



**SRI SIVASUBRAMANIYA NADAR COLLEGE OF
ENGINEERING**

(An Autonomous Institution)
Kalavakkam, Chennai – 603 110

SELF STUDY REPORT

5.1.4 Redressal of Student Grievances

Submitted to

The National Assessment and Accreditation Council

February 2024



Code of Conduct for Students

1 message

principalsoffice SSN <principalsoffice@ssn.edu.in>
To: hois <hois@ssn.edu.in>, hods.ssnce <hods.ssnce@ssn.edu.in>, SSN Faculty Members <ssn.faculty@ssn.edu.in>, SSN all Non-Teaching Staff <ssn.staff@ssn.edu.in>

Sat, 25 Dec 2021 at 18:43

Dear All,
Please find attached the Code of Conduct that has been circulated to our students today. Kindly note that this will come into force immediately.
Regards,
Principal's Office
Regards,
R. Gopalakrishnan

::DISCLAIMER::

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POLICY FOR PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT AT WORKPLACE

POLICY DETAILS:

1. OBJECTIVE:

SSN Institutions is committed to creating and maintaining a community in which the students, faculty and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. Hence any form of gender violence, sexual harassment and discrimination on the basis of sex / gender is totally prohibited in the campus. This policy envisages -

- ❖ To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence .
- ❖ To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- ❖ To provide an environment free of gender-based discrimination.
- ❖ To create a secure physical and social environment which will deter acts of sexual harassment.
- ❖ To promote a social and psychological environment which will raise awareness about sexual harassment in its various forms.

2. COVERAGE:

The policy will cover teaching staff, nonteaching staff and students. It will also include contractual staff, vendors, consultants and Trainees.

3. WORK PLACE:

- For the purposes of this policy, the expression 'workplace' or 'at work' is not confined or limited to the actual working place of the employees in the sense of the physical space in which paid work may be performed as per the prescribed duty hours. 'Workplace' or 'at work' includes SSNI campus including but not limited to class rooms, administrative block, staff residential area, hostels, mess, playgrounds and common area. It also includes any place visited by the employee arising out of or during course of employment, including transportation provided by employer.
- 'Workplace' or 'at work' would also include inter alia office parties, work-related social functions, phone calls, sending messages through cellular phones or email from home even on an off day, or other contacts outside office hours and work-related interactions. Thus, it is not the physical workplace that would govern, but the access that a perpetrator has to the recipient of sexually harassing behavior by virtue of a job situation or relation that is relevant.

4. DEFINITION OF SEXUAL HARASSMENT:

The Institution is committed to implement in letter and spirit "The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013", hereinafter called as SHW Act.

1. Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours or any other verbal or physical conduct of sexual nature, in return for employment, promotion, examination, admission or evaluation of a person towards any institution activity.
2. Unwelcome sexual advances involving verbal, non-verbal or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, e-mail, gestures, showing pornography, lurid stares, physical contact or molestation, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her / his performance.
3. Eve teasing, taunts, physical confinement against one's will and likely to intrude upon one's privacy.
4. Act or conduct by a person in authority which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.
5. Any unwelcome gesture by an employee / students having sexual overtones.

5. COMPLAINTS REDRESSAL COMMITTEE:

The Internal Committee shall consist of the following members to be nominated by the employer, namely:-

- a) A Presiding Officer who shall be a woman employed at a senior level at work place from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units;

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

- b) Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- c) One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

Provided that at least one half of the total members so nominated shall be women.

The institution has constituted an internal committee for the redressal of all sexual harassment complaints known as the "Complaints Redressal Committee" (CRC) as per SHW Act.

CRC shall consist of the following members:

1. Presiding Officer - Ms. Kala Vijayakumar - President
2. Mrs. Rebecca Theophilus - Manager - HR
3. Dr. Sunitha Nair - Professor
4. Dr. S. Thiruvengatasami - Professor
5. Dr. S. Narasimman - Professor
6. A woman Local representative from an NGO - (Regional Representation)

While constituting the above CRC, the following requirements stated in SHW Act have been considered:

- Composition: Composition of CRC is as per the requirement of Sec 4 (3) of SHW Act i.e. at least one-half of the total members nominated are women.
- Tenure: Presiding Officer and every member of CRC shall hold office for such period, not exceeding 3 years, from date of their nomination as may be specified by the employer.
- Quorum: A quorum of at least 75% of the members is required to be present for the proceedings to take place. The quorum shall include the Presiding Officer as a mandatory participant.

6. PROCEDURE FOR DEALING WITH COMPLAINTS:

For any grievances, employees must write to HR representative or members of the CRC preferably within 3 (three) months from its occurrence.

On receipt of the complaint, the Committee shall send notice to the respondent within a period of seven working days. The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents.

The Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

The Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint (after giving 15 days advance notice), if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson.

In cases where there is a prima facie case made out, the CRC will forward the complaint to police within 7 days for registering a criminal case under 509 IPC.

All recommendations made by the committee will be binding on the parties involved in the process.

Complete confidentiality should be maintained by both the parties.

Corrective action may include any of the following depending on the seriousness of the crime.

- a. Formal apology
- b. Counselling
- c. Written warning to the perpetrator and a copy of it maintained in the employee's file.
- d. Suspension or termination of services of the employee found guilty of the offence,

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

7. RESPONSIBILITIES:

All employees / students of the Institution has a personal responsibility to ensure that their behaviour is not contrary to this policy. All are encouraged to reinforce the maintenance of a work environment free from sexual harassment. Towards this end the SSN will -,

- a) Provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee.
- c) Organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- d) Provide necessary facilities to the Internal Committee for dealing with the complaint and conducting an inquiry;
- e) Assist in securing the attendance of respondent and witnesses before the Internal Committee;
- f) Make available such information to the Internal Committee, as it may require having regard to the complaint made under the Act;
- g) Provide assistance to the women if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- h) Cause to initiate action, under the Indian Penal Code or any other law for the time being in force against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- i) Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct;
- j) Monitor the timely submission of reports by the Internal Committee.

8. CONCILIATION:

The aggrieved person may also choose to resort to Conciliation. On the request made by the aggrieved person, before initiating the inquiry, the CRC will take steps to settle the matter through conciliation.

No monetary settlement shall be made as a basis of conciliation.

CRC shall record the settlement and forward it to the employer to take action. CRC will provide copies of the settlement to the aggrieved person and respondent and no further inquiry shall be conducted. The settlement terms will need to be duly implemented or else enquiry will need to be initiated.

9. RETALIATION IS ALSO PROHIBITED BY THIS POLICY:

No person will be reprimanded or retaliated against in any way for initiating an inquiry or lodging a complaint in good faith regarding sexual harassment or sexual assault. Any conduct constituting such a reprimand or retaliation is itself a violation of this policy and is equally subject to disciplinary action under it. Any person subjected to conduct perceived as a reprimand or retaliation for initiating an inquiry or lodging a complaint in good faith regarding sexual harassment or sexual assault should promptly report all relevant information to one of the responsible individuals identified in the "Resources" section below "

10. COMMITMENT:

Our institution is committed to providing work environment that ensures every employee and students are treated with dignity and respect.

The institution is also committed to promoting a work environment that is conducive to the professional growth of its employees and students.

The institution will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees and students are not subjected to any form of harassment.

11. TYPES OF BEHAVIOR WHICH CAN BE CONSIDERED AS SEXUAL HARASSMENT:

Depending on the circumstances, each of the following kinds of behavior may be sexual harassment:

- Material that is sexual in nature, sexist, sexually explicit and so on and is displayed in the workplace, circulated, or put in someone's workspace or belongings, or on a computer or fax machine or on the Internet or any other public display system or public place in the work premises.
- Verbal abuse or comments that put down people because of their sex.
- Comments about people's (women/men) bodies and physical appearance.

- Tales of sexual exploits.
- Graphic descriptions of pornography.
- Pressure for dates.
- Sexually explicit gestures.
- Unwelcome touching and hugging.
- Sexist and insulting graffiti.
- Sexist jokes and cartoons. There is a difference between harmless humor which may refer to gender, race and so on and using a racist, sexist or other types of stereotyping jokes to have a "dig" at someone (and therefore to harass them). If this difference is not clear or if someone is offended, the behavior should stop immediately.
- Obscene phone calls.
- Displaying pornography in the workplace or otherwise.
- Insisting wearing revealing clothes.
- Inappropriate comments about one's dressing.
- Inappropriate gifts (for example, lingerie).
- Discussion of one's partner's sexual inadequacies.
- Lewd and threatening letters.
- "Accidentally" brushing sexual parts of the body.
- Pressing or rubbing up against a victim.
- Sexual sneak attacks (such as grabbing private parts on the run).
- Indecent exposure.
- Subtle or overt pressure for sexual favors.
- Soliciting sexual services.
- Demanding sexual services.
- Sexual or physical contact, such as slapping, kissing or touching.
- Intrusive questions about sexual activity.
- Sexual assault (a crime under the Indian Penal Code).
- Repeated sexual invitations when the person invited has refused/ignored similar invitations.
- Coerced sexual intercourse (e.g., as a condition of employment or academic status)

Note: A single act or occurrence shall be enough to be construed as harassment.

President, SSN I

SSN COLLEGE OF ENGINEERING

Rajiv Gandhi Salai (OMR), Kalavakkam – 603 110

**Form for lodging complaint to the Committee for prevention
and Redressal of Sexual Harassment at workplace.**

Name of the complainant :

Department :

Complaint against :

Date of occurrence / event :

Gist of the complaint :

Signature :.....

Name :

Date :

SSN Environmental Policy

SSN's environmental policy is intended

- To create awareness among faculty and students on the three pillars of sustainable development (Economic, Environmental and Social), conservation of natural resources and environment regulations.
- To enable faculty and students to develop environmental friendly technologies and engineering designs leading to circular economy.
- To help the faculty and students to develop conservation oriented attitude and to concentrate in the development of rural population.
- To incorporate eco-friendly practices such as Reduce, Reuse and Recycle, in each institutional activity
- To train the students to adopt fair, ethical and environment friendly approach and make them as responsible citizen of this biosphere.

Policy Objectives:

SSN environmental policy has the following objectives:

1. To educate and engage students and employees on environmental concerns and sustainability
2. To recognize and appreciate the efforts of students and employees towards environment conservation and sustainable development
3. To promote innovation and start-up for business development towards achieving circular economy.
4. To develop R&D programs that could turn SSN into carbon negative institution
5. To include environmental policy in all related and applicable activities
6. To take into account the environment, occupational health and safety aspects in planning and decision-making.
7. To encourage rural development and to provide rural population with professional resource support from SSN.
8. To encourage projects and initiatives on afforestation, landscape and ecosystem restoration, soil and water conservation, water quality

maintenance, waste management, clean energy resources and climate change mitigation.

9. To develop collaborations of academic institutions with key government flagship programs and foster collaborations between governance, knowledge institutions and local communities.

Scholarships (<https://www.ssn.edu.in/Life-At-Ssn-Scholarships/>)

Shape (<https://sasmitha22.github.io/SHAPE-2024/>)

Placements (<https://www.ssn.edu.in/Placements/>) Careers (<https://www.ssn.edu.in/Career-Ssn/>)

Alumni (<https://www.ssn.edu.in/Alumni-Relations-Office/>)

Incubation Foundation (<https://www.ssnifound.in/>) IQAC (<https://www.ssn.edu.in/Naac-Reports/>)

RTI (<https://www.ssn.edu.in/RTI/>) CONTACT US (<https://www.ssn.edu.in/Contact-Us-Main/>)

(<https://www.ssn.edu.in/College-Of-Engineering/Search/>)

Privacy Policy

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We collect information from you when you register on our site, to fill out a form. You may be asked to enter your: name, e-mail address, mailing address or phone number. You may, however, visit our site anonymously. The information about the user falls into the following two categories:

1. Information supplied by users and
2. Information automatically tracked while navigation (Information).

The information you supply will help us to make our website better by allowing us to tailor our site to suit your interests and make it more useful to you. Supplying such information is entirely voluntary.

How do we protect your data

We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information. All information gathered is securely stored within the website controlled database. The database is stored on servers secured behind a firewall; access to the servers is password-protected and is strictly limited. However, as effective as our security measures are, no security system is impenetrable. We cannot guarantee the security of our database, nor can we guarantee that information you supply will not be intercepted while being transmitted to us over the Internet.

What do we use your information for?

Any of the information we collect from you may be used in one of the following ways:

1. To personalize your experience (your information helps us to better respond to your individual needs)
2. To improve our website (we continually strive to improve our website offerings based on the information and feedback we receive from you)
3. To send periodic emails
4. To measure traffic within our site and let advertisers know the geographic locations from where our visitors come.

The email address you provide may be used to send you information, respond to inquiries, and/or other requests or questions.



SSN Institutions, established by Shiv Nadar, Founder and Chairman Emeritus, HCL Technologies, stand out as a premier centre of higher learning with a mission of pursuing excellence in education and research. The institutions are named after the Chairman's father, Sri Sivasubramaniya Nadar. With their diverse and dynamic community of students, SSN offers a distinctive combination of some of the finest undergraduate, postgraduate and research programs, accomplished faculty, world-class facilities and a residential campus set on a sprawling 230 acres of sylvan surroundings.

SSN's Social Presence:

(<https://www.facebook.com/SSNInstitution>)

(<https://twitter.com/ssninstitutions>)

(<https://www.youtube.com/SSNinstitutions>)

(https://www.linkedin.com/company/ssn-institutions-chennai-india?trk=top_nav_home)

Institutions

SSN College Of Engineering (<https://www.ssn.edu.in/College-Of-Engineering>)

SSN School Of Management (<https://www.ssn.edu.in/School-Of-Management/>)

SSN Research Centre (<https://www.ssn.edu.in/Research-Centre-Ssn-Institutions/>)

SSN School Of Advanced Career Education (<https://www.ssn.edu.in/Sace.Ssn.Edu.In/>)

SSN Incubation Foundation (<https://www.ssnfound.in/>)

Useful links

Bus Routes For Graduation Day (<https://www.ssn.edu.in/Wp-Content/Uploads/2024/01/Bus-Routes-Graduation-Day.Pdf>)

Bus Routes For Tribute (<https://www.ssn.edu.in/Wp-Content/Uploads/2024/01/Bus-Routes-Tribute-2024-.Pdf>)

Campus Tour (<https://www.youtube.com/watch?v=A-VNIIpHp3U>)

Extra-Mural Lectures (EML)

(<https://sites.google.com/ssn.edu.in/Eml-Ssnce/Home>)

POSH Committee (<https://www.ssn.edu.in/Wp-Content/Uploads/2023/12/Posh-Committee.Pdf>)



ARIIA (https://www.ssn.edu.in/Wp-Content/Uploads/2023/04/ARIIA-_2022-Updated-Report_compressed.Pdf)

NISP (<https://www.ssn.edu.in/Ssn-Nisp/>)

Contact Us (<https://www.ssn.edu.in/Contact-Us-Main/>)

Disclosure

Mandatory Disclosure SSN CE (<https://www.ssn.edu.in/Mandatory-Disclosure/>)

Mandatory Disclosure SoM ([https://www.ssn.edu.in/Wp-Content/Uploads/2022/04/Mandatory-Disclosure-Mba-](https://www.ssn.edu.in/Wp-Content/Uploads/2022/04/Mandatory-Disclosure-Mba-Anti-Ragging-Policy)

[Anti Ragging Policy \(https://www.ssn.edu.in/Wp-Content/Uploads/2023/12/Anti-Ragging.Pdf\)](https://www.ssn.edu.in/Wp-Content/Uploads/2023/12/Anti-Ragging.Pdf)

SSNCE NIRF (<https://www.ssn.edu.in/Nirf/>)

SSN SoM NIRF 2024 (<https://www.ssn.edu.in/Wp-Content/Uploads/2024/02/SSN-SCHOOL-OF-MANAGEMENT20240130-2024.Pdf>)

SSN SoM – NBA – SAR (<https://www.ssn.edu.in/Wp-Content/Uploads/2022/12/SELF-ASSESSMENT-REPORT-SOM-Updated2021-22-1.Pdf>)

SSN SoM – NBA – Mandatory Documents (<https://www.ssn.edu.in/Wp-Content/Uploads/2022/12/Faculty-Placement-Information-NBA-2022.Pdf>)

Grievance Redressal (<https://www.ssn.edu.in/Grievance-Redressal-Portal/>)

Placement Record (https://www.ssn.edu.in/Wp-Content/Uploads/2023/06/Placement-Report_NBA.Pdf)

Privacy Policy (<https://www.ssn.edu.in/Privacy-Policy-2/>)

Environmental Policy (<https://www.ssn.edu.in/Wp-Content/Uploads/2021/02/SSN-Environmental-Policy-Revised.Pdf>)

Policy On Prevention Of Sexual Harassment (<https://www.ssn.edu.in/Wp-Content/Uploads/2023/07/Policy-For-Prevention-And-Redressal-Of-Sexual-Harassement-1.Pdf>)

Service Rules – Teaching Staff (https://www.ssn.edu.in/Wp-Content/Uploads/2023/06/Service-Rules-Teaching-Staff_compressed_compressed_compressed_compressed_11zon.Pdf)

Service Rules – Non Teaching Staff (https://www.ssn.edu.in/Wp-Content/Uploads/2023/06/Service-Rules-Non-Teaching_11zon.Pdf)

Research Policy (<https://www.ssn.edu.in/Wp-Content/Uploads/2023/06/Research-Policy-2.Pdf>)

Disclaimer (<https://www.ssn.edu.in/Disclaimer/>)

Code Of Conduct (https://www.ssn.edu.in/Wp-Content/Uploads/2023/06/Code-Of-Conduct_SSNCE_Nov2022-1.Pdf)



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Sri Sivasubramaniya Nadar College of Engineering – Kalavakkam - 603110

Anti-Ragging Committee 2023 - 24

07/08/2023

As per the UGC Regulations on curbing the menace of ragging in higher educational institutions, the following anti-ragging committee is formed and it is headed by the Head of the institution. This committee comprises of government officials from police and revenue departments, representatives of parents, students belonging to the fresher's category as well as seniors and non-teaching staff. It shall consider the recommendations of the anti-ragging squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

S. No.	Name	Position (Chairman / Member)	Present Designation / Occupation	Telephone numbers	E-mail
1	Dr. V.E. Annamalai	Chairman	Principal	04427469752	annamalaive@ssn.edu.in
2	Inspector of Police, Thiruporur Police Station	Member	Police Inspector	04427446221	kpmthiruporur2009@gmail.com
3	Tahsildar, Thiruporur	Member	Revenue / Taluk / Civil / Officers	04427445072	tahthiru@gmail.com
4	Dr. Vasuki P	Member	Representatives of Parents	9444283436	vasukip@ssn.edu.in
5	Dr D Praveen Sam	Member	Boys hostel warden	9940077079	praveensamd@ssn.edu.in
6	Dr S. Sasirekha	Member	Girls hostel warden	9962534272	sasirekhas@ssn.edu.in
7	Mr Keshav Pillai 4 th Year MECH	Member	Representative of Students	9445455474	keshav2010002@ssn.edu.in
8	Ms Meera kumar, 4 th year BME	Member	Representative of Students category	9094777996	meera2010378@ssn.edu.in
9	Mr.Bakthavatsalam S	Member	Manager Head Facilities	8610657166	bakthavatsalams@ssn.edu.in


Principal

Dr. V.E. ANNAMALAI
Principal
Sri Sivasubramaniya Nadar
College of Engineering
Rajiv Gandhi Salai (OMR)
Kalavakkam 603110



STUDENTS'

CODE

OF

CONDUCT

I. OBJECTIVE

The reputation or brand value of any educational institution depends on its students and faculty. All other attributes of the institution such as infrastructure are only enablers for the brand. Students play a major role in building this brand not only while they are students in the institution but also as brand ambassadors when they leave the institution to take up responsible positions in the industry. The following code of conduct is drawn up so that students can contribute significantly to building the institution's brand. The students of SSN institutions should display exemplary conduct and character, not only within the campus but also outside, in the society and world at large.

II. SCOPE

This code of conduct defines what form of behaviour is acceptable and what is not. The code is applicable to all students of SSN Institutions, within the campus. The term 'campus' will include any area associated with the institution including buses (even when plying outside the campus), the Trust office, any other offices of the institutions and other venues & locations where the students are present on behalf of the institution or where the name of the institution is involved.

III. ACADEMIC

1. Students should wear their identity card at all the times when in the academic areas – classes, laboratories, workshops and libraries.
2. Students should be punctual and regular to their classes and should conduct themselves with dignity and decorum, befitting the professional status.
3. Students are expected to have 100% attendance in classes.
4. It is compulsory to appear for all the internal tests, complete and submit all assignments within the stipulated time, and actively participate in classroom discussions in a constructive and productive manner.
5. The decision of the faculty / HOD will be final in case of any differences of opinion in the assessment result.
6. All lab records and reports must be submitted within the due dates and the signatures of the faculty obtained.
7. Any act of disrespect or discourtesy towards the teaching and non-teaching staff will be considered as an act of indiscipline.
8. Malpractice in the examination or any other act forbidden as per University norms shall be considered a very serious offence. Any student indulging in such acts will be given a 'zero' in that test.
9. Usage of cell-phones inside the classrooms and laboratories is prohibited. Possession of cell phone in person is not permitted during tests / examinations.
10. Classrooms and other academic areas are not meant for celebrations of any kind without prior permission from the authorities.
11. Students should follow the dress code that is laid down by the institution. For instance, in the laboratories and workshop, the students must wear a lab coat, wherever applicable. T-shirts

and semi-formal jeans are permitted, apart from regular shirts and trousers. T-shirts with objectionable graffiti printed, track pants, torn jeans, sleeveless shirts, mini skirts etc are not permitted. Provocative clothing in any form is prohibited.

IV. GENERAL

1. Students are not permitted to leave the campus during working hours except with the written permission of the Principal or Director. The written permission must be produced at the gate while leaving the campus.
2. The students should not disturb the peace, serenity and academic life of the campus.
3. All fees and dues should be paid on or before the due dates as announced by the institution. Delay in payment will result in a fine that would be intimated from time to time. Prolonged delay will result in the students getting barred from attending the classes.
4. The college premises and building should be kept clean and litter free. Writing of any nature and sticking of posters and notices on the building or walls are not permitted.
5. Ragging is strictly prohibited both within as well as outside the college campus. It is a criminal offence as per law, and will attract serious disciplinary action.
6. Eve-teasing in any form is strictly forbidden.
7. Collection of money from others against their wishes either by coercion, or in any form is an offence.
8. Possession, storage or use of any weapons or any other hazardous or illegal substance is not permissible within the campus.
9. Strikes, picketing and gheraos are banned in the campus.
10. Students should not indulge in smoking, drinking or immoral activities within the campus including hostels, failing which they will be suspended/dismissed from the college.
11. Violence, assault, harassment, intimidation, threats, coercion or activities that threaten or endanger the health and safety of any person is not permitted.
12. Any political activity in the campus is not allowed.
13. Usage of alcohol and tobacco in any form is prohibited and banned.
14. Any student found guilty of damaging the property, equipment, furniture, electric fittings, vehicles etc. of the college, either willfully or accidentally shall be punished and the cost of the damages will be recovered from the student.
15. The formation of any committee by students in the college is not permitted without a prior written permission of the Principal or Director.
16. All notices are required to be displayed with an authorized signature.
17. Students can make use of the suggestion box for any kind of problem on the college premises. They shall bring up serious issue, if any, to the Grievances Redressal Committee.
18. Students shall not bring persons from outside the campus into the campus for resolving any disputes and differences between themselves or with others in the campus.
19. All events including symposia, competitions and cultural activities can be held only with the permission of the HOD or Principal or Director. Soliciting sponsors with or without monetary

support is not permitted without the written permission from the above. In any case, all such monetary contributions must be received in the form of DDs or Cheques and will be monitored by a faculty member specifically nominated for this purpose-

20. The institution's guidelines must be strictly adhered to when conducting the above events.
21. Students with a history of indiscipline and those with standing arrears in academics are barred from holding positions of responsibility. Positions of responsibility include membership or offices in committee constituted for specific events or functions or those of an ongoing nature such as hostel committee, mess committee, departmental associations, cultural events, etc.
22. Students must maintain decorum and discipline during all events held internally or outside the campus. Unruly behaviour, heckling, shouting and throwing articles, arrows etc. are not signs of decorum and hence prohibited. Students found indulging in such acts are liable to be punished.
23. Students are not permitted to use four wheeler or motorized two wheelers in the campus. The institution will not be responsible for the loss and damages to students' vehicles that are parked at the gate.
24. Any student found outside the hostels or leaving the campus or entering the institution between 10.30 p.m. and 4.30 a.m. may be subjected to discretionary checks by the security staff of the institution.

V. COLLEGE BUSES

1. Frivolous celebrations, such as "Bus Day", are not permitted. Buses plying for the college (including those under contract) are to be treated as extended campus and the code of conduct would be applicable within the buses.
2. Buses are primarily meant for day-scholars and students from the hostel cannot use it as a "matter of right".
3. It is expected that students make seats available to faculty members when travelling in college buses. This is both a mark of courtesy and respect to them.
4. Students should wear their identity card when travelling in the colleges buses.
5. Students found deviating from the code are liable to be evicted from buses.
6. Students are expected to abide by the rules and not form their own to suit their convenience. (To illustrate this point, if blaring music is banned inside the buses, the students should not insist on playing loud music. They are however welcome to use their personal music players with earphones so that the rest of the passengers in the bus are not disturbed.)

VI. HOSTELS

1. Students should abide by the hostel rules.
2. Misbehaviour in any form with the staff, or the employees of the hostel or the mess-contractor is strictly prohibited.

3. Hostel students should record their attendance and sign in the register in the hostel every day between 8.30 p.m. and 9.30 p.m. Irregular Students are liable to be dismissed from the hostel.
4. Students leaving the hostel for overnight stay outside or for a longer duration must give prior written information to the warden and get his/her permission.
5. In case of prolonged unauthorized absence of an inmate, the Chief Warden reserves the right to break open the lock of any room. In such cases, the personal belongings of the student will be kept under the custody of the Security Officer for a period to be decided by the warden of the respective hostel. The institution cannot be held responsible for the loss of such articles.
6. On completion of the academic year, students shall vacate the rooms allotted to them within 24 hours of the completion of the last examination. Students can extend their stay in the hostel only with the written permission of the Principal / Chief Warden.
7. However, hostel inmates may be required to vacate their rooms during vacation if the Institution requires the rooms for maintenance or for accommodating participants in other programs organized by the institution. Alternate storage facilities for luggage will be provided in the respective hostels in such situations.
8. Common facilities are meant for all students. Newspapers and magazines in the common room cannot be taken to the individual rooms.
9. Students are individually responsible for damages or breakages in their rooms and collectively responsible for damages and breakages in the common areas. The cost of these damages and breakages will be recovered from the students.
10. Willful damage of property will attract separate punishment apart from the recovery of the costs.
11. Inmates are responsible for the safety of their belongings and the institution takes no responsibility in this regard. They are advised to lock their rooms without fail while leaving the room even for a short duration and keep the door bolted while sleeping.
12. Students are advised not to keep valuable articles/cash in the room.
13. Inmates should observe strict economy in the use of electricity and water. They are required to switch off the lights and fans when they leave their rooms, common room and dining hall.
14. Students shall respect the property of other residents in the hostel and shall not indulge in any behaviour coercing the others into parting with their belongings or sharing the same with others.
15. Students in shared rooms shall not cause inconvenience or disturbance to their co-occupants.
16. Students are not permitted to remain in the hostel during working hours. However, when hostellers are sick, they should obtain prior permission from the warden.
17. Overnight stay of Day-scholars in the hostel requires the written permission from the Chief Warden and on payment of applicable charges. Students staying without this written permission will be fined.

18. Entry into hostel premises by friends, relatives and parents of inmates will require their registering their names and addresses in the visitors register.
19. Friends, relatives and parents of students are not permitted to stay in the rooms of students.
20. Separate rooms are available for the parents and relatives of the students desirous of staying in the hostel. These will be made available subject to availability on payment of applicable charges.
21. The authorities of the institution reserve the right to make surprise checks in the hostel and rooms at any time of the day or night.

VII. MESS

1. All hostel students must compulsorily join the mess. Exceptions must have the written permission of the Chief Warden.
2. Mess will function at stipulated timings that will be displayed in the respective mess. Students are advised not to crowd the mess towards the closing time.
3. As a responsible citizen, it is expected that food should not be wasted.
4. Mess charges should be paid by the 10th of the subsequent month.
5. Plates, tumblers, glasses, cups etc. should not be taken outside the mess hall.
6. Students who are not members of the mess will be provided food solely at the discretion of the mess contract or with the written permission of the warden.
7. Purchase of Mess Card regularly by every student is mandatory. If any student fails to do so without prior permission from the warden concerned, penalty will be imposed, as decided by the Messcom from time to time. Mess cards are not transferable under any circumstances.
8. Students must produce their identity card as and when required by mess contractor.

VIII. IT INFRASTRUCTURE

1. The institution provides 24-hour internet connectivity with adequate band-width to facilitate learning by students. Hence this facility is to be used only for academic and related purposes.
2. Internet facility should not be used for chatting or downloading non-academic materials such as movies, music, etc. While the former is an unnecessary distraction, the latter eats up band-width and denies the same to users with genuine needs.
3. Students found to be involved in any of the following activities will be referred to the disciplinary committee.
 - By-passing the institute Proxy by connecting to public proxies outside
 - Visiting pornographic sites and sites with inappropriate content
 - IP Spoofing, eMail spoofing, hacking computers inside or outside the campus
4. The firewalls that are installed automatically deny access to certain sites likely to contain objectionable materials. They also prevent downloads of files beyond a certain size. Since they work on heuristics, it is quite possible that some genuine sites are also blocked. In such

cases, students are advised to contact the network administrator at the email address helpdesk@ssn.edu.in. Similarly, if large files are to be downloaded for academic purpose, the network administrator can be contacted.

IX. PUNISHMENT AND PENALTY

Depending on the seriousness of the violation of the code of conduct and / or the repetitive violation of the same by a student, any of the following forms of punishment will be meted out.

- Written or verbal warning or entry in Mentor record
- Expulsion from the class, laboratory or examination hall
- Formal reprimand to the student with a copy to the parent
- Adherence to a behaviour bond
- Liability to a fine
- Suspension from the institution for a period of time
- Dismissal from the institution

X. THE GRIEVANCE REDRESSAL COMMITTEE

1. To facilitate the redressal of the grievance of a student or group of students, a Grievance Redressal Committee is instituted.
2. The members of this committee are
 - Principal
 - Controller of Examinations
 - Director - SoM
 - Advisor - Students' Affairs
 - Students' Counsellor
 - Nominated Professor
3. The committee meets as and when a situation warranting the conduct of meeting arises.
4. Grievances can be brought to the committee by the student in one of the following ways:
 - a. Handing over their grievance in writing in a sealed envelope to the Student Counsellor.
 - b. Sending an e-mail to grievancecell@ssn.edu.in .
5. Common Academic issues should be represented through class representative and HoD.
6. Personal issues can be mailed by individuals.
7. Anonymous grievances will not be considered.
8. The committee will meet the aggrieved student(s) in person. In case, this pertains to an entire class of students, the class representative can meet the committee on behalf of the entire class.
9. The committee shall look into the grievances and take corrective action, wherever necessary and the students concerned will be informed about the action taken.
10. The committee will maintain confidentiality regarding the particulars of student(s) who have brought the issue to the notice of the committee.