

INSTITUTE POLICY DOCUMENT

Sri Sukhmani Educational Society:

The Sri Sukhmani Educational Society is an educational foundation incorporated in India as a Public Society and a Registered Charity. It was founded in 1979 as an independent, non-profit organization to provide comprehensive quality education in – Basic Sciences, Engineering & Technology, Management, Medicine, Education, Law, and Vocational Training at undergraduate and postgraduate levels. Since the birth of the society, a number of colleges (mentioned below) have been set up regularly as a part of this society by its promoter (Prof. Avtar Singh) who is a well known educationist and a great visionary.



Sri Sukhmani Institute of Engineering and Technology (SSIET) – Dera bassi is the most important constituent member of the family of Sri Sukhmani Group of Institution (SSGI). The institute is managed by the “Educational Society of Professionals and Vocational” under the worthy chairmanship of Prof Avtar Singh. The institute was founded in 1998 at Dera bassi which is an important industrial hub/town located at Delhi - Chandigarh highway.



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The institute is affiliated to Punjab Technical University (PTU) - Jalandhar, approved by AICTE, and is ISO 9001-2000 certified. Its campus is spread over more than 32.0 acres of lush green, and pollution free land. The institute is located just 12.0 km away from Chandigarh at Delhi –Chandigarh national highway and is very close to – Chandigarh, and Panchkula, Ambala (Haryana), Mohali (Punjab) and Baddi (Himachal Pardesh) – the main industrial hub of this region.

Institute Vision

- To transform the institute from its present level into an ultra modern, multi-role premier seat of - Learning, Teaching, and Research.
- To impart technical education with focus on multifacet development to produce an “Integrated Person” who can serve the society with dignity while leading a fulfilling life.
- To produce talented engineers of high caliber having - Vision, Entrepreneurial Qualities, and Technological Leadership.
- To develop the institute into a “Centre of Excellence” in Engineering and Technology so that it is used to calibrate the Academic Performance of other institutes **of its peer group**

Institute Mission

- To seed firmly in the mind of our students the golden motto “Come to Learn and go to Serve with Dignity”
- To produce Engineers having – Versatile Talent, High Calibre, Vision, Entrepreneurial & Technological Leadership Qualities.
- To create Scientific Knowledge Base for public use through – Innovative Research.
- To make the students to acquire – Problem solving skill, Quality consciousness, and deep sense of commitment to work.
- To impart to our students in-depth understanding of the subject matter.

- To guide & encourage the students to take up career in industry to fulfill the needs and expectations of domestic and multinational companies.
- To motivate the students to take up the industry oriented Innovative Projects
- To enhance employment potential of our students by upgrading their technical knowledge through – i) Teaching Beyond Syllabus, ii) Organizing experts lectures, and iii) Arranging job oriented industrial training and visits at the relevant place.
- To encourage the faculty and students to take up research oriented innovative projects.
- To inculcate in our students the reasoning to select suitable career to excel in chosen profession.
- To develop in our students an urge for up-gradation of professional knowledge so that they always remain in demand.
- To create strong base and relationship for Institute – Industry Partnership.

Various High Level Managerial/Administrative Bodies of SSIET

Sl. No.	Name of the Body	Membership	Frequency of meeting
1.	Board Trustee	07	One per annum
2.	Governing Body	12	One per annum
3	Advisory Committee	07	Two per annum
4	Academic Council	11	Two per annum
5	Board of Studies of Various	ECE : 05 CSE : 05	Two per annum

	Departments	EE : 05 IT : 05 ME : 05 Civil : 05	
6	Administration	<ul style="list-style-type: none"> • Director Technical cum Registrar • Principal • Chief Administrator • Director Research & Development • Dean Academic • Director- Training & Placement • Dean Social Welfare • HoDs 	-----

- The institute functions with perfect decentralized administration that has complete transparency in its functioning.
- The institute has formed a **RTI Cell** that provides the factual/unambiguous information as and when it is demanded.

Various other functional committees

- Academic Affairs Committee
- Student Welfare Committee
- Public Relations Committee
- Reasearch & Development Committee

- Technical Activities Committee
- Extra Curricular & Cultural Affairs Committee
- Sports/N.S.S. Committee
- College Discipline Committee
- Training & Placement Committee (Entrepreneurship and Industry Interaction)
- Library Committee
- Examination Committee
- Anti-Ragging Committee
- Central Grievances redressal Committee:
- Women's Grievances redressal Committee
- RTI Committee:

Organizational Setup of SSIET

Institute Policy for Decentralisation in working including delegation of financial power

A team of about around 22 senior members wields the major responsibilities pertaining to:

- Managerial & Administrative Activities,
- Academics Tasks,
- Applied Research, Consultancy, and Innovation,
- Engineering Services etc.

to see that all the activities are performed/ discharged properly, smoothly and in time.

Functional Responsibilities of Key Administrative Bodies/Personnel

The functions of various key Bodies and Persons are as given in the Table placed below.

Position	Functions/ Responsibilities
Governing Council	<ul style="list-style-type: none"> • To issue guidelines to frame bye laws, and policies of the institute. • To approve and amend policies from time to time • To approve budgets, and expansion plans of the institute • To suggest methods for mobilization of internal & external resources. • To oversee the overall performance of the institute
Academic Council	<ul style="list-style-type: none"> • Promoting academic excellence. • Promoting communication within the College community. • Providing a forum for staff and students in order to influence the decision-making process on academic matters. • The Committee shall review, monitor and recommend on issues such as: <ul style="list-style-type: none"> • Educational philosophy. • Course and program evaluation. • Teaching methodology and standards. • Grading and promotion policies. • Admission policies and practices. • Student awards and scholarships. • Academic equivalencies.
Chairman	<ul style="list-style-type: none"> • To provide overall guidance and supervision on the implementation of - Policies, Rules, regulation and bye laws approved by the Governing council. • To mobilize the finances and resources • To look after the future planning and over all expansion of the institute to realize its Vision and Mission in reality • To provide the guidance on legal aspects on the matters related to institute. • To guide the Placement officials on how to improve placement of pass out in good company • To sign MoUs with Research, Educational institutions/Universities

	and industries to promote sponsored research, high quality education, and industrial consultancy etc.
Director	<ul style="list-style-type: none"> • To look after the overall development & growth of the institute • Mobilize external resources to strengthen the institute • Instill confidence and devotion in every member of the institute • To provide guidance to all senior functionaries of the institute
Principal	<ul style="list-style-type: none"> • To implement the policies & directives of GB & Chairman • To design & define organizational structure. • To define and delegate responsibilities down the ladder in the organization • To run Office Administration • To ensure effective purchase procedure • To define quality policy and objectives • To preparing Annual budget • To conduct periodic meeting of various bodies such as - Governing Council, Advisory Committee, Finance & Expenditure Committee, and Women's Grievances Redressal Committee etc. • To conduct employee recruitment schedule in association with registrar • To accelerate admission process in association with registrar • To interact with Chairman, Registrar, PRO, Director of research & Academics, all the Deans, and HoDs / Incharges of the institute
Registrar	<ul style="list-style-type: none"> • Interaction with PTU, AICTE, DTE, and MHRD etc. • Administrative and personal interaction with students, faculties and Management • To maintain College roster, Service Books, Faculty personal files • To carry out Recruitment process as per bye laws • To conduct various meetings and issue order to implant the decision taken • To conduct administrative scrutiny of all proposals prepared by R&D cell, faculties, academic cell, and specifically constituted committees etc before submission to outside concerned departments for approval

	<ul style="list-style-type: none"> • To coordinate day to day activities of institute and faculties • To maintain discipline in the institute as a whole • To conduct semester examination, & sessional tests/examinations • To arranging internal audits • To interact with Chairman, Principal, PRO, Director of research & Academics, all the Deans, and HoDs / Incharges of the institute
<p>Director Research & Academics</p>	<ul style="list-style-type: none"> • To promote research and development culture in the institute • To create facilities in terms of Hardware and Software so that the students of M.Tech and B.Tech classes may execute their major projects. • To encourage the faculty and students to write technical research papers as an outcome of project work • To organize faculty development programmes to upgrade the theoretical and practical knowledge of the faculty • To organize short term courses in emerging areas of research & training staff to upgrade their skill. • To organize invited talks on front ranking technologies in areas beyond the content of syllabus • To encourage and guide the faculty members to write R&D projects for external funding from AICTE, UGC, DRDO, and Industry • To prepare technical proposals for higher level of funding for Modernization, Expansion, and Creating unique facilities for Testing and Calibration required by near by industry • To create new R&D and Production Facilities in the form of - Technology Incubation Centre and Software Development Cell to promote Industry - Academia Interaction and Entrepreneurship • To motivate the faculty to present technical papers in National and International Seminars, Conferences and workshops. • To organize at least one National or International Conference in every academic year • Interaction with - Management, Principal, Registrar, PRO, Deans,

	TPO, & HoDs to workout the planning and implementation
Dean Academics	<ul style="list-style-type: none"> • To interact and assist all the HoDs to prepare their department's Time Table for every academic semester taking into accounts all Lectures, Tutorials, Remedial classes, Practical etc • To make arrangements for sessional tests, internal awards, external tests and awards, University Examinations etc. • To make arrangements for conducting the convocation function. • To prepare and implement Academic calendar as per directive from Registrar • To collect students feedback and suggest necessary remedial action • To maintain collective attendance of student • To coordinate the activities of class teachers
Estate Officer	<ul style="list-style-type: none"> • To maintain up-to-date master documents of estate. • To look after buildings renovation and expansion plans • To oversee overall building maintenance • To look after- over all procurement of materials
Chief Administrator & Public Relations Officer	<ul style="list-style-type: none"> • To implement overall publicity campaign for- Institute's Admission, Placement, and Achievements /Performance • To interact with Press /Media • To design and get printed admission brochure • To suggest up-gradation in college website • To maintain softcopy of photographs pertaining to all events • To give publicity of all the techno-cultural and sports events etc to create awareness about the co-curricular activities of the institute • To arrange the Alumni interaction and its annual meetings in association with I/C - Alumni Association • To maintain Public relations with – PTU, AICTE, Local administration, Industry and Fellow institutes etc. • To maintain relation with- PTU, AICTE & others for trouble free running the institute's day to day work

	<ul style="list-style-type: none"> • To get prepared the Institute News letter • To design and get printed Institute Annual Magazine • Interaction with - Management, Principal, Registrar, Director research & Academics, all other Deans, TPO, & HoDs to project institute's achievements in public
Director Training and Placement	<ul style="list-style-type: none"> • To maintain liaison with industry for training and placement • To identify and fulfill training needs of students by sending them to proper industries • To arrange campus placement • To organize invited talks by the industry chief executives and top administrative officers of HRD departments for enhancing the managerial skill of the students. • To prepare and propose annual T & P budget • To assist the students to find suitable employment. • To organize periodically industry – institution meet and possibly an employment fair. • To plan for summer /short term projects on site • To keep track of student's progress. • To visit industries for networking requirements. • To facilitate : <ul style="list-style-type: none"> • Industrial Visits/Industrial Tours. • Continuing Education. • Consultancy. • Entrepreneurship Programs. • Memorandum of understanding with Industry
Dean Student Welfare	<ul style="list-style-type: none"> • Formation of student council (SC) • To arrange periodic meetings of SC • Interaction with the students and their parents to solve the personal and academic problem of the students • To guide the students to choose proper job career • To assist students suffering from psychological disorders

	<ul style="list-style-type: none"> • To provide slow-pace programme for the weaker students • To arrange remedial classes for weaker students • To arrange professional counselors for the students as and when required
I/C Alumni Association	<ul style="list-style-type: none"> • To ensure alumni registration. • To prepare alumni news letter • Arrange annual meet of Alumni to strengthening the bond • Proposing annual budget for the cell
I/C Workshop	<ul style="list-style-type: none"> • Smooth running & maintaining the college workshops • Preparing Material Requirement in association with concerned HoDs • Oversee the routine work associated with each workshop • Oversee the generator facility
I/C Library/Committee	<ul style="list-style-type: none"> • Plan and implementation of routine activity of the library including maintenance • Plan and propose expansion / development • Maintain library discipline and culture • Introduce upgradation in terms of new titles, volumes, and upgraded facilities for e- library, and digital library for fast access of desired information • Prepare annual budget for library • The committee in consultation with the Principal will allot funds to the various subjects of different departments of the institute. • The committee frames time to time the rules with the approval of the Principal in regard with the issue of the books, time limit for return of books and number of books to be issued to the students and staff. • The committee in consultation with the Principal will fix the fine to be collected from the students for - late returning, damaging, bad condition, tearing papers, and loss of books/journals.
I/C Student Professional Activities	<ul style="list-style-type: none"> • To organize events through students professional societies / chapters • To organize Technical Paper and Design contests • To encourage student participation in Techno- cultural Activities

	<ul style="list-style-type: none"> • Publication of technical magazine and news letters • To keep record of student participation and achievements in Co-curricular and Extra – curricular activities • Preparing & Proposing Annual Budget
I/C Sports & Gym	<ul style="list-style-type: none"> • To organize sports events at college and inter- colleges level • To ensure proper use of gym • Purchasing of sport items • To encourage students to participate in zonal tournaments • Creation and upkeep of sports facilities
Head of Departments	<ul style="list-style-type: none"> • To plan and execute academic activities of the department • To maintain the discipline and academic culture in the department • To promote the strengths of students / faculty / staff • To monitor academic performance of the students • To ensure adherence to QMS Procedures • To induct new courses and practical beyond syllabi • To organizing short duration workshop to augment the knowledge of faculty and staff • To prepare & Propose Departmental Budget • To prepare Time Table of the department to meet all the requirements • To display departmental Vision and Mission boldly • Assist the Management in day to day running of the institute • To plan project works in emerging areas and create facilities accordingly • To expose the students to managerial aspects • To interact with Principal, Registrar, Director of research & Academics, and all other Deans of the institute
Discipline & Anti Ragging Committee	<ul style="list-style-type: none"> • To maintain the discipline in the campus during the college hours. • To ascertain that every class in the floor has lecturer in every period and that students do not loiter in the corridor for any reason. • To ascertain that immediately after the lunch break the students move to their classes.

	<ul style="list-style-type: none"> • At the time of any function/celebration/any gathering, the committee shall rise to the occasion, in maintaining the discipline and also decorum required of the situation.
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Rules and Regulations

Service Rules, bye-laws & Policies Pertaining to –

- **Grant of different kinds of Leaves –**

- One day leave every month to every employee of SSIET.
- 10 days leave to faculty & staff member in the end of winter session,
- 30 days leave to faculty & staff member in the end of Summer session
- One month additional salary to personnel belonging to - administration, maintenance, and services
- The faculty/staff members those who are required during summer vacation due to any reason, are paid one month additional salary in lieu of summer vacation.
- Maternity Leave to female employee without pay upto six months and further extension can also be considered on the merit of the case.
- Medical Leave to all employee without pay upto six months and further extension can also be considered on the merit of the case.

- **Recruitment policy**

- Since SSIET is affiliated to PTU- Jalandhar, and is recognized by AICTE, the recruitment policies of the institute are as per AICTE and PTU recruitment norms. Faculty quality is kept as per AICTE norms by inducting preferably experienced faculty/staff having required or even Higher Qualification.
- Those pursuing M Tech are employed as **Pro-tem lecturer** with the condition that they would be absorbed as **Assistant Professor** after the completion of M Tech

degree and there after would have to serve the institute at least for two years as Assistant professor.

- All the staff pertaining to peon/mali, semi skilled, and skilled categories is recruited as per state govt approved bye lawsfor these categories.
- Currently the pay structure is as per AICTE pay recommendations.

- **Bye-Laws for Recruitment Procedure:**

- The approval of the sanctioned posts (approved by the Governing Body of SSIET) is sent to the university for its information and approval.
- To get the better and qualified manpower, the advertisement is sent for publication in local and national level news papers.
- Selection committee is constituted as per university norms and its approval in principle is obtained to conduct the interviews.
- The names of selected candidates are sent to the University for its Information and record.
- The appointment is made after completing the above mentioned formalities.

- **Promotional Rules & Policy for Motivation of Faculty /Technical staff**

- Retention of staff is the institute's top concern and is pursued by providing timely promotion (generally varying between 3 years to 5 years) to next higher grade.
- Annual increment is given to employees and based on their performance, some employees are even given more increments as well.
- A step towards retention of staff, as a declared policy, a sum of Rs. 1.0 lakh is given to those faculty/staff members who complete 10 years of uninterrupted service in SSIET. Several employees have got this benefit till date.
- Based on the performance, some additional incentives are given to the deserving faculty members.

- **Rules for Student Admission & Examination**

- In regard with student admission, and conducting internal & external examinations etc, the institute follows the bye laws and norms laid down by PTU and AICTE since SSIET is affiliated to PTU- Jalandhar and is recognized by AICTE.

- **Rules for Students and staff Welfare**

- Medical facilities are provided to both - the students and the entire staff members at its Multi Speciality Hospital located only half a km away from the institute. Details of medical facilities available at the institute and the Multi Speciality Hospital have been given elsewhere in the subsequent paras at the appropriate place.
- Institute provides Award, & Fee concession to the students as described in the institutional part of this document.
- As a policy matter, institute provides loan to its financially weaker employees
- Institute takes strict disciplinary action including rustication of those students who are found indulging in Ragging and other serious anti social activities.

- **Policy for Promoting R& D Activities –**

- To encourage scientific environment at the campus, the institute has made a policy to introduce at least one Professional society in each engineering discipline.
- Institute provides finances (required/prescribed fees, and TA etc) and paid leave as well for attending-
 - National and International conference,
 - Symposium,
 - Seminar in relevant areas preferably to present technical research papers, and

- Workshops

- In order to upgrade the technical knowledge of faculty members and instructors, institute, as a policy matter, sponsors every year two member of a department to undertake short term courses, and training organized by the expert institutes in the region/country and bears the required expenses.
- Additional increments are given to those staff members who excel in academic achievements namely –
 - Publications,
 - R&D activities,
 - Consultancy work,
 - Sponsored Research, and
 - Those who make mark in Sports at state and national level etc.
