



SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING

(An Autonomous Institution)
Kalavakkam – 603 110

SELF STUDY REPORT

6.2.2: Institution implements e-governance in its operations.

1. Administration including complaint management
2. Finance and Accounts
3. Student Admission and Support
4. Examinations

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.

SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING implements e-governance in the following aspects of administration.

1. Human Resources (HR ERP) – Shiv Nadar Foundation (SNF) HR ERP is shared for SSNCE. This one accounts for both personal, finance and accounts. This ERP is custom-made and developed for SNF by Adrenalin e-systems limited, Chennai.

The user manual for HR ERP along with snapshots is provided in the links below:

https://drive.google.com/file/d/1-VZtjkrnlmSx3WbSNo27j-x1SE4NXOux/view?usp=drive_link

https://drive.google.com/file/d/1xw61QzbhC2c3Aw7v_vnb9_tnumtIuTZJ/view?usp=drive_link

2. Academic ERP – For student admission and support in-house developed ERP system is being used.

The user manual for academic ERP along with snapshots is provided in the link below:

https://drive.google.com/file/d/1P_3qm518Dv4qUZ4yP6Qs9BZtEZRI2PLd/view?usp=drive_link

3. LMS – Learning Management System for implementing academic teaching and learning process.

The user manual for LMS along with snapshots is provided in the link below:

https://drive.google.com/file/d/1-VZtjkrnlmSx3WbSNo27j-x1SE4NXOux/view?usp=drive_link

4. Library – Both On campus and Off-campus based e-access are provided.

The user manual for library e-access along with snapshots is provided in the link below:

https://drive.google.com/file/d/1-VZtjkrnlmSx3WbSNo27j-x1SE4NXOux/view?usp=drive_link

5. Examination – For conducting autonomous examinations in-house developed ERP system is being used.

The user manual for examination ERP along with snapshots is provided in the link below:

https://drive.google.com/file/d/1bVMwyIxNvI-lFPEU7WeToWhhkhKOhqWs/view?usp=drive_link

LINK

Areas of e-governance	Year of implementation	Name of the vendor with contact details	Link to relevant website/ document
Administration	2021	Adrenalin e-systems limited, Chennai	https://digitalid.ssn.edu.in/
Finance and Accounts	2021	Adrenalin e-systems limited, Chennai	https://hr-erp.shivnadarfoundation.org/Adrenalin/Login.aspx
Student Admission and Support	2020	Developed In-house @ SSN	https://academicerp.ssn.edu.in/
Examination	2018	Developed In-house @ SSN	http://coe.ssn.net/



**SRI SIVASUBRAMANIYA NADAR COLLEGE OF
ENGINEERING**

(An Autonomous Institution)
Kalavakkam – 603 110

SELF STUDY REPORT

6.2.2.1: Institution implements e-governance in its operations.

Administration including complaint management

Submitted to

The National Assessment and Accreditation Council

February 2024



[Change Password](#)
[Forgot Password](#)
[Help](#)

SSN Digital ID :	
Password :	
Login	

→ Step 1

SSN Digital ID & Password Verification.

Change Password is in Progress.

Guide to generate/retrieve domain password

Version	4.0
Dated	3 rd March 2020
Updated on	18 th Dec. 2020(New entity Added)
New Update	12 th April 2021 (New Entity Added- The Magic Years and SNU Chennai)
Documented by	Deepak R Kapoor
Updated by	Vinit Kishnatrey
Reviewed by	Samrat Adlakha

Contents

1. Find your Net ID portal	2
2. Generate or retrieve password	2
3. Change password	5
4. Update Contact	6

1. Find your Net ID portal

- a. User may connect to relevant portal basis his/her employment/engagement

#	Entity / Employer	Net ID portal URL	Email address
i.	HCL Corporation	https://selfservice.hclcorporation.com/	itdesk@snfgroup.org
ii.	HCL Capital Private Limited	https://selfservice.hclcorporation.com/	itdesk@snfgroup.org
iii.	HCL IT City Lucknow Private Limited	https://selfservice.hclcorporation.com/	itdesk@snfgroup.org
iv.	Vama Sundari Investments (Delhi) Private Limited	https://selfservice.hclcorporation.com/	itdesk@snfgroup.org
v.	Shiv Nadar University, Chennai	https://digitalid.ssn.edu.in/	krishnana@ssn.edu.in
vi.	Vidyagyan	https://selfservice.vidyagyan.in/	itdesk@snfgroup.org
vii.	Shiv Nadar Foundation (Other than Vidyagyan)	https://selfservice.shivnadarfoundation.org/	itdesk@snfgroup.org
viii.	Shiv Nadar University, SNFAIC	https://netidportal.snu.edu.in/	ithelpdesk@snu.edu.in
ix.	Shiv Nadar School (SNT)	https://selfservice.sns.edu.in/	sharique@sns.edu.in
x.	SSN Trust	https://digitalid.ssn.edu.in/	krishnana@ssn.edu.in
xi.	HCL AVITAS	https://selfservice.hclhealthcare.in/hclhc/	Shehzad.ali@hcl.com
xii.	KNMA	https://selfservice.knma.in/	Himanshu.sharma@hcl.com
xiii.	THT	https://selfservice.hclcorporation.com/	itdesk@snfgroup.org
xiv.	HCL Foundation	https://selfservice.hclcorporation.com/	itdesk@snfgroup.org
xv.	The Magic Years	https://selfservice.sns.edu.in/	sharique@sns.edu.in
xvi.	SNU Chennai	https://digitalid.ssn.edu.in/	krishnana@ssn.edu.in

2. Generate or retrieve password

- a. Click on the link of relevant Net ID portal or copy URL and paste in web browser (Internet Explorer, Microsoft Edge etc.)

The screenshot shows the HCL Net ID portal interface. At the top, there's a header with the HCL logo and contact information (0120-4928557, ITdesk@hcl.com). Below the header, there are three tabs: 'Change Password', 'Forgot Password' (which is highlighted with a red box), and 'Update Contact'. Under the 'Forgot Password' tab, there's a section titled 'Login to Change Password' with input fields for 'Net ID' and 'Password', and a 'Login' button. To the right, there's a section titled 'Enrollment Process' showing 'Step 1: NET ID & Email ID Verification' and a progress bar indicating 'Enrollment Process is in Progress'.

- b. Click on Tab – “Forgot Password”

This screenshot shows the HCL Net ID portal after clicking on the 'Forgot Password' tab. The 'Forgot Password' tab is now the active tab. Below it, there's a section titled 'NET ID Verify' with an input field for 'Net ID' and a 'Submit' button. To the right, the 'Enrollment Process' section shows 'Step 1: NET ID Verify' and a progress bar indicating 'Regenerate Password is in Progress'.

- c. Enter Net ID

- i. Enter Net ID – e.g. for user with email address ITdesk@hcl.com
'ITdesk' is Net ID

The screenshot displays the HCL user portal interface. At the top, the HCL logo is on the left, and contact information (0120-4928557 and ITdesk@hcl.com) is on the right. Below the header, there are three tabs: 'Change Password', 'Forgot Password' (which is active), and 'Update Contact'. The 'Forgot Password' section is titled 'NET ID Verify' and features a text input field labeled 'Net ID:' containing the text 'ITdesk'. A red rectangular box highlights the 'Submit' button located below the input field. To the right of the main form, a sidebar titled 'Forgot Password' shows 'Step 1' of the process, with the text 'NET ID Verify' and a status message 'Regenerate Password is in Progress'.

d. Click 'Submit'

An email will be sent from Net ID portal to your registered email address

HCL 0120-4928557 ITdesk@hcl.com

Change Password Forgot Password Update Contact

One Time Password Verification

For verification an OTP is send in your saved personal email id (XXXXXXXXXX@hcl.com). Please check you email

Enter OTP for Email :

Submit

Forgot Password

- Step 1: NET ID Verify (Completed)
- Step 2: Personal Email Verification (Completed)
- Step 3: OTP Verification (In Progress)

Regenerate Password is in Progress.

OTF Verification - Message (HTML)

HCL CORPORATION <corporate@ShivNadarFoundation.com> Microsoft

OTF Verification

Dear ,

Thanks for verifying your personal e-mail id.

Your **One time Password (OTP)** for e-mail id verification is **87030**.

This OTP is valid for 15 mins only. Please don't share the OTP with anyone.

Support Team,
Administrator

This email is a service from Internet Support (5488)

e. Enter OTP and click submit

HCL 0120-4928557 ITdesk@hcl.com

Change Password Forgot Password Update Contact

One Time Password Verification

For verification an OTP is send in your saved personal email id (XXXXXXXXkapoor@hcl.com). Please check you email.

Enter OTP for Email :

Submit

Forgot Password

- Step 1: NET ID Verify (Completed)
- Step 2: Personal Email Verification (Completed)
- Step 3: OTP Verification (In Progress)

Regenerate Password is in Progress.

f. Generate new password

i. Enter new password as per password guidelines shared

HCL 0120-4928557 ITdesk@hcl.com

Change Password Forgot Password Update Contact

Set Password

Password must be of minimum 8 characters & contain at least three of the following four character groups:

- (1) English uppercase characters (A through Z)
- (2) English lowercase characters (a through z)
- (3) Numerics (0 through 9)
- (4) Non-alphabetic characters (such as !, \$, @, #, %)

Now Password :

Retype Password :

Submit

Forgot Password

- Step 1: NET ID Verify (Completed)
- Step 2: Personal Email Verification (Completed)
- Step 3: OTP Verification (Completed)
- Step 4: Generate New Password (In Progress)

Regenerate Password is in Progress.

- 

0120-4928557
 ITdesk@hcl.com

Change Password

Forgot Password

Update Contact

 **Regenerate Password Success**

Your Net ID :XXXXXXXXXX.r Password Regenerated Successfully.

Forgot Password

→ Step 1

NET ID Verify



→ Step 2

Personal Email Verification.



→ Step 3

OTP Verification.



→ Step 4

Generate New Password.



Password Regenerated Successfully.

- a. Click on the link of relevant Net ID portal or copy URL and paste in web browser (Internet Explorer, Microsoft Edge etc.)



0120-4928557

ITdesk@hcl.com

Change Password

Forgot Password

Update Contact

 Login to Change Password

Net ID :

Password :

Change Password

→ Step 1

NET ID & Password Verification.

Change Password is in Progress.

- 

 0120-4928557

 ITdesk@hcl.com

Change Password

Forgot Password

Update Contact

 Login to Change Password

Net ID :

Password :

Change Password

→ Step 1

NET ID & Password Verification.

Change Password is in Progress.

- i. Enter Net ID – e.g. for user with email address ITdesk@hcl.com
'ITdesk' is Net ID
 - ii. Type password
 - iii. Click Login
- c. Generate new password
 - i. Enter new password as per password guidelines shared



0120-4928557
ITdesk@hcl.com

Change Password
Forgot Password
Update Contact


Set Password

Password must be of minimum 8 characters & contain at least three of the following four character groups:
(1) English uppercase characters (A through Z)
(2) English lowercase characters (a through z)
(3) Numerals (0 through 9)
(4) Non-alphabetic characters (such as !, \$, @, #, %)
New Password :
Retype Password :

Forgot Password

→ Step 1
NET ID Verify

→ Step 2
Personal Email Verification.

→ Step 3
OTP Verification.

→ Step 4
Generate New Password.

Regenerate Password is In Progress.

- d. Click Submit and you will receive following confirmation and an email confirmation on your registered email address



0120-4928557
ITdesk@hcl.com

Change Password
Forgot Password
Update Contact


Regenerate Password Success

Your Net ID :0000000000r Password Regenerated Successfully.

Forgot Password

→ Step 1
NET ID Verify

→ Step 2
Personal Email Verification.

→ Step 3
OTP Verification.

→ Step 4
Generate New Password.

Password Regenerated Successfully.

4. Update Contact

- a. Click on the link of relevant Net ID portal or copy URL and paste in web browser (Internet Explorer, Microsoft Edge etc.)



0120-4928557
ITdesk@hcl.com

Change Password
Forgot Password
Update Contact


Login to Update Contact Details

Net ID :
Password :

Recover your Account Password via Personal Email.
To enable the password recovery option:
Update your phone number and personal Email Address as a recovery option, IT Team will send you a Email with a code to help you to reset your password should you ever forget your password. To keep your account secure, be sure to keep your contact details up-to-date.

Update Contact

→ Step 1
Login to Update Contact Details

Update Contact Details is In Progress..

- b. Click on Tab – “Update Contact” and login

HCL

0120-4928557
ITdesk@hcl.com

Change Password | Forgot Password | **Update Contact**

Login to Update Contact Details

Net ID:

Password:

Recover your Account Password via Personal Email.

To enable the password recovery option:

Update your phone number and personal Email Address as a recovery option. IT Team will send you a Email with a code to help you to reset your password should you ever forget your password. To keep your account secure, be sure to keep your contact details up-to-date.

Update Contact

→ Step 1
Login to Update Contact Details

Update Contact Details is in Progress..

- Enter Net ID – e.g. for user with email address ITdesk@hcl.com 'ITdesk' is Net ID
- Type password
- Click Login

- c. Click on edit to update contact details

HCL

0120-4928557
ITdesk@hcl.com

Change Password | Forgot Password | **Update Contact**

Contact Details Verify

If your personal Mail ID and Mobile Number appears correct below then Click OK To continue.
Click Edit in case you want to update them.
Please Note that an One time Password (OTP) will be sent to verify the details.

Email ID:

Mobile Number:

Update Contact

→ Step 1
Login to Update Contact Details

→ Step 2
Contact Details Verify

Update Contact Details is in Progress..

- d. Update details

HCL

0120-4928557
ITdesk@hcl.com

Change Password | Forgot Password | **Update Contact**

Contact Details Verify

If your personal Mail ID and Mobile Number appears correct below then Click OK To continue.
Click Edit in case you want to update them.
Please Note that an One time Password (OTP) will be sent to verify the details.

Email ID:

Mobile Number:

Update Contact

→ Step 1
Login to Update Contact Details

→ Step 2
Contact Details Verify

Update Contact Details is in Progress..

- Update 'Email ID'
- Update 'Mobile number'
- Click 'Submit'

In case you have any query send an email to IT desk (Please Note: Individual emails to any IT colleague may be overlooked and may result in delayed response).

Training Manual HR Foundation –
Employee Self Service (Personal Information)

Employee – Training

Version 1.0

Table of Contents

1	Introduction.....	3
2	Login to HRMS	3
3	HR Navigation	4
3.1	Search Bar	4
3.2	Top Navigation Bar (Provided user has L0 menu).....	5
3.3	Tile Navigation.....	6
3.4	Sitemap Navigation	8
4	Self Service Forms	10
4.1	Employee Contact Details	10
4.2	Employee Mobile Update	11
4.3	Past Employment Details	12
4.4	Employee Bank Details	13
4.5	Education Details	15
4.6	Emergency Contacts	17
4.7	Employee Details	18
4.8	Family Details	19
4.9	Language Proficiency	20
4.10	GST Details	21
4.11	Visa Details	22
4.12	Passport Details	24
4.13	Driving License.....	25
4.14	Medical History.....	26
4.15	Hobby Details	27
4.16	Awards and Recognition	27
4.17	Employee Attachment	28
4.18	Employment Details	29
4.19	Employee Certificate Details	30

1 Introduction

Every organization employees want to use Personal Information Management System to maintain their Personal Data and Employment records.

HR Employee will facilitate Employee for the following

- i. Employee On-Boarding
- ii. Self Service operations for Employee

2 Login to HRMS

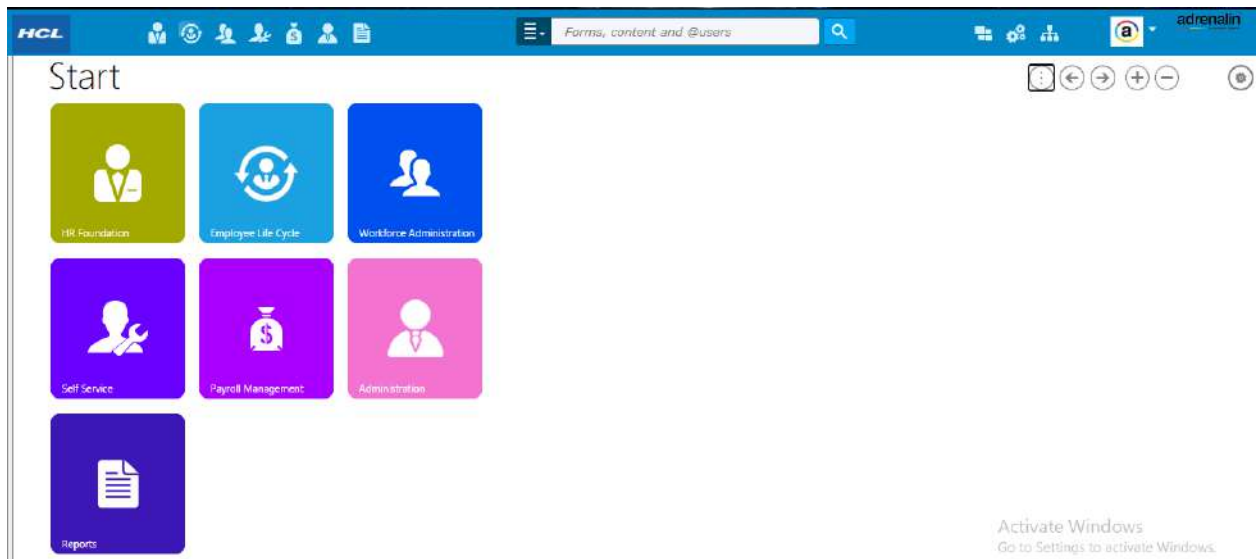
Visit <https://hr-erp.shivnadarfoundation.org/adrenalin/>

1. Login with your Active Directory (AD) login Id & password
2. Click on Login button



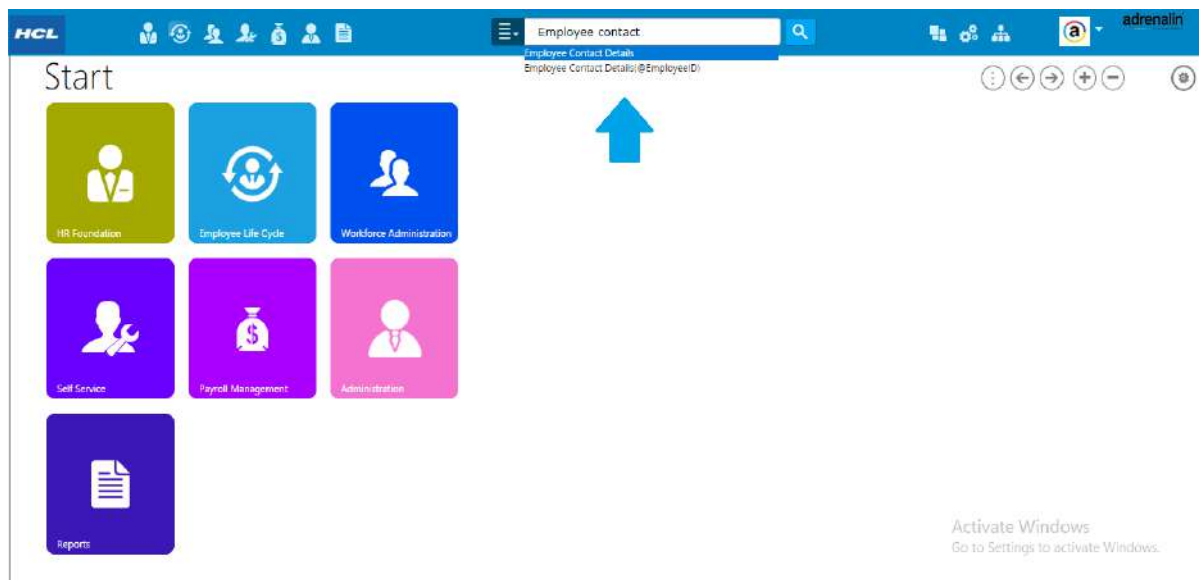
3 HR Navigation

1. Post successful login, the following is landing page of HRMS



3.1 Search Bar

1. Search bar top of landing page is the Google of HRMS
2. Type form name and select below listed form name



3. Corresponding Form is opened

#	Modified On	Country	State	City	Status
1	20-Apr-2020 21:15	India	Dalhi	92301151act9464f	Approved
2	13-Mar-2020 11:58				Approved

Permanent Address Line 1*
Permanent Address Line 2
Permanent Address Line 3
Country*
State*
City
Pin Code
Address Status

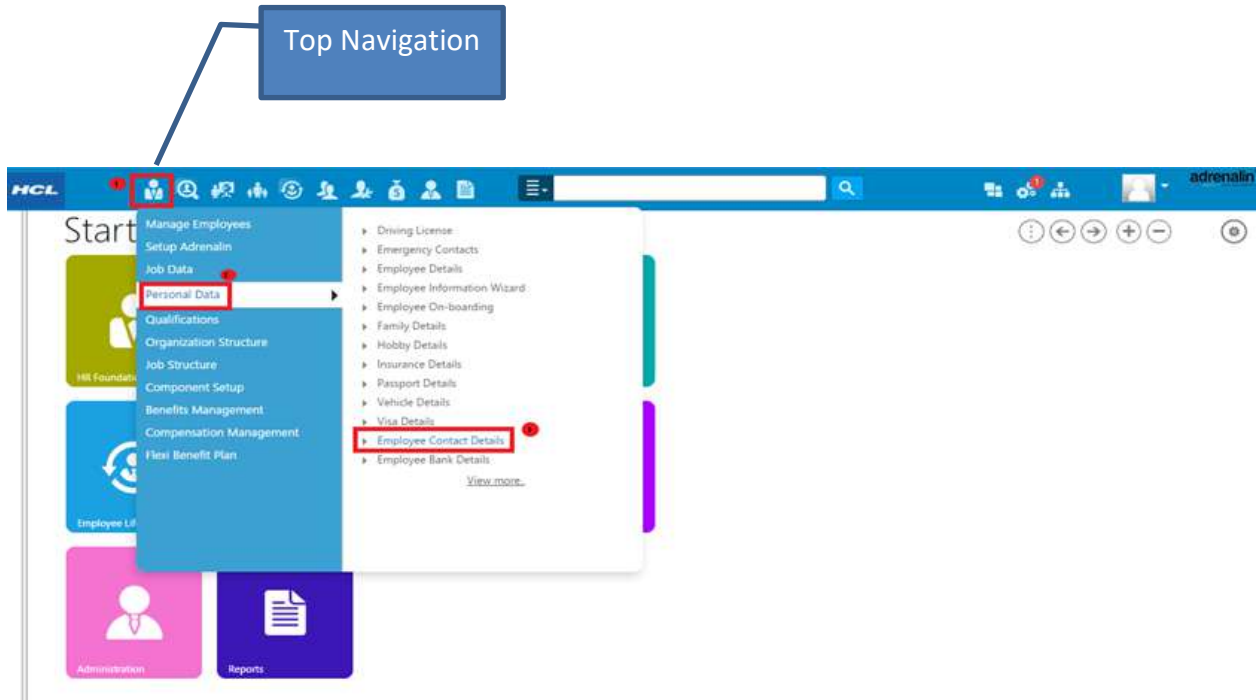
Permanent Address Proof: Choose File No file chosen Add

Mobile 1*
Work Landline Number
Home Telephone
Work Email
Mobile 2
Extension number
Personal Email

Submit Reset

3.2 Top Navigation Bar (Provided user has L0 menu)

1. Click in following Sequence



2. Corresponding Form is opened

#	Modified On	Country	State	City	Status
1	20-Apr-2020 21:15	India	Delhi	30301151ac19454f	Approved
2	13-Mar-2020 11:58				Approved

Permanent Address

Permanent Address Line 1:

Permanent Address Line 2:

Permanent Address Line 3:

Country:

State:

City:

Pin Code:

Address Status:

☐ Copy Permanent Address as Current Address

Permanent Address Proof:

Mobile 1:

Work Landline Number:

Home Telephone:

Work Email:

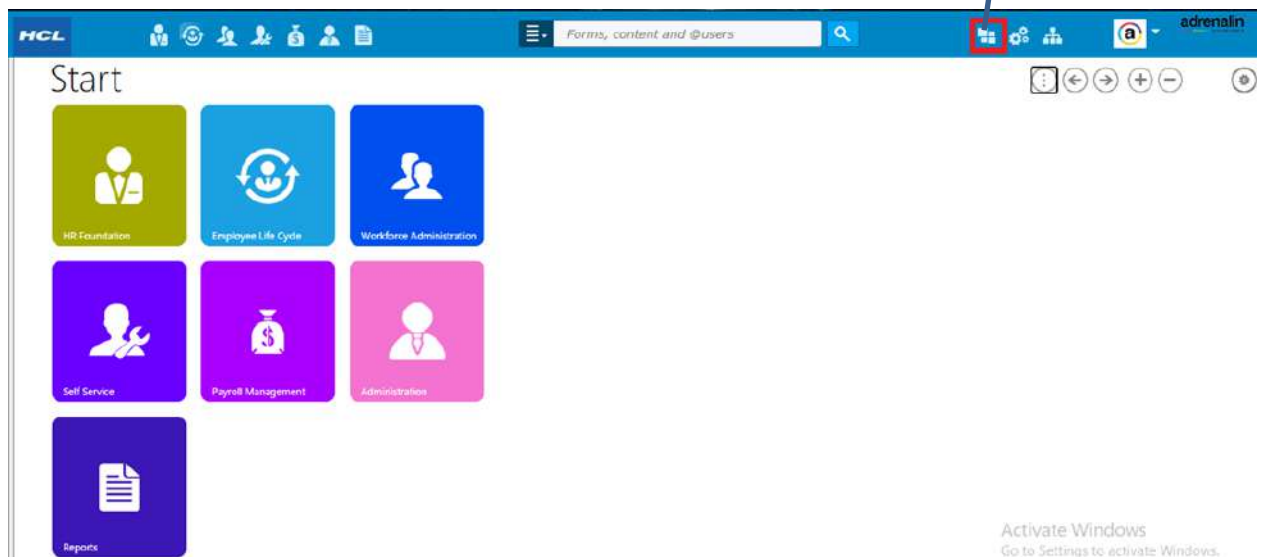
Mobile 2:

Extension number:

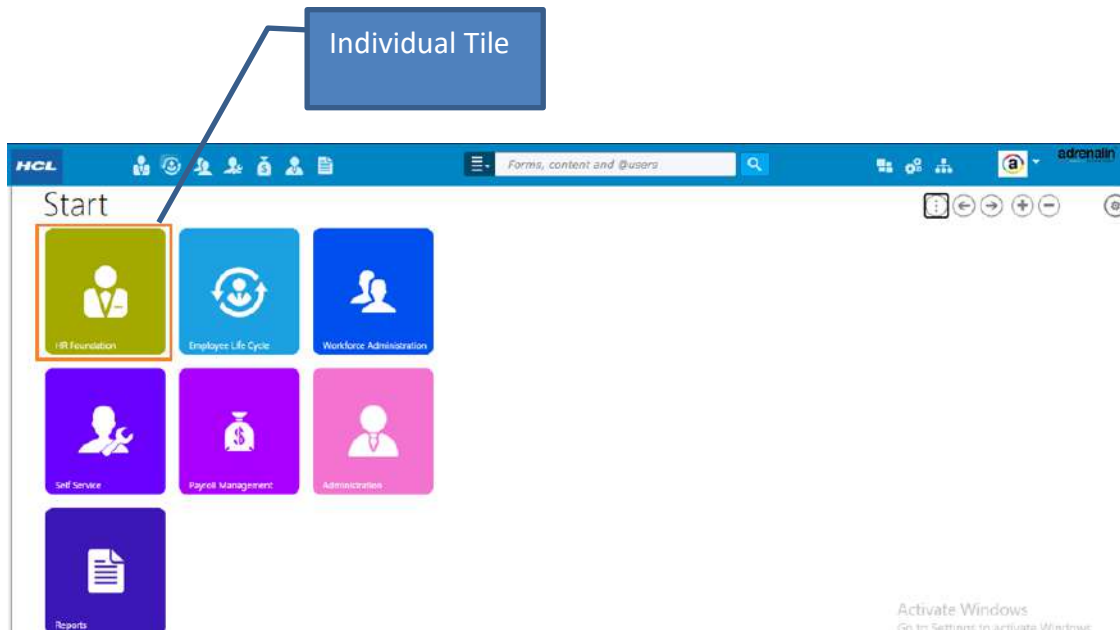
Personal Email:

3.3 Tile Navigation

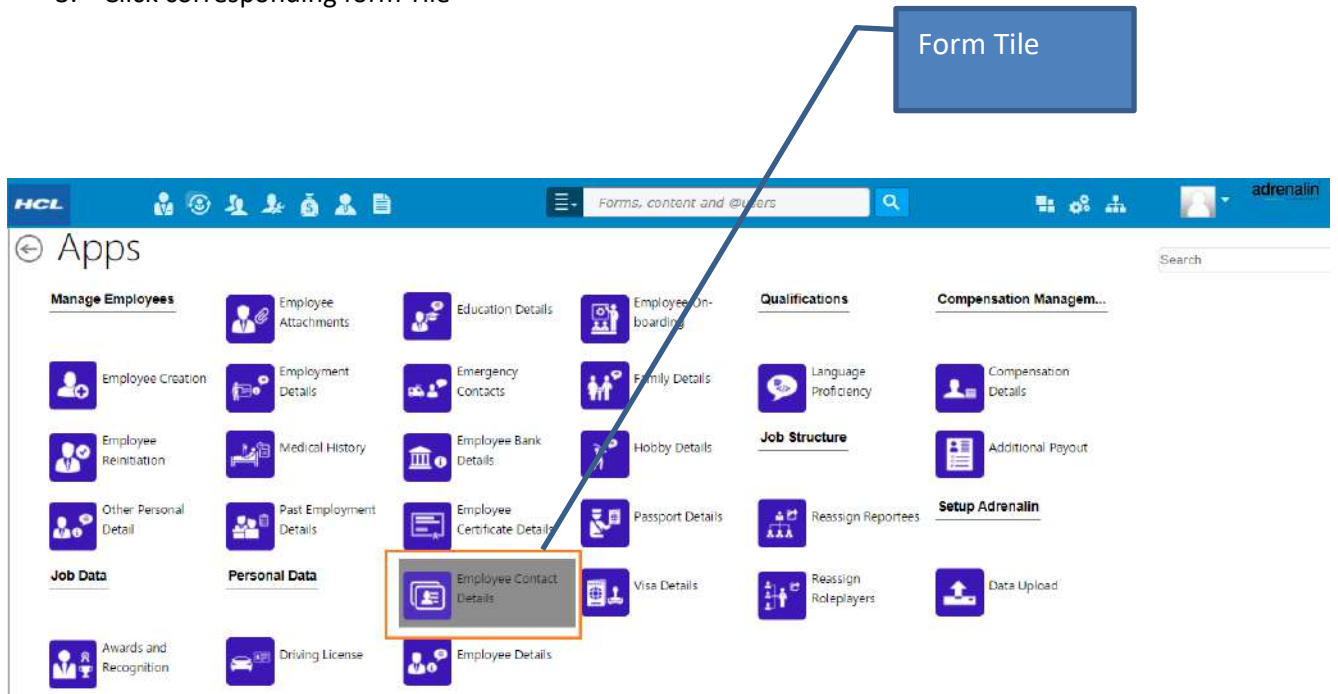
1. Click Start Icon



2. Click HR Foundation Tile



3. Click corresponding form Tile



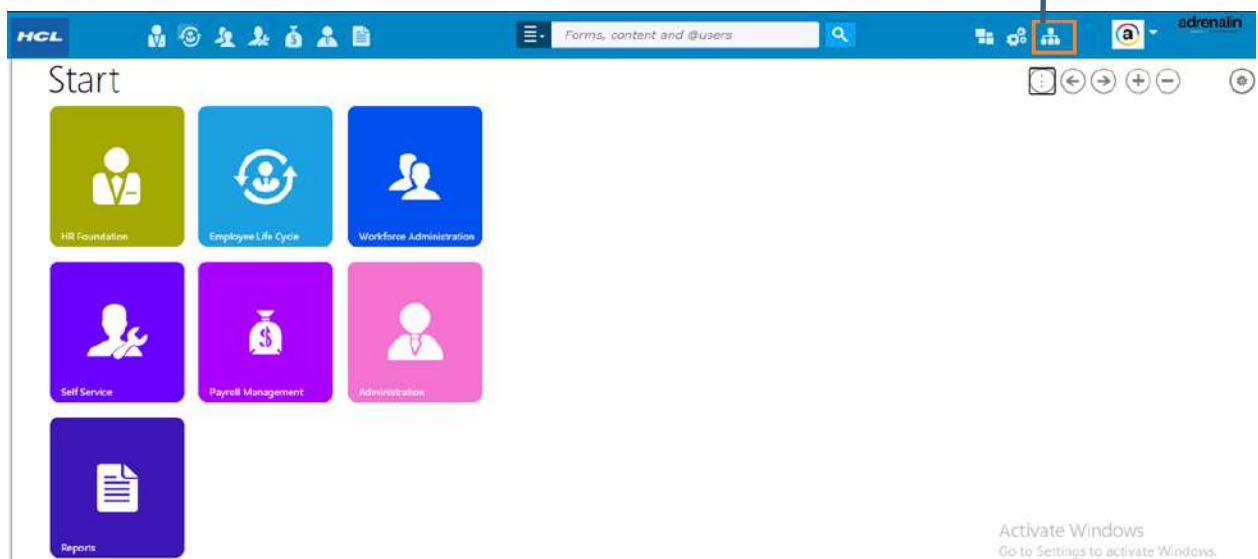
4. Corresponding Form is opened

3.4 Sitemap Navigation

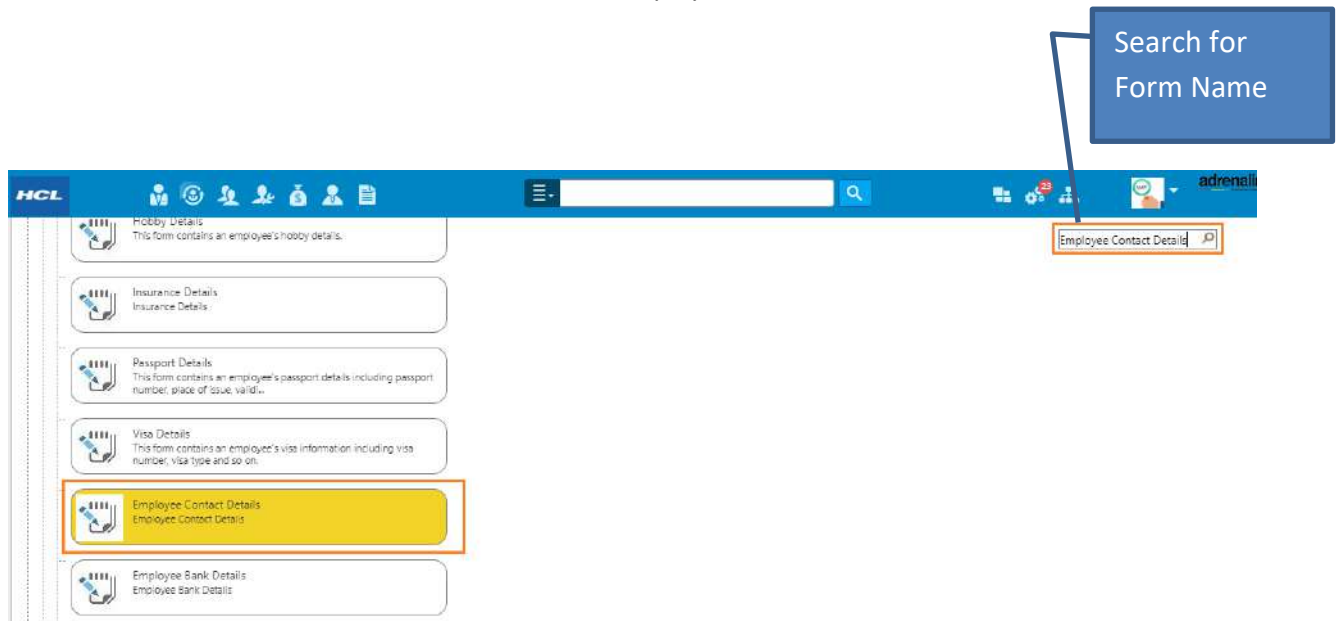
Sitemap

Navigation

1. Click Sitemap icon in top navigation bar



2. Search for form name and click form name displayed below



3. Corresponding Form is opened

The screenshot shows the 'Employee Contact Details' form open in the HCL Employee Self Service portal. The form is titled 'Employee Contact Details' and has a 'Mandatory' indicator. It contains a table with columns for #, Modified On, Country, State, City, and Status. Below the table, there are sections for 'Permanent Address' and 'Current Address'. The 'Permanent Address' section includes fields for Permanent Address Line 1, Permanent Address Line 2, Permanent Address Line 3, Country, State, City, Pin Code, and Address Status. The 'Current Address' section includes fields for Current Address Line 1, Current Address Line 2, Current Address Line 3, Country, State, City, Pin Code, and Address Status. There are also fields for Mobile 1, Mobile 2, Work Landline Number, Extension number, Home Telephone, Personal Email, and Work Email. The form has 'Submit' and 'Reset' buttons at the bottom.

#	Modified On	Country	State	City	Status
1	20-Apr-2020 21:15	India	Delhi	9230165ae19454f	Approved
2	19-Mar-2020 11:58				Approved

Permanent Address:

Country: State: City:

Pin Code: Address Status:

☐ Copy Permanent Address as Current Address

Mobile 1: Mobile 2:

Work Landline Number: Extension number:

Home Telephone: Personal Email:

Work Email:

4 Self Service Forms

4.1 Employee Contact Details

This form contains the employee's contact details such as email ID, phone number, Fax number and so on.

Pre-requisites

Following masters should be available:

- Country Master
- Region Master
- City Master

How to navigate to this form?

HR Foundation → Personal Data → Employee Contact Details.

This form has two tabs, one is for providing Permanent Address and the other is for Current Address.

If the option 'Copy Permanent Address as Current Address' is selected, then the details provided in the Permanent Address will be applied to Current Address also.

The field guidelines are as follows

Field Name	Description
Permanent/Current Address Line 1	Enter the first line of Permanent/Current Home address. This can denote the door number. Note: Click the Checkbox if the Current Address is going to be the same as the Permanent Address, or enter the current address by navigating to the current address tab.

Field Name	Description
Permanent/Current Address Line 2	Enter the second line of Permanent/Current Home address. This can denote the specific street name.
Permanent/Current Address Line 3	Enter the third line of Permanent/Current Home address. This can denote the specific area name.
Country	Select your Country from the drop down field. To search for any specific country, click the ellipse button. The Search Expert pop up window appears. Type required country and click [search] button to get the specific country.
State	Enter the State Name.
City	List of all the available Cities mapped to the respective Country are shown in this drop down field. Select your City from this field. To search for any city, click the ellipse button and select the City.
Pin Code	Enter the Pin Code corresponding to that Country
Address Status	Select the address status as Rented/Owned
Mobile 1, Work Landline Number, Home Telephone, Extension Number	Enter all the relevant information.
Work and Personal Email Address, Mobile 2	Enter all the relevant information. Note: The Work Email ID will be populated as given in the Employee Creation form. This is entered by the HR/Admin while creating an employee and it is not possible to edit.

1. Enter necessary information and click **[Submit]** to save the details.
2. Click **[Reset]** to refresh the form.

4.2 Employee Mobile Update

This form is used to provide employee the screen to request for change in mobile number.

Pre-requisites

Mobile Phone 1 is update in Employee Contact Detail before Employee requests for change of Mobile Phone change

How to navigate to this form?

R Foundation → Personal Data → Employee Mobile Update

1. Employee Need to provide change in Mobile Number in “Mobile Number” field including ISD Code and click on [**Generate OTP**] (this entails for India user will enter “91”)
2. You will receive OTP on your changed Mobile Number
3. Enter the OTP in Enter OTP field and click [**Verify**]
4. Once verified [**Submit**] button will be visible
5. Click [**Submit**] button to finally submit the change in Mobile Number
6. Once successfully submitted the Changed Mobile Number will be reflected in Employee Contact details in Mobile No.1 field

4.3 Past Employment Details

This form is used to capture details with respect to previous experience of the employee.

Note: This form is not applicable for a fresher. Appropriate message is shown in the form.

Pre-requisites

N/A

How to navigate to this form?

R Foundation → Job Data → Past Employment Details.

The field guidelines are as follows:

Field	Description
Company name	Enter the name of the Company previously Employer.
Address	Enter the Address of the company.
From - to date	Select the From - to date of employment in the previous organization.

Field	Description
Reasons for leaving	Enter Reasons for leaving the previous organization.
Last Drawn Annual Salary	Enter the annual salary earned while leaving the company. Select the currency.
Designation on Joining	Enter the Designation on joining the company.
Designation on Leaving	Enter the Designation while leaving the company.
Industry Type	Select the Industry Type. If the required type is not available in the drop down, click the ellipse button and add new Industry type.
Roles and Key Experience Achievement	Enter the Roles and Key Experience played in the previous company
Gap(s) in Career	If there are any gap in career, enter those details in Enter Gap in Career field.
Number of people reporting to you	Enter number of people who were reporting to you in the previous organization.
Experience Certificate, Salary Slip, Relieving Letter	Click the [Browse] button to add any supporting document for the employee. On clicking the Browse button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded.

1. Enter necessary details and click **[Submit]** to save.
2. Click **[Reset]** to refresh the form.
3. To add multiple Past Employment Details, user has to enter another record after submitting the first record and resetting the form.
4. Once submitted Click **[Reset]**
5. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click **[Delete]** to delete the record.

4.4 Employee Bank Details

This form contains an employee's bank information including account number, bank name and so on.

The salary account of an employee can be recorded in this form. Depending on integration with Payroll/Accounts, information on salary account may be used for salary payments to the employee.

Pre-requisites

Following masters should be available:

- Bank Name
- Country Master
- Currency Master
- Account Type

How to navigate to this form?

HR Foundation → Personal Data → Bank Details.

Existing records are shown in the grid. Use the filter section to filter records in the grid based on some condition.



If the grid is empty then it means that there is no record available in this form.

The field guidelines are as follows:

Field Name	Description
Bank Type	Select the Type of Bank as either Corporate or Other.
Bank Name	This field will be a drop down field which allows the employee to select the Bank Name, if the Bank Type is selected as 'Others'. If the Bank Type is selected as 'Corporate' then list of all the Bank names available under Corporate Bank Master (Administration → Setup HRMS) will be available for selection in the drop down field.
Branch Name	Enter Branch name of the Bank.
Org Unit	Employee's Org Unit will be populated automatically.
Account Number	Enter Account Number. Width of the bank account number is based on the width given in Corporate Bank Master. If it is given as '0', then in employee bank details form the account number can have a maximum width of 30 characters.
Name of First Account Holder	Enter the name of the person in whose name the account exists. It is defaulted to the employees Legal Name.
Account Type	Select the type of account from the dropdown list
Currency	Select the currency used by the Country from the dropdown list. These values will be hardcoded.
Salary Account	Enable the checkbox, if the account is to be considered as a Salary Account. Note: This field will be disabled if salary account already exists.

Field Name	Description
IFSC Number	Enter the IFSC (Indian Financial System) number.s

1. Enter necessary information and click [**Save**] to save the details.
2. Click [**Reset**] to refresh the form.
3. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click [**Delete**] to delete the record.

4.5 Education Details

This form contains an employee's education information including degree, subjects, status, college name and so on.

Pre-requisites

Following masters should be available:

- Qualification Level
- Board / University / Affiliated To
- UG / Degree / Diploma Name
- Status
- Subject
- Qualification Mode

How to navigate to this form?

HR Foundation → Personal Data → Education Details.

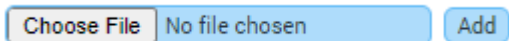
Existing records are shown in the grid. Use the filter section to filter records in the grid based on some condition.



If the grid is empty then it means that there is no record available in this form.

The field guidelines are as follows:

Field Name	Description
------------	-------------

Field Name	Description
Qualification Level	Select the Qualification Level. (E.g. Degree, Diploma, Schooling, etc.)
Board/University/Affiliated To	Select the Board/University/Affiliated To. (E.g. Delhi University, Anna University, Madras University, etc.) If Board/University/Affiliated To is selected as 'Others', then system gives the provision to capture the name of establishment separately as shown in the below screenshot. Width of the field will be 100. 
UG/Degree/Diploma Name	Select the UG/Degree/Diploma Name.
Status	Select Status as Completed/Pursuing
Passing year	Enter the Year of Passing
Grade/Marks(%) / CGPA	Select the Grade/Marks(%) / CGPA achieved in the course.
Subject	Select a subject from the dropdown list.
Major/Minor Fields	Select the Major and Minor subjects from the respective dropdown lists.
Name of Institute	Enter the Institute Name
Address of Institute	Enter the Address of the Institute
Attended from	Select the Attended From Date of the Course from the Calendar.
Attended to	Select the Attended to Date of the Course from the Calendar.
Company sponsored	Select whether the Company has sponsored for the Course.
Amount	Enter the Amount sponsored for Course and select the Currency.
Reimbursement Date	Select the date on which the company has to reimburse the amount.
Special Achievement / Remarks	Enter Special Achievement / Remarks if any.
Qualification Mode	Select Qualification Mode
Document Upload	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File, the File Open dialog box appears, allowing selection of file to be uploaded and click on Add. Multiple files can be uploaded.  To remove any attached document, click the [X] button against the file name.

1. Enter all relevant details and Click **[Submit]** to save the data.

2. Click **[Reset]** to refresh the form.
3. To add multiple Education Details, user has to enter another record in chronological order after submitting the first record and resetting the form.
4. Once submitted Click **[Reset]**

4.6 Emergency Contacts

This form contains the employee's emergency contact information such as contact address, phone number and so on.

Pre-requisites

Following masters should be available:

- Relationship

How to navigate to this form?

HR Foundation → Personal Data → Emergency Contacts.

The field guidelines are as follows:

Field Name	Description
Name	Enter the Name of the person to be contacted during emergency
Relationship	Select the Relationship of the employee with the Contact Person.
Emergency Contact's Address and Pin Code	Enter the Address and Zip Code
Home Phone, Work Phone and Mobile number of the Contact Person	Enter all the relevant information
Physician Name, Address, Pin Code and Phone number	Enter all the relevant information

1. Enter necessary information and click **[Save]** to save the details.
2. Click **[Reset]** to refresh the form.

4.7 Employee Details

This form displays the personal information of the logged in employee such as Name, Gender, Date of Birth, Nationality, Language, Marital Status, Blood Group, etc..

Note: Some of the fields in this form are pre-populated based on the information provided during Employee Creation.

Pre-requisites

Following masters should be available:

- Title
- Country
- State
- Marital Status

How to navigate to this form?

HR Foundation → Personal Data → Employee Details.

The field guidelines are as follows:

Field Name	Description
Title	Select the title, whether Mr/Mrs/Dr/Miss
Surname	Enter the Surname
First Name	Enter First Name
Middle Name	Enter the Middle Name
Known as	Enter the name by which you prefer to be called
Official Name	Enter the official name
Place of Birth	Enter the Place of birth
Date of Birth	Enter the Date of birth

Field Name	Description
State/Country of Birth	Enter the State and Country of birth
Marital Status/ Wedding Date	Select your Martial status and if it's selected as Married, select your wedding date.
Nationality	Choose your nationality.
PAN	Enter your PAN
Mother First, Middle Name, Maiden/Sur Name	Enter Mother First, Middle Maiden/Sur Name
Father First, Middle, Last Name	Enter Father First, Middle, Last Name
Gender	Select the gender
Blood Group / RH factor	Select the Blood group and RH factor
Native Language	Select the Reservation Category
UAN	Enter UAN
Physically Challenged	Select whether the employee is physically challenged or not. If the option 'Yes' is selected, then nature of disability has to be selected from 'Disability' field.
Disability	Select the nature of the disability of the employee. If 'Physically Challenged' option is selected as 'Yes', then this field become a Mandatory one.

Field Name	Description
The above two fields facilitate providing ESI calculation and Conveyance exemption for physically challenged employees, as per statutory compliance.	
Aadhar No	Enter the Aadhar number.

1. Click [**Submit**] to save the details. On submission, it would be sent for approval, based on the workflow settings.
2. Clicking [**Reset**] will refresh the form.

4.8 Family Details

This form contains the family details such as the relationship, name, date of birth and so on.

These records help in identifying dependents and thus can be used in HR Policy Benefits such as Medclaim. It also helps in recording information on the next of kin, in case of an emergency.

Pre-requisites

- Relationship

How to navigate to this form?

HR Foundation → Personal Data → Family Details.

HCL Confidential - For internal use only	Employee Self Service – Training v1.0	Page 19 of 31
--	---------------------------------------	---------------

Family Details

Relationship*

Spouse

Name*

RAVI

Date Of Birth*

Gender*

Male

Dependant*

NO

Address*

Delhi

Minor*

NO

Occupation*

N/A

Nationality

Indian

Comments:

Submit

Reset

Delete

The field guidelines are as follows

Field Name	Description
Relationship	Select the Relationship.
Name	Enter the Name of the relation.
Date of Birth	Select the Date of Birth. Note: Based on the selected date of birth, the Minor field will be populated by default.
Gender	Select the gender of the relation.
Dependent	Select whether the relation is a dependent.
Address	Enter the Address of the relation.
Minor	This field will be populated based on the Date of Birth selected.
Occupation	Enter the Occupation of the relative
Nationality	Select the Nationality of the relation
Comment	Enter Comment if any

1. Select Relationship type and enter details
2. Click **[Submit]** to save the details.
3. Click **[Reset]** to refresh the form.
4. To add multiple family details, user need to submit the form one by one after selecting relationship and filling other field's details.
5. Once submitted Click **[Reset]**
6. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click **[Delete]** to delete the record.

4.9 Language Proficiency

This form facilitates the maintenance of language proficiency details of an employee. This information helps in identifying employees with specific language skills.

Pre-requisites

- Language Name

How to navigate to this form?

HR Foundation → Qualification → Language Proficiency.



The field guidelines are as follows:

Field Name	Description
Language Name	Select the Language Name.
Proficiency options	Select the proficiency options in the selected language.

1. Enter the necessary information and click [**Submit**] to save the details.
2. Click [**Reset**] to refresh the form.
3. To add multiple language proficiency, user need to submit the form one by one after selecting language and filling other field's details.
4. Once submitted Click [**Reset**]
5. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click [**Delete**] to delete the record.

4.10 GST Details

To Capture GST details for consultant employees like vendor type, vendor name, state code, gst number etc.

Pre-requisites

- GST Vendor Type
- State Code
- PAN of the Employee
- Contract Type
- Contract Start Date
- Contract End Date

How to navigate to this form?

HR Foundation → Job Data → GST Details

GST Details

Employee Id

11000001

Employee Name

Implementation 1

Legal Entity

HCL Corporation Private Limited

OU

HCL Corporation

Contract Type

Department

Contract Start date

Contract End date

GST Vendor Type*

Registered

State Code*

Delhi

Vendor Name*

ABC

GST Registration No.*

07CORPK9842R222

Note: Start with 07

City*

Delhi

Country Code*

India

Address 1*

Delhi

Address 2

Post Code*

110028

Document Upload*

Choose File

No file chosen

Add

Click on Choose File to upload. The max file size can be upto 5MB. File types allowed are doc, jpeg, bmp, zip, png, ppt, xls, pdf, mtdoc, pptx

Submit

Reset

The field guidelines are as follows

Field Name	Description
GST Vendor Type	Select the GST Vendor Type.
Vendor Name	Enter the Name of the vendor
State Code	Select the State Code.
GST Registration No.	Enter the GST Registration No.
City	Enter City Name.
Country Code	Based on State Code selection "Country Code" will get selected automatically.
Address 1	Enter the Address 1.
Address 2	Enter the Address 2.
Post Code	Enter the Post Code
Document Upload	Upload the required document

1. Click **[Submit]** to save the details.
2. Click **[Reset]** to refresh the form.

Note:- Format of GST Registration Number:

- a. Validate state code against first two digits for consistency
- b. Next 10 character will be PAN. PAN shall be equal to PAN number in GST
- c. 13th character shall be numeric
- d. 14th character shall be "Z"
- e. 15th character can be alphanumeric

4.11 Visa Details

This form contains an employee's visa information including visa number, visa type and so on.

Pre-requisites

Passport Details should be updated.

How to navigate to this form?

HR Foundation → Personal Data → Visa Details.

The screenshot shows the 'Visa Details' form. It has a title bar 'Visa Details' and a red asterisk indicating mandatory fields. The form contains the following fields:

- Country*: India (dropdown)
- Visa Type*: Business Visa (dropdown)
- Issue Date*: 01-Mar-2019 (calendar icon)
- Expiry/Renewal Date*: 31-Jan-2021 (calendar icon)
- Entry Type*: Single (dropdown)
- Visa Designation: (empty text field)
- Visa Number*: F2800571 (text field)
- Sponsor*: HCL (text field)
- Remarks: (empty text area)
- Document Upload: Choose File (button), No file chosen (text), Document Upload (button)

At the bottom, there are buttons for Submit, Reset, and Delete. A red error message is visible below the Document Upload section: 'Click on Choose File to upload. The max file size can be upto 5MB. File types allowed are doc,pg,psd,bmp,zip,png,gif,xls,txt,rtf,docx,pps'.

Existing records are shown in the grid. Use the filter section to filter records in the grid based on some condition.

The field guidelines are as follows:

Field Name	Description
Country	Select the Country from the drop down field. Values in this field are populated from the Country Master.
Visa Type	Select the Visa Type.
Issue Date and Expiry/Renewal Date	Select Visa Issue Date and Expiry/Renewal Date.
Visa Number	Enter the Visa Number.
Entry Type	Select the Entry Type.
Visa Designation	Enter the Designation to be mentioned in the visa. This ideally has to be the current designation
Sponsor	Enter the Sponsor Name.
Remarks	Enter additional information, if any
Document Upload	Click the [Choose] button to add any supporting document for the employee. On clicking the Choose button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded. Attached files are shown as below:

1. [Submit] will be disabled for employees – please approach your HR to update the same
2. Click [Reset] to refresh the form.

4.12 Passport Details

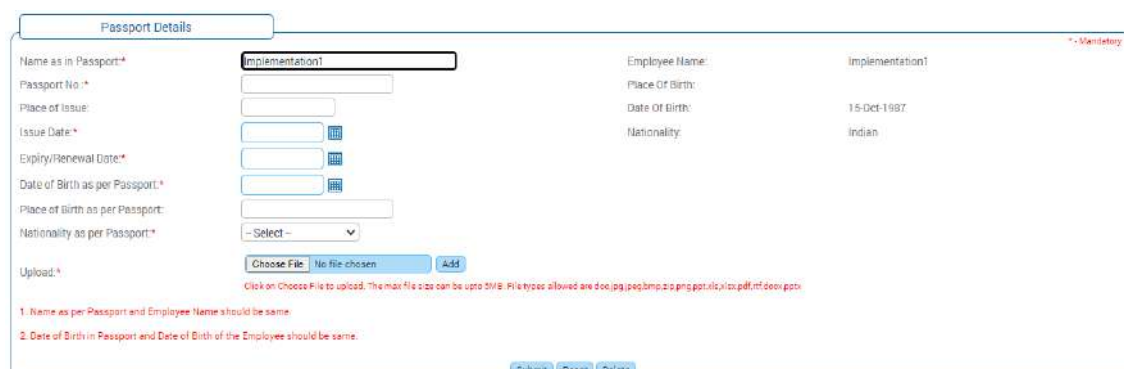
This form contains an employee's passport details including passport number, place of issue, validity and so on.

Pre-requisites

Nationality should be available

How to navigate to this form?

HR Foundation → Personal Data → Passport Details.



The field guidelines are as follows:

Field Name	Description
Name as in Passport	The First Name, Middle Name, Last Name of the employee as it appears in the passport.
Passport Number	Enter the Passport Number.
Place of Issue	Enter the place where the Passport was issued.
Issue Date and Expiry/Renewal Date	Select the Issue Date and Expiry/Renewal Date.
Date of Birth and Place of Birth	Date of Birth and Place of Birth will be displayed automatically, based on the details provided in Employee Details screen.
Document Upload	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded. To remove any attached document, click the [X] button against the file name.

1. Enter necessary information and click **[Submit]** to save the details.
2. Click **[Reset]** to refresh the form.
3. To add multiple passport details, user need to submit the form one by one after entering passport details.
4. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click **[Delete]** to delete the record.

4.13 Driving License

This form contains an employee's driving license information including license number, date, place of issue and so on.

Pre-requisites

- Category

How to navigate to this form?

HR Foundation → Personal Data → Driving License.

The field guidelines are as follows:

Field Name	Description
License Number	Enter the License Number.
Place of issue	The Country, City, Area from where the License is issued is the Place of Issue.
Issue Date and Expiry Date	The date when the Driving License is effective is the Issue Date. The date when the Validity of the License gets over is the Expiry Date.
Category	Select Category from the drop down field.
License Authority	Select Licensing Authority from the drop down field. Values in this drop down field is populated from Two field Master form (by selecting the Master value drop down field as 'License Authority – Driving License')
Document Upload	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded. Attached files are shown as below: To remove any attached document, click the [X] button against the file name.

1. Enter the necessary information, and click [**Submit**] to save the details.
2. Click [**Reset**] to refresh the form.

4.14 Medical History

This form facilitates employees to enter medical history details.

Pre-requisites

N/A

How to navigate to this form?

HR Foundation → Job Data → Medical History.

The field guidelines are as follows:

Field Name	Description
Entry Date	System will populate current date by default which can not be changed
Disability (if any)	Enter disability name
Allergies (if any)	Enter allergies
Any Significant Medical History	Enter the medical history
Comments	Enter additional comments if any
Supporting Document	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded. To remove any attached document, click the [X] button against the file name.

1. Click [**Submit**] to save the data.
2. Click [**Reset**] to refresh the form.
3. To add multiple medical history, user need to submit the form one by one after entering the medical details.
4. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click [**Delete**] to delete the record.

4.15 Hobby Details

This form records the hobby details of the employee.

You can store more than one record using this form and it is possible to add, delete/modify the information.

HR can use this information in employee development programs, to get people with similar hobbies to interact and to reward employees by expanding their horizons to pursue their hobbies further. Sounds interesting?

Pre-requisites

- Hobby master should be available

How to navigate to this form?

HR Foundation → Personal Data → Hobby Details.

The field guidelines are as follows:

Field Name	Description
Hobby	Select a Hobby.
Interest Level	Enter your Interest Level of the Hobby.
Pursuing for in years	Enter the Number of years that you are pursuing the hobby.
Comments	Enter any specific or additional information.

1. Enter necessary information and click **[Submit]** to save the details.
2. Click **[Reset]** to refresh the form.
3. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click **[Delete]** to delete the record.
4. To record multiple hobby details, user need to submit the form one by one after selecting hobby and filling other field's details.

4.16 Awards and Recognition

This form facilitates employees to update the awards and recognitions that they received.

Pre-requisites

- Awards and Recognition name
- Category

How to navigate to this form?

HR Foundation → Job Data → Awards and Recognition.

The field guidelines are as follows.

Field	Description
Date of Receipt	Select the Date when the award/recognition has been received.
Award/Recognition Name	Select the Award/Recognition name.
Issued By	Enter the name of the board/organization that has awarded the award/recognition.
Description of the Award/ Recognition	Enter the details of the award or recognition.
Document Upload	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded. To remove any attached document, click the [Remove] button against the file name.
Category	Select the Category of the Award/Recognition.
Frequency	An Award or Recognition can be received multiple times. In such case, enter the number of times that the award/ recognition has been received.
Notes	Enter comments, if any.

1. [**Submit**] will be disabled for employees – please approach your HR to update the same
2. Click [**Reset**] to refresh the form.

4.17 Employee Attachment

This form facilitates the employees to add details of any appreciations, awards, certificates etc.

Pre-requisites

- Category

How to navigate to this form?

HR Foundation → Job Data → Employee Attachments.

The field guidelines are as follows:

Field Name	Description
Category	Select the Category. Values in the drop down fields are pre-configured .
Comment	Enter Comments, if any.
Document Upload	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded.

1. Click [**Submit**] to save the attachment.
2. Click [**Reset**] to refresh the form.
3. To modify any Employee Attachments, select the record by clicking on the grid. Selected record will be populated in the form. Make necessary changes and click [**Submit**] to save the changes.
4. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click [**Delete**] to delete the record.



If the transaction is pending for approval, then it is not possible to modify/delete the record. System shows alert message to that effect.

5. Employee can add his/her own photo by selecting the category 'My Photo'. Photo uploaded here will be displayed in 'Work details' section in Employee Summary form.
6. To attach document against multiple category, user need to submit the form one by one after selecting category and uploading the document.

4.18 Employment Details

This form facilitates the maintenance of employment record with a certain effective date.

At any point of time, only one record can be in effect. If another record is created with different effective from date, on the date of its activation, the earlier record detail will be automatically deactivated and the new record detail will take effect.

The HR or any designated role player can update the required information for employees by choosing the employee using the Employee Summary option.

Pre-requisites

The following masters should be available:

- OU

- Designation
- Grade
- Department
- Location
- City
- Country
- Region
- Calendar
- Position
- Pay Group
- Compensation Template

How to navigate to this form?

HR Foundation → Job Data → Employment Details.

Employment Details			
Date Of Joining/Re-employed:	01-Apr-2019/	Employment Type On Entry:	R
Pre-Joining Relevant Experience:		Pre-Joining Other Experience:	0
Basic Info Additional info Payroll info Miscellaneous			
Transaction date:	01	Original Hire Date:	01-Apr-2019
Effective From:	23-May-2020	Holiday Calendar:	HCLC - Uttar Pradesh
Position No:	Default - HCLC - Regular	Reporting Manager:	1 - Admin
Org Unit:	HCL Corporation	Functional Manager:	-
Legal Entity:	HCL Corporation Private Limited	SkipLevel Reporting Manager:	-
Designation:	Consultant		
Grade:	TP	Employee Status:	Active
		Confirmation Status:	Confirmed
Department:	0000 - Department	Next Status:	- Select -
Location:	Corporate Towers, 5/2	Confirmation Due Date:	01-Apr-2019
Country:	India	Cost Center:	- Select -
Region:	India		

4.19 Employee Certificate Details

This form contains an employee's certification information including the certification name, institute and so on.

Pre-requisites

- Certificate / Exams
- Subject

How to navigate to this form?

HR Foundation → Personal Data → Certification Details.

Certification Details

Certificate / Exam *

~ Select ~

Reference #:

Institution:

Subject:

~ Select ~

Certified On *

Expiry / Renewal Date:

Renewed On:

☒ Percentage

☐ Grade

☐ Level

Document Upload:

Choose File

No file chosen

Add

Click on Choose File to upload. The max File size can be upto 5MB. File types allowed are doc,docx,ppt,mpg,zip,txt,rtf,docx,ppt

Submit

Reset

Delete

* - Mandatory

Existing records are shown in the grid. Use the filter section to filter records in the grid based on some condition.

The field guidelines are as follows:

Field Name	Description
Certificate/Exam	Select the Certificate or the Exam name
Reference #	Enter the Reference number
Institution	Institution Name is captured at the time of creating Certificate/Exam. This will be displayed based on the selected Certificate/Exam.
Subject	Select the Subject for the Certification Program from the dropdown field
Certified on	Enter the Date on which the Certificate was issued
Expiry/Renewal Date	Select the Expiry/Renewal date of the Certificate
Renewed On	Select the Date on which the Certificate was renewed
Percentage / Grade / Level	Enter the Percentage of marks awarded
Document Upload	Click the [Choose File] button to add any supporting document for the employee. On clicking the Choose File button, the File Open dialog box appears, allowing selection of file to be uploaded. Multiple files can be uploaded. To remove any attached document, click the [X] button against the file name

1. Enter necessary details and click **[Submit]** to save the data.
2. Click **[Reset]** to refresh the form.
3. To modify any record, select the record from the grid. Selected record will be populated in the form.
4. Make necessary changes and click **[Submit]** to save the changes.
5. To add multiple certificate details, user need to submit the form one by one after selecting certificate / exams and filling other field's details.
6. To delete any record from the grid, select the record by clicking on the grid. Selected record will be populated in the form. Click **[Delete]** to delete the record.

SSN College of Engineering

Access Catalog.

The OPAC is also available to check book availability, renew, make book reservations, etc...

<http://opac.ssn.net> (Access inside campus)

<https://opac.ssn.edu.in> (Access in Remote / from home)

- Purchase Suggestions
- Feedback / Queries
- Syllabus
- E-Resources
- Library Intranet

Published on 21/09/2023

 RSS feed for system-wide library news

Log in to your account:

Login:

Password:

[Library Rules and Regulations.](#)



○ WELCOME TO SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING ○

sri sivasubramaniya nadar college of engineering Off-Campus Access

The SSN CE Library subscribes the electronic resources through e-ShodhSindhu as well as from the publishers. The Off-Campus Access service is provided to the faculty members, students and scholars to seamlessly access the subscribed scholarly electronic resources from outside the college campus to access the resources 24/7 through identity providers. The username is the domain email address. To assign a password from the email link received, click on the forgot password bar on the home page. In case of any issues, kindly contact the Librarian.

The OPAC is also available to check book availability, renew, and make reservations, etc.

E- RESOURCES

OPAC



E-JOURNALS



E-BOOKS



DOWNLOADS



If the Logins please contact sethuramang@ssn.edu.in

Contact Us

 G. Sethuraman

 Librarian

 sethuramang@ssn.edu.in

 D. Karunakaran

 karunad@ssn.edu.in

 INFED Team

 infed@inflibnet.ac.in

 INFED (<https://parichay.inflibnet.ac.in/>)

User Guide

[INFED \(INDIAN Access Management Federation\)](#)

<https://idp.ssn.edu.in/>



HOME

E-RESOURCES

FORGOT PASSWORD

CONTACT

INFED USER GUIDE



○ WELCOME TO SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING ○

sri sivasubramaniya nadar college of engineering Off-Campus Access

The University Library subscribes the electronic resources through e-ShodhSindhu as well as from the publishers. The Off-Campus Access service is provided to the faculty members to seamlessly access the subscribed scholarly electronic resources from outside the University campus. Username and password have been provided to all the faculty members to access the resources 24/7 through identity providers. You may communicate to the Library to get the username and password. In case any issues, kindly contact the Library Team

E- RESOURCES

E-JOURNALS



E-BOOKS



DATABASES



Contact Us

👤 G. Sethuraman
📞 Librarian
✉️ sethuramang@ssn.edu.in

👤 D. Karunakaran
✉️ karunad@ssn.edu.in

👤 INFED Team
✉️ infed@inlibnet.ac.in
🌐 INFED

[HOME](#)[E-RESOURCES](#)[FORGOT PASSWORD](#)[CONTACT](#)[INFED USER GUIDE](#)

WELCOME TO SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING

E- RESOURCES

Here you can see list of E-Resources

E-JOURNALS



E-BOOKS



DATABASES



Contact Us

 G. Sethuraman
 Librarian
 sethuramang@ssn.edu.in

 D. Karunagaran
 karunad@ssn.edu.in

 INFED Team
 infed@infibnet.ac.in
 INFED

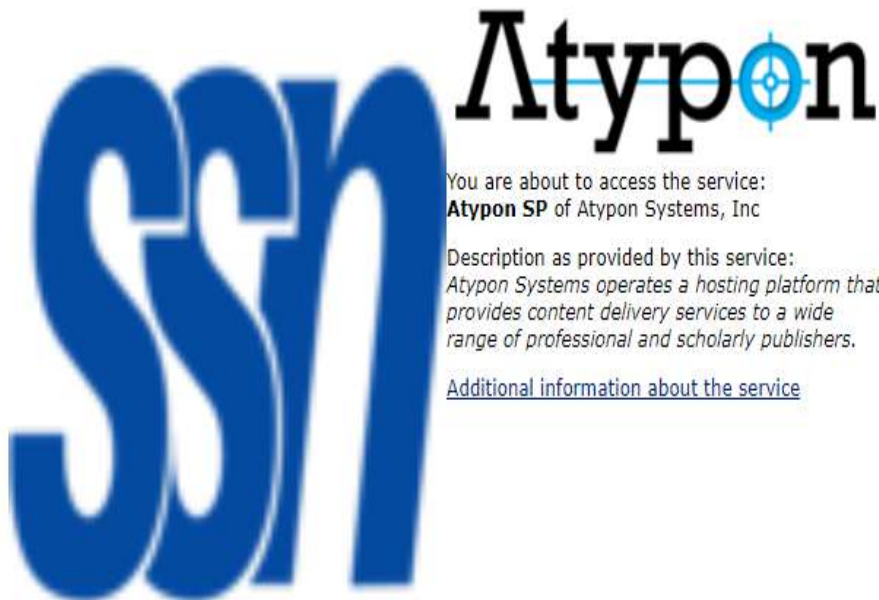
- Now, click on E-JOURNALS to show list of e-journals.
- Click on E_BOOKS to show list of e-books.

- ❖ After clicking E-Journals here you can see list of e-journals.

The screenshot shows the SSN E-Resources page. At the top, there is a navigation bar with links: HOME, E-RESOURCES, FORGOT PASSWORD, CONTACT, and INFED USER GUIDE. Below the navigation bar, the page is titled "E-RESOURCES". Under this title, there is a section for "E-JOURNALS" which lists several journals: ASCE – American Society for Civil Engineering, ASME – American Society for Mechanical Engineering, ASTM – American Society of Testing and Materials, IEL – Level 2, Koinbus – Open source Journals, Nature Link, ScienceDirect (elsevier), and Springer Link. A red callout box with the text "Click here to access ASCE" points to the ASCE link in the list. Below the E-JOURNALS section, there are two orange buttons: "E-BOOKS" and "DATABASES". At the bottom of the page, there is a "Contact Us" section with contact information for G. Sethuraman, D. Karunakaran, and the INFED Team.

- ❖ Login to ASCE using user credentials.

The screenshot shows the SSN login page. At the top, there is a navigation bar with links: HOME, E-RESOURCES, FORGOT PASSWORD, CONTACT, and INFED USER GUIDE. Below the navigation bar, the page is titled "Login to Atypon SP". The login form includes fields for "Username" and "Password", a "Don't Remember Login" checkbox, and a "Clear prior granting of permission for release of your information to this service" checkbox. A red callout box with the text "Enter password" points to the Password field. Another red callout box with the text "Enter Username" points to the Username field. A third red callout box with the text "Click here to Login" points to the "Login" button. Below the login form, there is a link for "Forgot your password? | Need Help?". At the bottom of the page, there is a "Contact Us" section with contact information for G. Sethuraman, D. Karunakaran, and the INFED Team.



You are about to access the service:
Atypon SP of Atypon Systems, Inc

Description as provided by this service:
Atypon Systems operates a hosting platform that provides content delivery services to a wide range of professional and scholarly publishers.

[Additional information about the service](#)

Information to be Provided to Service

eduPersonEntitlement	urn:mace:dir:entitlement:common-lib-terms https://www.ssn.edu.in/
eduPersonScopedAffiliation	staff@idp.ssn.edu.in
eduPersonTargetedID.oid	upmyJPdC8J5p1jez4eP2Nxn6Z1M=@idp.ssn.edu.in

The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?

Select an information release consent duration:

- ☐ Ask me again at next login
- I agree to send my information this time.
- ☒ Ask me again if information to be provided to this service changes
- I agree that the same information will be sent automatically to this service in the future.
- ☐ Do not ask me again
- I agree that **all** of my information will be released to **any** service.

This setting can be revoked at any time with the checkbox on the login page.

Reject

Accept

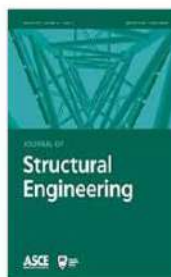
Click on Accept

Select proper option
for information release
on bases of release
requirements

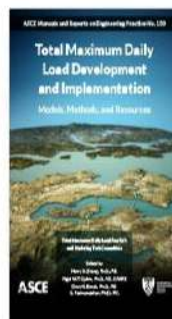
Welcome to the ASCE Library! Find the Right Solution for Your Project.



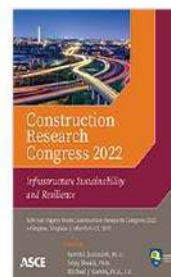
JOURNALS



BOOKS



PROCEEDINGS



STANDARDS



This website uses cookies to ensure you get the best experience on our website. [Learn more](#)

Got it!

MORE BOOKS >

MORE PROCEEDINGS >

MORE STANDARDS >

ADVERTISEMENT



American Society of Civil Engineers

1801 Alexander Bell Drive
Reston, VA 20191-4400
703-295-6300 | 800-548-2723



ASCE LIBRARY

[About](#)
[Terms of Use](#)
[FAQ](#)
[Subscribe](#)
[Contact Us](#)
[Accessibility](#)

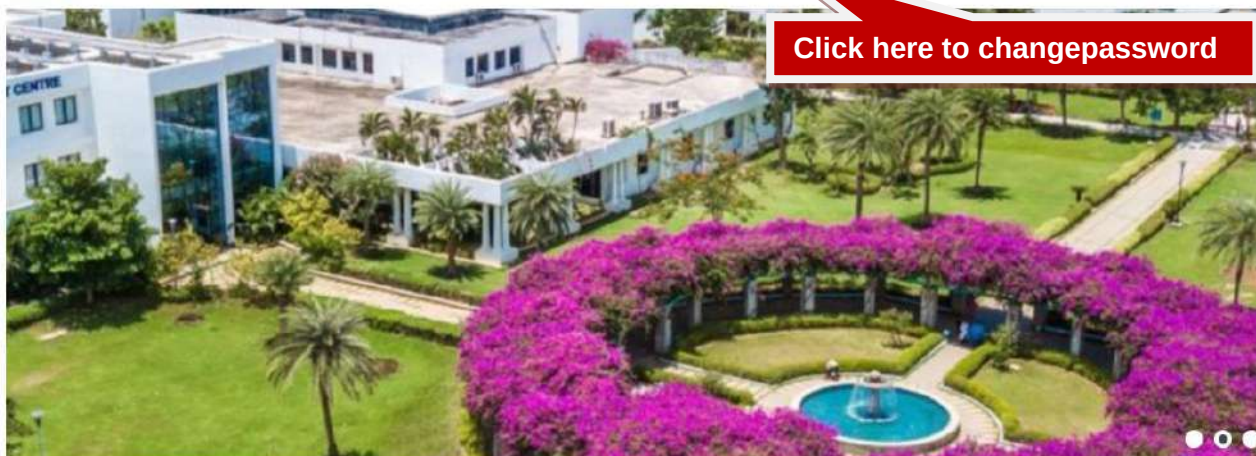
ASCE

[Terms & Conditions](#)
[Help](#)
[Privacy](#)

SERVICES

[Civil Engineering Database](#)
[Bookstore](#)
[Contract Documents](#)
[ASCE 7 Online](#)
[ASCE 7 Hazard Tool](#)

❖ If user forgot your password, then click Forgot Password to change the password.

[HOME](#)[E-RESOURCES](#)[FORGOT PASSWORD](#)[CONTACT](#)[INFED USER GUIDE](#)

Click here to changepassword

○ WELCOME TO SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING ○

[HOME](#)[E-RESOURCES](#)[FORGOT PASSWORD](#)[CONTACT](#)[INFED USER GUIDE](#)

Enter here Username or Email

User Name or Email id:

[Send Reset Link](#)[Change Password](#)

Click to get link on your email

Contact Us

G. Sethuraman

Librarian

sethuramang@ssn.edu.in

D. Karunakaran

karunad@ssn.edu.in

INFED Team

infed@inflibnet.ac.in

INFED

- After clicking Send Reset Link you will get one link on your mail id.
- Click on that link to change your password



Enter Again Same Password

Reset link successfully sent to infed@infibnet.ac.in kindly check your INBOX as well as SPAM/JUNK folder

Enter new Password

New Password

8 Characters Long
One Uppercase Letter

One Lowercase Letter
One Number

Confirm Password

Repeat Password

Passwords Match

Save Password

Click to Save

Contact Us

▲ G. Sethuraman 📖 Librarian ✉ sethuramang@ssn.edu.in	👤 INFED Team ✉ infed@infibnet.ac.in 📍 INFED
---	--



Password successfully changed. Confirmation sent email.

New Password

8 Characters Long
One Uppercase Letter

One Lowercase Letter
One Number

Confirm Password

Repeat Password

Passwords Match

Save Password

Contact Us

▲ G. Sethuraman 📖 Librarian ✉ sethuramang@ssn.edu.in	👤 INFED Team ✉ infed@infibnet.ac.in 📍 INFED
---	--

- ❖ User can change his/her password by clicking Change password option.

SSN

HOME E-RESOURCES **FORGOT PASSWORD** CONTACT INFED USER GUIDE

User Name or Email id:

Username or Email

Send Reset Link

Change Password

Click here to change password

Contact Us

G. Sethuraman
Librarian
sethuramang@ssn.edu.in

karunad@ssn.edu.in

infed@infibnet.ac.in
INFED

SSN

HOME E-RESOURCES **FORGOT PASSWORD** CONTACT INFED USER GUIDE

User Name or Email

Username or Email

Enter Your user name or email

Old Password

Old Password

Enter your Old Pwd

New Password

New Password

Enter your new pwd

8 Characters Long
One Uppercase Letter
One Lowercase Letter
One Number

Confirm Password

Repeat Password

Enter again new Pwd

Enter Change PWD

Change Password

Forgot Password

Contact Us

G. Sethuraman
Librarian
sethuramang@ssn.edu.in

D. Karunakaran
karunad@ssn.edu.in

INFED Team
infed@infibnet.ac.in
INFED

[HOME](#)[E-RESOURCES](#)[FORGOT PASSWORD](#)[CONTACT](#)[INFED USER GUIDE](#)

Password successfully changed. Confirmation sent to email. ✕

New Password

✕ 8 Characters Long
✕ One Uppercase Letter

Confirm Password

✔ Passwords Match

Save Password

Contact Us

👤 G. Sethuraman
📖 Librarian
✉️ sethuramang@ssn.edu.in

👤 INFED Team
✉️ infed@infibnet.ac.in
🌐 INFED

Thank You



Welcome to the Learning Management System (LMS) at the SSN Campus, Chennai!

SSN Institutions, founded by Dr. Shiv Nadar, Chairman, HCL Technologies, stands out as a premier center of higher learning with a mission of pursuing excellence in education and research. The institutions, with their diverse and dynamic community of students offer a distinctive combination of some of the finest graduate, undergraduate and research programs, accomplished faculty, world class facilities and a residential campus set on a sprawling 250 acres of sylvan surroundings.

This is our old LMS platform, hosting courses that have been created before the academic year 2022-2023. Please login to our [new LMS platform](#) for the later courses.

******* NOTE: This old LMS platform will be decommissioned on July 14, 2023 (tentative). Please take backup of your materials before that date.**

Site announcements

[Subscribe to this forum](#)



LMS server has been updated and moved!

by [SSN LMS Administrator](#) - Tuesday, 6 September 2022, 10:07 AM

Hi! You have now logged into our old learning management system (LMS). All the courses created before the academic year 2022-2023 are available here.

All the later courses are available on our new platform running at <https://lms.ssn.edu.in/>

[Permalink](#)

[View the discussion](#) (0 replies so far)



LMS is moving to a new platform!

by [SSN LMS Administrator](#) - Saturday, 13 August 2022, 6:41 PM

We will be soon moving to a newer version of our learning management system (LMS) running on a new hardware platform!

This old LMS platform will continue to run, but under a different URL. We will announce the URL once the new LMS has been taken to its production mode.

You may have a preview of the new LMS at: <https://lms2022.ssn.edu.in/>

[Permalink](#)

[View the discussion](#) (0 replies so far)

My courses

[PES1121---Safety and Hazard Control---2018 Edition](#)

Teacher: [Jaikumar Vasudevan](#)

[UCH1512---Heat Transfer Laboratory---Chemical---2020 Edition](#)

Teacher: [Nalinkanth Ghone](#)
Teacher: [Dhanalakshmi Jayaraman](#)
Teacher: [Subramanian Mookiah](#)

[UCH1512---Heat Transfer Laboratory---Chemical---2021 Edition](#)

Teacher: [Nalinkanth Ghone](#)
Teacher: [Dhanalakshmi Jayaraman](#)

[UCH1944---Industrial Safety_\(OE\)---Chemical---2021 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[UCH1503---Mass Transfer-I---Chemical---2021 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[UCH1602---Mass Transfer-II---Chemical--2022 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[UCH1818---Project Work---Chemical--2022 Edition](#)

Teacher: [Nalinkanth Ghone](#)
Teacher: [Anantharaj R](#)
Teacher: [Jaikumar Vasudevan](#)

[UCH1041---Renewable Energy_Sources\(6\)---Chemical--2022 Edition](#)

Teacher: [PACHIMATLA RAJESH](#)

[UCH1041---Renewable Energy_Sources_\(Mechanical-1\)---Chemical--2022 Edition](#)

Teacher: [Kilaru Harshavardhan](#)

[UCH1041---Renewable Energy_Sources_\(ECE-2\)---Chemical--2022 Edition](#)

Teacher: [Balaji D](#)

[My courses](#)

Course categories

[Collapse all](#)

[Biomedical](#)

- [Department Updates](#) (1)
- [BME AY 2018-19 July Term](#) (36)
- [BME AY 2018-19 Jan Term](#) (29)
- [BME AY 2019-20 July Term](#) (33)
- [BME AY 2019-20 January Term](#) (31)
- [BME AY 2020-21 July Term](#) (36)
- [BME AY 2020-21 January Term](#) (31)
- [BME AY 2021-22 July Term](#) (34)
- [BME AY 2021-22 January term](#) (30)

Chemical ⁽²⁾

[Chemical AY 2018-19 July Term](#) ⁽²⁹⁾

[Chemical AY 2018-19 Jan Term](#) ⁽³⁰⁾

[Chemical AY 2019-20 July Term](#) ⁽³⁷⁾

[Chemical AY 2019-20 January Term](#) ⁽²⁶⁾

[Chemical AY 2020-21 July Term](#) ⁽³⁵⁾

[Chemical AY 2020-21 January Term](#) ⁽³⁰⁾

[Chemical AY 2021-22 July Term](#) ⁽³³⁾

[Chemical AY 2021-22 January Term](#) ⁽³¹⁾

[Chemical AY 2022-23 July Term](#) ⁽²⁹⁾

Chemistry

[Chemistry AY 2020-21 May Term](#) ⁽¹⁰⁾

[Chemistry AY 2020-21 July Term](#) ⁽¹⁴⁾

[Chemistry AY 2020-21 January Term](#) ⁽³⁾

[Chemistry AY 2019-20 July Term](#) ⁽¹⁴⁾

[Chemistry AY 2019-20 January Term](#) ⁽¹⁵⁾

[Chemistry AY 2018-19 July Term](#) ⁽²⁰⁾

[Chemistry AY 2018-19 Jan Term](#) ⁽¹⁷⁾

[Chemistry AY 2021-22 July Term](#) ⁽¹⁴⁾

[Chemistry AY 2021-22 January Term](#) ⁽¹⁹⁾

Civil

[Civil AY 2018-19 July Term](#) ⁽²³⁾

[Civil AY 2018-19 Jan Term](#) ⁽²²⁾

[Civil AY 2019-20 July Term](#) ⁽²⁴⁾

[Civil AY 2019-20 January Term](#) ⁽²⁰⁾

[Civil AY 2020-21 July Term](#) ⁽²⁶⁾

[Civil AY 2020-21 January Term](#) ⁽³⁰⁾

[Civil AY 2021-22 July Term](#) ⁽³⁰⁾

[Civil AY 2021-22 January Term](#) ⁽³¹⁾

[Civil AY 2022-23 July Term](#) ⁽²⁷⁾

Computer Science & Engineering

[CSE AY 2018-19 July Term](#) ⁽⁶⁸⁾

[CSE AY 2018-19 Jan Term](#) ⁽⁵⁸⁾

[CSE AY 2019-20 July Term](#) ⁽⁷⁶⁾

[CSE AY 2019-20 January Term](#) ⁽⁶⁸⁾

[CSE AY 2020-21 July Term](#) ⁽⁷²⁾

[CSE AY 2020-21 January Term](#) ⁽⁵⁸⁾

[CSE AY 2021-22 July Term](#) ⁽⁷¹⁾

[CSE AY 2021-22 January Term](#) ⁽⁵¹⁾

[CSE Dashboard](#) ⁽¹²⁾

Electrical & Electronics

[EEE AY 2018-19 July Term](#) ⁽⁶⁴⁾

[EEE AY 2018-19 Jan Term](#) ⁽⁷¹⁾

[EEE AY 2019-20 July Term](#) ⁽⁵⁰⁾

[EEE AY 2019-20 January Term](#) ⁽⁴⁹⁾

[EEE AY 2020-21 July Term](#) ⁽⁶⁸⁾

[EEE AY 2020-21 January Term](#) ⁽¹⁰¹⁾

[EEE AY 2021-22 July Term](#) ⁽⁶⁶⁾

[EEE AY 2021-22 January Term](#) ⁽⁷²⁾

[Electronics & Communications](#)

[ECE AY 2018-19 July Term](#) ⁽⁷⁷⁾

[ECE AY 2018-19 Jan Term](#) ⁽⁷³⁾

[ECE AY 2019-20 July Term](#) ⁽⁹³⁾

[ECE AY 2019-20 January Term](#) ⁽⁸¹⁾

[ECE AY 2020-21 July Term](#) ⁽⁸⁹⁾

[ECE AY 2020-21 January Term](#) ⁽⁶⁶⁾

[ECE AY 2021-22 July Term](#) ⁽⁸³⁾

[ECE AY 2021-22 JanuaryTerm](#) ⁽⁷³⁾

[ECE AY 2022-23 July Term](#) ⁽⁴⁴⁾

[English](#) ⁽¹⁾

[English AY 2018-19 July Term](#) ⁽²⁹⁾

[English AY 2018-19 Jan Term](#) ⁽³²⁾

[English AY 2019-20 July Term](#) ⁽¹⁷⁾

[English AY 2019-20 January Term](#) ⁽²⁹⁾

[English AY 2020-21 July Term](#) ⁽¹⁷⁾

[English AY 2020-21 January Term](#) ⁽²⁰⁾

[English AY 2021-22 July Term](#) ⁽³⁷⁾

[General Science & Engineering](#)

[GSE AY 2018-19 July term](#) ⁽⁶⁰⁾

[GSE AY 2018-19 Jan Term](#) ⁽¹⁹⁾

[GSE AY 2019-20 July Term](#) ⁽⁵⁰⁾

[GSE AY 2019-20 January Term](#) ⁽¹⁶⁾

[GSE AY 2020-21 July Term](#) ⁽⁵²⁾

[GSE AY 2020-21 January Term](#) ⁽¹⁾

[GSE AY 2021-22 July Term](#) ⁽³⁹⁾

[Information Technology](#)

[IT AY 2018-19 July Term](#) ⁽⁶¹⁾

[IT AY 2018-19 Jan Term](#) ⁽⁵⁰⁾

[IT AY 2019-20 July Term](#) ⁽⁶³⁾

[IT AY 2019-20 January Term](#) ⁽⁵⁵⁾

[IT AY 2020-21 July Term](#) ⁽⁶²⁾

[IT AY 2020-21 January Term](#) ⁽⁵⁰⁾

[IT AY 2021-22 July Term](#) ⁽⁷¹⁾

[IT AY 2021-22 January Term](#) ⁽⁵¹⁾

[Mathematics](#)

[Maths AY 2018-19 July Term](#) ⁽⁴¹⁾

[Maths AY 2018-19 Jan Term](#) ⁽³⁴⁾

[Maths AY 2019-20 July Term](#) ⁽⁴¹⁾

[Maths AY 2019-20 January Term](#) ⁽³³⁾

[Maths AY 2020-21 July Term](#) ⁽³⁴⁾

[Maths AY 2020-21 January Term](#) ⁽²⁹⁾

[Maths AY 2021-22 July Term](#) ⁽³³⁾

[Maths AY 2021-22 Jan Term](#) ⁽²⁹⁾

[Mechanical](#) ⁽¹⁾

[Mechanical AY 2018-19 July Term](#) ⁽⁷⁴⁾

[Mechanical AY 2018-19 Jan Term](#) ⁽⁶⁰⁾

[Mechanical AY 2019-20 July Term](#) ⁽⁷⁹⁾

[Mechanical AY 2019-20 January Term](#) ⁽⁶⁷⁾

[Mechanical AY 2020-21 July Term](#) ⁽⁸⁰⁾

[Mechanical AY 2020-21 January Term](#) ⁽⁷⁶⁾

[Mechanical AY 2021-22 July Term](#) ⁽¹³⁵⁾

[Mechanical AY 2021-22 January Term](#) ⁽³²⁾

[Physics](#)

[Physics AY 2018-19 July Term](#) ⁽¹⁶⁾

[Physics AY 2018-19 Jan Term](#) ⁽¹⁶⁾

[Physics AY 2019-20 July Term](#) ⁽¹³⁾

[Physics AY 2019-20 January Term](#) ⁽¹³⁾

[Physics AY 2020-21 July Term](#) ⁽¹³⁾

[Physics AY 2020-2021 Jan Term](#) ⁽¹³⁾

[Physics AY 2021-2022 - July Term](#) ⁽¹³⁾

[Physics AY 2021-2022 - Jan Term](#) ⁽²⁾

[Management](#)

[SoM AY 2018-19 July Term](#) ⁽⁴⁴⁾

[SoM AY 2018-19 Jan Term](#) ⁽²⁴⁾

[SoM AY 2019-20 July Term](#) ⁽⁴³⁾

[SoM AY 2019-20 January Term](#) ⁽³⁵⁾

[SoM AY 2020-21 July Term](#) ⁽⁴⁰⁾

[SoM AY 2020-21 Jan Term](#) ⁽³³⁾

[SoM AY 2021-22 Jul Term](#) ⁽⁵⁰⁾

[SoM AY 2021-22 Jan Term](#) ⁽²⁷⁾

[SoM AY 2022-23 July Term](#) ⁽¹⁾

[Advanced Career Education](#)

[Diploma in Application and Support Engineering --- 2018 July Term](#) ⁽⁷⁾

[Diploma in Mechanical Automation Engineering --- 2018 July Term](#) ⁽²⁸⁾

[PGP DS Part Time Executive --- 2018 July Term](#) ⁽⁹⁾

[PGP BA & DS Full Time --- 2018 July Term](#) ⁽¹⁾

[PGP BA & DS Full Time --- 2019 January Term](#) ⁽⁸⁾

[PGP BA & DS Full Time --- 2019 July Term](#) ⁽¹³⁾

[PGP BA & DS Full Time --- 2020 January Term](#) ⁽¹²⁾

[PGP BA & DS Full Time --- 2020 July Term](#) ⁽¹²⁾

- [PGP BA & DS Full Time --- 2021 January Term](#) ⁽¹¹⁾
- [PGP BA & DS Full Time --- 2021 July Term](#) ⁽¹²⁾
- [PGP BA & DS Full Time --- 2022 Jan Term](#) ⁽¹³⁾
- [PGP BA & DS Full Time --- 2022 Jul Term](#) ⁽¹³⁾

Miscellaneous

- [Moodle](#) ⁽⁶⁾
- [SSN Counseling 2023](#) ⁽¹⁾

Search courses

Go

You are logged in as Nalinkanth Ghone (Log out)



Get the mobile app

Welcome to the Learning Management System (LMS) at the SSN Campus, Chennai!

SSN Institutions, founded by Dr. Shiv Nadar, Chairman, HCL Technologies, stands out as a premier center of higher learning with a mission of pursuing excellence in education and research. The institutions, with their diverse and dynamic community of students offer a distinctive combination of some of the finest graduate, undergraduate and research programs, accomplished faculty, world class facilities and a residential campus set on a sprawling 250 acres of sylvan surroundings.

This is our new LMS platform launched in August 2022. This site hosts all the courses created from the academic year 2022-23. If you are looking for any older course, you should login to our old LMS running at <https://lms-old.ssn.edu.in/>.

Site announcements

[Subscribe to forum](#)

Old LMS Decomissioning

by [aijitpaul.j](#) - Thursday, 29 June 2023, 2:59 PM

We will be decommissioning the old LMS server/site "<https://lms-old.ssn.edu.in/login/index.php>", due to old version of Moodle and security vulnerabilities, on 15th July 2023. Hence requesting you all to download any course/s which you may require in the old LMS for reference. The steps for downloading a copy of a LMS course is given below.

old LMS courses downloading - https://docs.moodle.org/402/en/Course_backup

[Permalink](#)[Discuss this topic](#) (0 replies so far)

Welcome to our new LMS!

by [Admin User](#) - Tuesday, 16 August 2022, 11:24 PM

Hi! You are now logged into our new LMS platform!

All the courses that have been created from the academic year 2022-2023 are available here.

Please login to our old LMS running at <https://lms-old.ssn.edu.in/>, if you are looking for any earlier courses.

[Permalink](#)[Discuss this topic](#) (0 replies so far)

My courses

[PES2103---Biological Waste Water Treatment---Chemical---2022 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[UCH1512---Heat Transfer Laboratory---Chemical---2022 Edition](#)

Teacher: [Ambedkar Balraj](#)

Teacher: [Nalinkanth Ghone](#)

?

[UCH1503---Mass Transfer-I---Chemical---2022 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[NBA-Chemical-2023](#)

Files/Works by Chemical Engg Faculty

Teacher: [Nalinkanth Ghone](#)

[UCH1612--Mass Transfer Lab --Chemical---2023 Edition](#)

Teacher: [Gnanaprakash D](#)

Teacher: [Nalinkanth Ghone](#)

[UCH1041--Renewable Energy Sources --Chemical---2023 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[PES 2103 Biological Wastewater Treatment - Chemical - 2023 Edition](#)

Teacher: [Nalinkanth Ghone](#)

[UCH 2511 Heat Transfer Laboratory - Chemical-2023 Edition](#)

Teacher: [Ambedkar Balraj](#)

Teacher: [Nalinkanth Ghone](#)

[UCH 2503 Mass Transfer I - Chemical-2023 Edition](#)

Teacher: [Nalinkanth Ghone](#)

All courses

Course categories

[Expand all](#)

[Biomedical](#)[Chemical](#)[Chemistry](#)[Civil](#)[Computer Science and Engineering](#) (4)[Electrical and Electronics Engineering](#)[Electronics and Communications Engineering](#)[English](#)[General Science and Engineering](#)[Information Technology](#)[Mathematics](#)[Mechanical Engineering](#)[Physics](#)[Management](#)[Advanced Career Education](#)[Miscellaneous](#)[Other activities](#)[Technology Enabled Course Design](#)[MS BME](#)