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# 1. About Institute

Sindhudurg Shikshan Prasarak Mandal (SSPM) was established in year 1994 by Honorable Shri Narayanrao Rane with the vision of uplifting the standard of living of the people of rural Konkan region with provision of professional education to the masses. Sindhudurg Shikshan Prasarak Mandal has established various academic institutions to cater the needs of industry and to provide the higher education opportunities for the young generation of society in this educationally backward region. Sindhudurg Shikshan Prasarak Mandal started this Engineering Institute on 6th July 1999 under the able Stewardship of Hon. Shri. Narayanrao Rane .Sindhudurg Shikshan Prasarak Mandal's College of Engineering is affiliated to university of Mumbai, and approved by AICTE, New Delhi. SSPM offers Undergraduate program, of four years duration, in Computer Engineering, Electrical Engineering, Electronics and Telecommunication Engineering and Mechanical Engineering.

The institute has lush green beautiful campus spread across 32 acres consisting ICT enabled classrooms, Laboratories, Workshops, Computer center, Drawing hall, Seminar halls with ICT enabled facilities, Auditorium, well stocked Library, Boys and Girls Hostel, provision of Staff Accommodation on campus and canteen. The institute located 4 km. away from Kankavali on National Highway No 66,

Campus is plastic free. Institute focuses on paperless office by using software's such as TCS Digital Learning Management System. E-waste is sent for recycling to government authorized recycler. Solid waste is recycled through a compost plant on campus. SSPM has Solar Energy system installed at both hostels which is saving 4500 KWH electricity. SSPM has started to replace all the lighting fixtures by LED lamps in phase wise manner to conserve electricity.

The outcome based teaching learning system ensures that the courses are delivered through conventional classroom teaching using chalk and board and also effectively using ICT tools like, PPTs, video lectures etc. Also Laboratory courses are conducted in the well-equipped laboratories of the departments. Academic Performance of the students is evaluated on continuous basis through assignments, practical's, tutorials and by conducting unit tests and other tests like MCQs, surprise tests, etc.

# 2. Rules and Regulations of the Institute

## A] General Rules

- All the students should follow the rules and regulations given hereunder and updated from time to time.

- Students should abide to the policies and regulations of governing bodies such as FRA, ARA, University of Mumbai, DTE and AICTE directed time to time.

- The conduct of the students should be exemplary not only within the premises of the institute but also outside. This will help in maintaining the image and status of the institute.

- Student behavior and activity should not interfere with the orderly administration and discipline of the institute.

- Students must take proper care of all the institute property. Any damage such as disfiguring walls, doors, windows and fitting or breaking furniture and so on is liable for punishment.

- Any kind of demonstration in the institute premise is not allowed.

- As per Mumbai university rules and regulation the use of mobile phone in the institute is strictly prohibited except in mobile free zone and hostels.

- Students should not circulate any notices/circulars without prior permission of concerned authority. Also they should not communicate any information about institute to the press/social media without the written permission of the Principal.

- No picnics, socials, excursions or tours shall be arranged without the prior written permission of the Principal and with consent of parents. If students join an unofficial picnic, tour or get-together, the institute shall not be held responsible for any mishap or accident during the event.

- The students should keep the institute premises clean and tidy.

- Incidents of indiscipline/misbehavior by student(s) in any manner in and outside the campus will be enquired by disciplinary committee.

- Students should not sit on the parapet walls, railings, steps or stair-cases. Loitering in the corridors or in the campus during institute working hours is strictly prohibited.

- Any suggestions or grievances of the students can be brought to the notice of the authorities through online portal.

- Triple riding on two wheelers is strictly prohibited in the institute campus and use of helmet is compulsory.

- Students should park their vehicles only at the allotted Parking area.

- Students are prohibited from organizing any meetings or entertainment programs or collection of money for any purpose within the institute or outside the institute without the permission of the Principal.

- Organizing birthday or any other personal functions within the campus is strictly prohibited.

## B] Academic Rules

- Students must always wear their valid Identity Card issued by the Institute Authority. They must present it for inspection or verification whenever demanded by the Institute authorities and / or Security Staff. No student will be allowed to attend lectures, practical, tutorials etc. unless he/she wears Identity Card. Any student attending college without ID card is liable to pay a fine ofRs.50/-.

- In case of loss of Identity card duplicate card will be issued by submitting required affidavit and on payment of INR200/-.

- No student is allowed to leave the campus without prior written permission of HOD.

- All the students of the institute are expected to behave politely with staff.

- Students should strictly follow college schedule. Late comers will not be allowed to enter the classes/labs.

- In case of sickness, leave application shall be submitted to the class coordinator along with medical certificate within two days of resuming the institute. Fitness certificate at the time of resuming the institute is essential.

- Mass bunking/common off is strictly disallowed. Students involved in mass bunking / common off will not be allowed to attend classes unless their parents meet HOD.

- All the students should speak in English in the class rooms as well as in the institute campus. They should maintain punctuality and decorum of the institute. They should not shout or talk loudly in the institute campus.

- Students should put up a minimum attendance of 75% in all courses of the semester, as laid down by Mumbai University. Students having less than 75% attendance shall be considered defaulter and action will be taken as per university rules.

- All students should submit the term work before the term-end date.

- No student shall leave the classroom/lab without the permission of the teacher or until the class/lab is over.

- No student should be present in the canteen during lecture/practical hours.

- A student who disturbs or makes mischief in class/lab will be expelled from the class.

- Attendance for term tests, special classes, seminars, association meeting, field visits, institute events and campus drives is compulsory.

## C] Dress code rules

- All the students should wear formal dress.

- Students should wear corporate dress on a day specified by institute and the occasions like training, seminars, conferences, workshops, placement interviews and various events. Any student not wearing formal is liable to pay a fine of Rs.50/-

## D] Antisocial activity

- The consumption of tobacco, smoking, alcohol, illegal drugs and misuse of prescription drugs are not permitted in the campus.

- Gambling contests or unauthorized games in the campus premises is strictly prohibited.

## E] Action to be taken

- In case of violation of rules and regulations of discipline by any student following action will be taken by authorities according to the nature and degree of violation of rules.

  - Formal warning.
  - Intimation to parents /guardian.
  - Penalty.
  - Suspension.
  - Rustication.

## F] Cyber security

- Everyone in institute using internet and network facility should utilize only authorized devices. If anyone wants to use any unauthorized device in exceptional case, they should take prior permission from respective authority.

- Visiting internet sites that are unethical, banned and NOT for academic purposes is strictly prohibited. Similarly chatting of any type or playing computer games is strictly prohibited and strict action will be taken

- All computer systems used in the institute should use only license operating system.

- Any type of communication regarding password protection and security provision with unauthorized person is strictly prohibited.

- Student should make entry in the log book before entering in any computer laboratory

# 3. Administrative Policy

- **Bonafide Certificate**

  1. Student shall submit application along with identity card to office clerk /office superintendent.

  2. After verification of name and course details, Bonafide certificate will be issued within a day.

  3. Any discrepancy may be reported to Principal/Registrar.

- **Fee Structure**

  1. Eligible Students should submit application duly signed by principal/registrar to office clerk /office superintendent.

  2. After verification of Eligibility and students details fee quotation will be prepared. (Fee quotation shall be prepared as per fee details given by Accounts Department.)

  3. Fee quotation will be issued to student within two days.

  4. Any discrepancy may be reported to Principal/Registrar.

- **Leaving Certificate**

  1. Student shall submit application duly signed by Principal along with NOC from HOD. Library, Exam Section, Hostel, Scholarship Section, T&PO and Accounts Department to office.

  2. Leaving Certificate will be prepared and after signature of Principal will be issued within a day. For refund of Caution money a separate application with photocopy of leaving Certificate and original fee receipt of first year/ DSE should be submitted.

  3. Any discrepancy may be reported to Principal/Registrar.

- **Temporary Identity card (year gap students) Exam purpose**

  1. Student shall submit application duly signed by Principal.

  2. Temporary Identity card shall be issued to student within one hour.

  3. Any discrepancy may be reported to Principal/Registrar.

- **Migration Certificate from Mumbai University through college**

  1. Student shall submit application for Transfer Certificate and form for Migration certificate (form fully filled up with signature of Principal.)

  2. Both applications will be accepted in office by verifying the required certificates for migration.

  3. Institute will submit the form with covering letter and payment challan to Mumbai University with required fees. (All the correspondence will be sent to Mumbai University through Hand delivery only).

  4. Migration certificate will be issued by Mumbai University and sent to Student on his correspondence address within one and half month.

  5. Any discrepancy may be reported to Principal/Registrar.

- **Issue of Original documents**

  After confirmation of Enrolment from Mumbai university original documents shall be issued to student on his/her request.

- **Students Travel Concession**

  1. Application duly signed by the principal shall be submitted in office.

  2. Travel concession will be issued to student within two days from submission of application.

  3. Any discrepancy may be reported to Principal/Registrar.

# 4. Scholarship Schemes

- All eligible students for various government scholarship schemes should apply in prescribed form along with all required documents to respective agency whenever notified within the given period to avail the scholarship benefits.

# 5. Anti- Ragging Policy

**Ragging in any form is completely banned by the Institute.**

In view of the directions of the Hon`ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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 such 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, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) has brought the Regulation F.No.37-3/Legal/AICTE/2009 Dated 01-07-2009. The gist of the regulation is as below. The Institute will act as per the regulation for handling the Ragging.

**What constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

2. 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;

3. 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 such fresher or any other student;

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person

8. 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;

9. 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.

**Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

(i) Cancellation of admission

(ii) Suspension from attending classes

(iii)Withholding / withdrawing scholarship /fellowship and other benefits

(iv)Debarring from appearing in any  test/examination or  other evaluation process  holding results

(v) Debarring from representing the institution in any regional, national or international meet,

tournament, youth festival, etc.

(vi) Suspension/expulsion from the hostel

(vii) Rustication from the institution for period ranging from 1 to 4semesters

(viii) Expulsion from the institution and consequent debarring from admission to any other institution.

Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort collective punishment as a deterrent to ensure community pressure on the potential raggers.

# 6. Facilities provided to the students

- Separate hostels for boys and girls
- Transportation facility
- A swimming pool and well-equipped gym is provided in the campus with an instructor.
- Indoor and outdoor sports facility
- Open theater and multipurpose hall
- ATM facility is available in institute premises
- Internet and Wi-Fi Facility.
- Emergency power backup with UPS and Generator
- Medical officer is available in hostel once in a week.
- In case of emergencies an ambulance is available in campus for 24x7.
- The institute has appropriate fire extinguishers in the campus
- For safety and security of the students, CCTV cameras are installed at different locations in administrative office and academic  areas

# 7. Library Policies

## Information of Library:

- **Books:** Titles: 3310Volumes:23184
- **E- books:** 51(lifetime)
- **Journals and periodicals:** 39 ( International- 13, National- 18, Magazines-08)
- **E-journals:** Three subject collections-Engineering ,Computer science, Mathematics and Statistics –472
- **Magazine bound volume:** 345
- **Non book material( CDs/DVDs):**246
- **Newspapers:**9

## Services:

- Open Access System for all readers.
- Access of NPTEL video lectures in all over campus.
- Availability of content pages of magazine.

## Library Timing:

- 8.30 A.M. to 7.00 P.M. from Monday to Saturday (except government holidays)
- Book issue/return timing 8.30 A.M. to 6.00P.M
- Reading hall will be kept open for all the students on Sunday.

## How to become a Member:

- Admitted Student in the institute becomes member of the library. Students have to register his/her name in TCSiON software with photograph.
- Provisional students can be issued library books on temporary basis. After confirmation of admission he becomes confirm member.
- Drop out student is a temporary member and can avail library facilities in library only.

## Rules and Regulations:

- Without I Card, entry in the library will be denied.

- Bags and shoes are to be kept on the racks outside the library.

- Reader enters his/her name and signature in the users register.

- Use of mobile phone is strictly prohibited in the library premises.

- Keep silence in the library.

## Home Issue

- Home issue section allows open access to all readers.

- Students can search required books through OPAC system in TCSiON.

- After I card verification, books are issued to the students.

- Library issues five books per week to students during every semester.

- Overdue charges of books is Rs.5/- per book per day for the students.

- Any damage to the book issued must be brought to the notice of library staff at the counter before leaving library premises.

- For missing /damaged books, readers have to pay one & half times the original price of the book or replace it with a new copy of the same book to the library.

## Book Bank Scheme

- Free books are issued to the SC/ST scholarship students for every semester under SWD Book bank scheme.

- Interested SC/ST Students under SWD book bank scheme have to submit application with Principal sign along with photo copy of attested caste certificate and collect the books as per the timetable declared by the library.

- Students should handle books with care and return them in good condition after their last paper.

# 8. Training and Placement Cell Information

SSPM College of Engineering welcomes all the eligible students and urges them to take active part in Training & Placement activities.

## Eligibility & Registration

- All the students who are On-Campus are eligible for Campus Placement Activity.

- For Registration all the students have to register through T&P. Failing which they would not be considered for any Training & Placement Activity.

- Registration will be done through website (form) where students need to upload necessary documents needed for company. Students also need to upload latest photograph.

## CV & Verification

- Students need to fill Training & Placement CV with photo.

- Students should fill correct information in CV. If the information is found to be wrong/false, student will be debarred from placements. Strict disciplinary action will be taken against such students.

## Application Rules

- All students should apply through T&P for companies. If Students do not apply through T&P for any company, He/ She will not be allowed to participate for the Campus Placement Drive for On-campus/Pool Campus.

- Eligible Students are allowed to participate in all the companies who visit Campus but will not be allowed to participate in any company once He /she gets selected in any company.

- Students are advised to go thoroughly through all the company profile/background before applying. T&P is not responsible for any student communication done with company without permission of T&P.

- All eligible students should maintain attendance of 75% in respective departments for becoming eligible for campus interview.

## Off-Campus Application Rule

- Students are strictly prohibited from making any contact with organizations or other college T&P that are likely to visit or have visited the campus for placement in the past 3 years.

## Student Conduct and Disciplinary Policy

- Students are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.
- No discussion with the recruiters regarding selections/selection process should be done.
- If there are any behavioral problems from the recruiter's side that students face, kindly inform the T&P Office immediately. Do NOT take action from your end.
- If there are any behavioral problems reported side against any student, appropriate disciplinary action will be initiated.

## Absenteeism rules and policy:

- For absenteeism in any test, interview or any selection process which an applicant has to attend as part of a company's recruiting procedure the following minimum penal action would apply:

  - Absence of first time – Fine of Rs.100
  - Absence of second time - Fine of Rs.200
  - Absence of third time – Debarred from on-campus and pooled campus placement.

- In case of emergency fill in the Leave Application form within working hours (10 AM – 5 PM) before the activity or inform T&P coordinator of department regarding the same. Relevant proof needs to be attached with Leave Application Form for missing the event.
- If for any reasons the student remains absent from any stage/round of selection process

he/she would be immediately de-registered from T&P and would not be allowed to take part in the further placement process still he/she gets permission from Principal / Registrar for activity.

- No mobile phones are allowed during placement activity unless it is specified by recruiters.

- Seating in tests will be pre-defined by T&P. Any malpractice during the examination will lead to serious actions.

## General Advice

- Students must carry their I-cards (duly signed by authority) at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without I- card (duly signed by authority) for on-campus as well as pool campus activity.

- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P WhatsApp group or emails by coordinators.

- Be seated 10 minutes prior to the start of any activity to avoid delays.

- Students must carry a complete file with a few copies of the resume, original certificates (if possible) and copies thereof while appearing for the interviews.

- Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

- Please be aware that some companies may use the attendance of candidate for short listing purposes if they so wish.

- All students are informed that any student aiding the blacklisted companies' off-campus or contacting them for internship or placement will be liable for strict disciplinary action as per institute norms.

- No mobile phones are allowed in the interview area. Kindly refrain from carrying one into interview venues.

## Dress Code*

Semi-Formals Dress Code to be followed in normal working days and during placement activities as given below:

- Normal Working days (PPTs & Written Test):

  - Shirt / T-Shirt with collar
  - Trousers (full pant) for Boys.
  - Any formal attire/ Trousers (full pant) for Girls.
  - Hair combed.
  - Polished Sandals/Shoes
  - Flip flops (Bathroom/Rubber), Crocs etc. NOT permitted.

# 9. Important Office Contacts

| OFFICE | Name Of Contact Person | Email ID |
|---|---|---|
| Principal | Dr. Aneesh Gangal | principal@sspmcoe.ac.in |
| Registrar | Mr. Sagar Saikar | registrar@sspmcoe.ac.in |
| Vice Principal | Mr. Raosaheb Thombare | viceprincipal@sspmcoe.ac.in |

| Head of Departments | | |
|---|---|---|
| Computer Engg. | Mr. Darshan Mhapasekar | hodcomp@sspmcoe.ac.in |
| Electronics and Telecommunications Engg. | Mr. Shripad Veling | hodextc@sspmcoe.ac.in |
| Electrical Engg. | Mr. Sameer Waingankar | hodelect@sspmcoe.ac.in |
| Mechanical Engg. | Mr. Sachin Vanjari | hodmech@sspmcoe.ac.in |
| First Year Engg. | Mr. Mahesh Satam | hodfe@sspmcoe.ac.in |

| Other Departments | | |
|---|---|---|
| Office Superintendent | Mr. Dilip Khanolkar | office@sspmcoe.ac.in |
| Exam cell In charge | Mr. Sachin Vanjari | exam@sspmcoe.ac.in |
| Library | Mrs. Sandhya Wayangankar | library@sspmcoe.ac.in |
| Training and Placement | Mr. Onkar Marathe | tpo@sspmcoe.ac.in |
| Accounts | Mr. Pralhad Satvilkar | accounts@sspmcoe.ac.in |
| Systems | Mr. Darshan Mhapasekar | systems@sspmcoe.ac.in |