



# **SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING**

(An Autonomous Institution)  
Kalavakkam – 603 110

## **SELF STUDY REPORT**

**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

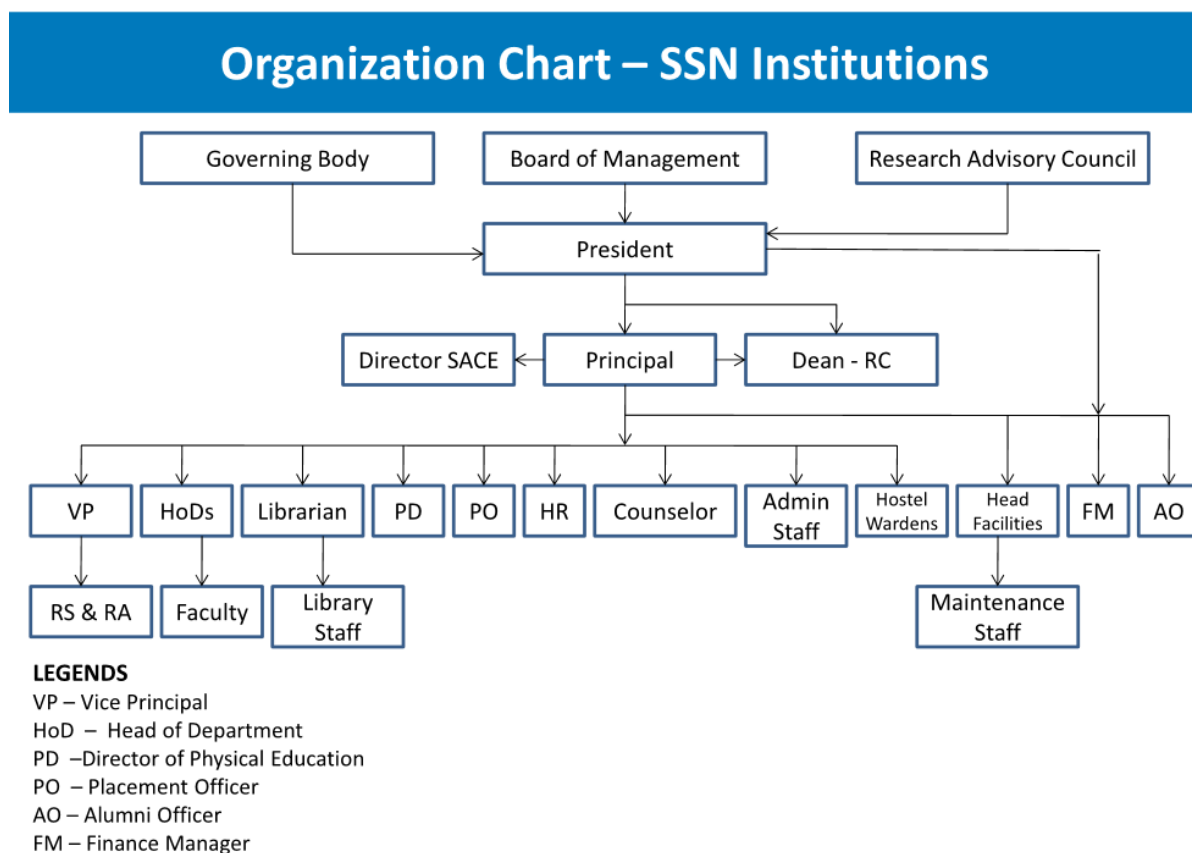
Submitted to

**The National Assessment and Accreditation Council**  
**February 2024**

## **Declaration**

This is to certify that the documents available related to this metric is more than 5MB. Hence, sample documents are given in the upcoming pages. Further, other supporting documents are provided in the weblink. All links/Pictures/Documents/ others are verified and authenticated.

The institutional perspective plan is deployed effectively through the coordination of various institutional bodies. The organogram of SSN institutions is provided below.



## Governing Body:

### A. Constitution of Governing Body:

| Number    | Category                | Nature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 Members | Management              | (i) Dr. Kala Vijayakumar, President, SSN Institutions (Chairperson)<br>(ii) Mr. P. Sivaprasad, Advocate, High Court, Chennai (Member)<br>(iii) Dr. R. Rudramurthy, Principal, PSG College of Technology, Coimbatore – 641004<br>Mobile: 9952427224, director.care@psgtech.edu<br>(iv) Dr. B. Venkatraman, Outstanding Scientist, Director, Health, Safety and Environment Group Indira Gandhi Centre for Atomic Research, Kalpakkam – 603102<br>Mobile: 9443638974, bvenkat@igcar.gov.in |
| 2 Members | Teachers of the College | (i) Dr. S. Radha, Vice Principal<br>(ii) Dr. K. Hariharanath, Professor & Head, Dept. of Business Administration                                                                                                                                                                                                                                                                                                                                                                         |

|          |                               |                                                                                                                                                                                        |
|----------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Member | Educationist or Industrialist | Mr. K. Ananth Krishnan<br>Chief Technology Officer,<br>Tata Consultancy Services Limited,<br>17, Cathedral Road, Chennai – 600 086<br>Phone: (044) 55504444<br>ananth.krishnan@tcs.com |
| 1 Member | UGC Nominee                   | Prof. O.P. Verma<br>Dept. of CSE<br>Delhi University, Delhi – 110042<br>Phone: 27294672 (O) 9910050177 (M)<br>opverma.dce@gmail.com                                                    |
| 1 Member | State Government Nominee      | Dr. S. Jayanthi, Additional Director (Polytechnic) DoTE<br>Mobile: 9894055758<br>tndoteadpoly@gmail.com                                                                                |
| 1 Member | University Nominee            | Dr. R.P. Kumudhini Devi, Professor,<br>Department of EEE, CEG Campus,<br>Anna University, Chennai                                                                                      |
| 1 Member | Alumni                        | Mr. Narendran Mohana Sundram,<br>President, Alumni Association<br>Narendran.MohanaSundram@mrcooper.com<br>Mobile: 7358160050                                                           |
| 1 Member | Principal of College          | Dr. V.E. Annamalai, Principal, Ex-Officio                                                                                                                                              |

**B. Term:**

Two years, except for the UGC nominee whose term will be a full six years.

**C. Frequency of Meeting:**

At least twice a year.

#### D. Functions:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the governing body of the above college shall have powers to:

- Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve institution of new programs of study leading to degrees and/or diplomas.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development and fulfil the objectives for which the college has been declared as autonomous.

#### **Academic Council**

##### A. Composition:

1. The Principal (Chairman): Dr. V.E. Annamalai, Principal

2. All the heads of department in the college :

- (i) Dr. V. Rajini, Professor & Head, Dept. of Electrical and Electronics Engineering
- (ii) Dr. P. Vijayalakshmi, Professor & Head, Dept. of Electronics and Communication Engineering
- (iii) Dr. T.T.Mirnalinee, Professor & Head, Dept. of Computer Science and Engineering
- (iv) Dr. C. Aravindan, Professor & Head, Dept. of Information Technology
- (v) Dr. K. Sathish Kumar, Professor & Head, Dept. of Chemical Engineering
- (vi) Dr. A. Kavitha, Professor & Head, Dept. of Biomedical Engineering
- (vii) Dr. K.S. Vijay Sekar, Professor & Head, Dept. of Mechanical Engineering
- (viii) Dr. N. Sivakumar, Professor & Head, Dept. of Civil Engineering
- (ix) Dr. K. Hariharanath, Director, Dept. of Management Studies
- (x) Dr.M.Siluvai Michael, Associate Professor & Head, Department of Chemistry
- (xi) Dr. S. Masilla Mosses Kennedy, Professor & Head, Department of Physics
- (xii) Dr. B. Praba, Professor & Head, Department of Mathematics

(xiii) Dr. Martha Karunakar, Professor & Head, Department of English

3. Five teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college:

- (i) Dr. R. Seyezhai, Professor/EEE
- (ii) Dr. N. Venkateswaran, Professor/ECE
- (iii) Dr. A. Jawahar, Professor/ECE
- (iv) Dr. V. Balasubramanian, Associate Professor/CSE
- (v) Dr. M. Suresh, Associate Professor/Mechanical

4. Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body:

|                                                                                  |                             |
|----------------------------------------------------------------------------------|-----------------------------|
| Dr.P.V.Vijayaraghavan Vice-Chancellor, SRIHER.                                   | vc@sriramachandra.edu.in    |
| Mr.Sivarajah Ramanathan, Mission Director & CEO, Tamilnadu Startup & Innovation. | r.sivarajah@nativelead.org  |
| Mr.N.Siva Sankaran, CTO, Viruksa Manufacturing Solutions Pvt., Ltd.              | sivasankaran.n@viruksa.com  |
| Dr.P.Somasundaram, Prof./EEE, CEG, Chennai.                                      | mpsomasundaram@annauniv.edu |
| Dr.P.Gomathi Priya, Professor, Dept. of Chemical Engg., A.C.Technology, Chennai. | pgpriya@annauniv.edu        |
| Mr.G.D.Sharma, Chennai. (For MBA)                                                | beelinehr@gmail.com         |

5. Three nominees of the university:

|                                             |                       |
|---------------------------------------------|-----------------------|
| Dr.S.Sridhar, HOD/IT, CEG, Chennai          | ssridhar@annauniv.edu |
| Dr.M.Meenakshi, HOD/ECE, CEG, Chennai.      | Meena68@annauniv.edu  |
| Dr.R.Vidhyapriya, HOD/BME, PSG, Coimbatore. | rvp.bme@psgtech.ac.in |

6. A faculty member nominated by the Principal (member secretary):

- (i) Dr. S. Ramanagopal, Professor, Department of Civil Engineering

**B. Terms of Members:**

The term of the nominated members shall be two years.

**C. Meetings:**

The Principal shall convene a meeting of the Academic Council at least once a year.

**D. Functions:**

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- Scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

### Research Advisory Council

This, as the name indicates, is an advisory body, comprising senior researchers and scientists. It advises the Management about the nascent fields of research and also scrutinizes the Research proposals for Internal funding, monitors the progress of the Research at the college under external funding and monitors the research activities of the SSN Research Centre, located in the campus. Currently the members of the RAC are:

| S. No. | Name                                                                                                      | Position            |
|--------|-----------------------------------------------------------------------------------------------------------|---------------------|
| 1      | Dr. Shiv Nadar,<br>Chief Strategy Officer, HCL Technologies<br>Founder & Chairman – Shiv Nadar Foundation | Chairman            |
| 2      | Dr. Raj Reddy,<br>MozahBint Nasser University Professor, Carnegie Mellon<br>University, U.S.A             | Member              |
| 3      | Dr. N. Balakrishnan,<br>Former Associate Director, IISc, Bangalore                                        | Member              |
| 4      | Dr.Damodar Acharya,<br>Former Director, IIT, Kharagpur                                                    | Member              |
| 5      | Dr. Kota Harinarayana,<br>Former Vice Chancellor, University of Hyderabad                                 | Member              |
| 6      | Dr. Kala Vijayakumar,<br>President, SSN Institutions                                                      | Member              |
| 7      | Dr. V.E. Annamalai,<br>Principal, SSN College of Engineering                                              | Member              |
| 8      | Dr. P. Ramasamy,<br>Dean (Research), SSN College of Engineering                                           | Member<br>Secretary |

### **Faculty Selection Committee**

There is a statutory committee under the regulations of Anna University for the selection of faculty. It meets, normally during the winter or summer holidays or whenever there is a need to induct new faculty members. The composition of the committee is given below:

| S. No. | Name                                       | Position         |
|--------|--------------------------------------------|------------------|
| 1      | Representative of the AICTE/SRO, Chennai   | Member           |
| 2      | Representative of Anna University, Chennai | Member           |
| 3      | Subject Expert nominated by the Trust      | Member           |
| 4      | Department Head Concerned                  | Member           |
| 5      | Joyce Jennifer Senior HR Associate,        | Member           |
| 6      | Dr. V.E. Annamalai, Principal, SSNCE       | Member Secretary |

### **Departmental Promotions Committee**

This is an internal committee, comprising the Faculty of SSNCE and meets once a year, to give promotions or otherwise, to the existing faculties, based on their satisfying norms and their performance as evidenced by the credits earned by them in the faculty appraisal. Currently the members of the committee are given below:

| S. No. | Name                                              | Position |
|--------|---------------------------------------------------|----------|
| 1      | Dr. V.E. Annamalai, Principal, SSNCE              | Chairman |
| 2      | Dr. S. Radha, Vice Principal                      | Member   |
| 3      | Department Head Concerned                         | Member   |
| 4      | M.S.Joyce Jennifer Senior HR Associate HR Manager | Member   |

### **Service rules, procedures, recruitment, and promotional policies**

The faculty when he/she is appointed, is given an appointment order. The order gives the compensation structure, to whom to report, his responsibilities, benefits, and incentives etc. at SSNCE. A compendium of rules, titled ‘Service rules for teaching faculty of SSN Institutions’ is available in the library for perusal of those who would like to refer to it. If there is any amendment or alterations, it is referred to the teachers in any one of the faculty meetings.

The faculty position is reviewed sometime during the second half of January, after compiling the requests of the HODs. After discussions, it is advertised, and faculties are recruited as indicated in Item 4 of 10.1.2 above.

For promotions the rules laid down by AICTE for Career Advancement Scheme (CAS) is adopted at the same time maintaining the cadre ratio as well as Student Faculty ratio.

### **Decentralization in Working and Grievance Redressal Mechanism**

The working and administrative decisions are taken by following a hierarchy. The hierarchy maintained is President, Principal, HOD and Faculty in the same order.

The grievance redressal mechanism is explained below.

#### **1. Grievance Redressal Committee for Faculty**

This is an internal committee comprising of senior faculty to address the expressed grievances of the faculty. The committee normally meets once a year or when situations warrant as decided by the Principal.

The Grievance Redressal committee will comprise of heads of Departments, other than the department to which the aggrieved faculty belongs, with the senior most among them being the Chairman. The committee will meet and give its recommendations to the Principal for necessary action.

#### **2. Grievance Redressal Committee for Students**

This is an internal committee meant to address the grievances of the students, either through the suggestion box or through the class teacher or through their representative mentors or the HOD. It meets once a month or whenever a situation warranting the conduct of the meeting arises. The composition of the committee is given below:

| S. No. | Name               | Position | Present Designation / Dept. | E-mail                 |
|--------|--------------------|----------|-----------------------------|------------------------|
| 1      | Dr. V.E. Annamalai | Chairman | Principal                   | annamalaive@ssn.edu.in |
| 2      | Dr. S. Radha       | Member   | Vice Principal              | radhas@ssn.edu.in      |

|   |                                          |          |                       |                           |
|---|------------------------------------------|----------|-----------------------|---------------------------|
| 3 | Dr. V Rajini                             | Member   | Prof & Head<br>EEE    | rajiniv@ssn.edu.in        |
| 4 | Dr. S.<br>Narasimman                     | Member   | COE                   | narasimmans@ssn.edu.in    |
| 5 | Dr. S. Nanda                             | member   | Student<br>counsellor | nandas@ssn.edu.in         |
| 6 | Joyce Jennifer<br>Senior HR<br>Associate | Convener | Sr Manager –<br>HR    | joycejenniferg@ssn.edu.in |

### 3. Anti-Ragging Committee and Anti-Ragging Squad

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<br>(Chairman/<br>Member) | Present<br>Designation<br>/ Occupation   | Telephone<br>numbers | E-mail                      |
|--------|------------------------------------------------------|-----------------------------------|------------------------------------------|----------------------|-----------------------------|
| 1      | Dr. V.E. Annamalai                                   | Chairman                          | Principal                                | 04427469752          | annamalaive@ssn.edu.in      |
| 2      | Inspector of Police,<br>Thiruporur Police<br>Station | Member                            | Police<br>Inspector                      | 04427446221          | kpmthiruporur2009@gmail.com |
| 3      | Tahsildar, Thiruporur                                | Member                            | Revenue /<br>Taluk / Civil<br>/ Officers | 04427445072          | tahthiru@gmail.com          |
| 4      | Dr. R. Seyezhai                                      | Member                            | Representatives of Parents               | 9894968847           | seyezhair@ssn.edu.in        |

|   |                     |        |                                     |            |                              |
|---|---------------------|--------|-------------------------------------|------------|------------------------------|
| 5 | Dr.Ramprabhu S      | Member | Boys hostel warden                  | 9943120420 | ramprabhus@ssn.edu.in        |
| 6 | Dr.Sree Sharmila T. | Member | Girls hostel warden                 | 9940582630 | sreesharmilat@ssn.edu.in     |
| 7 | Mr. Kavın Kumar M   | Member | Representative of Students          | 9360503036 | kavinkumar2010516@ssn.edu.in |
| 8 | Ms. Geetha S        | Member | Representative of Students category | 6381297075 | geetha2010469@ssn.edu.in     |
| 9 | Mr. N. Gopalan      | Member | Asst. Manager Facilities            | 9176636298 | gopalann@ssn.edu.in          |

The anti-ragging squad is nominated by the Head of the Institution and it consists of members belonging to the various sections of the campus community. The squad shall investigate the incidents of ragging and make recommendations to the anti-ragging committee and shall work under the overall guidance of the said committee.

| S. No. | Name                 | Position (Chairman / Member) | Professional Designation      | Telephone numbers | E-mail                     |
|--------|----------------------|------------------------------|-------------------------------|-------------------|----------------------------|
| 1      | Dr. V.E. Annamalai   | Chairman                     | Principal                     | 04427469752       | annamalaive@ssn.edu.in     |
| 2      | Dr. Vijay SekarK.S   | Member                       | Professor & Head - Mechanical | 9940316158        | vijaysekarks@ssn.edu.in    |
| 3      | Dr. V. Kamaraj       | Member                       | Professor                     | 04427469700       | kamarajv@ssn.edu.in        |
| 4      | Dr. Chandrasekaran A | Member                       | Asst. Professor/<br>Physics   | 9566759835        | chandrasekarana@ssn.edu.in |
| 5      | Dr. S. Pravin Kumar  | Member                       | Asso. Professor/<br>BME       | 9994246503        | pravinkumars@ssn.edu.in    |
| 6      | Dr . P. Kaythry      | Member                       | Asst. Professor/<br>ECE       | 9840142955        | kaythryp@ssn.edu.in        |
| 7      | Dr Praveen Sam D     | Member                       | Asso. Professor/              | 9940077079        | praveensamd@ssn.edu.in     |

|   |                       |        |                |            |                            |
|---|-----------------------|--------|----------------|------------|----------------------------|
|   |                       |        | English        |            |                            |
| 8 | Mr. R. Gopalakrishnan | Member | Deputy Manager | 9003284625 | gopalakrishnanr@ssn.edu.in |

#### 4. Discipline and Welfare Committee

As per the regulations of Anna University to maintain harmony and discipline of students in the college campus, the following committee is constituted by the Head of the Institution. The committee shall examine the malpractices in examinations, indiscipline in the college campus and hostel premises, complaints of ragging, complaints of eve teasing and harassment of weaker sections and any other activity that may damage the discipline and harmony of the college. The meetings shall be convened by the convener and submit its recommendations to the chairman of the committee.

| S. No. | Name                 | Position | Present Designation / Dept. | Telephone Numbers | E-mail                    |
|--------|----------------------|----------|-----------------------------|-------------------|---------------------------|
| 1      | Dr. V.E. Annamalai   | Chairman | Principal                   | 9840359093        | annamalaive@ssn.edu.in    |
| 2      | Dr. S. Radha         | Member   | Vice Principal              | 9381032356        | radhas@ssn.edu.in         |
| 3      | Dr. K.S. Vijay Sekar | Member   | Prof. & Head / Mech         | 9940193956        | koteswararaosr@ssn.edu.in |
| 4      | Dr. A. Kavitha       | Member   | Prof. & Head / BME          | 9677057669        | kavithaa@ssn.edu.in       |
| 5      | Dr. S. Narasimman    | Member   | CoE                         | 9444111911        | narasimmans@ssn.edu.in    |
| 6      | Dr. K. Sathish Kumar | Member   | Prof. & Head / Chemical     | 9962570234        | sathishkumark@ssn.edu.in  |
| 7      | Dr. R. Nithya        | Member   | Lady faculty member         | 9443422370        | nithyar@ssn.edu.in        |
| 8      | Joyce Jennifer       | Convener | Senior HR Associate         | 9791952323        | joycejenniferg@ssn.edu.in |