor, Civil Engineering	
15.	Mr A Mani	Assistant Professor, Computer Science and Engineering	
16.	Dr G Kumaresan	Professor and Deputy Director – Centre for Research , Anna University	Academician
17	Dr S Suresh	Academician, Professor, NIT, Trichy	
18.	Dr P Lakshmi	Professor, Department of Electrical and Electronics Engineering, Anna University	
19.	Dr VSV Verchizian	Chairman, Sri KVS Industries	Industry Expert
20.	Dr D Thirumalaivasan	Professor and Director , Institute of Remote sensing CEG campus, Anna University	University Representatives
21.	Dr R Magesh	Professor and Head/Department of Management Studies, CEG Campus, Anna University	
22.	Dr S Amal Raj	Professor, Department of Civil Engineering, CEG Campus, Anna University	
23.	Dr C Arunachala Perumal	Controller of Examinations	Member Secretary
24.	Mr.S.Amarnaath	Treasurer & Correspondent	Permanent Invitee

ROLES & RESPONSIBILITIES

OF

ADMINISTRATIVE HEADS, ACADEMIC & NON-ACADEMIC RESOURCES

S. A. ENGINEERING COLLEGE
(An Autonomous Institution Affiliated to Anna University)

Poonamalle-Avadi Road, Thiruverkadu Post, Chennai – 600 077

Activate W

About Us

S. A. Engineering College was established in the year 1998-1999.

The college maintains high standards of education by providing a wide array of world-class academic facilities, employing highly qualified and experienced faculty members and creating an ambience conducive to quality education.

The college offers 8 Undergraduate Courses in Engineering, 6 Post Graduate Courses in Engineering, Master of Computer Applications (M.C.A) and Master of Business Administration (M.B.A).

The annual intake is approximately 1000 students in all courses.

About the Trust

The S.A. Engineering College named after Sakunthala Ammal is sponsored by Dharma Naidu Educational & Charitable Trust established in the year 1998-1999.

The Trust comprises of a team of highly respected and recognized professionals in the field of Academics, Management and Industry, dedicated to creating an Institution imparting Quality Technical Education.

Regd. No. 307 of 1999,
Dated 11.03.1999

Regd. Office:
No: 24,
Chengalvarayan Street,
Shenoy Nagar,
Chennai-600 030

(Late) Shri. D. Sudharsanam - Founder

OTHER ACADEMIC INSTITUTIONS

Institutions Run by Trust	Established
S. A. POLYTECHNIC COLLEGE	1996
SUDHARSANAM VIDHYAASHRAM (CBSE SCHOOL)	2014
S.A. COLLEGE OF ARTS & SCIENCE	2019

ROLE AND RESPONSIBILITIES

PRINCIPAL

- Looks after all the Administrative and Academic activities falling in line with the AICTE, Anna University and the Government of Tamil Nadu norms, in all aspects.
- Conducts all the UG, PG and Ph.D programmes according to the affiliating university (Anna University) guidelines and is not supposed to conduct any programmes apart from the programmes affiliated by the University
- Appoints Faculty Members according to the norms of the AICTE and affiliating university (Anna University)
- Acts as Warden for Gents and Ladies Hostel.
- Monitors admission, conducts regular class works, to organize placement activities in coordination with Placement officer, create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC.

HEAD OF THE DEPARTMENT (HOD)

- Responsible for all the academic affairs of the Department.
- Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Principal regarding all the requirements of his/her department such as Faculty
- Member, supporting staff, equipments, books & journals, maintenance etc.
- Represents his/her department and will report to the Principal all the requirements/short comings
- of the development and proper functioning of the Department, During weekly/fortnightly meetings
- Looks after the matter related to R & D, Consultancy and Research Publications.
- Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- Responsible for mobilizing his/her Faculty Member for different research grants.
- Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.
- Responsible for students-proctors' system.

ADMINISTRATIVE OFFICER

- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Maintains the Faculty Members' leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the college.
- Takes care of HR policies of the institution side and outside the college.
- Organises Interviews as per HoDs' requirement.
- Takes care of all admission approval procedure and communicating with universities in person.

ACCOUNTS OFFICER

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the college.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filing of annual returns.

PLACEMENT OFFICER

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.
- Arranges guest lectures, workshops, seminars, value added courses, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus drives for the meritorious students for providing suitable jobs in reputed organisations.
- Responsible for interaction with different industries for functioning of EDPs.
- Responsible for providing Internship training for the students in reputed organisations.
- Takes care of Advisory Bureau for Higher Studies.

SYSTEM MANAGER

- Manages all the activities relating to the Computer systems and networking.
- Looks after the repair and maintenance of Computer system and its networking.
- Prepares a schedule for providing computer service to all concerned.
- Arranges for availability of Internet connection wherever required.
- Arranges computer training /refresher courses for the staff to update their knowledge.
- Develops e-learning and user friendly e-institution concept with guardian and Faculty Member.
- Maintains and updates the college website.

LIBRARIANS

- Responsible for the overall in charge of the library.
- Maintains documentations of books, journals, magazines, newspapers, CD's, videos & library materials
- Prepares a periodical requirement of books and journals for students and Faculty Member.
- Responsible for maintaining and updating e-journals and all teaching aids.
- Keeps record of library materials and reports to the Principal for any discrepancy.
- Arranges periodic inventory of library materials.

PHYSICAL EDUCATION DIRECTOR

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurement, maintenance of sports goods, play fields and other items related to

the Physical Education.

- Coordinates Intra College and Inter College, Inter University, zonal and Inter State competitions for different sports.

WORKSHOP SUPERINTENDENT

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipments in the workshops.
- Makes schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.
- Reports to Principal/HOD regarding damage/breakdown of machines/equipments
- Responsible for safety measures and teaching / non-teaching staff.

TRANSPORT MANAGER

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports competitions etc.
- Responsible for time management of buses.

HOSTEL WARDENS

- Responsible for allotment of rooms to the students.
- Responsible for Hostel maintenance.
- Looks after the quality of food served in the hostels.
- Responsible for students' discipline in the hostel and strict adherence of study time and bed time.
- Keeps strict discipline in incoming and outgoing of students from the hostels.
- Reports to the Principal in case of any indiscipline or misbehavior by the students.
- Looks into the grievances/complaints of the students if found genuine.
- Arranges for First-Aid in case of any emergency and arrange for hospitalization of student/staff.
- Maintains records of hostel activities.

ESTATE OFFICER

- Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
- Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
- Acts as the office in-charge of the security/sanitation/public health units of the institute and
- exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.

- Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- Suggests the Principal in all technical matters and ensures that all works executed by him/her are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.
- Executes any other works assigned from time to time.

STORE INCHARGE

- Supervises and checks the functioning of stores and maintenance of proper accounts-both, quantity and value.
- Prepares estimates for various civil, electrical, mechanical and sanitary works undertaken/ proposed by the institute.
- Invites and opens quotations related to the estate office through committees duly constituted for the purpose; examines/recommends the tenders for acceptance/rejection with proper justification and notes.

SECURITY OFFICER

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge of monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor pass and collects the required data from the visitor.
- Ensures the Contract laborers wear Contract badge during working hours within the campus.

TECHNICAL STAFF

- Takes care of consumables, maintains and assists in conduction of the lab
- Maintains the cleanliness inside the lab and executes the safety norms
- Maintains the stock register

SUPPORTING STAFF

- Performs the duty assigned by the estate officer
- Helps to maintain the ecofriendly environment of the institution

ELECTRICIAN/ PLUMBER

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply.

ATTENDERS

- Extends their assistance to HODs in the departmental activities as per the superior's instruction SITE

ENGINEERS

- Performs the duty assigned by the governing body and looks after the constructional activities inside the premises

OFFICE STAFF

- Works under the direct supervision of the Administrative Officer and executes the work

CANTEEN& GUEST HOUSE

- Takes care of hygiene and introspects the administration process for smooth functioning.
- Takes care of availability and makes sure of the hospitality offered for the guests

POWERS & COMPOSITION

OF THE

GOVERNINGBODY
&
GOVERNINGCOUNCIL

S. A. ENGINEERING COLLEGE
(An Autonomous Institution Affiliated to Anna University)
Poonamalle-Avadi Road, Thiruverkadu Post, Chennai – 600 077

POWERS & COMPOSITION OF THE GOVERNING BODY

The affair of the Institute shall be managed by a Governing Body and such other authorities like

Governing Body, Academic Advisory Body, Finance Committee, Purchase Committee, Academic

Committee and Staff Selection Committee (SSC) as may be constituted by the Governing Body from time to time.

The officers of the Institute shall be:

1. **Chairman Thiru. D. DURAISWAMY**
2. **Vice Chairman Thiru. D. PARANTHAMAN**
3. **Secretary Thiru. D. DASARATHAN**
4. **Treasurer & Correspondent Thiru. S. AMARNAATH**
5. **Joint Secretary Thiru. S. GOPINATH**
6. **Director Thiru. D. SABARINATH**
7. **Principal Dr. S. RAMACHANDRAN (Member Secretary)**

POWERS OF GOVERNING BODY

1) The Governing body is fully empowered to manage the affairs and funds of the institute. It shall also have the authority to exercise such powers of the Governing Body of institute as may be delegated to it from time to time.

2) The Governing body shall have the power with the sanction of the Governing Body to make such bye-laws as they think proper for the preparation and sanction of budget estimates, the sanction of expenditure, entering into contracts, making investments and for any other purpose as may be necessary.

3) The Governing body may, by resolution, appoint sub-committees with powers as the Governing body may think fit. Such sub – Committee may consist of persons who are the members of the Governing Body but who, by reason of their experience and qualification, etc. The sub Committees shall have power to co-opt any person with the prior approval of the Governing body.

ADDITIONAL POWERS OF THE GOVERNING BODY

The Governing body shall also have the powers.
1) To purchase, take on or otherwise acquire any land, building or other property, movable, immovable which may be necessary for carrying on the functions of the institute.
2) To invest funds or money entrusted to the institute in such a manner as May, from time to time, be determined by it.
3) To draw, accept, make, endorse, discount and deposit promissory notes, bills of exchange, cheques, or other negotiable instruments.

4) To make rules and regulations for conducting the meeting and affairs of the institute and to adopt and modify them time to time.
5) To regulate the expenditure and to manage accounts of the Institute.
6) To sell, exchange, lease of otherwise dispose of properties of the institute movable or immovable on such terms, as it may think fit and proper without prejudice to the interests and activities of the institute.
7) To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities, founded or based upon all or any of the properties and assets of the institute with or without any security and upon such terms and conditions as it may think fit and to repay and redeem any money borrowed.

CHAIRMAN

The Chairman of the Trust shall be the Chairman of the Institute.

POWERS AND FUNCTIONS OF THE CHAIRMAN

Chairman of the Governing Body of the Institute shall:

1. Preside over the meetings of the Governing Body.

2. Have general powers of supervision over the affairs of the Institute.

3. Take steps as may be necessary for the implementations of the policy and programmes of the Institute.

POWERS AND FUNCTION OF VICE – CHAIRMAN

In the absence of Chairman, the Vice-Chairman shall preside over the meetings of Governing Body

And other Sub – Committees as decided by the Governing Body.

POWERS AND FUNCTION OF SECRETARY

The secretary shall execute, monitor and direct the day to day affairs inside the college campus.

POWERS AND FUNCTION OF TREASURER & CORRESPONDENT

1. To maintain quality management system.

2. To take care of all academic activities.

POWERS AND FUNCTION OF JOINT-SECRETARY

To organize building infrastructure and Transport

S.A. ENGINEERING COLLEGE
(AUTONOMOUS)
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Phone : 2680 1999, 2680 1499, Fax : 2680 1899

Date

S. A. ENGINEERING COLLEGE, CHENNAI — 600 077

(An Autonomous Institution, Affiliated to Anna University, Chennai)

4th ACADEMIC COUNCIL MINUTES OF THE MEETING

Date : 18.11.2021 Time : 2.30 PM

Venue : Online Meeting

Welcome and Introductory remarks of the Chairman

2.01 To approve the 3rd Year, Vth Semester Curriculum and Syllabi for Undergraduate Programmes (B.E/B.Tech), as given in Annexure — A

Resolved to approve the 3rd Year, Vth Semester Curriculum and Syllabi for Undergraduate Programmes (B.E/B.Tech),

2.02 To approve the revision of Curriculum and Syllabi for Postgraduate MCA Programme as given in Annexure — B

Resolved to approve the revision of Curriculum and Syllabi for Postgraduate MCA Programme

2.03 To approve the Open Electives offered by all the Undergraduate Programmes (B.E./B.Tech) as given in Annexure - C

Resolved to approve Open Electives offered by all the Undergraduate Programmes (B.E./B.Tech) as given in Annexure — C

2.04 To approve that the students may be permitted to credit One Online Course like NPTEL / SWAYAM subject to maximum of 3 credits from fifth semester onwards and the same will be included for the calculation of GPA.

Resolved to approve that the students may *be permitted to credit One Online Course like NPTEL//SWA YAM subject to maximum of 3 credits from fifth semester onwards and the same will be included for the calculation of GPA*

2.05 To approve the Regulation change in Undergraduate Programme (B.E/B.Tech) as mentioned in Anna University R 2021 for the Internship, Advancement of Courses, System of Examination and System of Evaluation for awarding marks for Internal Assessment of theory, lab and Project given in Annexure D

Resolved to approve the Regulation change in Undergraduate Programme (B.EJB.Tech) as mentioned in Anna University R 2027 for the Internship, Advancement of Courses, System of Examination and System of Evaluation of awarding marks for Internal Assessment of theory, lab and Project given in Annexure D

2.06 To approve the introduction of Universal Human Value course as a 3 credit course in IVth Semester in all Undergraduate Programmes (B.E/B.Tech)

Resolved to approve the intFoduction of Universal Human Value course as a 3 credit course in IVth Semester in all Undergraduate Programmes (B.EJB.Tech)

2.07 To discuss any other matter pertaining to the academic activities of the college

1. It is suggested to consider Mini project, Seminar, Case study for Internal Assessment Evaluation.
2. It is recommended to include the courses like E-Vehicle, 3D Printing, Additive manufacturing, Autonomous or Automation system in Open Elective.
3. It is suggested to implement Minor degree programme like Energy Storage, Energy Management, Renewable energy source, E-vehicle under Mechanical Engineering and Computer Science with Internet Of Things in Computer Science Engineering and Bio-technology, Biomedical in Electronics and Communication Engineering. .
4. It is also suggested to consider Coursera course for Online courses along with NPTEL /MOOC/SWAYAM
5. It is suggested to offer Open electives with prerequisite and not to restrict in particular semester and the same can be also taken as an online course too.
6. It is recommended to include Introductory Biology to all branches as a 3 credit course. As well Principles of Design thinking could also be provided as a 3 credit course as a phase-I during seventh semester for the students to do design project in all disciplines.
7. It is also suggested to fix minimum of 4 weeks duration for Internship in industries.
8. It is recommended by the members that if the students fail to clear the selected MOOC Course they can pursue the same subject in the next semester available in the curriculum.

Sl.No	Name	Designation	Signature
1.	Dr S Ramachandran	Principal	
2.	Dr. Thanikachalam	Head of the Department/ Civil Engineering	
3.	Dr R Geetha	Head of the Department/ Computer Science Engineering	
4.	Dr G Kavya	Head of the Department/ Electronics and Communication Engineering	
5.	Dr.Rohini	Head of the Department/Electrical and Electronics Engineering	
6.	Dr Mudassar Ali	Head of the Department/ Information Technology	
7.	Mr C Dhanesh	Head of the Department/ Mechanical Engineering	
8.	Dr Hariharasudhan	**Head of** the Department / Humanities and	
9.	Mrs V Sujatha	Head of the Department / Master of Computer Applications	
10.	Dr KerinabBheenu G H	Head of the Department / Master of Business Administration	
11.	Dr N Anusha	Professor, Electronics and Communication Engineering	
12.	Mr D Srinivasan	Associate Professor, Mechanical Engineering	
13.	Mrs Sermakani	Asst.Professor, Information Technology	
14.	Dr.V.K.Ajay	Asst. Professor, Master of Business Administration	
15.	Dr M. Pradeep Kumar	Professor, Director — AUFRG- Institute of CAD/CAM , Anna University	
16.	Dr G Saravanan	NPI Manager — India Earthmoving Division, Caterpillar	
17.	Dr S Suresh	Academician, Professor, NIT, Trichy	
18	Dr. K. Sundaram	Academician	

19.	Dr P Kanagasabapathy	Professor Emeritus, Department of Instrumentation Engineering, MIT Campus, Anna University.	
20.	Dr P Gautam	Former Professor, Department of Biotechnology, ACT Campus, Anna University	P. Gautam 18.11.2021
21.	Dr S Arul Daniel	Professor HAG, Department of Electrical and Electronics Engineering, National Institute of Technology, Trichy	
22.	Dr C Arunachala Perumal	Controller of Examinations	
23.	Mr.S.Amarnaath	Treasurer & Correspondent	

1st Academic Council Suggestion

1) Industry Oriented Courses
    - AI , ML Courses in 2020R
    - IOT Course in 2020R
    - New Product Design and Development Course in 2020R

2nd Academic Council Suggestion

1) Mitigation Plan –Online Exam (Bandwidth Problem)
2) Learning Management Software (LMS)
3) PG Course – Electric Vehicles and Power Management in 2020R

3rd Academic Council Suggestion – NILL

4th Academic Council Suggestion

1) Suggested to consider MOOC Courses
2) Open Electives
3) Internship

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Date :

GOVERNING COUNCIL MEMBERS

Sl.No	Name	Designation	Category
1.	Mr D Duraiswamy	Chairman	Chairperson
2.	Mr D Paranthaman	Vice Chairman of the Trust	Trust Members
3.	Mr D Dasarathan	Secretary of the Trust	
4.	Mr S Amarnaath	Treasurer and Correspondent	
5.	Mr S Gopinath	Joint Secretary of the Trust	
6.	Dr Ahmed Mudassar Ali	Professor & Head, Information Technology	Senior Faculty – Teacher Nominated by Principal
7.	Dr R Geetha	Professor & Head, Computer Science and Engineering	
8.	Dr M. Thanikachalam	Professor & Head, Civil Engineering	
9.	Prof. Bhuvan Parekh	Professor, Department of Computer Science and Engineering, M.S. University of Baroda, Vadodara, Gujarat	UGC Nominee
10.	Dr S Srinivasan	Professor, Department of Instrumentation Engineering, MIT Campus, Anna University, Chennai	University Nominee
11.	Dr S Gopi	Assistant Director (Planning), Directorate of Technical Education	State Government Nominee
12.	Dr S Ramachandran	Principal	Ex officio
13.	Ms Vidya Prabhu	IBM Cloud - Global Delivery Leader University Relations Champion - Chennai	Industry Nominee

S.A.ENGINEERING COLLEGE, CHENNAI - 600 077

(An Autonomous Institution, Affiliated to Anna University, Chennai)

2nd GOVERNING COUNCIL

MINUTES OF THE MEETING

Date: 15-03-2021 Time: 10:00 AM

Venue: Chairman's Chamber

Welcome and Introductory remarks of the Chairman.

2.01 To consider the recommendations of Board of Studies of Civil Engineering regarding the Curriculum and Syllabi of B.E Civil Engineering Programme

Resolved to approve the recommendations of Board of Studies of Civil Engineering regarding the Curriculum and syllabi of First and Second Semester of of B.E Civil Engineering Programme.

2.02 To consider the recommendations of Board of Studies of Computer Science and Engineering regarding the Curriculum and Syllabi of B.E Computer Science and Engineering Programme.

Resolved to approve the recommendations of Board of Studies of Computer Science and Engineering regarding the Curriculum and Syllabi of First and Second Semester of B.E Computer Science and Engineering Programme.

2.03 To consider the recommendations of Board of Studies of Electronics and Communication Engineering regarding the Curriculum and Syllabi of B.E Electronics And Communication Engineering Programme.

Resolved to approve the recommendations of Board of Studies of Electronics and Communication Engineering regarding the Curriculum and Syllabi of First and Second Semester of B.E Electronics And Communication Engineering Programme.

2.04 To consider the recommendations of Board of Studies of Electrical and Electronics Engineering regarding the Curriculum and Syllabi of B.E Electrical and Electronics Engineering Programme

Resolved to approve the recommendations of Board of Studies of Electrical and Electronics Engineering regarding the Curriculum and Syllabi of First and Second Semester of B.E Electrical and Electronics Engineering Programme.

2.05 To consider the recommendations of Board of Studies of Mechanical Engineering regarding the Curriculum and Syllabi of B.E Mechanical Engineering Programme

Resolved to approve the recommendations of Board of Studies of Mechanical Engineering regarding the Curriculum and Syllabi of First and Second Semester of B.E Mechanical Engineering Programme.

2.06To consider the recommendations of Board of Studies of Information Technology regarding the Curriculum and Syllabi of B.Tech Information Technology Programme

Resolved to approve the recommendations of Board of Studies of Information Technology regarding the Curriculum and Syllabi of First and Second Semester of B.Tech Information Technology Programme.

2.07 To consider the recommendations of Board of Studies of Humanities and Sciences regarding the approved Syllabi of related subjects in B.E/B.Tech Programme

Resolved to approve the syllabi of the subjects recommended by Board of studies of Humanities of Science except Physics in B.E/B.Tech Programme.

2.08 To consider the recommendations of Board of Studies of Computer Science and Engineering Programme regarding the Curriculum and syllabi of M.E Computer Science and Engineering

Resolved to approve the recommendations of Board of Studies of Computer Science and Engineering Programme regarding the Curriculum and syllabi of First and Second semester of M.E Computer Science and Engineering.

2.09 To consider the recommendations of Board of Studies of Electronics and Communication Engineering regarding the Curriculum and Syllabi of M.E Communication Systems Programme

Resolved to approve the recommendations of Board of Studies of Electronics and Communication Engineering regarding the Curriculum and Syllabi of First and Second semester of M.E Communication Systems Programme

2.10 To consider the recommendations of Board of Studies of Electrical and Electronics Engineering regarding the Curriculum and Syllabi of M.E Embedded System Technologies Programme

Resolved to approve the recommendations of Board of Studies of Electrical and Electronics Engineering regarding the Curriculum and Syllabi of First and Second semester of M.E Embedded System Technologies Programme.

2.11 To consider the recommendations of Board of Studies of Mechanical Engineering regarding the Curriculum and Syllabi of M.E (CAD/CAM) Programme

Resolved to approve the recommendations of Board of Studies of Mechanical Engineering regarding the Curriculum and Syllabi of First and second semester of M.E (CAD/CAM) Programme.

2.12 To consider the recommendations of Board of Studies of Master of Business Administration regarding the Curriculum and Syllabi of M.B.A Programme

Resolved to approve the recommendations of Board of Studies of Master of Business Administration regarding the Curriculum and Syllabi of First and Second semester of M.B.A Programme

2.13 To consider the recommendations of Board of Studies of Master of Computer Applications regarding the Curriculum and Syllabi of M.C.A Programme

Resolved to consider the recommendations of Board of Studies of Master of Computer Applications and approve the curriculum and syllabus formulated by the Anna University in total.

2.14 To consider the recommendations of Academic Council on the academic activities of the next academic year 2021-22

Resolved to approve the same.

2.15 To consider knowledge improvement to Faculty, Research and development activities of the Institution.

Suggested to give more importance for the knowledge improvement activities to Faculty and R&D activities of the Institution.

2.16 To consider the quality initiatives in IQAC methods and factors influencing the growth of the institution

Suggested the following Quality initiatives of IQAC like

1. Inviting Alumni to help the current students for higher studies to take up IELTS, TOEFL and competitive examinations.
2. To introduce industry oriented and Job oriented courses like Mobile Applications etc
3. Training the Faculty in recent trends to get updated with the industry expectations.
4. Motivating students from 3rd year of course onwards and providing necessary guidance to become Entrepreneurs in their field and guiding Placement and Training activities for Final year students in providing internship to them and to strengthen the Industry Institution Interaction.
5. To consider current students feedback and to improve on rectifying their complaints as well.

2.17 To approve the introduction of various New Courses.

Resolved to approve the following New courses

1. Introduction of course for
   - (i) B.Tech. – Computer Science and Business Systems
   - (ii) B.Tech – Artificial Intelligence and Data Science.
   - (iii) B.E – Bio Medical Engineering.
   - (iv) B.E. – Robotics and Automation

2.18 To consider the End semester Exam Timetable and Examination Fee and other activities of the Exam cell.

Resolved to approve the same.

Sl.No	Name	Designation	Signature
1.	Mr.D.Duraiswamy	Chairperson	
2.	Mr.D.Paranthaman	Vice Chairman of the Trust	
3.	Mr.D.Dasarathan	Secretary of the Trust	
4.	Mr.S.Amarnaath	Treasurer and Correspondent	
5.	Mr.SGopinath	Joint secretary of the Trust	
6.	Dr. R. Geetha	Professor – Computer Science and Engineering	
7.	Dr N. Anusha	Professor – Electronics and Communication Engineering	
8.	Prof. Buvan Parekh	Professor, Dept of CSE, M.SUniversity of Baroda, Gujarat	
9.	Dr.P.Lakshmi	Professor, Dept of EEE, Anna University,	
10.	State Govt Nominee	Awaited	-
11.	Dr K Thirugnanam	Founder and CEO, Ascenders Technology Pvt. Ltd	
12.	Dr G S Kumarasamy	Principal	

SERVICE CONDUCT RULES

S. A. ENGINEERING COLLEGE

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Poonamalle-Avadi Road, Thiruverkadu Post, Chennai – 600 077

S. A. ENGINEERING COLLEGE, CHENNAI -77
(AUTONOMOUS)
SERVICE CONDUCT RULES

1. General

(a) These rules shall be called "S.A. Engineering College, Chennai, (Autonomous) Service and Conduct Rules" and comes into force from the month of August 2010. These rules supersede all the rules put into force, previously.

(b) These rules shall apply to all categories of employees (Teaching and Supporting Staff Members).

2. Definition:

(a) 'College' means S.A. Engineering College, Chennai (Autonomous).

(b) 'Trust' means Dharma Naidu Educational & Charitable Trust, Chennai.

(c) 'Teaching Post' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(d) 'Supporting Staff Members' means a person appointed in a Non-Teaching post to which no other person holds a lien.

3. Mode of Selection:

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.

4. Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by such appointing authority.

(b) No Employee will be allowed to resign in the mid of the Semester. At the End of every semester a cutoff date decided by the management will be provided by the HOI for the employees who have decided to resign shall submit their resignation and they will be relieved within a month.

(c) The other terms and conditions and Roles and Responsibilities of such employment shall be specified by the appointing authority in the letter of appointment.

5. Retirement

(a) The age of retirement of teaching faculty member shall be as per AICTE Norms. The age of retirement of other non-teaching Staff Members shall be as per the StateGovernment Rules or as may be decided by the Management/Trust

6. Leave

(a) Staff Members are eligible to avail One day Casual Leave for every completed month of service.

(b) Such leave can normally be availed only with prior approval of the Head of the Institution i.e. the Principal.

(c) Leave application should be submitted to the Head of the Institution (Principal) before 12.00 AM of the previous day/day of avail of leave.

(d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform to the Head of the Department concerned, over the phone after altering the workload, about his/her absence or leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as **"Absent".**

7. Vacation

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

(i) The eligible period of vacation for Teaching Staff Members is as follows.

(ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation	Winter Vacation
One year completed	04 weeks	01 week
Six months completed	02 weeks	NIL

NON-TEACHING STAFF MEMBERS

Experience within the Institute	Summer Vacation	Winter Vacation
One year completed	02 weeks	NIL
Six months completed	01 week	NIL

a) Non-Teaching Staff Members are not eligible for winter vacation.

b) The vacation shall start on any day of the week except Monday, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.

c) Un-availed summer / winter Vacation cannot be combined. Also surrendering of vacation period for "claim of salary" is not allowed.

d) Staff Members must submit joining report to the Principal on the next day of completion of vacation.

e) Staff Members shall be permitted to attend Central Valuation duty only during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as OD.

8. ON DUTY

(i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum period of 10 days for University Examination duty purpose and 5 days for attending FDP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution (Principal).

(ii) Teaching Staff Members who are deputed for specific purpose on "Other Duty" should submit a detailed report to the Principal about the purpose for which they are deputed, on the next day without fail.

(iii) The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

9. Conduct and Discipline

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members and students for valid reasons. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

10. Awards / Incentives for Staff Members:

Staff Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

11. Research and Development Activities by the Staff to promote research in the Institution

Sl No	Criteria	Cadre	Requirements
1	Faculty Publication	Professor	SCI/WoS -1 Scopus- 1
		Associate Professor	Scopus- 2
		Assistant Professor	Scopus- 1
2	Patents	Professor	Three faculty could combine and publish a patent
		Associate Professor	
		Assistant Professor	
3	Project Proposals for funding	Professor	1 sanctioned research grant of minimum 10 lakh worth (or) submission of minimum 3 research proposals
		Associate Professor	Organizing a minimum of 1 event with the fund received from funding agencies (or) through the fund received from the participants of the event
		Assistant Professor	Coordinating with Professors and Associate Professors in organizing the events
4	Consultancy	Every department should initiate a minimum of 2 consultancy per year of worth Rs 1 lakh	
5	MoUs	4 MoUs -120/180 intake , 2 MoUs – 60 intake	
6	Organizing International Conference	Every department to organize 1 international conference by combining with other departments	
7	Seed Money	Seed Money will be disbursed as per the disbursement norms and schedule of the Funding agency	
8	Incentive and OnDuty for faculty skill development	Upto Rs 5000/- for each faculty to upgrade their skills by attending MooC Course /FDP /Seminar /Conference etc.	

12. Amenities

i. The Management shall encourage faculty members to upgrade their knowledge and in this context shall undertake to bear the cost of higher academic qualification or special training of

faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefiting from such academic qualification/training.

13. Break of service can be availed for Less than one year, beyond which if it exceeds one year, the faculty member should reappear for Interview and join the duty.

14. The Faculty leaving the Institute without any prior information and resigning amidst the semester is strictly not permitted.

15. Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the AICTE Norms.

16. Staff Members are permitted to pursue Higher Graduation, as part time programme, while serving the Institution.

17. CPL is given to Staff Members for carrying out the assigned works during Holidays.

18. Staff Members are allowed to do Ph.D course work through Anna University/ recognized research Centre which is also available within the Institution.

19. Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.

20. If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

CHAIRMAN

S.A. ENGINEERING COLLEGE

Detailed Report

From Date : 01-11-2022 **To Date :** 15-12-2022 **Total Grievances :** 17

Firm Code : 1119

Grievant Name	Grievance Category	Grievance Type	Date Of Posting	Subject	Grievance Status	Attended by
Yeshwanth. C	Student	Maintenanace Grievances	02-12-2022	Rest room cleaning	Viewed	Administrative Officer
M. Akash	Student	Maintenanace Grievances	02-12-2022	Fan speed	Viewed	Administrative Officer
Ganesh	Student	Maintenanace Grievances	02-12-2022	Canteen facility	Viewed	Administrative Officer
E.KISHORE	Student	Maintenanace Grievances	02-12-2022	Fan speed	Viewed	Administrative Officer
Prakash	Student	Maintenanace Grievances	06-12-2022	Need of bike parking facility inside campus	Viewed	Administrative Officer
Vicktony cruz	Student	Maintenanace Grievances	06-12-2022	Need of bike parking inside campus	Viewed	Administrative Officer
Sathish S	Student	Maintenanace Grievances	06-12-2022	Improve canteen food facilities	Viewed	Administrative Officer
Abinandhan R	Student	Maintenanace Grievances	06-12-2022	Improve the projector quality and change lift in main block to latest model	Viewed	Administrative Officer
Shalini L	Student	Maintenanace Grievances	07-12-2022	There is no proper mugs in the restroom in the restroom.	Viewed	Administrative Officer
Shalini L	Student	Maintenanace Grievances	07-12-2022	There is no proper mugs in the restroom .	Viewed	Administrative Officer
Monika B	Student	Maintenanace Grievances	08-12-2022	To maintain electrical appliances	Pending	
SAI VARSHA K	Student	Maintenanace Grievances	08-12-2022	Curtains to the windows	Pending	
SHEELA DEVI G	Student	Maintenanace Grievances	10-12-2022	To keep wash basin in each floor	Pending	
Ganesh	Student	Maintenanace Grievances	14-12-2022	Fan not working.	Pending	
MARICHAMY G.	Student	Maintenanace Grievances	29-11-2022	Water cooler filter	Disposed	Administrative Officer
Hari Haran	Student	Maintenanace Grievances	29-11-2022	False selling	Disposed	Administrative Officer

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Dr.S RAMACHANDRAN, M.E.Ph.D

Date : **20.7.2021**

PRINCIPAL

Lr. No : SAEC/AR/2021-22/Admin

ESTABLISHMENT OF GRIEVANCE AND REDRESSAL CELL

Subject : Establishment of GRIEVANCE AND REDRESSAL CELL

S.A. Engineering College has evolved a fruitful mechanism to find out solutions for the day to day problems and grievances of the students. A Grievance Redressal Cell has been constituted in in accordance with the regulations of University and AICTE with the following members.

Sl.No.	Name of the Staff member	Position	Category	Department
1.	Dr S Ramachandran	Chairperson	Ombudsman	Principal
2.	Dr M Thanikachalam	Member	Gents Staff	Professor/Civil
3.	Mr.Praveen Kumar	Member	Gents Staff	Asst.Prof/Mech
4.	Dr.R.Geetha	Member	HOD	Professor/CSE
5.	Mrs.N.Juliet	Member	Lady Staff	Asso.Prof/MCA
6.	Mrs.Suja S	Member	Lady Staff	Asst.Prof/H&S
7	Mrs.T.Veena	Member	Lady Staff	Asst.Prof/IT
8.	Mrs.M.Ramya	Member	Lady Staff	Asst.Prof/ECE
9.	Mrs.VinidhaRoc	Member	Lady Staff	Asst.Prof/EEE
10.	Mr Muthukumarasamy	Member	Gents Staff	Asso.Prof/CSE
11.	Mrs B Jayachitra	Member	Lady Staff	Asst.Prof/MBA
12	Mr B Swaraj	Member	Student	IV Year Mechanical

Functions of Grievance and Redressal committee are :

- To maintain a fair, unbiased and consistent system for redressal of various issues faced by the students.
- To ensure strict confidentiality so that students approach the Grievance Redressal Cell without the fear of any vindictive activity.
- To maintain a conducive atmosphere and relationship between the students and faculty without giving any chance to widen the gap between them that may arise because of certain simple misunderstandings.
- To ascertain that immediate suitable actions are taken by addressing the faculty or by requesting the management depending upon the nature of grievance.

PRINCIPAL

Dr. S Ramachandran, M.E.,Ph.D.,
PRINCIPAL
S.A Engineering College (Autonomous),
Poonamallee-Avadi Main Road,
Veeraragavapuram,
Thiruverkadu, Chennai-600 077.

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Dr. S. RAMACHANDRAN, M.E.Ph.D

PRINCIPAL

Date : **15.02.2022**

Lr. No : SAEC/AR/2021-22/Admin

ESTABLISHMENT OF ANTI RAGGING SQUAD

Subject : Appointment of Antiragging Squad Committee/Cell .

As per the requirements of AICTE regarding formation of Antiragging Squad at our Institute. The following Antiragging Squad is constituted.

Sl.No.	Name of the Staff member	Profession	Associated With	Duties to be performed
1.	Dr.S Ramachandran	Principal	Academics	Co-Ordinator
3.	Mr R Kamalakannan	Asst.Professor / EEE	Academics	Member
4.	Mr.S.Dhanasekar	Asst.Professor / Mechanical	Academics	Member
5.	Mr Natteshan	Asst.Professor / CSE	Academics	Member
6.	Mr William Andrews	Asst.Professor / IT	Academics	Member
7.	Mrs R Rajeshwari	Asst.Professor /MCA	Academics	Member
8.	Mr.V Srinivasan	Asst.Professor /MBA	Academics	Member
9.	Mrs S Lakshmi	Asst.Professor / H&S	Academics	Member
10.	Mr.R.Selvam	Boys Hostel Warden	Hostel warden	Member
11.	Dr Sasikala	Girls Hostel Warden	Hostel Warden	Member

The committee/cell will monitor and recommend preventive measures that can be adopted by the institute to prohibit prevent and eliminate the menace of ragging in any form on the campus of the Institute.

PRINCIPAL

Dr. S Ramachandran, M.E.,Ph.D.,
PRINCIPAL
S.A. Engineering College (Autonomous),
Poonamallee-Avadi Main Road,
Veeraragavapuram,
Thiruverkadu, Chennai-600 077.

Copy to : 1) HOD and concern staff member for information and circulation
2) All Notice Board for display.

S.A. ENGINEERING COLLEGE Chennai

S.A. ENGINEERING COLLEGE

(AUTONOMOUS)

Sponsored by Dharma Naidu Educational and Charitable Trust
Accredited by NBA, NAAC with 'A' Grade & ISO 9001 : 2015 Certified Institution
Approved by A.I.C.T.E. and Affiliated to Anna University
Poonamallee - Avadi Main Road, Thiruverkadu, Chennai - 600 077.
Phone : 2680 1999, 2680 1499, Fax : 2680 1899

Date : 15.02.2022

Dr.S. RAMACHANDRAN, M.E. Ph.D

PRINCIPAL

Lr. No : SAEC/AR/2021-22/Admin

ESTABLISHMENT OF ANTI RAGGING COMMITTEE

Subject : Appointment of Antiragging Committee/Cell .

As per the requirements of AICTE regarding formation of Antiragging committee/ Cell at our Institute, .the following Antiragging committee/ Cell is constituted.

Sl.No.	Name of the Staff member	Profession	Associated With	Duties to be performed
1.	Dr.S.Ramachandran	Principal	Academics	Co-Ordinator
2.	Dr.C Dhanesh	Asso Professor & Head – Mechanical	Academics	Member
3.	Dr.V. Srinivasan	Associate Professor / MBA	Academics	Member
4.	Dr.N.V.Natteshan	Asst. Prof –CSE	Academics	Member
5.	Mr.S.Lakshmi	Asst. Professor /H&S	Academics	Member
6.	Mr.R Thirumurugan	Asst.Professor / ECE	Academics	Member
7.	Mr R Kamalakannan	Asst.Professor / EEE	Academics	Member
8.	Mr William Andrews	Asst. Professor / IT	Academics	Member
9.	Mr.Muthukumran	Asst.Professor / Civil	Academics	Member
10	Mr.S.Dhanasekar	Asst.Professor / Mechanical	Academics	Member
11.	Mr.R Rajeshwari	Asst.Professor / MCA	Academics	Member
12.	Mr.V.Srinivasan	Asso..Professor / MBA	Academics	Member
13.	Mr.S.P.Alex Prabhu	Asst.Professor / MCA	Academics	Member
15.	Mr.Chandrasekaran	Inspector of Police [9498153003] Thiruverkadu station	Police Admin	Member
16.	Mr.R.Selvam	Gents Hostel Warden	Hotel Warden	Member
17.	Dr Sasikala	Ladies Hostel Warden	Hotel Warden	Member
18.	Mr.T.D.Ragothaman	Press Reporter	Media Person	Member
19.	Dr.A.Ramakrishnan	Physical Director	PED	Member
20.	Mr.Gangadheeshwar	Student	Student Rep.	Member
21	Mr.S Mohan	Supervisor – Pvt. Organization	Parent	Member

The committee/cell will monitor and recommend preventive measures that can be adopted by the institute to prohibit prevent and eliminate the menace of ragging in any form on the campus of the Institute.

PRINCIPAL

Dr. S Ramachandran, M.E.,Ph.D.,
PRINCIPAL
S.A Engineering College (Autonomous),
Poonamallee-Avadi Main Road,
Veeraragavapuram,
Thiruverkadu, Chennai-600 077.

Copy to : 1) HOD and concerned staff member for information and circulation

S.A. ENGINEERING COLLEGE Chennai

S.A. ENGINEERING COLLEGE

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Phone : 2680 1999, 2680 1499, Fax : 2680 1899

Dr.S.RAMACHANDRAN, M.E.Ph.D
PRINCIPAL
Lr.No :SAEC/AR/2021-22/Admin

Date: **15.02.2022**

CONSTITUTION OF INTERNAL COMPLIANCE COMMITTEE (ICC)

The Internal Compliance Committee has been constituted with the following members as per the sexual harassment of women at workplace Act 2013.

Sl.No	Name of the Member	Designation
1.	Dr.G.H.KerinaBeenuHOD/ MBA	Chairperson
2.	Mrs.Karthiga,AP/Civil	Member
3.	Ms.R.PriyankaAP/EEE	Member
4.	Mrs.Sermakani, AP/IT	Member
5.	Mrs.V.O.Sangeetha, AP/H&S & Counsellor	Member
6.	Mrs.R.Anitha, Asst.Prof/MCA	Member
7.	Ms Saranya / Exam cell Assistant	Member
8.	Ms Melenda Jennifer / H&S Assistant	Member
9.	Mr Amos Jeddiah	III Yr CSE
10.	Ms. Nivetha	III Year ECE
11.	Mr.B. Swaraj	IV Year Mechanical
12.	Ms.Aadhilakshmi Logamurthy/Secretary-Women Lawyer Association	External Member

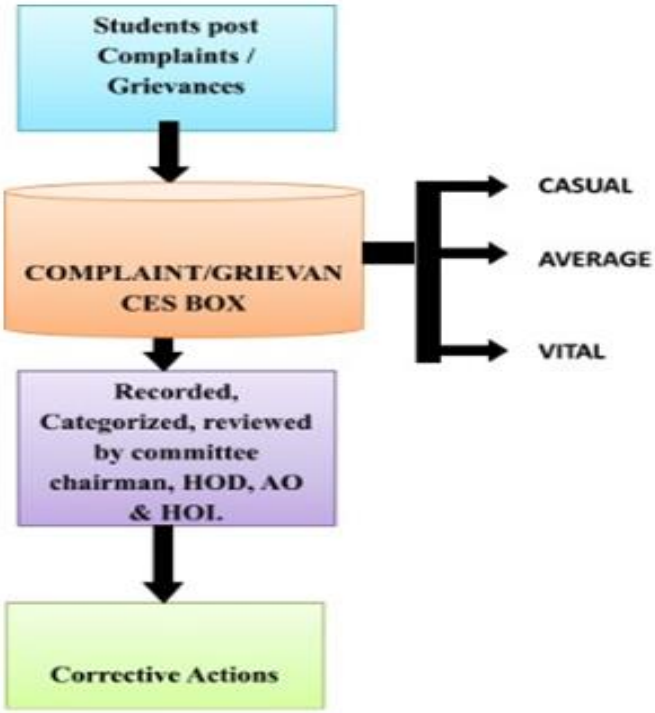
The ICC provides helpful information on who can complain, to whom and what a complaint should contain. It also gives information and lays out objectives and guidelines in terms of the process, findings and recommendations.

S.A. ENGINEERING COLLEGE Chennai

PRINCIPAL
Dr. S Ramachandran, M.E.,Ph.D.,
PRINCIPAL
S.A Engineering College (Autonomous),
Poonamallee-Avadi Main Road,
Veeraragavapuram,
Thiruverkadu, Chennai-600 077.

10.1.3. DECENTRALIZATION IN WORKING AND GRIEVANCE REDRESSAL MECHANISM

Mechanism of Grievance Redressal System:



10.1.4. DELEGATION OF FINANCIAL POWERS

- **Laboratory Purchase:** All the heads of the department has the power to purchase the lab equipment, software, service of labs and consumables with the approval of Principal and Director.
- **Library:** Senior librarian has the power to purchase the books for overall institution through the approval of Principal and Director. The library coordinator from each department gives the requirement for their department both for main library and department library. The requirement has to be verified by the respective heads for further approval.
- **Infrastructure:** The infrastructure modification, extension, new buildings, new facilities will be discussed among the management team and finalized with the approval of Secretary and Chairman. The facilities for the departments have to be discussed with Principal and Director by the heads for further procedures.
- **Sports:** The Overall Sports coordinator has the power to purchase all the sports items with the approval of Principal and Director.
- **Hostel:** The Hostel in charge for Boys and Girls hostel has the power to purchase all the amenities required for hostel with the approval of Secretary and Chairman.
- **Canteen:** The canteen in-charge has the power to purchase all the provisional items with the approval of Secretary and Chairman.
- **Transport:** The Transport in-charge has the power to purchase all the goods required for the smooth transport of buses, cars etc with the approval of Secretary and Chairman.

❖ **Other Expenses:** The heads of all departments are given with impress cash to manage the miscellaneous and other emergency expenses. The bills for the expense are submitted to the Principal.

इंडियन बैंक Indian Bank
इलाहाबाद ALLAHABAD
SA Engineering college branch

SA ENG COLLEGE BRANCH
AVADI POONAMALLEE MAIN ROAD
THIRUVERKADU CHENNAI 600077
PHONE : 044 26801235
EMAIL :IBR.SAECOLLEGE@ALLAHABADBANK.IN

Date:-07/02/2023

This is to certify that the following a/c's are operated by Dr. S.Ramachandran Principal, S.A.Engineering College individually and jointly with following member's in the capacity as given:

S.NO	A/C NO	A/C NAME	NAME OF THE PERSON	CAPACITY
1	7122965290	PRINCIPAL SAEC (GS 7.5%)	*S.Ramachandran*	*Principal*
2	20061349870	PRINCIPAL SAEC	*S.Ramachandran*	*Principal*
3	20061359775	CENTRAL VALUATION	*S.Ramachandran*	*CAMP Officer*
4	20061357224	THE CHIEF SUPERINTENDENT SA ENGG COLLEGE	*S.Ramachandran*	*Chief Superintendent.*
5	5040326471	SAC-SAEC	*Venkatesh Raja*	*President*
			S.Ramachandran	*Vice President*
6	50475747084	IEI-SAEC	*Venkatesh Raja*	*Chairman*
			S.Ramachandran	*Treasurer*
7	20061362369	SME-SAEC	*Venkatesh Raja*	*Chairman*
			S.Ramachandran	*Treasurer*
8	50089335147	SAE INDIA COLLEGIATE CLUB OF S.A.E.C	*S.Ramachandran*	*Faculty Advisor*
			B.Venkat Raman	*Addl.Faculty Advisor*
9	50071567893	PRINCIPAL (PRINCIPAL INVESTIGATOR) & DIRECTOR (JOINT)	*S.Amarnath*	*Correspondent*
			S.Ramachandran	*Principal*
10	50257183964	S A ENGINEERING COLLEGE	*S.Amarnath*	*Correspondent*
			S.Ramachandran	*Principal*

Thanking You,

Yours truly,

Branch Manager
Indian Bank SA Engg College branch.

इंडियन बैंक Indian Bank

इलाहाबाद ALLAHABAD

SA Engineering college branch

SA ENG COLLEGE BRANCH
AVADI POONAMALLEE MAIN ROAD
THIRUVERKADU CHENNAI 600077
PHONE - 044 26801235
EMAIL: [illegible]

Date:-07/02/2023

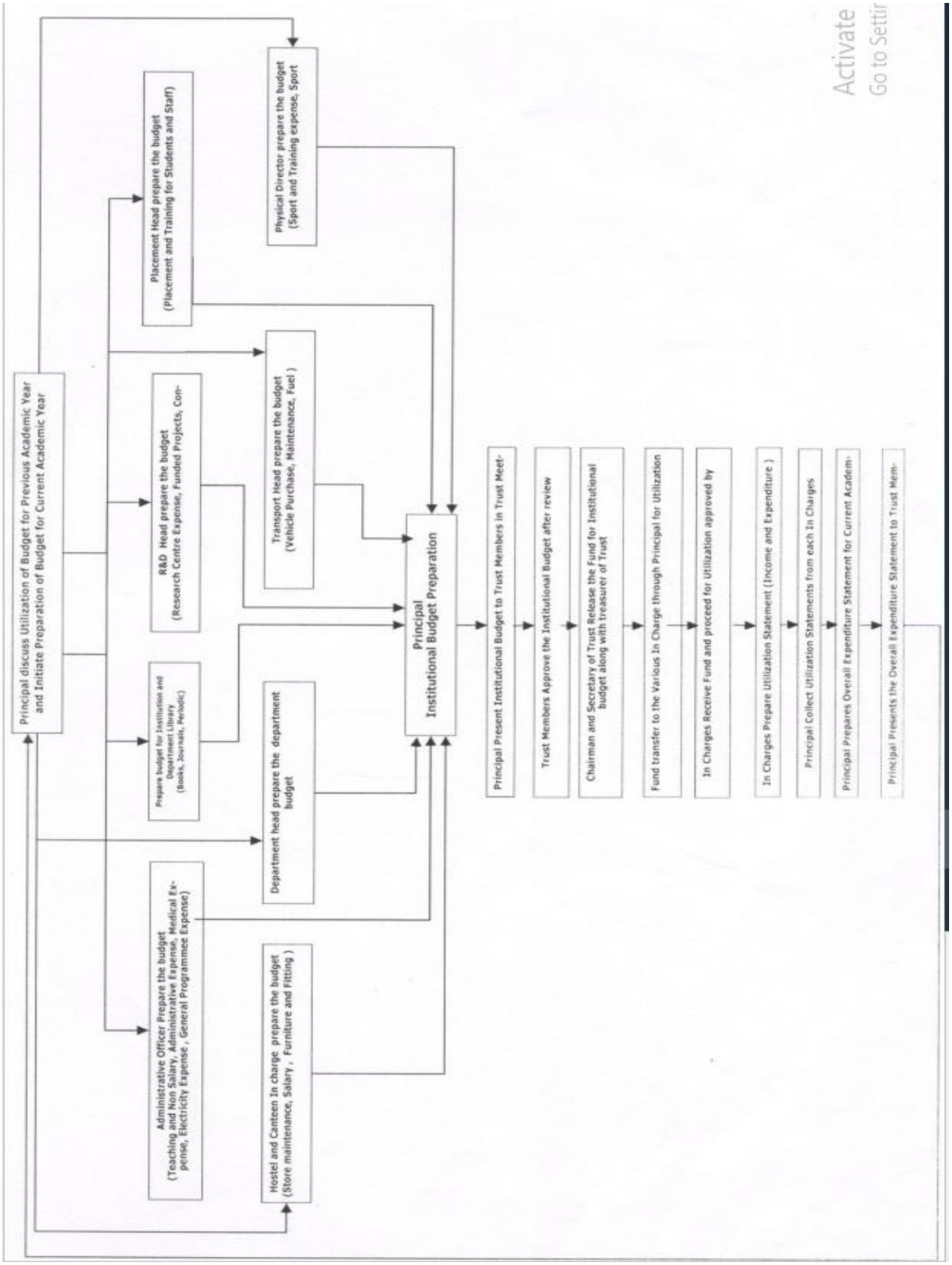
This is to certify that the following a/c's are operated by Ms. R.Geetha, CSE dept HOD jointly with following member's in the capacity as given:

S.NO	A/C NO	A/C NAME	NAME OF THE PERSON	CAPACITY
1	50019843132	CSI STUDENT CHAPTER	*Venkatesh Raja*	*Chairman*
			R. Geetha	*Staff Advisor*
2	20061354494	SAEC ISTE STUDENT CHAPTER	*Venkatesh Raja*	*Chairman*
			R. Geetha	*Staff Advisor*
3	50049484709	ICICES SAEC	*Venkatesh Raja*	*Chairman*
			R. Geetha	*Convenor*
4	20061356638	Pixels-SAEC	*Venkatesh Raja*	*Chairman*
			R. Geetha	*Treasurer*

Thanking You,

Yours truly,

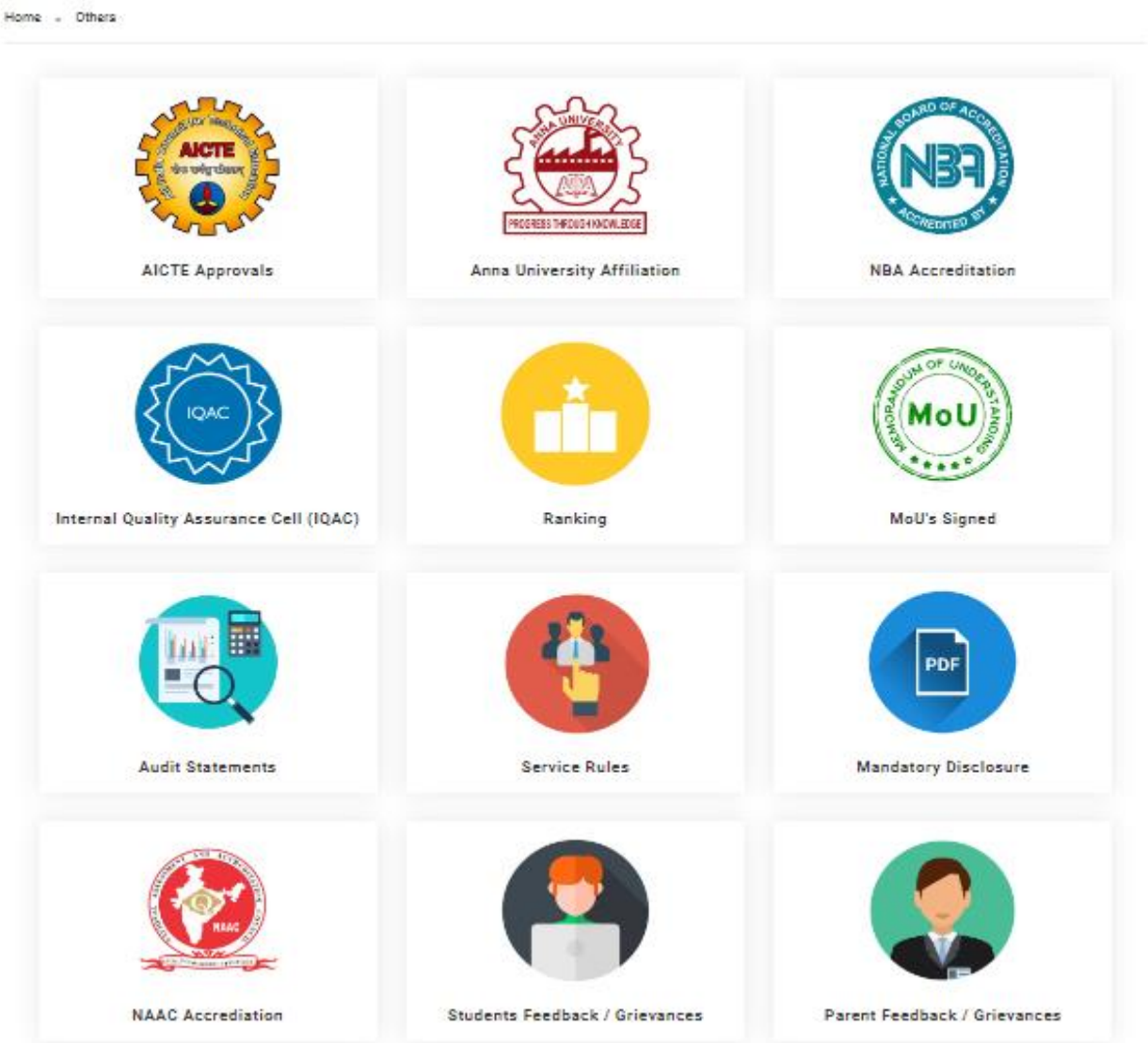
Branch Manager,
Indian Bank SA Eng college branch.



Activate
Go to Settir

10.1.5. TRANSPARENCY AND AVAILABILITY OF CORRECT/UNAMBIGUOUS INFORMATION IN PUBLIC DOMAIN

- Programme specific information is available in the form of mandatory disclosure in the college website www.saec.ac.in (http://www.saec.ac.in/)
- Various links are provided on the website to get the information about the college and respective programmes offered by us.
- Information provisioning in accordance with **Right to Information Act, 2005.** Information regarding admissions, fees or any other details can be queried through our website mentioned already
- A link has been provided for entering queries and collecting information.
- The Administrative Officer is the person responsible for providing information.



10.2. BUDGET ALLOCATION, UTILIZATION, AND PUBLIC ACCOUNTING AT INSTITUTE LEVEL

10.2.1. ADEQUACY OF BUDGET ALLOCATION

The institution's budget allocation procedure is as follows:

- College budget is prepared in the month of March / April of every year for the forthcoming academic year, which starts from June.
- Head of the departments, Lab and Library in charges along with the Resource Management and Budget committee member will prepare the budget for the respective departments.
- Hod's should collect the budget requirement for Lab and software from their lab incharges and lab assistant for the forthcoming academic year .
- The respective incharges for R&D, Event organization, Training activities (placement, BEC, professional activities, value added course etc), Dept.library from each department have to forecast the budget to their respective Hod's.
- The budget of the recurring, non-recurring/infrastructure, travel and miscellaneous are given by the budget committee member after discussing with their HoD.

- The budget documents are prepared as per the ISO formats and approved by HoD, Principal, Director, correspondent and Secretary.
- After the approval, Quotation from different suppliers is obtained for major equipments, service, and consumables whichever is applicable. A comparison statement is prepared has to be approved by Principal and Director. After approval purchase order is prepared and sent to the respective suppliers.
- After the approval, it is the sore responsible of the department to avail the facilities and process the same.
- A revised copy of budget is again prepared if there is any change in the even semester requirement.
- The overall budget of institution along with department budget and other non academic budget such as hostel, canteen, transport, office, exam cell were collected by the coordinator and presented to the Principal

Budgeted Value	2021-2022	2020-2021	2019-2020	2018-2019
Total	Rs.15,97,94,308	Rs.22,62,82,297	Rs. 27,23,37,000	Rs.35,62,14,100

10.2.2. UTILIZATION OF ALLOCATED FUNDS

Utilization of Institution Budget:

1. The overall budget utilization of institution along with department budget and other non-academic budget such as hostel, canteen, transport, office, exam cell were collected by the coordinator and presented to the Principal.
2. Principal will analyse the utilization of budget along with all department HoD's and
3. coordinator.
4. The current year utilization and forthcoming year budget allocation will be presented to the Management Trust Members by the Principal for approval.

Year	Budgeted	Actual expenses	Percentage of amount utilized
2021-2022	Rs.15,97,94,308	Rs.14,10,57,459	88.27%
2020-2021	Rs.22,62,82,297	Rs.15,89,89,176	70.26%
2019-2020	Rs.27,23,37,000	Rs.20,59,93,726	75.6%

Total Income at Institute level: For CFY, CFYm1,CFYm2 & CFYm3 CFY : (Current Financial Year),

CFYm1: (Current Financial Year minus 1), CFYm2 : (Current Financial Year minus 2) and CFYm3 : (Current Financial Year minus 3)

Table 1 - CFY 2021-22

Total Income 200081819				Actual expenditure(till…): 141057458.7			Total No. Of Students 2154
Fee	Govt.	Grants	Other sources (specify)	Recurring including salaries	Non Recurring	Special Projects	Expenditure per student
181974311	0	0	18107508	116370597.9	24686860.8	0	65486.29

Table 2 - CFYm1 2020-21

Total Income 220446594				Actual expenditure(till…): 158989176			Total No. Of Students 2213
Fee	Govt.	Grants	Other sources (specify)	Recurring including salaries	Non Recurring	Special Projects	Expenditure per student
178971200	0	0	41475394	130666305	28322871	0	71843.28

Table 3 - CFYm2 2019-20

Total Income 249019947				Actual expenditure(till…): 205993727.65			Total No. Of Students 2595
Fee	Govt.	Grants	Other sources (specify)	Recurring including salaries	Non Recurring	Special Projects/ Any other, specify 0	Expenditure per student
237276100	0	0	11743847	173952905	32040822.65	0	79381.01

Table 4 - CFYm3 2018-19

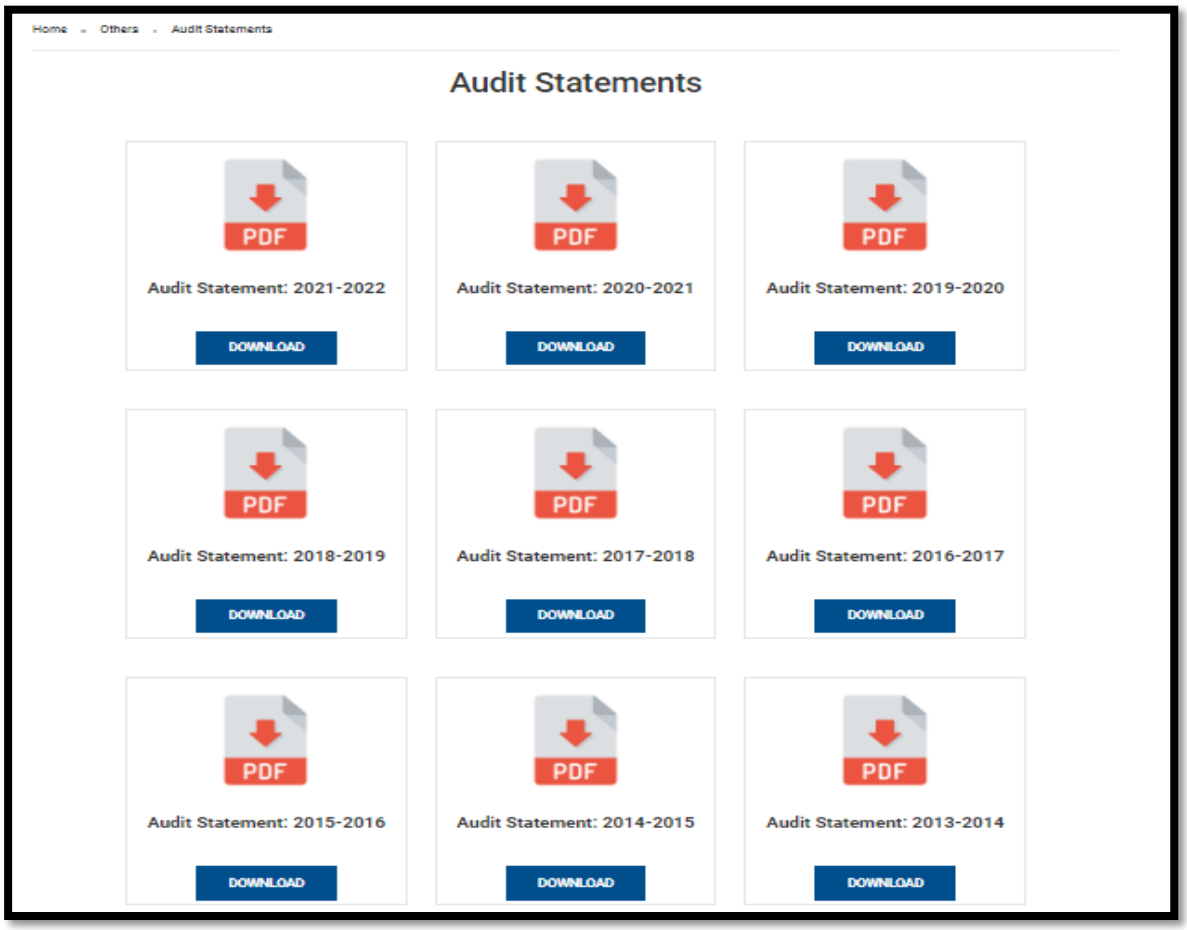
Total Income 288508840				Actual expenditure(till…): 238969905			Total No. Of Students 3084
Fee	Govt.	Grants	Other sources (specify)	Recurring including salaries	Non Recurring	Special Projects/Anyother, specify 0	Expenditure per student
275268200	0	0	13240640	204035024	34934881	0	77487.00

Table 5 – Budget and Actual Expenses

Items	Budgeted in 2021-22	Actual Expenses in 2021-22 till	Budgeted in 2020-21	Actual Expenses in 2020-21 till	Budgeted in 2019-20	Actual Expenses in 2019-20 till	Budgeted in 2018-19	Actual Expenses in 2018-19 till
Infrastructure Built-Up	1651995	1470355	1819665	1635639	2415600	1819665	1559280	2019792
Library	2243149	3114917	8681000	946075.8	8572000	4200969	8142500	7793039
Laboratory equipment	4752572	3664223	581815	4725319	7375000	5782411	7506200	6491631
Laboratory consumables	1030580	141908	966573	36226.0	1157000	761072	1110000	1052211
Teaching and non-teaching staff s	8677810	8764231	1320000	9681000	1349290	1068265	1397480	1198792
Maintenance and spares	2594500	1966554	4375714	1023347	4677000	3834520	1079600	4251929
R&D	993917	1664581	2423300	914770	1603000	524450	6795000	404517.
Training and Travel	6208900	2147696	4556300	2346025	2000020	3194216	2059005	1479273
Miscellaneous Expenses*	130000	8500	190000	8325.00	200000	81337.0	220150	250520.
Others, specify	3854263	2600321	5431094	3582268	6966780	6259158	7815760	6385610
Total	**159794308**	**141057458.84**	**226282297**	**158989175.82**	**272337000**	**205993726.00**	**356214100**	**238969905.00**

10.2.3 AVAILABILITY OF THE AUDITED STATEMENTS ON THE INSTITUTE'S WEBSITE

S. NO	ACADEMIC YEAR (FINANCIAL YR)	DESCRIPTION	AVAILABILITY OF AUDIT STATEMENT IN INSTITUTION WEBSITE
1.	CFYm3	2018-2019	AVAILABLE
2.	CFYm2	2019-2020	AVAILABLE
3.	CFYm1	2020-2021	AVAILABLE



SA Engineering College
Statement of Affairs as at 31.03.2022

(in Rupees)

Particulars	Sch	31.03.2022	31.03.2021
LIABILITIES			
Corpus Fund		-	-
God Acoount		1,012	1,012
Capital Account	1	90,39,20,214	85,30,07,853
Secured Loans	2	-	-
Grants	3	1,32,55,263.38	1,13,89,201.38
Current Liabilities & Provisions	4	17,29,835	16,41,121
Branch/Division		2,57,22,435	2,47,48,235
		94,46,28,759	**89,07,87,423**
ASSETS			
Fixed Assets	5	28,93,19,264	31,48,05,259
Less: Depreciation		2,46,08,992	2,78,66,003
		26,47,10,272	28,69,39,255
Capital WIP		2,64,11,324	2,39,16,233
		29,11,21,596	31,08,55,488
Current Assets, Deposits and Advances			
Sundry Debtors		4,80,35,783	3,97,32,095
Deposits and Advances	6	14,31,26,672	9,55,12,923
Cash and bank balances	7	2,96,52,698	5,17,27,258
Branch/Division		43,26,92,011	39,29,59,659
		94,46,28,760	**89,07,87,423**

Place: Chennai
Date :

For and on behalf of the Trustees

Trustee

For T.M.Jeyachandran & Co.
Chartered Accountants
FRN 012309S

T.M. JEYACHANDRAN & CO. FRN 012309S CHARTERED ACCOUNTANTS

R.Selvaganesh
Partner
M.No.200164

SA Engineering College

Income and Expenditure Account for the year ended 31.03.2022

(in Rupees)

Particulars	Sch	31.03.2022	31.03.2021
A. INCOME			
Fees		16,22,77,100	17,72,65,700
Interst Income		57,22,317	95,78,993
Rent Received		7,40,304	8,53,486
Other income	8	2,03,39,837	2,96,82,739
Total		**18,90,79,559**	**21,73,80,918**
B. EXPENDITURE			
Administrative Expenses	9	2,46,13,173	2,99,99,222
Employee benefit expenses	10	8,88,57,495	9,68,10,009
Financial Cost	11	87,537	-47,937
Depreciation	5	2,46,08,992	2,78,66,003
		13,81,67,198	**15,46,27,297**
C. Surplus/ (Deficit) transferred to General Fund = A-B		**5,09,12,361**	**6,27,53,621**

Place: Chennai

Date :

For and on behalf of the Trustees

Trustee

For T.M.Jeyachandran & Co.
Chartered Accountants
FRN 012309S

T.M. JEYACHANDRAN & CO. FRN 012309S CHARTERED ACCOUNTANTS

R.Selvaganesh
Partner
M.No.200164

Schedules forming part of Financial Statements for the year ended 31.03.2022

(In Rupees)

Particulars	Sch	31.03.2022	31.03.2021
Schedule 1			
General Fund			
Balance at the beginning of the year		85,30,07,853	79,02,54,232
Add: (Deficit) - Excess of expenditure over income		5,09,12,361	6,27,53,621
Balance at the end of the year		**90,39,20,214**	**85,30,07,853**
Schedule 2			
Secured Loans			
FD Loan		-	-
		-	-
Schedule 3			
Grants			
DST Funded Project		19,53,098	5,39,542
R&D Funded Project		40,74,236	36,21,730
		60,27,334	**41,61,272**
Balance of Grants Received as on 31.03.2020		72,27,929	72,27,929
Additions During the year 2020 - 21		-	-
Add: Interest Accrued Thereon		72,27,929	72,27,929
Less: Expenses Incured			
		72,27,929	**72,27,929**
Schedule 4			
Current Liabilities & Provisions			
Sundry Creditors		10,35,404	9,40,048
Audit Fees Payable		4,600	40,000
GST payable		1,34,273	77,909
PF and ESI Payable		4,30,312	5,83,164
Professional Tax		-	-
TDS Payable		1,20,246	-
Other Payable		5,000	-
Salary Payable		-	-
Total		**17,29,835**	**16,41,121**
Branch/Division			
S.A.Engineering College			
S.A.Engineering College Hostel		2,57,22,435	2,47,48,235
Dharma Naidu Charitable Trust			
S.A.Polytechnic			
Sudharsanam Vidhyaashram			
		2,57,22,435	**2,47,48,235**
Schedule 6			
Deposits, Loans and Advances			
Fixed Deposit		13,99,00,000	9,25,00,000
Gas Deposit			
N.S.S. Unit			
Telephone Deposit		12,000	12,000
T.N.E.B. Deposit		17,85,881	17,85,881
Xerox Machine Deposits			
Advance Received			
Interest Accrued on Fixed Deposit			
TDS Receivable		8,60,444	5,24,515
Salary Advance		2,90,747	2,70,247
ESI Receivable From Employees			
TVS Sundaram Diesel Deposit		2,00,000	2,00,000
Petty cash Advance		77,600	77,600
Rental Advance			1,42,680
		14,31,26,672	**9,55,12,923**

Schedule 7

Cash and Bank Balances

Cash in Hand	40,541	5,29,017
Balances with banks	2,96,12,157	5,11,98,241
	2,96,52,698	**5,17,27,258**

Branch/Division

Sudharsanam Vidhyaashram	71,527	71,527
S.A.College Of Arts & Science		
S.A.Engineering College		
Dharma Naidu Charitable Trust	43,26,20,484	39,28,88,132
S.A.Engineering College Hostel		
	43,26,92,011	**39,29,59,659**

Schedule 8

Other income

Application Fees	6,88,740	3,63,300
Discount and Writoff	2,231	48,932
LOP	1,04,33,105	1,84,28,651
Exam fees SAEC	91,02,761	1,07,83,856
Verification Charges	1,13,000	58,000
	2,03,39,837	**2,96,82,739**

Schedule 9

Administrative Expenses

Advertisement Charges	22,88,718	71,62,717
Bus Rent		
Professional Charges	2,74,770	-19,551
Printing and Stationary	4,03,167	17,63,340
Stores And Provision		
Electricity Charges	23,90,386	51,37,233
Repairs & Maintenance	11,43,528	10,23,347
Lab Maintenance	1,43,010	36,226
Library Maintenance	22,95,297	9,30,081
Office maintenance	8,85,285	2,33,453
Insurance	77,427	1,43,647
Vehicle Maintanence	40,95,244	49,79,463
Student Welfare	48,07,773	37,98,496
Fire Extinguisher Refilling		
Affiliation Charges	20,50,925	
Telephone and Internet Expenses	1,93,748	8,21,861
Membership fees	5,46,533	1,12,910
Web Design	49,158	
Travelling & Conveyance	39,770	11,850
Postage And Courier	2,714	835
Garden Expense		
Proprety Tax	11,49,652	12,42,426
Welfare Expenses		8,19,149
Value Added Course Fees	12,59,149	10,47,168
Other Expenses	2,16,920	7,54,571
Donation	3,00,000	
	2,46,13,173	**2,99,99,222**

Schedule 10

Employee benefit expenses

Salary	8,61,08,506	9,38,58,288
Staff Welfare		
Employers Provident Fund	27,48,989	29,51,721
Professional Tax - College		
	8,88,57,495	**9,68,10,009**

Schedule 11

Finance Cost

Interest Paid		
Interest On OD		
Bank Charges	87,537	-47,937
Swiping Charges		
Total	**87,537**	**-47,937**

Schedule 5

Fixed Assets

Assets - Block wise	WDV as on 01.04.2021	Additions		Deletions	Total	Rate of depreciation	Depreciation for the year	WDV as on 31.03.2022
		>180 Days	< 180 days					
Block I - 10%								
Buildings	14,35,50,018				14,35,50,018	10%	1,43,55,001.76	12,91,95,016
Electrical Fittings	98,80,503		26,670		99,07,173	10%	9,89,383.83	89,17,789
Furniture Fittings	1,83,68,636				1,83,68,636	10%	18,36,863.57	1,65,31,772
Block II -15%	-				-		-	-
ADE SYSTEM VUE	43,190				43,190	15%	6,478.44	36,711
Air Conditioners	19,70,378				19,70,378	15%	2,95,556.72	16,74,821
Biometric Finger print	20,736				20,736	15%	3,110.47	17,626
Camera	8,02,312				8,02,312	15%	1,20,346.75	6,81,965
Copier & Xerox Machine	2,97,643				2,97,643	15%	44,646.49	2,52,997
Cutting Machine Grass	50,310				50,310	15%	7,546.48	42,763
EPBX System	7,42,872				7,42,872	15%	1,11,430.74	6,31,441
Fire extinguisher	7,850				7,850	15%	1,177.49	6,672
Generator	6,18,968				6,18,968	15%	92,845.16	5,26,123
Inter com	40,570				40,570	15%	6,085.47	34,484
Lab Equipments	1,54,89,577	3,18,837	13,24,377		1,71,32,791	15%	24,70,590.39	1,46,62,201
Lifts	6,56,932				6,56,932	15%	98,539.86	5,58,393
Refrigerator	1,271				1,271	15%	190.63	1,080
Sports goods	6,35,402				6,35,402	15%	95,310.27	5,40,092
Sewage Treatment Plat	9,49,551				9,49,551	15%	1,42,432.60	8,07,118
Vehicles	1,52,37,401			3,00,000	1,49,37,401	15%	22,40,610.21	1,26,96,791
Water Filter Cum Purifier	6,97,003				6,97,003	15%	1,04,550.45	5,92,453
Workshop	21,996				21,996	15%	3,299.37	18,696
Block III -40%	-				-		-	-
Computer	15,58,984				15,58,984	40%	6,23,593.65	9,35,390
Library Books	23,992				23,992	40%	9,596.88	14,395
Printer	71,237				71,237	40%	28,494.80	42,742
Software	17,92,983	8,496	10,01,629		28,03,108	40%	9,20,917.54	18,82,191
Solar Power Systems	980				980	40%	391.97	588
Block V - 0%					-			
Grant Assets	68,12,052				68,12,052	0%	-	68,12,052
Land	6,65,95,909				6,65,95,909	0%	-	6,65,95,909
Total	**28,69,39,255**	**3,27,333**	**23,52,676**	**3,00,000**	**28,93,19,264**		**2,46,08,992**	**26,47,10,272**

S.A. ENGINEERING COLLEGE HOSTEL
Statement of Affairs as at 31.03.2022

(in Rupees)

Particulars	Sch	31.03.2022	31.03.2021
LIABILITIES			
Corpus Fund		-	-
God Acoount		-	-
Capital Account	1	7,06,22,575	6,45,12,934
Secured Loans		-	-
Grants		-	-
Current Liabilities & Provisions	2	1,07,619	43,154
Branch/Division		-	-
		7,07,30,194	**6,45,56,088**
ASSETS			
Fixed Assets	3	36,75,465	40,05,373
Less: Depreciation		4,14,734	4,56,868
		32,60,731	35,48,505
Capital WIP		-	-
		32,60,731	35,48,505
Current Assets, Deposits and Advances			
Sundry Debtors		49,20,149	16,69,000
Deposits and Advances	4	2,05,05,841	2,04,23,639
Cash and bank balances	5	13,18,187	21,55,391
Branch/Division	6	4,07,25,287	3,67,59,553
		7,07,30,195	**6,45,56,088**

Place: Chennai
Date :
For and on behalf of the Trustees

Trustee

For T.M.Jeyachandran & Co.
Chartered Accountants
FRN 012309S

R.Selvaganesh
Partner
M.No.200164

10.3. PROGRAM SPECIFIC BUDGET ALLOCATION, UTILIZATION

10.3.1. ADEQUACY OF BUDGET ALLOCATION

QUANTUM OF BUDGET ALLOCATION FOR THREE YEARS.

YEAR	BUDGETED
2021-2022	44,73,810
2020-2021	38,47,589
2019-2020	59,00,967
2018 - 2019	64,43,652

The department budget allocation procedure is as follows:

1. Department budget is prepared in the month of March / April of every year for the forthcoming academic year, which starts from June.
2. Head of the department, Lab, Library in-charges, ECA/CCA committee in-charge, R&D committee in-charge, placement committee in-charge along with Budget committee in-charge will prepare the budget for the department.
3. Committee in-charges should collect the budget requirement for Lab and software from their lab in-charges and lab assistant for the forthcoming academic year.
4. The respective in-charges for R&D, Event organization, Training activities (placement, BEC, professional activities, value added course etc.), Dept. library from each department have to forecast the budget.
5. The budget for recurring, non- recurring/infrastructure, travel and miscellaneous are given by the RM budget committee member after discussing with their Hod.
6. The budget documents are prepared as per the ISO formats and approved by HoD, Principal, Director, Correspondent and Secretary.
7. After the approval, Quotation from different suppliers is obtained for major equipment's, service, and consumables whichever is applicable. A comparison statement is prepared has to be approved by Principal, Director and Correspondent. After approval purchase order is prepared and sent to the respective suppliers.
8. After the approval it is the sole responsible of the department to avail the facilities and process the bills.
9. A revised copy of budget is again prepared if there is any change in the even semester requirement.
10. The overall budget of department will be collected by the coordinator and presented to the Principal

10.3.2. UTILIZATION OF ALLOCATED FUNDS

- Utilization of allocated fund supported by Financial Statement, Income & Expenditure, Stock Ledger, Board Proceedings, , Lab Details, Software Purchase, R&D, Training Activities, Events Organized by Department, Department Library, Travel Expense and Miscellaneous.
- 90% and above of the Budgeted fund allocated is utilized for the development of the department.
- The overall budget utilization of department along with department budget collected by the coordinator and presented to the Principal.
- Principal will analyze the utilization of budget along with all department Hod and coordinator.
- The current year utilization and forthcoming year budget allocation will be documented and submitted to Principal for approval.

Year	Budgeted	Actual expenses	Percentage of amount utilized
2021-2022	4473810	2938521	66%
2020-2021	3847589	2747674.9	72%
2019-2020	5900967	4963783	85%
2018 - 2019	6443652	6179380	95%

Total Income at Institute level: For CFY, CFYm1,CFYm2 & CFYm3 CFY: (Current Financial Year),

CFYm1: (Current Financial Year minus 1), CFYm2: (Current Financial Year minus 2) and CFYm3 : (Current Financial Year minus 3)

Table 1 :: CFY 2021-22

Total Budget 1286160		**Actual expenditure (till…): 2938521**		**Total No. Of Students 500**
Non Recurring	Recurring	Non Recurring	Recurring	Expenditure per student
1,50,000	11,36,160	182085	2756436	5877.04

Table 2 :: CFYm1 2020-21

Total Budget 1380519		**Actual expenditure (till…): 2747673.7**		**Total No. Of Students 500**
Non Recurring	Recurring	Non Recurring	Recurring	Expenditure per student
0	13,80,519	241742.7	2505931	5495.35

Table 3 :: CFYm2 2019-20

Total Budget 1704395		**Actual expenditure (till…): 4963783**		**Total No. Of Students 500**
Non Recurring	Recurring	Non Recurring	Recurring	Expenditure per student
3,50,000	13,54,395	336095	4627688	9927.57

Table 4 :: CFYm3 2018-19

Total Budget 1673780		**Actual expenditure (till…): 6179380**		**Total No. Of Students 506**
Non Recurring	Recurring	Non Recurring	Recurring	Expenditure per student
2,00,000	14,73,780	1185647	4993733	12212.21

Items	**Budgeted in 2021-22**	**Actual Expenses in 2021-22 till**	**Budgeted in 2020-21**	**Actual Expenses in 2020-21 till**	**Budgeted in 2019-20**	**Actual Expenses in 2019-20 till**	**Budgeted in 2018-19**	**Actual Expenses in 2018-19 till**
Laboratory equipment	80000	0	52600	0	23012	15016	62200	569248
Software	450000	182085	450000	241742.	450000	321079	400000	398949
Laboratory consumable	60000	35754	60000	0	60000	10000	78300	111351
Maintenance and spares	111600	581747	116520	0	63800	0	46000	19220
R & D	124000	34500	83800	0	138000	61300	98000	27664
Training and Travel	2072050	1065507	1434149	1560389	3281772	2951034	3324972	3209732
Miscellaneous Expenses*	20000	0	20000	0	20000	5256	20000	35000
Total	**29,17,650**	**18,99,593**	**22,17,069**	**18,02,131.7**	**40,36,584**	**33,63,685**	**40,29,472**	**43,71,164**

10.4. LIBRARY AND INTERNET

10.4.1. QUALITY OF LEARNING RESOURCES (HARD/SOFT)

The Learning Resource Center, the Central Library of S. A. Engineering College with its state-of-the-art facilities and excellent resources plays a more proactive role in providing excellent user services, optimal use of resources and support quality and enhancement in teaching, learning, research and extension. The Library at the heart of the Campus is an intellectual laboratory that provides a leap into the information age and continues to keep pace with the developments in the institution and adopt new modes information delivery. The Learning Resource Center, a fully digitized Knowledge Center for accessibility with e-resources provides an ideal environment for intellectual inquiry and provides user focused services to obtain and evaluate information and knowledge available in main formats and strives to create new knowledge to increase understanding and develop wisdom.

The Library has significant collection of books, journals, e-books, e-journals, secondary sources, databases, digital data archival and manuscript collections, digital primary sources to support the curricular and research needs of all the Departments and also to support the teaching and research mission of the Institute. The Library Management software is used in managing the library.

Qualified and experienced staff provides easily accessible and cost-effective information services and access to a broad, varied and deep range of information resources and services within all subject areas and at all levels. Access to high quality print and digital books and Journals, e-resources, case studies, range of study spaces, specialists' advice and assistance in teaching, learning and research with inspirational environments for study and research are provided. Aim of the Library has been to a proactive role in meeting information needs of the users.

- **Centralized Library:** Number of Titles: **17310** Number of books: 55982
- **Department Library: 1528** books available in department Library
- Book bank books issued for department toppers**.**

Department library details:

S.NO	DETAILS OF DEPARTMENT LIBRARY	TOTAL NO.OF.COPIES AVAILABLE IN DEPARTMENT LIBRARY			
		21-22	20-21	19-20	18-19
1.	BOOKS	1538	1438	1427	1344
2.	PRINTED JOURNALS	18	18	25	36
3.	DELNET JOURNALS	114	114	114	313
4.	IEEE JOURNALS	38	38	52	49
5.	SCIENCE DIRECT JOURNAL	Nil	43	Nil	Nil
6.	NO.OF NPTEL VIDEOS	253	253	253	52

Central library details:

Year of Publication	Number of new Titles added	Number of new Editions added	Number of new Volumes added
2021-2022	175	24	241
2020-2021	330	20	674
2019-2020	466	25	866
2018-2019	637	13	1010

Scholarly journal subscription:

Year of Subscription	Total no. of Technical Journals subscribed		Scholarly journal titles (in originals, reprints)
	Hardcopy	Softcopy	
2021-2022	120	223+296+1408	223+296+1408
2020-2021	114	223+296+1246	223+296+1246
2019-2020	114	223+296+1246	223+296+1246
2018-2019	78	187+1043	187+1043

Digital Library (centralized)

Availability of Digital Library contents : Yes

Number of e-Books :10862

Any other? : E-journals

Availability of an exclusive server? : Yes

Availability over intranet/internet? : Yes (100 Mbps)

Availability of exclusive space/room? : Yes

Library Area : 880 Sq.M

Number of Users : 150 per day.

NPTEL Videos Facility : Yes

Library Services:-

- Circulation Services
- OPAC (Online Public Access Catalogue)
- Reservation
- Internet Service
- Intranet Service
- Reference Service
- Reprographic Service
- e-journals access
- e-Books
- NTPEL
- News Clipping Services
- Anna University Question Bank in OPAC
- Book Bank Service

LIBRARY RESOURCES:

Total No. of Books	56703
Total No. of Titles	21325
Total No. of Reference Books	3051
Total No. of E-Books	10862
Total No. of Journals (Printed)	114
IEEE online Journals	223
Delnet Online Journals	1408
Science Direct Elesiver	296
Total No. of Newspapers	7
Total No. of CDs	8415
Total No. of Question Bank	4133
Total No. of Project Report	5890
Back Volumes	361
Library Area	880 Sq.M
Number of seats in reading space	300
Number of users (issue books)	150 per day

LIBRARY E – RESOURCES

IEEE Journals, Science Direct- Elsevier, DELNET, Inventi Journals 1765

Details of online database with URL link

SL. NO	RESOURCE	DESCRIPTION	WEB SITE / URL
1	SCIENCE DIRECT - ELSEVIER	275 Engineering + Computer Science E – Journals with Full text Downloadable option Available	http://www.sciencedirect.com
2	DELNET	1060+ E-Journals and 10862+ E-Books are read and downloadable option available	http://delnet.nic.in
3	OPAC	It is a computerized catalogue of library resources available to public for searching online. Users can search OPAC remotely and find information online. The search facility apprises the users about the availability of each item for circulation, including the current status of individual copies of a title and the reservation status	http://172.15.150.111:8080 /AutoLib/opac.jsp
4	NPTEL	National Programme on Technology Entranced Learning – E-Learning through online Web and Video Courses in Engineering Science and humanities streams	http://nptel.ac.in (http://nptel.ac.in)
5	NDLI	National Digital Library of India – Virtual repository of learning resources with a single – window search facility	*https://ndl.iitkgp.ac.in (https://ndl.iitkgp.ac.in/)*
6	Spoken Tutorial	Project developed by IIT Bombay for online learning under open source environment	http://spoken-tutorial.org (http://spoken-tutorial.org)
7	MOODLE	Course Management System (CMS) or Learning Management System (LMS) Free web application that educators can use to create effective online learning sites	http://moodle.org (http://moodle.org)
8	NMEICT	National Mission on Education through ICT	http://www.nmeict.iitkgp.ernet.in /index.php (http://www.nmeict.iitkgp.ernet.in/index.php)

9	MOOC	Massive Open Online Course (MOOC), an online course aimed at unlimited participation and open access via the web	http://mooc.org (http://mooc.org) http://www.mooc.list.com (http://www.mooc.list.com) http://coursetalk.org (http://coursetalk.org)
10	Coursera	Courses online for free	http://www.coursera.org (http://www.coursera.org)
11	Khan Academy	Providing a free world-class education for anyone anywhere	http://www.khanacademy.org (http://www.khanacademy.org)
12	Virtual Labs	Provides remote-access to Labs in various disciplines of Science and Engineering. These virtual labs would cater to students at the undergraduate level, post graduate level as well as to research scholars	http://www.vlab.co.in (http://www.vlab.co.in)
13	Digital Learning Environment	Learning environments that will provide access to acquisition of critical knowledge, skills and abilities in the field of design.	http://www.desource.in (http://www.desource.in)
14	Free MOOC From leading universities	Free cultural & educational media on the web, few with certificate	http://www.open-culture.comfree_certificate_courses (http://www.open-culture.comfree_certificate_courses)
15	Course Material	Prepared by Centre for Faculty Development, Anna University	http://www.annauniv.elearning-html (http://www.annauniv.elearning-html)
16	Online Courses	Offered by Massachusetts Institute of Technology (MIT)	http://web.mit..edunewsoffice (http://web.mit..edunewsoffice) to pic massive-open-online courses- moocs.html

LIBRARY DETAILS

S. NO	LIBRARY DETAILS	DESCRPTION
1	WORKING HOURS	Monday to Friday - 8.00 am to 4.05 pm Saturday - 8.00 am to 4.05 pm Sunday - 8.00 am to 12.00pm Vacation - 8.00 am to 8.00 pm (Library will be closed in national holidays)
2	Number of library staff	4
3	Number of library staff with Degree in Library Management.	3
4	Computerization for search, indexing, issue/return records?	Yes
5	Bar-coding used.	Yes

6	Lib services on internet/intranet?	Yes
7	INDEST or other similar membership (INDEST AICTE Consortium (IEEE and DELNET) Archives	Yes
8	BORROWING ELIGIBILITY	Faculty=4 Books Students=3 Books Class Toppers =6 Books (5 Members from Each Class)

10.4.2. INTERNET

Name of the Internet provider	INTERNET LEASED LINE
Available bandwidth	1 GBPS
WiFi availability	YES
Internet access in labs, classrooms, library and offices of all Departments	YES
Security arrangements	YES