

SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY

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HANDBOOK OF CODES, POLICIES AND GUIDELINES

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VISION, MISSION AND CORE VALUES OF SIMAT

VISION of SIMAT

“Strive for excellence in generation and dissemination of knowledge.”

MISSION of SIMAT

- To mould engineers of tomorrow, who are capable of addressing the problems of the nation and the world, by imparting technical education at par with international standards
- To instill a desire in students for research, innovation, invention and entrepreneurship
- To strive for creative partnership between the industry and the Institute
- To impart the values of environment awareness, professional ethics, societal commitment, life skills and a desire for lifelong learning

CORE VALUES of SIMAT

Honesty: The Institute will adhere to the highest standards of ethics and will maintain an environment of academic freedom and honesty.

Quality: The Institute is committed to quality in all spheres of its activities, and will work towards continuous improvement.

Accountability: The Institute is conscious that it is accountable to the society and to all its immediate stakeholders including students, staff, faculty, alumni and industry.

Transparency: The Institute will function according to defined procedures and rules, which will be informed to all stakeholders. The Institute will make public all important information related to its functioning.

Compassion: The Institute is aware of the conditions of the weaker sections of our society and our endeavor will be towards the solution of their problems through the research and education programmes of the Institute.

Respect: Each person in SIMAT is to be treated equitably with respect and dignity in all situations.

Sustainability: The Institute is committed to minimizing our impact on the environment for the benefit of a more sustainable future.

SIMAT CODES, POLICIES AND GUIDELINES

The SIMAT handbook on codes, policies and guidelines was approved by the Director Board of Sreepathy Trust on 12.01.2019

The SIMAT handbook on codes, policies and guidelines is a written document that supports the culture of ethical behaviour and it is an attempt to communicate expectations of proper professional conduct as well as the College values by those acting as part of the College including administrators, faculty, staff, and students. Everyone connected with SIMAT will consider the full range of standards and values that are relevant to handling a specific matter and be committed to upholding both the spirit and the letter of this code, policies and guidelines. SIMAT has a number of Policies, Codes and Guidelines to govern its operations.

Policies, Codes, and Guidelines are meant to guide members of the College community in their day-to-day dealings. Students, staff, faculty and others can refer to these documents for guidance in a number of matters.

To find a document related to your query, click on one of the college policy & procedure links. On that page you will see a listing of Policies, Codes and Guidelines. If you require further information or clarification, please contact the Head of the Institution.

As accurate as the web version of these documents may be, should any dispute arise as to the currency of a policy, Codes or Guidelines, the written copy of the document that is maintained by the Institution shall be deemed to be in force.

1. CODE OF ETHICS

1. a. General (Indebted to American Society for Public Administration)

- **Advance the Public Interest:**
Promote the interests of the public and put service to the public above service to oneself. Serve all persons with courtesy, respect, and dedication to high standards.
- **Uphold the Constitution and the Law:**
Respect and support government constitutions and laws while seeking to promote the public good.
- **Promote democratic participation:**
Inform the public and encourage active engagement in governance. Be open, transparent and responsive, and respect and assist all persons in their dealings with public organizations. Be open and transparent while protecting privacy rights and security.
- **Strengthen social equity:**
Treat all persons with fairness, justice, and equality and respect individual differences, rights, and freedoms. Act affirmatively to reduce unfairness, injustice, and inequality in society.
- **Fully Inform and Advise:**
Provide accurate, honest, comprehensive, and timely information and advice to elected and appointed officials and governing board members, and to organizational superiors.
- **Demonstrate commitment to duty, principle, and personal integrity:**
Adhere to the highest standards of conduct to inspire public confidence and trust in public service. Exercise integrity, courage, compassion, benevolence, and optimism.
- **Promote Ethical Organizations:**
Strive to attain the highest standards of ethics, stewardship, and public service in organizations that serve the public.
- **Strive for Professional Excellence:**
Strengthen individual capabilities to act competently and ethically and encourage the professional development of others.

1. b. Regarding the College

1. In all activities conducted at SIMAT, the college develops and encourages practices relevant to its Vision and Mission to provide high quality learning opportunities for students.
2. The college accepts that all of its activities are in conformity with the principles laid down by the relevant legislations and Committee reports such as the Ethics Committee of Rajya Sabha etc. for those holding public office, namely: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
3. The college recognizes its obligations to all those with whom it has dealings - students, employees, employers, suppliers, other educational institutions and the wider community - and also to the taxpayer.

4. The reputation of the college and the trust and confidence of those with whom it deals is one of its most vital resources, the protection of which is of fundamental importance.
5. The college demands and maintains the highest ethical standards in carrying out its activities.
6. In its dealings with individuals, the college adheres to the principles of natural justice.
7. The college is committed to securing equality of opportunity for staff and students alike.

1. c. The Management:

1. The Management Committee of Sreepathy Trust has adopted a Code of Conduct for itself consistent with the principles laid down by the relevant legislations prevailing in India.
2. The Trust seeks to ensure that its members are appointed on merit and are drawn widely from the community it serves, having regard to the need for continuity and freshness, and for a range of skills and interests.
3. The Trust is responsible for determining the educational character and mission of the college and for oversight of its activities; for the effective and efficient use of resources, the solvency of the Trust, and the safeguarding of its assets; for the approving of annual estimates of income and expenditure; and for the appointment, discipline, pay and conditions of service of staff, in accordance with the Laws of Government.
4. The Trust has adopted procedures which ensure sound financial decision-making, control and monitoring to meet the requirements of the funds and public audit.
5. The Trust ensures that information on its decisions and the work of the college is made widely available, having regard to proper confidentiality.

1. d. Students

1. The college has adopted a Code of Conduct for its students based on similar principles to that for the Trust.
2. The college believes that respect, openness and honesty in dealing with its students or prospective students are a prerequisite for success, and an important statement of the values it offers.
3. The college does not deliberately give inadequate or misleading information on its learning programmes or other services.
4. In all advertising and public communications, the college avoids untruths, concealment and overstatement about its programmes and achievements.
5. The college avoids recruitment practices which involve the offer of improper financial or other inducements to students.
6. The college makes all reasonable attempts to deliver learning programmes and support services to meet the individual needs of students, efficiently and effectively to accepted quality standards, and takes steps to rectify any shortcomings in the service delivered.
7. Learning support, information, advice and guidance offered to students is impartial and guided by the best interests of the student.

8. The college publishes a charter setting out details of its complaints and appeals procedures. It deals with all students with equal care and respect.
9. The college ensures that complaints are dealt with fairly, openly and efficiently.

1. e. Educational Partners

1. The college competes and collaborates honestly with other educational institutions offering similar learning opportunities.
2. The college does not seek to damage the reputation of competitors either directly or by indirect means.
3. The college provides information on individual students to the recruiting agencies and other institutions engaged in providing for the learning needs of the student in accordance with agreed procedures, within the requirements of the relevant regulations prevailing in India and any other legal requirements.
4. The college does not seek to acquire information regarding competitors by unfair or disreputable means.
5. The college does not engage in unfair or restrictive practices in regard to the recruitment or retention of students.
6. The college consults with partners who might be affected on any significant proposals for change in the learning programmes or services it offers.

1. f. Faculty and Staff

1. The college has adopted a Code of Conduct for its employees based on similar principles to that for the Trust.
2. The staffs Code of Conduct forbids employees from soliciting or accepting inducements in respect of any matter connected with the operation of the college.
3. The college respects the freedom within the law of staff to question and test received wisdom, and to put forward new ideas or controversial or unpopular opinions, without placing their employment in jeopardy. Communication in the College allows for staff involvement, and open and honest expression of views.

1. g. External Relationships

1. The college recognizes that it has a responsibility to the community it serves and takes steps to ensure that information on its activities is made widely available.
2. The college is responsive to its community and within the framework of its own vision and mission statements seeks to provide programmes and services relevant to the needs of individuals and employers.
3. The college provides timely and accurate information on individual students to employers or other providing sponsorship, within the confines of relevant legal requirements.

1. h. Compliance and Verification

1. The college requires all its students to adhere to its Code of Conduct for them.
2. The college requires all its employees to adhere to its Code of Conduct for staff.
3. The college has created mechanisms by which employees and students can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety, and have them investigated, with every reasonable assurance of confidentiality as appropriate.
4. The Chairman of the Trust is responsible for monitoring adherence to the Code of Conduct by members of the Trust, investigating alleged breaches and reporting them in accordance with agreed policy.
5. The Director/Principal is responsible for ensuring that breaches of the Code of Conduct by members of staff and students are investigated and appropriate action is taken.
6. The college auditors may be asked to report on any financial practice which appears to breach the code.

The Code of Ethics is available on the college website.

2. TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

Approved by: Director Board

Effective Date: 12.01.2019

SIMAT has adopted the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

Preface:

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence.

All of the following are considered plagiarism:

1. Turning in someone else's paper as one's own
2. Using another person's data or ideas without acknowledgment
3. Failing to cite a written source (printed or internet) of information that you used to collect data or ideas
4. Copying an author's exact words and putting them in the paper without quotation marks
5. Rephrasing an author's words and failing to cite the source
6. Copying, rephrasing, or quoting an author's exact words and citing a source other than where the material was obtained. (For example, using a secondary source which cites the original material, but citing only the primary material. This misrepresents the nature of the scholarship involved in creating the paper. If you have not read an original publication, do not cite it in your references as if you have)
7. Using wording that is very similar to that of the original source, but passing it off as one's own.

The last item is probably the most common problem in student writing. It is still plagiarism if the student uses an author's key phrases or sentences in a way that implies they are his/her own, even if s/he cites the source.

Best practices for avoiding Plagiarism:

To avoid plagiarism, one must provide a reference to that source to indicate where the original information came from. There are many ways to avoid plagiarism, including developing good research habits, good time management, and taking responsibility for your own learning. Here are some specific tips:

1. Plan your research well in advance. Good research takes time. Time pressure can often lead to sloppy research habits and bad decisions. Seek help when needed from your professor, from librarians and other campus support staff.
2. If you don't understand an assignment, talk with your professor. Don't take the "easy way" out by asking your roommate or friends for copies of old assignments.
3. Do not copy–paste the text verbatim from the reference paper. Instead, restate the idea in your own words.
4. Understand the idea(s) of the reference source well in order to paraphrase correctly.
5. Use quotes to indicate that the text has been taken from another paper. The quotes should be exactly the way they appear in the paper you take them from.
6. Always cite other people's work, words, ideas and phrases that you use directly or indirectly in your paper. Regardless of whether you found the information in a book, article, or website, and whether its text, a graphic, an illustration, chart or table, you need to cite it. When you use words or phrases from other sources, these need to be in quotes.
7. Cite Your Own Material. If you are using content from your previous paper, you must cite yourself. Using material you have published before without citation is called self-plagiarism.
8. Maintain records of the sources you refer to. Use citation software like EndNote or Reference Manager to manage the citations used for the paper
9. Use multiple references for the background information/literature survey. For example, rather than referencing a review, the individual papers should be referred to and cited.
10. Keep good records of the sources you consult, and the ideas you take from them. If you're writing a paper, you'll need this information for your bibliographies or references cited list anyway, so you'll benefit from good organization from the beginning.

Endeavours of SIMAT to avoid Plagiarism:

1. Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
2. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool.
3. SIMAT has developed a policy on plagiarism and has got it approved by the Academic Council. The approved policy is placed on the homepage of the SIMAT website.
4. Each supervisor shall submit a certificate indicating that the work done by the researcher under him /her is plagiarism free.
5. SIMAT has created an Institutional Repository on institute website which includes dissertation / thesis / paper /publication and other in-house publications.

Guidelines for Faculty

1. The teachers should be made aware of the behavioural meaning of plagiarism and also its consequences.
2. Practical exposure must be given to teachers with the help of case studies and that should be further shared with the students by them.
3. They should be given proper training about the plagiarism detection software to deal with it reasonably.
4. They should also guide their respective scholars not to be involved in such activities, intentionally or unintentionally by sharing means to avoid plagiarism and for this the scholars should know exactly what plagiarism is and to what extent things are permissible.
5. There should be interactive sessions with the students intermittently in the form of group discussions.
6. They should focus on value based academic work and it should also be attached with the reputation of the university.
7. Regular checks must be made to see the track of academic work of the students.
8. They should encourage their students to come with the source of matter whenever they approach the teacher.
9. The teachers should make their students aware of consulting them if there is any doubt and the students must learn how to cite sources.
10. The teachers should also penalise their scholars on their own accordingly or may refer the matter to disciplinary committee if due attention is not given to avoid such act.

3. GUIDELINES FOR GOOD GOVERNANCE

Approved by: Director Board

Effective Date: 12.01.2019

Governance has become a major leverage tool for improving quality in all aspects of higher education. In its purest form it describes the structures and decision-making processes that allow an organization to conduct its affairs.

The Guidelines are based on the following expectations of good governance, which illustrate the values and beliefs of college administrators and trustees:

1. Putting the student first; promoting high expectations and ambitions for students and staff.
2. Ensuring inspirational teaching and learning.
3. Creating a safe environment for students to learn and develop.
4. Providing strong leadership to the community the college serves.
5. Setting the strategy and acting as guardians of the college's Vision and Mission
6. Demonstrating accountability to students, parents, staff, partners, employers, funders, trustees and other stakeholders, including publishing accurate and timely information on performance.
7. Listening to students, parents, employers and staff.
8. Ensuring the achievement of equality of opportunity and diversity throughout the college.
9. Using the college's autonomy and independence to meet local education and skills needs.

The Principal Responsibilities of Good Governance

To implement and embed the above values and expectations in the college governors, trustees, and senior leaders will undertake to:

1. Formulate and agree the mission and strategy including defining the ethos of the college.
2. Be collectively accountable for the business of the college taking all decisions on all matters within their duties and responsibilities.
3. Foster exceptional teaching and learning.
4. Adopt a financial strategy and funding plans which are compatible with the duty to ensure sustainability and solvency of the college.
5. Ensure that effective control and due diligence takes place in relation to all matters including acquisitions, subcontracting and partnership activity.
6. Meet and aim to exceed its statutory responsibilities for equality and diversity.
7. Ensure that there are organised and clear governance and management structures, with well-understood delegations.
8. Regularly review governance performance and effectiveness.

Within the scope of SIMAT's stated mission, there is broad participation and collaboration in the process of policy making and also in the day to day administration of the institution. This process of shared governance involves faculty, administration, students, and support staff toward the achievement of the vision and mission of the institution.

All the stakeholders participate through representation on various Committees and other administrative bodies. Within the laws and the rules of the regulating authorities, the Head of the Institution of the College has the ultimate managerial responsibility and authority for all phases of the College's operation.

Governance at SIMAT provides adequate communication and full opportunity for appropriate joint planning and effort. The governing process should provide the broadest possible exchange of information and opinion and include, where appropriate, the advice of and consultation with appropriate constituencies.

The Director Board of the Sreepathy Trust is the final institutional authority. The Director Board, while maintaining a general overview, entrusts the conduct of administration to the administrative officers: Secretary of the Trust, who is the ex-officio Manager of the College, the Principal, HODs, office administration and the committees constituted for the purpose.

The governance and committee structure of SIMAT provides clear and reasonable lines of responsibility, authority and communication among the components of the community: its faculty, students, staff and administration.

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of academic student life which relate to the educational process. The faculty sets the requirements for the degrees offered, determines when the requirements have been met.

The governance and committee structure ensures that those individuals accountable to the Director Board for the management of the College will have the recommendations and talents of all segments of the community accessible to them. It further insures that any individual or group will have an opportunity to share in the discussion of issues affecting the College and to make recommendations for the alteration and improvement of the College's policies, codes and guidelines.

To these ends, committees shall provide timely information about their agenda, minutes, recommendations, and reports. Such agenda, minutes, recommendations, and reports will be available to the College community in a central location. A reasonable period of time shall be provided for committees and councils to respond prior to action by the administration upon any committee recommendation.

4. SOCIAL MEDIA GUIDELINES FOR SIMAT EMPLOYEES

Approved by: Director Board

Effective Date: 12.01.2019

Introduction

The use of social media allows SIMAT to connect directly with a variety of audiences, including current and prospective students, college employees, alumni, donors, partners and friends, media and the general public.

Social media sites can be powerful communication tools for sharing information as well as building and maintaining relationships with our stakeholders and ambassadors across the broader community. Because of the very public nature of social media, sites and postings can also have a significant impact on organizational and professional reputations. As a result, it is very important that social media activities related to SIMAT are carefully considered and well-managed to reflect positively on the college's brand, image and profile.

The information provided here is intended to provide guidance primarily for SIMAT faculty and staff who use social media to connect with students or other audiences on behalf of college programs, departments or activities. The best practices cited here may also benefit student groups and individuals who maintain personal sites.

If you have suggestions or questions about the guidelines, please contact the Head of the Institution.

Best Practices

Protect confidential information about yourself and others, including SIMAT students, employees, donors and alumni. Do not disclose personal information online or encourage others to do so. Assume that whatever is published online, even within a closed network, can and will be shared, stored and spread globally. Restrict discussions with students regarding their personal information to their official SIMAT email accounts or direct contact in person or by phone.

Maintain a professional tone just as you would in a real-world work environment. Your online postings are public, and reflect both on you as an individual and on SIMAT as an institution. Express yourself clearly and authentically, avoiding the use of industry jargon or overt sales pitches - if what you're saying is truly interesting, there's no need to embellish it. Vulgarity and obscene language are never appropriate.

Remain positive and respectful of your audience as well as of our students, employees, partners, current and potential funders, government agencies and other stakeholders. Ensure that the content of your posts will not alienate, harm or offend any of these groups. SIMAT's success is built on positive relationships and broad community support.

Strive for clarity and accuracy. Verify information and review all content for spelling and grammatical accuracy before you post. Both you and the institution will be judged by the quality of your writing. Errors of fact and careless mistakes are likely to create a negative impact on SIMAT’s reputation as a leader in post-secondary education. If you do make an error, post a clarification or retraction promptly.

Obtain consent before posting photos or videos online. If someone is identifiable in a photograph or video, you need that individual’s permission to share or publish the material online or elsewhere.

Respect copyright and intellectual property. Do not post text, images or other content that does not belong to you without permission from the content owner. If you share or refer the ideas or work of others online, give them credit and provide links to the original work where possible.

Avoid making endorsements. Advertising on behalf of external vendors and endorsements of products, causes or political parties and candidates are prohibited on SIMAT websites and social media sites.

Institutional vs. personal accounts The lines between personal and professional use can often become blurred in social networks. It is recommended that employees keep their personal networking sites distinct from their professional activities:

1. Manage the privacy and security settings of your personal social media accounts. Students should be restricted from accessing your personal accounts, whether for viewing or posting. Check privacy settings frequently, as they can shift and change without notice.
2. Decline student-initiated “friend” requests and do not issue “friend” requests to students.
3. Avoid exchanging private texts, phone numbers, personal e-mail addresses or photos of a personal nature with students.
4. Assume that any information you post online can be accessed, altered and passed on to your colleagues, your supervisors, your students and the general public. No privacy mechanism is guaranteed.
5. Monitor all content you or others post to your social media accounts and remove anything that is inappropriate. Ask others to refrain from tagging you on any photographs without your permission, and to remove any undesirable content related to you.

Whenever you identify yourself online as a SIMAT employee, you are effectively representing the institution, whether you are using an institutional account or a personal one. If you are expressing personal opinions, make that distinction clear by stating that “All opinions expressed here are my own, and do not necessarily reflect those of SIMAT.”

5. POLICY ON ACCEPTABLE USE OF TECHNOLOGY

Approved by: Academic Council

Effective Date: 12.01.2019

Policy Statement:

Information technology resources are valuable assets that support the SIMAT mission and enhance its core administrative and academic functions. Ensuring the responsible, ethical and lawful use of information technology resources is a community responsibility shared between staff, students and faculty. This policy balances the need for a high level of access, flexibility and protection of privacy for users, with the need for a framework that provides SIMAT with the ability to respond to alleged policy violations as they arise and to protect institutional interests. It is the responsibility of every member of the SIMAT Community to understand and abide by the terms of this policy and accompanying procedure.

Scope: This policy applies to all members of SIMAT.

Elaboration: The use of SIMAT's Information Technology resources is a privilege extended to authorized users to support academic, research and administrative services, and it is expected that these resources be used appropriately at all times. All users must respect the rights of other users, the integrity of the physical facilities and comply with all pertinent licenses and contractual agreements, as well as, applicable Government laws, regulations, policies and procedures. Violations of this policy are considered serious and may result in the suspension of privileges and/or other disciplinary actions as warranted. SIMAT reserves the right to restrict any services or programs that are deemed to violate this policy. SIMAT also reserves the right to amend this policy at any point in time.

6. POLICY FOR ADMISSIONS

Approved by: Director Board

Effective Date: 12.01.2019

PURPOSE:

SIMAT provides admission to educational programs for as wide a range of students as possible. However, where appropriate, access to programs will be restricted to students who satisfy established admission criteria set by Governing Bodies such as Central/State Governments and the Affiliating University.

POLICY STATEMENT:

SIMAT is committed to providing educational opportunities for willing and qualified individuals. In keeping with our mission of providing innovative and excellent education and training to a diverse community, SIMAT has established admission criteria and processes for assessing applications to all programs. These criteria and processes are designed to provide applicants with the best prospect of success in achieving a degree or other educational goals.

SIMAT welcomes applicants from all backgrounds, and the admissions processes used to evaluate all applicants shall be equitable, fair, transparent, timely, measurable, and consistently applied.

All admissions to SIMAT's programs covered by this policy will follow the defined Admissions Procedure of the affiliating University which is KTU. It is the responsibility of the applicant to be aware of program requirements and procedures for admission.

SIMAT reserves the right to base admission decisions on the correct criteria laid down by the Central/State Governments, Affiliating University or any other regulatory authorities competent for the purpose.

7. POLICY ON ENVIRONMENT

Approved by: Director Board

Effective Date: 12.01.2019

SIMAT acknowledges and takes responsibility for the environmental impact of its activities. The College is committed to mitigating the impact of its operations and behaviours on the natural environment, and complies with all environmental legislation. It works to increase awareness of environmental responsibility amongst its students and staff, and pledges to maintain all buildings and grounds in an environmentally conscious manner for the benefit of all present and future college members and visitors.

In keeping with its tradition of innovation and intellectual excellence, the College also outlines the following policies and practices, which it will uphold in order to further improve its environmental performance.

The College recognises that it can contribute towards conservation and protection of the environment. It has resolved to improve its own environmental practices and to promote awareness of environmental responsibilities among all staff and students. This is to be achieved through the following aims and objectives.

Aims and Objectives

1. To promote sound environmental management policies and practices throughout the College.
2. As a minimum, to comply with the requirements of relevant legislation.
3. To reduce and, where practicable, prevent pollution.
4. To ensure a sound understanding of current environmental performance.
5. To ensure the uptake of low carbon technologies in buildings and equipment.
6. To make efficient and environmentally responsible use of water, including identifying opportunities for water reuse.
7. To promote life cycle thinking in the procurement of goods and services.
8. To minimise the adverse environmental impacts of the decommissioning and disposal of College assets.
9. To implement sustainable resource management practices, based on reduce, reuse and recycle principles.
10. To implement sustainable transport practices across all activities with the aim of achieving the College's carbon reduction targets.
11. To manage the College estate with a view to enhancement of biodiversity wherever possible and follow sound environmental and sustainability principles.
12. To require a sustainable construction plan for any new College development and refurbishment project.
13. To raise awareness of staff and students of the College's environmental impact, activities and performance and good practice.

14. To provide appropriate environmental educational programmes for staff and students.
15. To encourage and facilitate feedback and suggestions on ensuring good practice.

Responsibility

The main responsibility for implementation of this policy lies with the College Council and the Principal as the College's Chief Executive. Whilst the College accepts the main responsibility for implementation of this policy, individuals have a very important role in co-operating with those responsible for safeguarding the environment. Individuals are required to abide by rules and requirements made under the authority of this policy.

Arrangements for Implementing the Policy

Nature Club and NSS

Action Plan / Green Audit

Green audit will be carried out periodically and from this an action plan will be developed. The College will use this and other benchmark statistics as a means to measure and continually improve its environmental performance.

Conclusion

Staff and Students and will be informed and made aware of the Policy and are expected to support its aims and objectives. All members of the College will be encouraged to engage with the system. Every stakeholder and visitors will be required to adhere to the Environmental Policy.

The College communicates its Environmental Policy to its stakeholders through the College intranet and it is made publicly available via College website.

8. POLICY ON GENDER EQUALITY

Approved by: Director Board

Effective Date: 12.01.2019

In a world that is becoming increasingly inward looking and parochial, understanding the need for equal opportunities for all and empowering those discriminated against on the basis of gender is vital. The range of gender-based inequality in India can be measured by examining two important statistics:

- Women constitute 46.2 percent of the total enrolment in higher education but the female labour force participation rate is a mere 27 percent.
- Women form only 24 percent of entry-level professionals, out of which about 19 percent reach senior-level management roles and, yet, paid 20 percent less salaries than men.

The principle of gender equality is enshrined in the Indian Constitution in its Preamble, Fundamental Rights, Duties and Directive Principles. The Constitution not only grants equality to women, but also empowers the State to adopt measures of positive discrimination in favour of women.

Considering this scenario, SIMAT is committed to achieving equality for all those who learn and work here and wishes to develop a demonstrably fair and supportive environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, colour, nationality, ethnic origin, gender, gender identity (transgender), marital or civil partnership status, disability, including mental health, sexual orientation, religion or belief, age, social class or offending background, pregnancy & maternity. We are proud of our diverse community and wish to encourage and celebrate its full contribution to a College life where all colleagues are treated equally and with respect.

The ideal of equality of opportunity is built into the framework of SIMAT.

This Policy on Gender Equality aims to promote equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College.

The Policy aims to foster an environment in which unlawful discrimination and harassment are not tolerated and where all members of the College community are encouraged to achieve their full potential.

Summary of Key Objectives

(a) The College will build upon existing arrangements to foster gender equality in all aspects of College life and throughout the College community.

(b) The College will take active steps to establish good gender balance in decision-making processes in all areas of the College's activities.

(c) The College will continue research into gender gaps in student admissions and progress, and support the College's research into causes of gender gap in final examinations, where required.

(d) The College will encourage more women to apply for academic posts, both for College appointments and by supporting the University in this objective for joint appointments.

The Policy:

In this Policy on Gender Equality, SIMAT specifies standards for gender-equitable action in the following fields of action:

1. Participation and representation

SIMAT strives for gender balance in all its committees and promotes the involvement of the Equal Opportunity Representative. We strive to raise the committee members' awareness of gender equality and take measures to increase their gender competence.

2. Information and communication

SIMAT commits itself to using gender-sensitive language, especially in its basic documents (regulations, statutes, (service) agreements) as well as in its public relations, marketing and internal communications activities. To that end, we provide training and appropriate tools to our members.

3. Research

SIMAT commits itself to taking gender equality and gender perspectives into consideration in regards to research funding. This is especially important for the internal allocation of research funds and for granting leaves of absence for research work. We support researchers with developing the project-related equal opportunity concepts required in applications for external funding.

4. Teaching

SIMAT pledges to create and maintain a gender-equitable curriculum. This includes using gender-equitable teaching methods, paying special attention to gender and diversity topics as well as integrating knowledge gained from gender research into the course content. We support our teaching staff by providing continuing education and using relevant questions in our course evaluations.

5. Working and research conditions

In order to help its members achieve a healthy work-life balance, SIMAT commits itself to adopting gender-equitable organisational structures. We provide flexible work arrangements, a positive work environment and promote fair and respectful behaviour in the workplace. We are strongly committed to long-term employment relationships in research, teaching and administration.

Senior members of staff have a responsibility and duty of care to ensure that working and research conditions take different lifestyles into account. They must take action to prevent gender discrimination and sexual harassment.

6. Study conditions

SIMAT undertakes to create gender-equitable study conditions. This applies to study regulations, study information and advisory services as well as supervision. We provide students with a maximum of flexibility in their study choices. We also actively strive for a balanced gender ratio in all areas of study and take appropriate action to that effect.

7. Staff development and recruitment

SIMAT pledges to adopt gender-equitable staff development and recruitment measures. We undertake to implement an active recruitment strategy, to conduct our appointment and promotion procedures in a transparent and respectful manner and to ensure that comprehensive monitoring is carried out. Our staff development efforts seek to assure a culture of gender-equality among our leadership. To help our Students and Staff (further) develop their academic qualifications, the College offers various training opportunities and measures designed to enhance individual potential, competencies and careers. A special focus is on women in senior positions. We actively strive to meet the required objectives for promoting women across its academic and administrative structures.

8. Finance and resource management

SIMAT pledges to distribute and manage its resources in a manner that is fair and gender-equitable. This includes the distribution of staff and material resources as well as the allocation of space. Gender equality also extends to salary structures such as pay scale grouping and the awarding of performance-based bonuses. When allocating resources, we commit ourselves to transparent decision-making processes that are subject to the participation of all genders.

9. POLICY ON OFF-CAMPUS ACTIVITIES

Approved by: Academic Council

Effective Date: 12.01.2019

Policy Statement

SIMAT is committed to offering appropriate off campus activities. To this end, SIMAT encourages off-campus activities to provide relevant learning/experiences.

Scope

This policy applies to all off-campus activities for students provided by SIMAT.

Definitions

Off-campus activity: An approved activity for an individual or group that occurs off-campus, with or without direct SIMAT supervision.

Policy Elaboration

1. The Head of the Institution/designate may approve off-campus activities when:
 - a. The off-campus activity provides a valuable experience.
 - b. Upon consideration, doing so does not cause undue risk for student, employees and SIMAT.
 - c. Requirements and activities for students must be accessible, reasonable and known.
2. The Head of the Institution /designate must sign the Off-Campus Activity Approval Form prior to the approved off-campus occurrence.
3. When assessing out-of-State or international off-campus activities, it is required that the Head of the Institution /designate consult with the Office of the Chief Administrative Officer.

10. POLICY ON PROTECTION OF HUMAN RIGHTS

Approved by: Director Board

Effective Date: 12.01.2019

Policy Statement:

SIMAT is committed to providing a working and learning environment that is free of discrimination and harassment and supportive of academic achievement and the dignity, self-esteem and fair treatment of everyone taking part in its activities. SIMAT seeks to create a climate of mutual respect that reinforces opportunity and allows for each person to contribute fully to the development and well-being of the community.

SIMAT recognizes the right of every person in its community to be protected from unlawful discrimination and harassment in accordance with the provisions of the Constitution of India and other relevant legislations passed from time to time.

Harassment

For the purpose of this policy, harassment may include comment or conduct linked to the prohibited grounds initiated by one person towards another, which cause humiliation, offence or embarrassment. Single acts of sufficient severity may constitute harassment.

Harassment includes, but is not limited to:

- a) inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's racial or ethnic background, colour, place of birth, citizenship, ancestry, creed, or disability
- b) unwanted questions or comments about an employee's or a student's private life
- c) posting or display of materials, including by electronic means, articles, or graffiti, etc. which may cause humiliation, offence or embarrassment on prohibited grounds.

Any action or failure to act which results in harassment or discrimination will not be tolerated by SIMAT.

In the event that harassment or discrimination is alleged, all reasonable efforts will be made to work with the people involved and to find a fair and timely resolution of the matter. It is recognized that the most effective way to deal with harassment and discrimination is through preventative action, including informing, educating and good management.

All members of the SIMAT community share responsibility for creating and maintaining a working and learning environment free from discrimination and harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy. This policy is not meant to interfere with mutually acceptable social interactions that are an important part of a comfortable working and education environment.

11. POLICY ON SEXUAL HARASSMENT

Approved by: Director Board

Effective Date: 12.01.2019

Preamble:

The SIMAT has committed itself to provide a congenial and conducive atmosphere in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of gender. Every member is expected to be aware of the commitment to the right to freedom of expression and association; it strongly supports gender equality and opposes any form of gender discrimination and violence.

The Supreme Court of India, in a landmark judgment in August 1997 (*Vishaka & others vs. the State of Rajasthan & others*) stated that every instance of sexual harassment is a violation of “Fundamental Rights” under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the “Right to Freedom” under Article 19 (1)(g). Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council vs. Chopra*) has stated that sexually harassing behaviour “needs to be eliminated as there is no compromise on such violations”. The Supreme Court further reiterated that sexual harassment “is a violation of the fundamental right to gender equality and the right to life and liberty”.

Based on these, the college decided to adhere to the following:

1. An anti – sexual harassment cell to be made functional with at least two senior women faculty on the committee
2. An anti – sexual harassment policy to be adopted and publicized

The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment in the workplace. Following this, the SIMAT, being committed to uphold the Constitutional mandate ensuring the above mentioned human rights, adopted the following policy.

Declaration of Policy

SIMAT, under the Sreepathy Trust shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, ensures the full enforcement of “Fundamental Rights” under articles 14, 15, 19(1) (g) and 21 of the Constitution of India, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Objectives of the Policy

1. To fulfil the directive of the Supreme Court and the UGC in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence in the institution.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To provide an environment free of gender-based discrimination.
5. To ensure equal access of all facilities and participation in activities of the college
6. To create a secure physical and social environment which will deter acts of sexual harassment
7. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

Definition of Sexual Harassment

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or enrolment in the institution whether she is drawing salary, or honorarium or otherwise, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work or studentship including recruiting or promotion or academics when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Jurisdiction

The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

1. By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
2. By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.

3. By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

12. POLICY ON STUDENT RIGHTS AND RESPONSIBILITIES

Approved by: Director Board

Effective Date: 12.01.2019

Policy

This policy defines student rights and student responsibilities at SIMAT. These definitions set the expectation and accountability for appropriate student behaviour and operation at the college. Rights and responsibilities are a partnership; as such, this policy provides equal consideration to both.

The associated procedure outlines the process when a student and/or the college (either its members or its practices) breach a student's rights and/or responsibilities.

Scope:

It is the obligation of all members of the college community to uphold the student rights and responsibilities outlined in this policy. The endorsement of a student's rights and/or responsibilities applies while on college property, at college-sponsored activities, at associated college centres, and while representing the college on and off campus, specifically in regards to

- **Student behaviour:** This includes both in-person behaviours and digital communications that take place on or off campus;
- **College operations:** This may include college facilities, service areas, policies, procedures, and practices; and
- **College employee and affiliated member conduct:** This includes both in-person behaviours and digital communications exhibited towards students by college employees, contractors, employers, and/or community partners.

Definitions

Student Rights:

To Learn: Students have

1. The right to protection and accommodation under The Protection Of Human Rights Act, 1993(subject to limitations), such as for a documented physical, learning, medical, mental health, or religious requirement;
2. The right to receive academic information as may be necessary to understand the requirements to successfully complete the course or academic program;
3. The right to view submitted course work, to have the evaluation explained within the academic regulations timeframe, and reassessed, when appropriate; and
4. The right to use facilities designated by the college as available for student use.

To Be Safe: Students have

1. The right to learn and work in an environment that is safe, secure, free from harassment and/or discrimination and to be treated with respect and dignity.

To Be Informed: Students have

1. The right to inquire and be informed about the rules and regulations of the college that affect students, including all policies, Codes and Guidelines;
2. The right of confidentiality and access to personal records as provided for under the legislations prevailing in India; and
3. The right to have a person present at meetings with the college.

To Be Heard: Students have

1. The right to express personal opinions and views, subject always to the general law and laws of defamation;
2. The right to self-identify and express personal and cultural identity and traditional knowledge, without fear of reprisal;
3. The right to make a complaint and/or inquire about academic or other college matters and to receive a response, without fear of reprisal;
4. The right to be informed of, and be able to respond to, allegations of unacceptable behaviour or any conduct for which sanctions are imposed; and
5. The right to form, join in, or take part in a lawful group or organization in accordance with student responsibilities.

To Appeal: Students have

1. The right to request an appeal regarding matters which may affect academic status and/or promotion; and
2. The right to submit a challenge regarding the formal process taken and/or decision imposed by the college that could be considered unfair, unsubstantiated, or detrimental to academic success.

Student Responsibilities:

Respect for Persons: Students have

The responsibility to respect the well-being, personal worth and dignity of all college students, employees and affiliated members. This includes, but is not limited to

1. Being mindful of personal well-being and initiating appropriate steps for self-care;
2. Behaving in a way that does not harm, or threaten to harm, another person's physical or mental well-being;
3. Considering and respecting diverse perspectives and the ideas of others, even when conflicting with your own; and

4. Refraining from using information and communication technologies to engage in deliberate, repeated and/or hostile behaviour that has a negative impact on another person's dignity, causes harm, or makes a person feel unsafe.

Respect for College Learning and Working Environment: Students have

The responsibility to actively contribute to a positive learning and working environment while on campus or participating in any learning experience associated with the college. This includes, but is not limited to

1. Refraining from disrupting or interfering with college activities or impeding the educational objectives of the college;
2. Using alcohol, tobacco and tobacco products, ceremonial medicines, or any other permitted substance responsibly and only in designated areas while on college property or participating in college activities;
3. Requesting and receiving approval through security services to possess any item that could reasonably be considered a weapon (otherwise weapons are prohibited);
4. Acting honestly in all academic matters and being honest when dealing with other members of the college community;
5. Complying with program and professional standards in related field(s); and
6. Complying with the direction of any college official who is acting in the proper performance of their duties and participating in any investigation as deemed appropriate or necessary by security services.

Respect for Property, Facilities and College Reputation: Students have

The responsibility to respect college property and facilities as well as the property and facilities of employers and community partners. In addition, students have the responsibility to represent the college in a positive manner. This includes, but is not limited to

1. Refraining from using or taking property without appropriate permission;
2. Being respectful and accountable when using, borrowing, and/or returning the property of the college or members of its community;
3. Behaving in a way that obeys the rules and regulations of college-owned or operated facilities and other off-campus, non-simat facilities while engaged in learning activities on their premises; and
4. Demonstrating sound judgment and positive leadership when representing the college at all college-sponsored or affiliated events.

13. POLICY ON RESOURCE MOBILISATION

Approved by: Director Board

Effective Date: 12.01.2019

The Policy Rationale

- Sreepathy Institute of Management & Technology (SIMAT), being a self financing professional college, encounters the challenge of funding the continuous demands of generating, maintaining and expanding the academics and physical infrastructure. State or Central Government does not provide any funds to cater the financial needs. So, there is a grave need for devising a policy on mobilization of funds coupled with optimal utilization of resources that can pave the way to identification and exploitation of legitimate sources.
- Considerable funding of the financial needs through various non-government sources including Alumni and Philanthropists, which SIMAT has failed to do for the want of various reasons including non-availability of a policy document providing the related direction and guidelines.
- Poor or inadequate funding of the institutions like self-financing professional colleges results in a large number of critical problems including inadequate qualified academic staff, inadequate and inferior support staff, irrelevant/outdated syllabi, lack of required technology and infrastructure to drive the academic vision to next- gen needs, to name a few.
- In a socio-economic country like India, where education has been presumed to be a social service for long, SIMAT, being a self financing professional college, is not expected to charge tuition fee and other academic charges inconsistent with other private academic institutions.

In a nutshell, the structure and mode of resource mobilization initiatives is imperative for the realization of overall objectives for which it has been set-up.

The Policy Objective

In course of time, it has been observed that the state, as a policy-maker, regulator and funding agency of higher education activities, has gradually diluted its role as a funding agency, by promoting setting up self-funding activities in the field of education. SIMAT has evolved a successful self- funding model for running its various teaching departments.

The earlier approach for fund raising by SIMAT was basically focusing up on generation of funds through fee collection. But this approach doesn't seem suitable for the time ahead.

In the light of the above, the basic objectives of this policy are:

- To evolve a systematic fund raising approach that identifies the prospective fund raising, and cultivating these sources to mingle with SIMAT's needs and objectives of meeting higher education targets in time ahead.
- To draw the parameters for optimum utilization of resources available, whether with individual teaching departments, or centrally with College administration.
- To focus upon developing a model for resource mobilization and their optimal utilization that is driven by the aspirations of Sreepathy Trust to pave the way to meet the core objectives of higher education, as detailed out in strategic plan, core values and vision and mission of SIMAT

Resource Mobilization and Optimum Utilization of Resources

The strategy for Resource Mobilization and Optimum Utilization of Resources of SIMAT includes separate sub-strategies on following parameters:

1. Mobilization of Financial Resources
2. Mobilization of Physical Resources
3. Mobilization of Human Resources
4. Optimum Utilization of Resources

1. Mobilization Of Financial Resources

Mobilization of financial resources basically involves the following steps:

- i. Identification and implementation of a fee structure that is coherent with the Agreement reached between the Self Finance Engineering College Association and State Government..
- ii. Identification of platforms and opportunities for getting grants from various governmental agencies and working in the direction of making the College eligible for optimum level of these grants.
- iii. Identification of platforms and opportunities for getting grants from various Non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropers and Alumni, and working in the direction of entering into suitable agreements and MoUs, so as to mobilize optimum level of grants from these sources without defying the basic objectives of Sreepathy Trust
- iv. To source in funds from Non-governmental agencies including philanthropers and Alumni, SIMAT shall also adhere to good PR practices with these sources. Simultaneously, SIMAT will also focus up on building a transparent and objective process of fund raising and its expenditure.
- v. Understanding its deep impact on fund raising activity, it shall be the part of basic premise of fund raising activity of SIMAT to build a good knowledge environment Simultaneously, SIMAT shall also work upon its relationship with its students, as today's student will be tomorrow's alumni, who can be a considerable source of financial, physical and human resources. Further, SIMAT shall also attempt to built

a culture which can inculcate amongst its students a mindset of contributing to their alma-mater in the future days.

- vi. SIMAT shall also attempt to built a rationale relationship with corporates by providing them opportunities to meet their Corporate Social Responsibilities (CSRs) as per the existing norms. This, in turn, will open new avenues for fund raising by SIMAT. Simultaneously, SIMAT will assist the corporates in assessing their human resource needs in time ahead, and will accordingly attempt to incorporate relevant changes in course curriculum of various programs offered by its teaching departments.
- vii. It shall be the part of strategic resource mobilization plan of SIMAT to create an effective database of its scholars and alumni.

2. Mobilization Of Physical Resources

Mobilization of Physical resources basically involves the following steps:

- i. The annual budgeting of the SIMAT activities shall be planned in a way to create a sufficient room for meeting its infrastructural and physical developmental needs along with meeting its regular operating needs.
- ii. Looking to the infrastructural and physical developmental needs of the SIMAT, it shall attempt to identify and materialize such platforms and opportunities that can provide ample financial sources to cater to these needs.
- iii. Projects and research grants of the central and state governmental agencies will be focused up on to meet the physical and infrastructural resource requirements of the SIMAT.
- iv. Time and again, additional avenues in the form of Non-governmental agencies including fund-giving organizations, corporations and individuals including philanthropers and Alumni shall be explored, that can pave the way to infrastructural and physical developmental needs of the SIMAT.

3. Mobilization Of Human Resources

Mobilization of Human resources basically involves the following steps:

- i. SIMAT shall basically focus up on the norms of state ministry and decisions of its Governing council to meet the growing and changing needs of academic and non-academic human resource.
- ii. SIMAT shall also rely upon the entrepreneurial capabilities of its alumni, students, and industry and fellow academicians so as to meet the contemporary need of practice/experience oriented education for its scholars.

- iii. Time gap arrangements, as feasible, shall be worked out by SIMAT against positions of academic and non-academic resources available as a result of superannuation of its various employees. Similarly, the same process shall be followed to optimize the human resource team in the light of newly available vacancies.

4. Optimum Utilization Of Resources

Optimum Utilization of resources basically involves the following steps:

- i. Depositing funds collected through various sources at centralized level and permitting their utilization after due audit process and within laid down restrictions.
- ii. Sharing by various teaching departments of physical and infrastructural resources available with various teaching departments and at central level.
- iii. Deputing various academic and non-academic human resource at various teaching departments and administrative offices of the SIMAT as per changing needs and structure of SIMAT .

Driving resource mobilization in any organization like SIMAT requires a sense of belongingness and commitment coupled with passion amongst all its stakeholders

14.POLICY ON SIMAT SCHOLARSHIP

Purpose:

SIMAT's Policy on Scholarships is intended to provide reasonable guidelines for the acceptance, establishment, and disbursement of student scholarships. The purpose of SIMAT's scholarship program is to identify and support superior ability and achievement and promote excellence. The program is testimony to the dedication of SIMAT to higher education and the honouring of scholarly effort. It Encourages participation of students from targeted equity backgrounds in higher education by providing them with financial assistance. It also aims to support the Institute's mission by connecting community and industry with the Institute and its students and redress entrenched and historical disadvantage, under-representation and marginalisation of people.

Policy Statement:

It is the policy and practice of SIMAT to treat all candidates for scholarships with dignity and respect and to provide equal opportunity to all persons without regard to colour, race, religion, sex or any other category protected by law. In addition, SIMAT prohibits retaliation against any individual who reports discrimination or who participates in any investigation of such reports. This policy covers all scholarship award actions, including distribution of applications, selection process and continuance of scholarship.

Candidates for scholarships with questions or concerns about any type of discrimination in the scholarship award process are encouraged to bring these issues to the attention of the Principal or to the Secretary of the Trust immediately so any such questions or concerns may be addressed promptly.

Procedure:

Scholarship Scheme	Benefits	Eligibility
Sreepathy Platinum Scholarship	Full Tuition Fee Waiver	95% or above marks in Physics, Chemistry and Mathematics put together in +2 examination/<6000 rank in KEAM
Sreepathy Gold Scholarship	50% Tuition Fee Waiver	90% or above marks in Physics, Chemistry and Mathematics put together in +2 examination/6000 to 15000 rank in KEAM
Sreepathy Silver Scholarship	25% Tuition Fee Waiver	85% or above marks in Physics, Chemistry and

		Mathematics put together in +2 examination/15001 to 25000 rank in KEAM
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In addition to the above SIMAT is also providing Fee Waiver Scholarships to top 3 students in each batch admitted in Merit Quota. 50% of students admitted in Merit Quota are also eligible for special Fee Waiver based on annual income.

The scholarship policy may be reviewed by the management on a yearly basis depending on the demand for admissions.

15. COMMITTEES AND FUNCTIONS

Approved by: Director Board

Effective Date: 12.01.2019

15. a. Management Committee (Director Board of Sreepathy Trust)

SIMAT, owned and managed by Sreepathy Trust, is made up of technocrats, engineers, philanthropists and industrialists, all working towards a common goal of ensuring the continued excellence and development of the institution. Management of SIMAT is vested with the Management Committee which is the Director Board of the Trust with the Secretary of the Trust as Manager.

Powers and function of the Management Committee

1. The Management Committee of the college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and discharge all such functions as may be necessary for the purpose.
2. In particular, and without prejudice to the generality of the foregoing provision, the Management Committee of the college, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties, namely –
 - i. To create all teaching posts including the post of Principal as per AICTE norms.
 - ii. To create non-teaching posts, make appointments thereto on the recommendation of the appropriate selection committees as per AICTE norms.
 - iii. To ensure that the number and qualifications and the method of recruitment of Teachers and other non-teaching employees and the conditions of their service are in accordance with the Rules of the College and the relevant provisions made by the other competent authorities like AICTE, UGC etc.
 - iv. To provide for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline.
 - v. To review the results of college examinations and to suggest measures for academic improvements.
 - vi. To ensure that the buildings in which the college is located are suitable for the purposes for which they are intended and maintained in a satisfactory state of repair and sanitation.
 - vii. To provide for the maintenance of properly equipped library and laboratory.
 - viii. To mobilize adequate financial resources for effective operation of the college.
 - ix. To ensure that all information, returns, reports and other materials as required by the MHRD, AICTE, UGC or the State Government are made available promptly.
 - x. To hold, control and administer the properties and funds of the college.
 - xi. To sanction expenditure as may be required and regulate the finances, accounts,

- investments and all other administrative affairs of the college.
- xii. To entertain and redress in proper cases of grievances of Teachers, students and employees of the college.
 - xiii. To provide for the promotion of the Welfare of the students, their residences, health, recreation, and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students.
 - xiv. To form such committees with the Principal as the Chairman as it may think fit for taking advice for the efficient administration of the college.
 - xv. To frame rules for proper functioning of the college and to frame rules of business for conduct of the meetings of the Governing Body.

15. b. Governing Council

The SIMAT Academic Council is appointed by the Management Committee, to assist it in the planning, co-ordination, development and overseeing of the educational work of the college and to protect, maintain and develop the academic standards of the courses and the activities of the college. Academic Council is, therefore, central to assuring and developing the standards of teaching, learning, assessment and research at SIMAT, and in developing and monitoring the implementation of the academic strategy of the Institute.

Powers and function of the Governing Council

1. The Governing Council is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional Vision and Mission are achieved.
2. The council has the duty to adopt guidelines and take decisions necessary to enable the institution achieve and develop its mission and primary objectives for learning, teaching and research.
3. The Council is responsible for monitoring institutional performance.
4. The Council is responsible for appointing the Head of the Institution and monitoring his/her performance and also nominates the Dean (Academic), Dean (Research and Development), Dean (Students welfare), and any such senior positions requested by the Head of Institution. Performance of all staff positions of the institution is reviewed by the Governing Council.
5. Governing Council ensures that a policy is in place for human resources development and employment. The Council ensures that a procedure is in place for managing, monitoring and development of human resources.
6. The Governing Council helps create and support global, national and local collaborations between institution and academic partners, research establishments and industry and others who support the mission and objectives of the college.
7. The Governing Council formulates and recommends the norms for instituting various categories of scholarships for students.
8. Governing Council reviews and recommends starting new programmes of study depending on the emerging trends in the areas of Engineering and Technology.

9. The Governing Council ensures the existence of a mechanism for providing relevant information to students, faculty, the general public, and potential employers of graduates on all aspects of institutional activity relating to academic performance, finance and management.
10. The Governing Council ensures the compliance with statutes, ordinances and provisions regulating the institution, such as AICTE, UGC, State Government and affiliating university; and, subject to these, suggest recommendations on matters of fundamental concern to the institution. This is ensured through the report by the Head of the institution, on a regular basis to the Governing Council.
11. Perform such other functions as may be assigned by the Management Committee.

15. c. College Academic Council

The College Academic Council serves as an advisory body to the Director/Principal. The Council is composed of Heads of Departments of various branches and administrator.

The functions of the College Academic Council are:

1. To provide timely advice to the Director/Principal on policies and practices those are of college wide significance and related to the college's strategic priorities.
2. To review and make recommendations on tenure, promotion, and new appointments of Faculty and staff;
3. To advise the Director/Principal on matters of educational policy;
4. To advise the Director/Principal on matters of budget, including budget allocations and faculty salary policy;
5. To advise the Director/Principal on matters of College administrative policy and procedure;
6. To advise the Director/Principal in appointing standing and special committees of the College;
7. To facilitate the maintenance of academic discipline within the student community, to ensure that a proper learning environment may thrive

15. d. Anti-ragging Cell

In compliance with the UGC Regulation on curbing the menace of ragging in higher educational institutions, 2009 and revised as per UGC Notification vide The Gazette of India Part III-Section 4, New Delhi dated June 29, 2016 and as per All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009, Anti-Ragging Committee is constituted in SIMAT.

The Duties and Responsibilities of the Committee:

1. To conduct Anti Ragging Committee meeting every semester, or as and when the need arises like when a complaint is received regarding ragging etc.

2. The Committee shall establish, and operate, an Anti-Ragging Helpline, an email account, which could be accessed by students in distress owing to ragging related incidents.
3. To take measures for prohibition of ragging to eliminate the curse of ragging as per the definition given in the relevant regulations, including the formation of the Anti Ragging Squad, Mentoring Cell on ragging etc.
4. To ensure that undertakings in the form of Affidavit by students, parents / guardians of the institute are taken at the time of admission.
5. The Committee shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations mentioned above as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

15. e. Anti-Ragging Squad:

In compliance with the same notifications of UGC and AICTE referred above, SIMAT has constituted an anti-ragging squad.

Duties and Responsibilities of Anti-ragging Squad:

1. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
2. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
3. The members of the squad will visit at least once in a week all potential areas of ragging in or outside of the college and hostel premises, including at night and may capture the culprits.

15. f. SC/ST Monitoring Cell

For protection against harassment and discrimination of Scheduled Castes in AICTE Approved Institutions, it is essential for all AICTE approved institutions to Establish Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989).

UGC has also approved establishment of SC/ST Cells in various Universities and institutions with a view to safeguard the interests of SC/ST students.

SC/ST Monitoring Cell has been constituted in the Institute to handle the statutory requirements and resolve the issues related to the SC/ST Employees, and Students of the Institute.

Following are the important Objectives and functions of the SC/ST Cell.

To ensure the effective implementation of the reservation policy in admission, recruitment, allotment of staff quarters, Hostels etc. SC/ST Cells are established in the Universities and Colleges.

Objectives

1. To implement the reservation policy for SCs/STs in the Universities and Colleges.
2. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the universities, and in the affiliating colleges and analyse the data showing the trends and changes towards fulfilling the required quota.
3. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
4. To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

Functions of the Cell

1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the College for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
2. To circulate Government of India orders and UGC's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the College, in suitable forms by a stipulated date and take follow up action where required.
3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy

by the UGC.

4. To analyze the information collected above and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.
5. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in the College.
6. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the College and render them necessary help in solving their academic as well as administrative problems.
7. To maintain a register for employment of SCs/STs in the College for the candidates belonging to SC/ST communities for various posts in the College.
8. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
9. The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell.

15. g. Student Grievance Redressal Committee:

As per the UGC (Grievance Redressal) Regulations, 2012 and All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and other such Regulations of a similar nature, a Grievance Redressal Committee is constituted in SIMAT with the broad objective of preventing unfair practices and to provide a mechanism to students, parents and others for redressal of their grievances.

Composition:

1. Principal of the college – Chairperson.
2. Three senior members of the teaching faculty to be nominated by the Principal – Members.
3. A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co curricular activities – Special Invitee.
4. A complaint from an aggrieved student relating to a college shall be addressed to the Student Grievance Redressal Committee (SGRC), with the following composition, namely: Convenor – A senior staff, staff members from all departments, student members from all departments and a special invitee.
5. The term of the members and the special invitee shall be two years.
6. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
7. In considering the grievances before it, the SGRC shall follow principles of natural justice.
8. The SGRC shall send its report with recommendations, if any, to the Vice- Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.)

Objectives of Students' Grievance Cell

1. To support, those students who have been deprived of the services offered by the college, for which he / she is entitled.
2. To make officials of the college responsive, accountable and courteous in dealing with the students.
3. To ensure effective solution to the students' grievances with an impartial and fair approach.
4. To encourage the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Functions

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments / Sections to redress the grievances.
3. To guide ways and means to the students to redress their problems.

Students' Grievance Redressal Procedure

Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, can put in writing their grievances. The students can also lodge their complaints/grievances to any one of the faculty like their Mentor, Head of the Department or the Principal, who is the Chairman of the Student Grievance Redressal Committee, in writing which will be forwarded to the Committee for relevant action. The grievances can also be lodged by sending an email to grievances@simat.ac.in.

Those students who believe that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated will be redressed. The Student's Grievance Cell enquires and analyses the nature and pattern of the grievances in a strictly confidential manner and the matter is disclosed to only those who have a legitimate role in resolving the matter.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University (i.e. APJ Abdul Kalam Technological University) The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.

15. h. Internal Complaints Committee (ICC) for gender sensitization against sexual harassment or Gender Sensitization Committee against Sexual harassment (GSCASH)

As per Part III section 4 of the All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and

Students and Redressal of Grievances in Technical Institutions) Regulations, 2016, an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment is constituted in SIMAT.

Grievance Redressal Mechanism-

1. Every TI shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition: -
 - a. Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;
 - b. Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
 - c. Three students (comprising of atleast one girl student) of Pre-Final/Final year at Undergraduate/ Diploma level Institute, as the case may be.
 - d. One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
2. At least one-half of the total members of the ICC shall be women.
3. Persons in senior positions such as Chairman, Secretary of the Society & Principal / Director etc. shall not be the members of ICCs in order to ensure autonomy of their functioning.
4. The term of office of the members of the ICC shall be for a period of three years. TIs may also employ a system whereby one –third of the members of the ICC may change every year.]

Responsibilities of Internal Complaints Committee (ICC) or GSCASH - The Internal Complaints Committee shall:

1. Provide assistance if an employee or a student chooses to file a complaint with the police;
2. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
3. Protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
4. Ensure that victims or witnesses are not victimised or discriminated against while

- dealing with complaints of sexual harassment; and
5. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

The Process for making Complaint and conducting Inquiry - The ICC shall comply with the procedure prescribed in the Act, for making a complaint and inquiring into the complaint in a time bound manner. The College shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

Process of making Complaint –

1. An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses **if any** to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
2. Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

The Process of conducting Inquiry, Redressal and punishment and compensation etc. will be strictly according to All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Educational Institutions) Regulations, 2016.

15. i. Library Advisory Committee:

As per GO (MS) No.169/94/HE dated 22-11-1994, SIMAT has constituted an 8 member Library advisory Committee consisting of 5 HODs in addition to the Librarian, a student nominee and the Principal.

Objectives of a Library Advisory Committee:

1. It shall normally meet in the beginning of the academic year.
2. To review the functioning and provide general direction to the Library.
3. To monitor and evaluate the trends and developments in information technologies, networking, library automation, library cooperation, Library timings etc., and to direct the library in their day to day function.
4. To formulate action plan for the development of library infrastructure, facilities, products and services.
5. Evaluate the suggestions offered by the library users.
6. Estimating the books procurement and allocation of budget accordingly.
7. To assist in stock verification, Weed out/Write off from the library stock
8. Any other function as assigned by the chairperson of LAC for overall development.

Important Functions of the Library Advisory Committee:

1. To formulate a development plan for the library
2. To prepare the collection development and selection policy for library.
3. To assist the Librarian in formulating general rules and regulations which govern the functioning of the library
4. To review and take steps to enhance readership by motivation.
5. To prepare budget proposals for the development of the Library
6. To suggest the Librarian on the distribution of funds made available for the purchase of books, journals and other academic requirement.
7. To seek feedback on Library functioning from readers through the Library suggestion box.
8. To take action against the users in case of any misbehaviour which is beyond the control of the Librarian
9. To review and recommend the requirements like building, furniture and other fittings in the library.
10. To recommend the feasible suggestions for the improvement of the library and library timings if necessary.

15. j. Internal Quality Assurance Cell

As per the guidelines notified by KTU, UGC, NAAC and AICTE from time to time, IQAC is constituted in SIMAT.

Functions

Some of the functions expected of the IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
4. Dissemination of information on various quality parameters of higher education;
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programmes / activities leading to quality improvement;
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
9. Development of Quality Culture in the institution;
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines

and parameters of NAAC, to be submitted to NAAC.

15. k. Disciplinary Action Committee (DAC)

As per KTU Amendments of the Ordinance for Bachelor of Technology B. Tech / B. Tech. (Hons) dated 11th Oct 2016, a Disciplinary Action Committee (DAC) is formed in SIMAT.

Functions of the Committee:

Every student is required to observe discipline and decorous behaviour. Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations will be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations will be reported to the Principal who in turn will refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee will recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

The student can appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal will take a final decision on the matter. DAC will be headed by a department head and will have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal will be intimated to the Controller of Examination of the University.

15. l. Student Welfare Committee

As per KTU Amendments of the Ordinance for Bachelor of Technology B.Tech./B.Tech. (Hons) dated 11th Oct 2016, a Student Welfare Committee is formed in SIMAT.

Student Welfare Committee of SIMAT endeavours to help a student's educational process to advance their academic as well as personal abilities.

It targets at avoiding the hindrances that may come in the path of a student's learning process so that they can be qualified professionally upon the national and international levels. This committee complies with the policies set by the University in order to facilitate a positive academic environment to the students and help them to proceed in their career with minimal obstruction. The Student Welfare Committee of SIMAT is responsible for the general and specific well-being of students. The committee works for the overall welfare of the student in terms of student development which consists of student development program and student publication, social activities and many more.

In SIMAT, student welfare committee works on some basic functions for the welfare of a student which includes the following:

1. First and foremost to develop the student-teacher relationship bond
2. Listening to their problems and understanding what is required for their development in any manner.
3. Assisting the students in their learning process
4. This includes not just academics but also the practical learning experience.
5. Addressing and solving their various issues
6. Addressing the feedbacks of students regarding different areas of curriculum and resolving the issues with no or little efforts from the students.
7. Flourishing relationship with parents and organizing meetings for them
8. Addressing the issues from guardians and resolving them to whatever the needs
9. Conducting periodic meetings to talk over student welfare. By organizing activities and facilitating student interests
10. Organizes co-curricular activities for personality development.
11. Managing the needs for extracurricular activities
12. It looks after activities like music, sports, etc. for students.

15. m. SIMAT Placement Cell

SIMAT recognizes that the recruitment process is rapidly undergoing a transformation as employers are increasingly looking for candidates who are ready to be hired versus the earlier process of hiring fresh graduates and training them to give them the required skills. This requires that students develop better personality, analytical and communication skills.

The Placement Department of SIMAT works on some following basic functions for the employability of students

1. Regularly conduct placement programs for students so that they become totally employable
2. Deliver comprehensive training as required for building Self-Confidence ,Self-Appraisal, SWOT Analysis, Developing communication skills, Analytical skills, Setting career goals, public speaking presentation skills, Facing Interviews, Increasing General Awareness, excelling in Group Discussions, Resume Preparation etc.
3. Ensure that student skills in the areas of quantitative reasoning, verbal and logical reasoning and recruitment essentials are fully developed so as to make them instantly employable immediately after completion of their course.
4. Conduct placement/pooled drives from reputed companies or industries.

15. n. Student Council (Student's Senate)

SIMAT follows a parliamentary system of election as per the guidelines of the Lyngdoh Committee and APJ Abdul Kalam Technological University to form the Student Council. The student council or the college senate actively participates in all endeavors of the college. The student council comprises the following members:

1. Chair Person
2. Vice-Chair Person
3. General Secretary
4. University Union Councilor
5. Magazine Editor
6. Arts Club Secretary
7. Nominated Members
8. General Captain
9. Class Representatives

Under the leadership of council Chairman, the Art club secretary co-ordinates cultural and literary initiatives. Magazine editor collects articles from talented students for the annual college magazine. University Union Councilor and Class representatives serve as the responsible voice of the whole students in the matters concerned. The council selects the General Captain who is the coordinator of all sports-related events. All the cells and clubs ensure representation of girls to make the committees gender-neutral.

Class Representatives:

Every class has two class representatives. Informal feedback on teaching-learning processes like teaching, course content, study material, and practical sessions is sought through meetings with Class Representatives. The suggestions/grievances are accordingly addressed for an enriched teaching-learning environment at the Department level.

Student Chapters:

Student Chapters are established for professional bodies such as IEDC and IEEE. They conduct activities in alignment with respective professional bodies.

Students Associations:

Every Department has Student Associations with a faculty convener and students. They organize various technical workshops, invited talks, skills/knowledge enhancement programs, etc

Executive committees of Grievance Redressal Cell, Discipline Committee, Anti-Sexual Harassment Committee, NSS, Anti Ragging Committee, Women's Cell, and Quality Circle have student coordinators for the effective execution of college activities.

The major activities of the Student Council are as follows:

- a) Coordinating curricular, co-curricular and extra-curricular activities of the student community within and outside the campus
- b) Celebrating major festivals
- c) Observing National/ International Days of Importance
- d) Conducting Medical Camps

e) Extending Charitable and Community Services

f) Publishing the College Magazine.

The Student council acts as a channel of communication between college authorities and students.

The students in the council are also able to develop their professional skills like effective communication, research, presenting ideas, organizing meetings and events, teamwork and collaborating between different groups. Moreover, working closely with students and the management gives them the opportunity to build strong, meaningful friendships and professional relationships.