



சகுந்தலா அம்மாள் பொறியியல் கல்லூரி
S.A. ENGINEERING COLLEGE

Accredited by NBA, NAAC with 'A' Grade & ISO 9001:2015 Certified institution
(Approved by AICTE, Delhi & Affiliated to Anna University Chennai)

**POONAMALLEE – AVADI MAIN ROAD,
THIRUVERKADU, CHENNAI - 600 077.**

Phone :044-26801999, 26801499 Fax : 044-26801899
Web : www.saec.ac.in E-mail: saec@saec.ac.in

ACADEMIC CALENDAR
2019– 20
HAND BOOK

Sponsored By

DHARMA NAIDU EDUCATIONAL AND CHARITABLE TRUST

S.A ENGINEERING COLLEGE

WEB: www.saec.ac.in FAX: 2680 1899

EMAIL: saec@saec.ac.in

IMPORTANT TELEPHONE NUMBERS-SAEC

Office	2680 1999/1499
Principal	26801499,26801999-201
HoD/CSE	26801999-216
HoD/IT	26801999-263
HoD/ECE	26801999-236
HoD/EEE	26801999-280
HoD/MECH	26801999-248
HoD/CIVIL	26801999-259
HoD/MBA	26801999-231
HoD/MCA	26801999-206
HoD/H&S	26801999-207
Placement/Training	26801999-264
Library (UG)	26801999-210
Library (PG)	26801999-210
Administration Office	26801999-202
Exam Cell	26801999-222
Manager/Transport	26801999-245
Security Office Gate	26801999-235
Girls Hostel	26801999-226
Boys Hostel	26801999-258

வையத்துள் வாழ்வாங்கு வாழ்வார் வானுறையும்
தெய்வத்துள் வைக்கப்படும் - குறள்



Thiru. R. DHARMA NAIDU



Thirumathi. D. SAKUNTHALA AMMAL

நிறைமொழிமாந்தர்பெருமைநிலத்து
மறைமொழிகாட்டிவிடும்.

- ஐஃஊ



Thiru. D. SUDHARSANAM
FOUNDER CHAIRMAN

DHARMA NAIDU EDUCATIONAL AND CHARITABLE TRUST

Thiru.D. SUDHARSSANAM

Founder

BOARD OF TRUSTEES

Thiru. D. DURAISWAMY Thiru. D. PARANTHAMAN Thiru. D. DASARATHAN

Chairman

Vice Chairman

Secretary

Thiru. S. AMARNAATH

Treasurer

Thiru. S. GOPINATH

Joint Secretary

S.A. ENGINEERING COLLEGE

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(Approved by AICTE, Delhi & Affiliated to Anna University Chennai)

A Telugu Minority Institution Established in 1998 – 99

College Office: Poonamallee - Avadi Main Road,
Thiruverkadu, Chennai - 600 077.
Phone : 2680 1999, 2680 1499 Fax : 2680 1899
Website : www.saec.ac.in
Email : saec@saec.ac.in

Mr. D.SABARINATH

Director

Dr. G. S. KUMARASAMY

Principal

VISION

To transform our institution into Quality Centre imparting updated technical Education with character building

MISSION

To create an excellent teaching and learning environment for our students and staff to realize their full potential, thus enabling them to contribute positively to the Community.

To significantly enhance the self-confidence level and to develop creative skills of Students & Staff.

QUALITY POLICY

We are committed to provide quality Education to students to acquire life skills enabling them to achieve academic and professional excellence.

We continually motivate all our educators and support service providers for enhancing professional competencies for effective implementation of Quality Management System.

NATIONAL ANTHEM

Jana GanaManaAdhiNayakaJayahe
BharathaBhagyaVidhatha
PunjabaSindhuGujaratha Maratha
DravidaUtkalaBanga
Vindhya Himachala Yamuna Ganga
UchalaJaladhitaRanga
ThavaShuba Name Jahe
ThavaShubaAshishaMahe
GaheThava Jaya Gatha
Jana GanaMangalaDayakaJayahe
BharathaBhagyaVidhata
Jayahe! Jayahe! Jayahe!
Jaya JayaJayaJayahe!

- Rabindranath Tagore

R^arjRônYôrjÕ

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YôrjÕÕúU !YôrjÕÕúU !YôrjÕÕúU !

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ABOUT THE COLLEGE

S.A. Engineering College, named after **SAKUNTALA AMMAL**, was established in the year 1998-99 by Dharma Naidu Educational and Charitable Trust under the chairmanship of Late **Thiru D. Sudharssanam M.L.A** with the approval of the AICTE and is affiliated to Anna University, Chennai. The trustees hail from a noble and respectable family in the region. They are known for their philanthropic and charitable activities. The college had a humble beginning with an intake of 180 distributed among the four branches of Mechanical Engineering, Electronics and Communication Engineering, Computer Science and Engineering and Information Technology. It has grown in strength over the years. From the modest intake of 180 students per year, it has increased its intake to **1002** over the last ten years for B.E./B.Tech., M.C.A., M.B.A. and M.E. programmes. M/s. RWTUV, (Now TUV NORD) Germany, has awarded ISO 9001:2015 certification to the Institution & **NAAC accredited with 'A' Grade** and secured the **National Board of Accreditation (NBA)** for CSE, IT, ECE, EEE, and Mechanical Engineering Courses. The College campus is spread over a vast area. The location of the campus is in serene atmosphere adjoining the state highway connecting Poonamallee with Avadi and **built up area in the campus is 4237.925sq.mtrS**. with the most modern canteen, separate blocks for each department, workshops and spacious laboratories.

COURSES OFFERED

a) Under Graduate Programmes

- B.E. - Civil Engineering
- B.E. - Computer Science & Engineering
- B.E. - Electronics & Communication Engineering
- B.E. - Electrical & Electronics Engineering
- B.E. - Mechanical Engineering
- B.Tech. - Information Technology

b) Post Graduate Programmes

- M.E. - CAD / CAM
- M.E. - Computer Science and Engineering
- M.E. - Embedded System Technologies
- M.E. - Communication Systems
- M.C.A. - Master of Computer Applications
- M.B.A. - Master of Business Administration

RULES AND REGULATIONS

COLLEGE RULES

- Students should be regular and punctual to the classes.
- Each student should wear Identity Card inside the college campus.
- Students should be seated in the lecture halls at least five minutes before the commencement of classes.
- Students should maintain perfect order and strict silence inside the lecture halls, laboratories and workshops.
- Students should attend the laboratory/workshop classes with the specified uniforms.
- Observation notebooks should be brought to the laboratory classes.
- Record of experiments done in a particular class should be submitted before the next laboratory/workshop class.
- Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
- A minimum of 90% attendance in each semester is insisted. Students should get prior written permission before absenting the classes. Failure in this respect will be informed to the parents.
- All boys should wear only formal dresses with black shoes. All girls should wear salwar or sarees.
- Students should attend all tests and show good academic progress.
- Regularity in writing the tests / exams and satisfactory performance of students in tests/exams are essential to enable the students to earn satisfactory conduct certificate at the end of the programme.
- Any student found indulging in malpractice in the tests/exams would be debarred for the rest of the tests/examinations. Any case of malpractice in the University examinations will be reported to the University.

RAGGING IN ANY FORM IS TOTALLY BANNED AND ANYONE FOUND INDULGING IN RAGGING IS SEVERELY PUNISHED INCLUDING DISMISSAL FROM THE COLLEGE

Ragging constitutes one or more of any of the following acts

- a. Any conduct by any student or students whether by words spoken

or written or by an act which has the effect of teasing, abusing or handling with rudeness a fresher or any other student.

- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Use of MOBILE PHONES, VIDEO GADGETS, I-PODS, PDA etc. are prohibited.

CLASS ROOM MANNERS

Students are required to be regular and punctual in attending classes / laboratories / workshops / seminars.

Students shall be in their seats in the classroom before the commencement of the classes. In the classroom, everyone is expected to observe proper classroom etiquette.

Unnecessary movement from a bench / table to another bench / table within the class / laboratory / workshop should be avoided.

Students of one class should not go to another class for any reason whatsoever.

ATTENDANCE AND LEAVE

Students should not be absent for the classes without prior permission from the HoD concerned. Students should apply leave in advance for availing leave.

Continuous absence from classes on medical grounds will be permitted only on submission of medical certificate and a letter from the parents, subject to verification.

HOSTEL RULES

- ❖ Students should maintain strict discipline and avoid making noise inside the hostel premises including dining hall.
- ❖ The students should follow the **Mess timings**
Breakfast: 07.30 a.m. - 8.15 a.m.
Lunch : 12.00 noon – 12.30 p.m. (I batch)
 12.55 p.m. – 1.15 p.m. (II batch)
Snacks: 04.30 p.m. – 5.00 p.m
Dinner : 07.30 p.m. – 08.30 p.m.

Students should go to college in formal dress, properly tucked-in, wearing shoes, and clearly shaved face.

- ❖ Inmate going out should get prior permission from the warden and should come back within the restricted time.
- ❖ Hostellers should not go outside the college campus except on holidays by obtaining prior permission from the hostel warden.
- ❖ Students should make proper use of furniture, electrical fittings, bathroom fittings and sanitary fittings.
- ❖ Reckless use of power and water should be avoided. Students should not waste the food in dining hall. Defacing of walls, floors should be avoided.
- ❖ Ragging is totally prohibited and violations in this regard will invite punishment including dismissal from the college.
- ❖ Students found to disobey the above rules will be expelled from the hostel/ college under disciplinary grounds and has to forego his/her fees and deposit.
- ❖ **The students should follow the Study timings**
- ❖ **Study time: 6.00 pm to 7.30 pm**

LIBRARY RULES

- Each student is allowed to draw three books from library. Students should show their identity cards to the librarian for the purpose of identification at the time of using any library facility and borrowing books.
- Students should clarify themselves about the defacement of the book before they are taken out from the library on loan. Any subsequent complaint about the deficiency or defacement of the book will not be entertained. Any book found to be defective at the time of return will not be accepted and the concerned student should replace the book by a new one.
- Books other than reference books and journals will be issued to the students for a period of 15 days at the first instance with the provision for renewal for a further period of 15 days. Extension beyond the first renewal will be permitted only if there is no request for reservation of the book by any other user.
- Reference books, Project Reports, Journals and Question papers will not be lent out. But, students can make photocopies to a bare minimum number of pages from the books.
- Books should be returned on specified due dates. Deferred returns will be accepted only on payment of fine calculated as per the rules in force.
- Renewal of book can be done only on production of the book on the due date or earlier.

FACILITIES

HOSTEL

Full-fledged hostel facilities for boys & girls students have been established inside the campus. It also provides good and safe facilities of lodging and boarding to cater to the needs of outstation students. It has complete facilities with STD, ISD, Gymnasium, a reading room and a computer room. The students are monitored with their well-being by an efficient and qualified custodian.

LIBRARY

The **fully Air-Conditioned Central Library** of SAEC is to be taken pride of the diversified collection of reading & referral materials. They are well equipped with modern methods of documentation. They play a vital role in achieving the cherished objectives of improving the education standard of stimulating Academic and Research interest among the students

community.

- ✓ Possesses **55,982** books, **20,555** titles and 8040 CD-ROMs.
- ✓ Possesses NPTEL videos for all the subjects relevant to all the domains of engineering, the institution offers.
- ✓ Possesses Proquest E-Books - 30,745

- ✓ Subscribed IEEE journals **187**

- ✓ Delnet online journals **1043**
- ✓ Patronizes newspaper, weekly & fortnightly magazines of repute.
- ✓ Equipped with digital resources such as **NPTEL, NDL, SCOPUS DELNET, AICTE CONSORTIUM journals and IEEE** online journals.
- ✓ Supported with **10862 Del net** e-books & **122** printed journals.
- ✓ Follows DDC (Dewey Decimal Classification Scheme) of arranging books.
- ✓ Provides value added services like OPAC (online Public Access Catalogue), and Mobile APP. for book reservation, Books Search, Question Bank and Audio-Video viewing.
- ✓ Contributes access to e-resources, printing & photocopying facilities available.
- ✓ Bestows a wide array of knowledge by yielding collection of books related to GMAT, JRF, CAT, Civil Services Examinations.
- ✓ Persistent up gradation of library resources.
- ✓ Possesses an Audio-visual Room.
- ✓ Provides Wi-Fi internet facilities for the students' reference.

Library working hours is as follows

Monday to Friday - 8.00 a.m. To 8.00 p.m.
Saturday - 8.30 a.m. To 4.05 p.m.

BOOK BANK

Library has a Book Bank facility, which is very much helpful in fulfilling students' requirement for the prescribed books on semester basis. Book Bank functions as one section of the library. **The top three students in each class will be eligible for additional 3 books from book bank.** The privilege will be continued so long as they continue to be one among the top 3 rankers in the class.

BANK

- **Allahabad Bank SAEC branch** is functioning inside the college campus.
- Business Hours: **Week Days: 09.30 A.M. to 03.00 P.M.**
Saturday: 09.30 A.M. to 12.00 Noon
Sunday: Holiday

WATER

Three sophisticated reverse osmosis water purification plants are installed in the campus ensures safe drinking water for the students with the total capacity of **3000 litres/hour**.

CANTEEN

The College canteen with a total area of 1000 sq.m is well equipped with modern steam cooking system and utensils. A big hall with facility for 400 members to dine at a time is an added feature.

INTERNET

The college provides internet facility with **100Mbps (1:1) RF leased line connection** for staff and students.

SOLAR PANEL

The students have installed an 85Kw stand-alone solar plant on our campus. This plant generates about 350-400 units of power every day. Another 20Kw plant installed in the institution generates 70 units of power per day. On the whole, 420 units are injected to the main EB box. The street lights in the institution and the water heaters in the men's hostel are also solar powered.

WASTE MANAGEMENT

The paper waste collected in the college is sent for treating recycling the waste.

TRANSPORT FACILITIES

- ❖ The College has a fleet of 34 buses operating transportation to students and staff from various parts of the city to the college and back.
- ❖ Students should maintain discipline while travelling in the college bus. Students should carry the bus pass at all times while travelling, failing which they will not be allowed to travel in the bus.

- ❖ Students should wear the ID cards at the time of boarding the bus.
- ❖ Students should not interchange buses/routes without permission.

TEACHING AND LEARNING PROCESS

- The academic administration is in the hands of highly qualified and experienced professionals. They are assisted by a team of dedicated and motivated faculty. Every department is provided with adequate number of faculty supported by Non-Teaching and Administrative Staff.
- Each student will be attached to a class counselor and the counselor will advise the students on academic and other activities. The following tests are being conducted in each semester and the results are communicated to the parents.

S.No	Test	Portion	Probable day of exam
1	Unit Test - I	Unit I	15 th Working day
2	Internal Assessment –I	Unit I & II	28 th Working day
3	Unit Test - II	Unit III	39 th Working day
4	Internal Assessment –II	Unit III & IV	50 th Working day
5	Internal Assessment –III	Unit I to V	70 th Working day

- The internal assessment marks will be calculated strictly based on the percentage of marks scored by the students in the above tests/ examinations.
- In addition to the regular classes, special coaching classes are provided for slow learners to improve the result by the teachers in free of cost.
- After the result analysis of every internal assessment & unit test slow learners are identified. Special coaching classes are being conducted regularly for the slow learners to improve their knowledge and University Examination results.
- Teaching and learning process is analyzed periodically for quality education and good result.

CO-CURRICULAR ACTIVITIES

The College provides ample opportunities for nurturing and promoting various latent talents of the students. National level technical symposia and conferences organized by various departments and International conferences organized by PG departments of the college help them to exhibit their talents.

NSS

The N.S.S. unit of the college conducts special literacy campus, adult education programme and health camps in nearby villages and human chain insisting on the awareness of learning. To expose the students to the issues concerning society, experts from various fields are regularly invited to address the students. Social ethics is a value based educational class wherein students are more aware of their social rights and responsibilities and become responsible human beings.

YRC

The Youth Red Cross unit conducts Blood donation camp, eye camp, workshop on social issues periodically.

SPORTS ACTIVITIES

The College has sports and games facilities for both boys and girls inside and outside the campus. Daily practice is provided for students between 4 and 5 pm. Besides the academic activities students would like to get their attention relieved and focused on fun and physique. Sports activities help the students to keep them fit both mentally and physically.

The institution provides abundant facilities for the students to get accustomed with the varied sports activities like **Basket Ball, Football, Hockey, Cricket, Throw ball, Ball-badminton, Kabaddi, Athletics, Kho-Kho, Volley Ball** and indoor games like **Badminton, Chess, Carom, Table Tennis and Weight-lifting**.

SA Trophy state level Intercollegiate and School level Tournaments for Basket Ball, Volley Ball & Table Tennis are organized in the college premises and cash prize **more than 5 lakhs** is awarded to the winners of the trophy.

Anna University Zonal Kabbadi and Interzonal Tournaments are conducted in the campus. Students participate and win prizes in **International Karate Competition** and All India Inter University Tournaments for **Best Physique and Boxing** which adds a **diamond in the crown of SAEC**.

ALUMNI MEET

The College conducts the alumni meet on 26th January every year in the college premises. Alumni from all fields participate enthusiastically. Alumni share their, experiences in the institution and their views about the industries where they are employed. Apart from this, every department conducts guest lectures and interaction programmes by alumni to motivate the present students and also give profound knowledge of the industrial expectation through on hand trainings.

The alumni play a pivotal role in promoting interactions and camaraderie among the alumni, teachers and the management. The alumni Association of S.A. Engineering College, from the year of inception has grown and reached the strength of 3581 alumni. The alumni forum, joining hands with the institution involves in social activities like educating rural children, teaching the people to face the natural catastrophes and so on.

RESEARCH ACTIVITIES

The Research facilities are provided inside the campus to support disciplinary & interdisciplinary education, training and research in Engineering in order to produce skilled human resource to drive innovative research and development in the emerging areas.

Anna University Recognized Research Center functions in the institution for doing **Collaborative Research Programmes & Ph.D. / M.S (By Research) Programmes** for the following Departments:

Department of Electrical and Electronics Engineering

Department of Electronics and Communication Engineering

Department of Mechanical Engineering

Department of Computer Science and Engineering

Department of Mathematics

VARIOUS COMMITTEES AND CENTRES

The college has following committees

PRIMARY PROFESSIONAL COMMITTEES

COMMITTEE	IN-CHARGE	ACTIVITIES
Discipline & Welfare Committee	Dr.G. S. KUMARASAMY, PRINCIPAL	To maintain decorum of the Institution & to pave welfare of the students
Academic Excellence Committee	Mrs. A.M.SERMAKANI, Associate Professor, Department of Information Technology	To make the Institution Academically Excel
Anti-ragging & Social Service Committee	Dr. T. SENTHIL KUMAR Professor, Department of Humanities & Sciences	To maintain the standards of the Institution as 100% Ragging Free Campus To co-ordinate, plan &

		execute NSS, YRC activities
Budget, Purchase and Maintenance Committee	Dr.R.GEETHA Professor & Head, Department of Computer Science & Engineering	To plan and to execute the activities of the Institution
Press & Media Committee	DR. THANIKACHALAM, Professor & Head, Department of Civil Engineering	To take the activities of the institution to the public reach via media
Professional Body & women Empowerment	Dr.KAREENAB BEENU, Professor & Head, Department of Business Administration	To co-ordinate Professional Societies, its activities
		To co-ordinate Industry Institute Interaction activities
Exam Cell	Mr. MANI, Associate Professor Department of Computer Science & Engineering	To conduct the exams to the set standards
Internal Marks & Data Processing Committee		To ease the entry of attendance and Internal Assessment converted to Internal marks
Customer Related Planning	Mrs. MAGADEVI, Associate Professor & Head, Department of Electrical & Electronics Engineering	To collect all the details of the students
		To maintain the database of the students
Career Guidance, Alumni, Training and Placement	Dr. P. YUVARAMAN Placement Officer	To co-ordinate with all the alumni of the institution regularly
		To coordinate with the alumni to conduct guest lectures and also interact with the students to create an understanding of industry expectation
Research & Development	Dr. KAVYA Professor, Department of Electronics and Communication Engineering	To co-ordinate all Research Activities
		To co-ordinate consultancy & Patenting process
Internal Quality Assurance Cell - ISO	Dr. N. ANUSHA & Ms.V.SUJATHA	To execute and also to maintain quality in all the activities of the

Discipline & Welfare		institution
		To facilitate computing facilities
		To co-ordinate Library activities

SUPPORTING COMMITTEES

COMMITTEE	IN-CHARGE	ACTIVITIES
Hostel Committee	<u>Men's Hostel</u> Dr. R. HARIHARASUTHAN, Professor & Head, Department of Humanities & Sciences <u>Women's Hostel</u> Ms. A. PRABHA Associate Professor, Department of Electrical & Electronics Engineering	To co-ordinate all hostel activities and to see students' grievances (if any) will be satisfactorily handled
Transport Committee	Mr. M. PRAKASH Mr.D.SRINIVASAN Associate Professor, Department of Mechanical Engineering	To co-ordinate all transport activities and to see students grievances (if any) will be satisfactorily handled

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S.A. POLYTECHNIC COLLEGE

SUNDARASOLAVARAM,

THIRUVERKADU POST, CHENNAI - 600 077.

Phone : 044-26800444, 26800666

SUDHARSANAM VIDHYAASHRAM

(CBSE SCHOOL)

POONAMALLEE - AVADI MAIN ROAD,
THIRUVERKADU, CHENNAI - 600 077.

Phone: 044-26800979, 9884097976

Email: admin@svschool.ac.in Web : www.svschool.ac.in

S.A. COLLEGE OF ARTS & SCIENCE

POONAMALLEE - AVADI MAIN ROAD,
THIRUVERKADU, CHENNAI - 600 077.