



SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING

(An Autonomous Institution)
Kalavakkam – 603 110

PLANNING & ADMINISTRATION WELLBEING AND WORK

PA 11 HEALTH SAFETY AND WELLBEING

11.2 Employee Wellbeing and Assistance Programs

Submitted to
**The Sustainability Tracking, Assessment & Rating
System (STARS)**

11.2 Employee wellbeing and assistance programs

- Narrative providing an overview of the institution's physical health services for employees
 - Free Dental Camp, Health Camp, Blood Donation Camp, Sports Activities , Staff outing for the wellness of employees etc
 - Photos related to the Clinic and medicines are attached for reference
- Narratives providing an overview of institution's contemplative and spiritual activities for employees
https://www.ssn.edu.in/wp-content/uploads/2024/02/4.1.1_Infrastructure-Facilities.pdf
- Narratives for overview of the institution's emergency assistance fund for employees -Salary Advance policy to meet such fund emergency by the employees
- URL providing an overview of the institution's physical health services for students and employees.
https://www.ssn.edu.in/wp-content/uploads/2024/02/4.1.1_Infrastructure-Facilities.pdf

Salary Advance Policy

Policy#006SSNV1.0

Controls

Release Controls:

Release Date	Version No:	Details	Released By	Approved By
01 st September 2023	Version 0.1	Pre – release	Human Resource	President
15 th July 2024	Version 0.2	Release	Human Resource	President

Policy Details

Objective:

The Management created a provision for the employees to meet any unexpected expenses by providing a salary advance.

Scope:

This policy is applicable to all the regular employees of the SSN Institute.

Applicability and Scope

- Salary advance approval will be at Management discretion only.
- Individual requests shall be approved by HOI.
- Salary advance may be requested for specific purposes only like Medical Emergency / Marriage / Education of self, dependent and children.
- Normally, salary advance may be requested after a minimum service tenure of 12 months however, approving authority may consider an exception in case of any medical emergency.
- Salary advances of 1 month's gross salary is the maximum amount that can be advanced to the requesting employee.
- Salary advance shall be recovered in THREE equal monthly instalments(EMI) from the payroll of the requesting employee.
- The salary advance recovery, first EMI shall start from the subsequent month's payroll.
- Salary advance may be requested only once a year and thus, the next request shall be entertained only after 12 months of the last advance recovery month.
- Approved salary advance request shall be sent to HR who will advise the finance team to release the advance and update the HR ERP appropriately for the advance recovery part.

Payment Process:

HR validates the eligibility, and the request will be raised by the employee. Post approval, inputs will be uploaded in ERP into the monthly payroll for recurring deduction along with employee's monthly salary.

Please Note: The Management reserves the right to alter, append or withdraw this policy either in part or in full based on the Management's discretion at any point in time.



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PLANNING & ADMINISTRATION

WELLBEING AND WORK

PA 11 HEALTH SAFETY AND WELLBEING

11.1 Student Wellbeing and Assistance Programs

Submitted to

**The Sustainability Tracking, Assessment & Rating
System (STARS)**

11.1 Student wellbeing and assistance programs

- URL providing an overview of the institution's contemplative and spiritual activities for students
https://www.ssn.edu.in/wp-content/uploads/2024/02/4.1.1_Infrastructure-Facilities.pdf
- Narratives for physical health service
 - Free Dental Camp, Health Camp, Blood Donation Camp, Sports Activities , Staff outing for the wellness of employees etc
 - Photos related to the Clinic and medicines are attached for reference
- Narrative Institution's behavioral health services for students

At SSN behavioral health services for students include individual and group counseling, crisis intervention support, and workshops focused on mental wellness and stress management. The college provides peer support programs to foster community and connection among students.

SSN College of Engineering provides a dedicated full-time student counselor on campus to support students facing psychological issues, behavioral disorders, or personal challenges. This service ensures that students have access to confidential, professional counseling, promoting mental well-being and a positive campus environment.

Outreach initiatives aim to raise awareness and reduce stigma around mental health issues on campus. Confidentiality and culturally sensitive care are emphasized to create a safe environment for all students seeking help.

- Narrative and/or website URL providing an overview of the institution's contemplative and spiritual activities for students

SSN College of Engineering provides students with opportunities for contemplative and spiritual growth through a variety of activities and facilities, including the presence of a **Ganesha Temple** on campus. The temple serves as a serene space for students and staff to engage in spiritual reflection, prayer, and mindfulness, offering a peaceful environment for personal contemplation. In addition to the temple, the college organizes events such as meditation sessions, yoga classes, and spiritual discussions to promote mental well-being and cultural inclusivity. These initiatives encourage students to balance their academic pursuits with spiritual practices, fostering a holistic development that aligns with SSN's commitment to nurturing both the mind and spirit.

- Narrative providing an overview of the institution's student safety and violence prevention committee-POSH Committee file attached

SSN College of Engineering prioritizes student safety and a respectful campus environment through its **Student Safety and Violence Prevention Committee**, which includes an **Anti-Ragging Committee** focused on protecting new students and ensuring a supportive transition into campus life. This committee actively enforces strict anti-ragging policies and conducts awareness programs to prevent any form of harassment or bullying. Additionally, for inter-college cultural events, a **Discipline Committee** is established to maintain a safe and secure atmosphere, managing crowd control and setting guidelines to ensure all participants and attendees enjoy a positive

experience. These coordinated efforts underscore SSN's commitment to fostering a safe, inclusive, and respectful campus for all students.

Sri Sivasubramaniya Nadar College of Engineering, Kalavakkam – 603110

SSNCE/CIR/STU/2024/05

CIRCULAR

19-01-2024

This is to inform that Dr. R. Khoushik is the doctor of our SSN Clinic. His mobile number is 9080287131. He is available between 10.00 a.m. and 06.00 p.m. during Monday to Saturday.


PRINCIPAL



Joyce Jennifer G <joycejenniferg@ssn.edu.in>

Health checkup camp at SSN - 19 to 21 Sep'23

1 message

Joyce Jennifer G <joycejenniferg@ssn.edu.in>

Mon, Sep 18, 2023 at 11:53 AM

Cc: Kala Vijayakumar <kala@ssn.edu.in>, Samson Premkumar S <samsons@ssn.edu.in>

Bcc: functionheads <functionheads@ssn.edu.in>, SSN Faculty Members <ssn.faculty@ssn.edu.in>, SSN all Non-Teaching Staff <ssn.staff@ssn.edu.in>, Boniface <Boniface@ssnifound.in>, anandsr@ssnifound.in, Karthikeyani <karthikeyanim@ssnifound.in>, Giri <Giri@ssnifound.in>, hods <hods@ssn.edu.in>, Akila S <akilas@snuchennai.edu.in>

Dear All,

As part of our preventive health check program, we are conducting a health check camp @SSN from 19 – 21sep'23 at CDC Block from 8 am onwards.

Kindly find the attached flyer with the registration and booking details for the below mentioned tests.

- Blood Sample Collection
- Dental Screening
- ECG
- Vitals and anthropometry

DO'S & DON'T

- 10 – 12 hrs of fasting is mandatory prior to the tests, please consume only water during the fasting period.
- On the day of health checkup, people with diabetic conditions are requested to avoid the morning dose of their medicines. Please carry the medicines and consume post sample collections.
- Other prescribed medicines can be taken as per your Schedule.

****Note****

Only employees of SSN and SNU Chennai and their dependents above 18 year who are covered under the Medclaim policy from the Institution / University are requested to avail this opportunity.

Please ensure to carry the college ID & Aadhar card.

Service is based on" first come, first served basis".

Thank you.

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Regards,
Joyce Jennifer
Senior HR Associate,
Ph: 9791952323

2 attachments



SSN - Camp_page-0002.jpg
855K



SSN - Camp_page-0001.jpg
826K



**SRI SIVASUBRAMANIYA NADAR COLLEGE OF
ENGINEERING**

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Kalavakkam – 603 110

**PLANNING & ADMINISTRATION
11.3 Smoke Free Environments**

Submitted to
**The Sustainability Tracking, Assessment & Rating
System (STARS)**

11.3 Smoke free environments

- URL providing an overview of the institution's smoke-free policies.(Students code of conduct)

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https://www.ssn.edu.in/wp-content/uploads/2023/06/Code-of-Conduct_SSNCE_Nov2022-1.pdf

Photos and policy attached

- Narratives and policy

National Guidelines for 'Tobacco Free Educational Institutions

Guidelines:

1. No sale of tobacco inside the premises of the institution.
 2. No smoking or chewing of tobacco inside the premises of institution by students/teachers/other staff members/visitors.
 3. Display of sign boards/warning boards "No Smoking Area – Smoking here is an offence", of 60X30 cm size inside the institution (as mandated by law) in prominent places such as library, bathroom, auditorium, canteen, playground, entry area, main office, bank, hostel, etc.
 4. No sale or usage of tobacco in the radius of within 100 meters of the educational institution.
 5. Display of sign boards "Sale of tobacco products around the Institution within 100 meters is banned" prominently near the main gate and on boundary wall of the institution.
 6. IEC materials like Posters that give information about the ill effects of tobacco displayed inside the institutions.
 7. Having a copy of central and state tobacco control acts - COPT Act 2003 and Rules 2004 and TNPSS act 2002 and rules 2003" (may be downloaded from the website of the Ministry of Health & Family Welfare – www.mohfw.nic.in)
 8. Facility to counsel the students who are using tobacco
- For Medical / Dental colleges - Establishment of a Tobacco Cessation Clinic
9. Tobacco Control Monitoring Committee shall be in place. It may be chaired by institution

head including the following members

- | | |
|------------------------------------|--------------------|
| 1. Correspondent | - President |
| 2. Head Master/ Principal / Dean | - Vice President |
| 3. NSS/ NCC/ YRC programme officer | - Executive member |
| 4. Physical Education Teacher | - Executive member |
| 5. Student counselor | - Executive member |
| 6. Student Union President | - Executive member |
| 7. Area Police Inspector | - Executive member |
| 8. PTA representatives | - Executive member |