



Admin Related Info Sharing in Engineering

Vol 1

Issue 1

Dated 10.07.2020

Statement of Purpose- Principal's Office

1. Keeping track of all external agencies that need to be informed.

- Developing a Calendar on Date and Type of Info needed in each case.
- Creating necessary internal structure to collect data from departments, to compile as per formats and to submit ahead of time.

2. Ensuring satisfactory support to faculty & staff

- Tracking and reducing time spent to resolve issues raised.
- Completing Management needs of appraisal / promotion, ahead of time.

3. Ensuring satisfactory support to students

- Tracking and reducing time spent by students in Principal's office.
- Resolving grievances of students, within 10 days
- Target: Zero waiting time.

4. Revising Internal Systems to continuously improve the above three activities by

- (a) Work definition
- (b) Role Clarity
- (c) Measuring your work
- (d) Learning to improve
- (e) Managing change

Introduction of new work process and procedures

- Submission of leave forms were digitized through mail instead of hard copy.
- Online bonafide Certificate process was initiated.
- New format for monthly report with numbering for each activity, introduced.

External Recognition

 Aspiring Minds announces 1st list of National Employability Awards 2021. Congratulations! Your campus made it to the list!	'We are glad to announce the first list of National Employability Award 2021. The award is given to the campuses for being amongst the top 10% engineering campuses at the national level or in their respective states'
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"It is our pleasure to inform you that as per the AMCAT scores of your 2021 batch students, **your institute has been chosen for the National Employability Award 2021.** You are one of the 54 campuses who have been awarded with this unique award this year."

Congrats to Placement team of Dr.Jothibasu and Mr.Ramesh Ramaiah- VeA

Research Centre renewals: Anna University has approved the Renewal of Research Centre for the following departments upto June 2023:

- Department of Computer Science and Engineering
- Department of Information Technology
- Department of Biomedical Engineering
- Department of Chemistry

Accreditation: National Board of Accreditation has given extension of accreditation from 5 to 6 years for the following five UG programs:

- B.E. in Electrical and Electronics
- B.E. in Electronics and Communication Engineering
- B.E. in Computer Science and Engineering
- B. Tech. in Information Technology
- B.E. in Biomedical Engineering

University News

The Academic Performance of our college was released by Anna University for April –May 2019 and Nov-Dec 2019:

Year	April /May 2019	Nov / Dec 2019
Non Autonomous affiliated Colleges	5 th Position with a Pass % of 82.13	3 rd Position with a Pass % of 78.89
Autonomous affiliated Colleges	29 th Position with a Pass % of 73.16	22 nd Position with a Pass % of 75.63

Results : Anna University Results of April/May 2020 were published on 15.8.2020

Semester VI:

Dept.	No. Students Appeared	No. of Students Passed	Pass %
EEE	143	143	100
ECE	210	210	100
IT	134	134	100
Chemical	73	73	100
BME	61	61	100
Civil	76	76	100
Mech	147	146	99.32
CSE	212	211	99.53
Total	1056	1054	99.81

Bidding Farewell

Mr.Ganesh Prasad retired from extended service, on Aug 31st.

Mr.N.Gopalan , Admin Officer has taken additional charge of Facilities Management.



As a gesture, President invited him to Trust Office and handed over a Plaque of recognition.

Events Conducted

SSN SCOPE (SSN Student Career Opportunities and Proficiency Engagement).

SSN SCOPE is an interactive web series, specially created for the benefit of **SSNites**, featuring talks by experts from diverse fields. Three sessions were conducted in the month of August 2020 on the following topics.

1. "Navigating Uncertain Times, Q&A about Higher Education in the US"
By Ms Aparna Chandrasekaran, Higher Education Advisor, USIEF – US Consulate.
2. "Careers in Indian Defence forces after Engineering"
By Lt. Esan, Ex Navy Officer and Trainer, CCUS, Coimbatore
3. "IT skills to future proof your career post COVID-19" by Vikram Velayudham, Senior Manager – Project Transformation Champion.

Virtual Staff cultural competitions

Teachers' Day is round the corner, on Sept 5th. In this connection, Virtual Staff cultural competitions were held. Both the teaching and non teaching staff members participated in the events. The following are the prize winners under various categories.

Game Show : 1. Dr. S. Kirubaveni, ECE & Dr. Cherry Mathew Philipose, English

2. Dr. Ramprabhu S, ECE & Mr. Gnananandan, CDC

3. Dr. Jothi Basu, CDC & Mr. Jaykishan B, Mech

Anthakshari : 1. Dr. Chitra Babu HoD/CSE, Mr.A.Balasubramanian , EEE,

& Dr. Vijay Sekar – mech.

2. Kalaivani M-admin, Venkatesan K – Maintainance, Malini – admin

3. Dr. Annadurai – ECE, Dr. Kirubaveni – ECE & Dr. Ramani- ECE

Pattimandram: Winners:

1.Dr. Anantharaj R , Assoc Prof/CHEMICAL

2. Dr. Murugesan A, AP/Chemistry

3.Dr.Yugesh S, AP/Maths

4. Dr. Vijay Sekar K. S, Assoc Prof/Mech

5. Dr. K.Murugesan Assoc Prof/EEE

Runners Up

1. Mr. Gajendra B, Admin
2. Mr. Ramiah Ramesh S, Placement cell
3. Dr. Ramprabhu S, Assoc Prof/ECE
4. Dr. Chandrasekaran A , AP/Physics
5. Dr.Thiyagarajan V, Assoc Prof/EEE

Judge/Moderator : Dr. K.P. Gopinath, Asso Prof / CHEMICAL ENGG

Quiz:

1. Kirubaveni S, ECE & Ramprabhu S, ECE
2. Jothibas S T, Manager Placement & Gnananandan C, HR Dept
3. Jayakishan B, Mech & AnandRonald B, Mech
3. M. Gulam Nabi Alsath, ECE & Vijay Sekar KS, Mech

Sing a Song: 22 staff members participated in the event

The Non-Teaching Promotion:

The following Non-Teaching Staff have been promoted to next grade, effective April 2020.

S.No	Emp.Name	Department	Old Designation	New Designation
1	MR.S.KARUNAKARAN	ADMN	ELECTRICIAN GRADE-II (SR.GRADE)	FOREMAN-ELECTRICIAN
2	MS.P.ANANTHA LAKSHMI	BIO MEDICAL	NURSE GRADE-I	NURSE GRADE-I (SR.GRADE)
3	MR.E.BALASUBRAMANIAN	CHEMISTRY	LAB ASSISTANT GRADE-II (SR.GRADE)	LAB INSTRUCTOR
4	MR.M.KALATHARAN	CIVIL	LAB ASSISTANT GRADE-I	LAB ASSISTANT GRADE-I (SR.GRADE)
5	MR.R.SELVAM	CSE	LAB ASSISTANT	LAB ASSISTANT GRADE-I (SR.GRADE)
6	MR.E.KUMARESAN	ECE	LAB ASSISTANT GRADE-I	LAB ASSISTANT GRADE-I (SR.GRADE)
7	MR.G.LAL	EEE	LAB ASSISTANT GRADE-II	LAB ASSISTANT GRADE-II (SR.GRADE)
8	MR.M.DEVARAJAN	IT	LAB ASSISTANT GRADE-I	LAB ASSISTANT GRADE-I (SR.GRADE)
9	MR.B.KUMAR	MBA	ASSISTANT EXECUTIVE (SR.GRADE)	EXECUTIVE
10	MR.P.BALA SUNDARAM	MECHANICAL	LAB ASSISTANT GRADE-I	LAB ASSISTANT GRADE-I (SR.GRADE)
11	MR.P.NANDAKUMAR	MECHANICAL	TURNER GRADE-I (SR.GRADE)	TURNER GRADE-II
12	MS.U.ESAKKIAMMAL	PHYSICAL	PHYSICAL TRAINING INSTRUCTOR GRADE-I	PHYSICAL TRAINING INSTRUCTOR GRADE-I (SR.GRADE)
13	MR.J.VINOTH KUMAR	PHYSICS	LAB ASSISTANT GRADE-I	LAB ASSISTANT GRADE-I (SR.GRADE)

Congratulations to all.

PROCESS FLOW OF R. GOPALAKRISHNAN, DY. MANAGER

	We are in the process of developing written down procedures for all activities of Admin team. Each individual is encouraged to look at his activity as a process, identify the input (vendor) , identify the output (customer) and describe the process per se (Value addition) This is the first step to any improvement. As an example, Mr.RG explains the major processes handled by him.--VeA
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1. AICTE APPROVAL PROCESS:

Even before the notification from AICTE, we obtain approval from the President for any change in the existing courses.

Example:

- Introduction of New Courses
- Increase in intake
- Reduction in intake
- Closure of course

Notification for online approval process is published in “The Hindu” and also through email usually in the month of November.

Approval Process Handbook will be available in AICTE website for each academic year.

Necessary data such as lab details, classroom details, are collected from Heads of departments, by sharing the formats.

Amenities details are collected from Maintenance Department.

Finance related details are collected from accounts department.

Faculty details for new faculty are uploaded in the presence of the faculty whenever possible. Otherwise we collect the data and keep it ready for uploading the when the portal is open.

In case of increase in intake or introduction of new course, required Affidavits and Formats are obtained from the Trustees through Trust Office.

Once all the data are uploaded, we take printout of “No Deficiency Report” and other documents as per the Approval Process Handbook.

After getting Notary signature, submit copies to Anna University, DoTE, AICTE SRO.

AICTE SRO conducts scrutiny somewhere in the month of March to verify the original documents uploaded in the webportal (Drawings, Affidavits, Formats etc.)

Approval letters are uploaded in the webportal in the month of April.

2. ANNA UNIVERSITY AFFILIATION:

Opening of webportal is intimated through mail and letter.

User Name and Password are shared to the HoDs for uploading the lab details, and faculty profile updation.

Amenities details are collected from Maintenance Department and updated.

Hostel details are obtained from hostel warden / hostel supervisor and updated.

Finance related details are collected from accounts department and updated.

There will be around 25 categories under which we have to upload the data. Some of the will take very little time and some will take more than a day.

Once all the data are uploaded, we have to submit the summary of the report which will be generated by the portal itself along with necessary inspection fee to Anna University.

Note is given to the finance section for Inspection fee.

Anna University conducts inspection in the month of March / April and issues Affiliation Letter in May / June after we submit the Affiliation Fee and Undertaking by the Management.

3. ADMISSION PROCESS:

We receive instructions from Trust Office few weeks before uploading the application in the webportal for any correction / updation in the online form.

Answer the queries sent to info@ssn.edu.in.

Writing about 6000/7000 CDs (About SSN) for despatch to applicants.

With a team of supporting staff, all the applications are downloaded.

Marks statistics is sent to Trust Office for Cut-Off fixing. All the applications are verified for Community, Board and M, P, C Marks.

Call letters are prepared batch wise as per the instructions from Trust Office. Conduct of online test and interview. Assisting Mr. Senthil in sending provisional offer letter, if required (not always).

Coordinating the admission of candidates along with Mrs. Sujatha.

	Admin team has been enjoying the opportunity to learn. Some views of the team who learnt.---VeA Name : A.Kavitha Designation : Jr.Executive (Sr.Grade) Department : Admin Each member was encouraged to take up online courses. Ms.Kavitha explains her learnings and experiences.
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A small summary report on the courses attended by us:

- I. I attended the courses conducted by our college for the Non-Teaching staff , namely , the Communication Skills course by (English Department) and the Computer Skills course by (Information Technology Department). These two courses were very helpful and useful to us. We thank the management for organizing the course for the Non Teaching staff to upgrade their knowledge. The faculty handled the classes efficiently and with more interaction and motivation for updating our skills.

Coursera Courses:

II. Spreadsheets for Beginners using Google Sheets

This project was great. I always wanted to upgrade my Spreadsheet skills. Coursera is a wonderful platform for enhancing skills.

About the Course

This course is based on introduction to spreadsheets. We'll be using Google Sheets in this project, which is the free spreadsheet program offered by Google. Most of the concepts that we learn in this project will be applicable to other spreadsheet programs, such as Microsoft Excel. The course covered the following concepts in a hands-on manner: - Basic data entry, formatting and calculations - Basic charts to visualize our data. The course ended with a project by applying these concepts and creating a basic spreadsheet model.

III. Introduction to HTML:

This course was very interesting and helpful in the initialization of web development. Also, the course instructor is very good she delivers her knowledge up to maximum possibilities and also motivates.

About the Course

We actually understand from the course how the page was created. There are great textbooks and online resources for learning web design, but most of those resources require some background knowledge. This course is designed to help who wants to gain confidence and knowledge. We will

explore the theory (what actually happens when you click on a link on a webpage?), the practical (what do I need to know to make my own page?), but specifically those who would like a step-by-step description of the basics. There are no prerequisites for this course and it is assumed that students have no prior programming skills or IT experience.

	Name: Sujatha R Designation: Asst. Executive <u>SSN Training in English for Non-Teaching Staff 2020 (SSN TENTS 2020) programme.</u> Attended Communication skills for Non –Teaching staff under the leadership of Dr. Cherry Mathew Philipose, Asst. Professor, English Department
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First day chapter was very interesting and the new words we came to know **acronym and eavesdropping**, I have never heard about this. We will start with what is taught for the day for every day and the description of the “what is taught” for the day. It lead us to a healthy group discussion and provided easy ways to learn more about vowels with the sound. The teaching was all in a different way. *We enjoyed learning grammar , how to talk, quizzes conducted by the faculty members, mailing methodology etc.* The course was very informative to us.

Computer Skills:

Computer skills program was conducted by SSN College. I attended the two days training program. We work with word and excel but **Dr. Josphine Julina, Asst. Professor, IT Department and Dr. Sophia Jennifer, Asst. Professor, IT Department** explained very well about the formulas that we work with. Very interesting topics covered are google spread sheets, google drive, and google forms- how one can effectively use these. *Equipped with all these, I am confident that we can work anywhere.* Trouble shooting was clearly explained by Mr. Arun, Non Teaching Staff.

Introduction to Google Docs (Coursera)

Mainly in this course we learnt to create a document in google by creating paragraph, line spacing, formatting text, creation of header, subheader, footers, updation of the document, charts and finally we learnt about how to protect the document. This course was done in coursera

Introduction to HTML: (Coursera) In this course we learn how to update our web page by using a text editor called Notepad ++ to write our coding. The same will be reflected in the chrome page. Then by adding the content by using the content element, we have to include HTML tags and elements . This enables to know about our document in the web browser. It is the gateway for the web development.

Write Professional Emails in English: : (Coursera) This course was for 5 weeks, conducted by Georgia Institute of Technology. At the end of this course one can improve the communication skills, professional mails, grammar, content of the mail, effective subject lines, punctuation marks and capitalization. Different key language to be used in different types of mails can also be learnt.

	Name : K. Rajan Designation : Jr.Executive (Sr.Grade) Department : Admin Attended Communication Skills course and the Computer Skills course, conducted by SSN. Also completed the course Introduction to HTML (Coursera)
	Thangamani S Attended Communication Skills course and the Computer Skills course, conducted by SSN.
	B.Gajendra <i>Attended English Communication Skills Training Programme and Computer Skills Training Programme</i>
	A.Chakkarapani <i>Attended English Communication Skills Training Programme and Computer Skills Training Programme</i>

Some jobs are non describable and the nuances of execution are known only to people skilled in the art. Mr.Thanagmani's jobs is one such—take a look. We are now documenting each of his activity so that all others can also get to know.----- VeA

Mr.Thangamani handles two critical processes, namely,

The Scholarship Process and The Certificate Clearance Process with Anna University.

The Scholarship Process- a very elaborate process that involves satisfying several external agencies and their requirements. There are several agencies who ask for data at any point in time. In fact, he has a log book of several sites, (with login credentials), that offer scholarship and he has to visit them every week, to look for any new demands of documents. Each is a time bound activity. For example, the partial list of activities he did this month runs as below:

- SC/ST Scholarship amount of Rs. 80,00,000/- received from Adi Dravidar Welfare Office-Chennai
- SII Scholarship amount of Rs. 10,00,000/- received from SII-Edcil –Delhi
- AISHE number updated in the AICTE Web portal for Pragati and Saksham scholarship
- PG Scholarship (GATE) details updated through Google form
- Verifying Bonafide certificate for FGG, PMSS scholarship
- Endorsement of FGG, TFW and PMSS scholarship, for their tuition fee deduction.
- PMSS Scholarship updated through AICTE web portal (21 students from J& K) each year

The Certificate Clearance Process

This is a very demanding process, with an in depth knowledge of equivalent degrees and equivalent certificates. With students coming from various countries, one has to know how to equate the degree of one Country to that of India. For example, a person from Africa would come with a UG called Bachelor of Science in Engg. Getting it equated to UG in India and clearing it for admission to PG has its own challenges. Some of the work done this month runs as below:

- Three Students were admitted under Transfer scheme in the department of ECE, CSE and IT respectively. Applied through DoTE website.
- Five Students were rejoining in the ODD semester from various department (BME, CSE, IT, EEE) -Applied through DoTE website.
- Verified certificates for 3 Students, admitted to PG degree courses, under Management quota.
- Eligibility certificate applied for one student , who is admitted under management quota in the department of Manufacturing Engineering. He studied from integrated courses PSG College and university of HULL .(degree from University of Hull, UK)
- M.E/M.Tech &/ MBA –prior approval letter has been received from Committee office

Mr. B.Gajendra is a strict practitioner of rules –He is now developing procedures for admitting Scholars and Research staff. These will soon be issued as Policies / Procedures.

Mr.A. Chakkarapani, in addition to managing Principal's visitors, has taken the role of managing mails that land up at info@ssn.edu.in . He notes down all mails received, directs them to persons concerned (as per guidelines) and ensures closure of the mail issue.

For example, if an employer sends request for certificate verification, he forwards to dept concerned with a request to close the reply with cc to him. Every week, mails left unanswered are followed up to ensure closure of activity.

He has also meticulously recording all documents that come for Principal's signature. This will enable tracking of whether something has been approved or not.

The Newly added Equipment for Sanitizing the Documents and the Sanitizer in Admin:

	Admin cares for safety of its staff / visitors A hands free sanitizer dispenser and a document sanitizing UV equipment have been added to our office.
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The Document Sanitizer



Compiled by admin team and released by VEA . For feedback, write to annamalaive@ssn.edu.in
