



SEETHI SAHIB MEMORIAL POLYTECHNIC COLLEGE, TIRUR



**STUDENTS' HANDBOOK
2023 - 2024**



Seethi Sahib Memorial Polytechnic College

(Estd 1962)

Thekkummuri P.O., Tirur, Kerala - 676 105

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STUDENTS' HANDBOOK 2023 - 2024

Name: _____ Roll No. _____

Branch: _____ Semester: _____

Address: _____

Blood Group : _____ Phone No: _____

Email: _____

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ABOUT US

Seethi Sahib Memorial Polytechnic College is a Government - Aided Polytechnic College established in 1962 by the Kerala Muslim Educational Association, (KMEA). This institution has made great strides in technical proficiency and has blazed a trail for others to follow. The standard of technical education it upholds is unparalleled. The quality of the students passing out year after year and the high rank they produce reflect the superiority of our technical training. The highly competent faculty of this prestigious institution is the impetus behind these great achievements. The governing body consists of representatives of the management, State Government, and All Indian Council for Technical Education (AICTE) with the Principal as Ex-officio member. Strategic Planning Group (SPG) assists the planning functions.

Vision

To be an institution of excellence in developing technically competent and socially committed engineers.

Mission

M-1: To Impart quality education by fostering technology innovations for sustainable development.

M-2: To Develop professional as well as entrepreneurial culture by adopting technological changes.

M-3: To Inculcate team spirit and ethical values by engaging in social endeavours

Chairman Governing Body
Jb. K. Kutty Ahammed Kutty
(Former Minister for Local Administrative, Kerala)
Master House, Tanur PO
Malappuram Dt.- 679325
Ph: 0494-2440257

Principal
Basheer P I
Paramkudy House
Pattimattom PO
Ernakulam – 683563
93888888331

Contact Numbers

Office : 2422234
Principal : 2422234
CE Cell : 2421695
Email : ssmtirur@gmail.com

Course Offered

The institution offers three year diploma courses in the following branches of engineering, under Department of Technical Education, Kerala

Discipline	Annual Intake
Civil Engineering	63
Mechanical Engineering	63
Electrical Engineering	63
Electronics Engineering	63
Automobile Engineering	63
Computer Engineering	63

Other Government Approved Courses

The Continuing Education Cell (CE Cell) of this institution is registered as a sub-centre of Centre for Continuing Education established by Govt. of Kerala, with Reg. No. CE/P-132/2001 and offers the following courses

Courses Offered under CE Cell

- Mechanical Refrigeration and Air Conditioning (1 Year)
- Safety and Fire Engineering (1 Year)
- Creative and Graphics and Multimedia (1 Year)
- Interior Design (1 Year)
- Advanced Diploma in Network Administration (1 Year)
- Computer Hardware and Networking (6 Months)
- Computerised Financial Accounting (3 Months)
- Data Entry and Office Automation (4 Months)
- Engineering Designing Drafting and Administration
- Lateral Entry Entrance Coaching (Crash)
- Computer Awareness for School Students (Vacation Program)
- CAD/CAM Programming (3 Months)
- Mobile Phone Repair (6 Months)
- Heavy Equipment Operation and Maintenance (3 Months)
- Sand Blasting and Airless Painting (1 Month)
- Communicative English & Personality Development (3 Months)

Community Development through Polytechnic (CDP)

Courses under CPS (Approved by MHRD, Govt. of India)

- Diesel Mechanic
- Tow Wheeler Mechanism
- Auto Electrician
- Electric Wiring
- Plumbing
- Welding
- Land Surveying
- Basic Electronics
- Tailoring & Embroidery
- Home Appliances Repairing

Governing Body

Chairman

Jb. K. Kutty Ahamed Kutty
(Former Minister for Local Administration, Kerala)

Members

Jb. P.K. Abdurabb
Jb. Riyas Ahammed
Jb. Kurukkoli Moideen
Jb. K. Moideenkutty
Jb. Muhamedali Haji
Director of Technical Education [Nominee of State Govt.]
Regional Officer, SW Region of AICTE [Nominee of AICTE]
Regional Joint Director
[Nominee, State Board of Tech. Education]
Basheer PI, Principal [Member Secretary]

Members of Staff

Civil Engineering

Head of Section	Niazi KA	9447698448
Lecturer	Ahamed Shafeeq UV	9995470328
	Abdul Nazer K	9847210272
	Jasir Thachahaparambil	9846872770
	Basima Parveen T P	9061060190
	Azeem Sajjad. K K	7736109115

Demonstrator	Firoz M	8547233555
	Saifunnisa N	9497661649

Trade Instructor	Nazima PS	9446633043
	Hashim NH	9747113575

Trades Man	Mohamed Naseem C K	9995192888
	Sahad CP	6235241003

Mechanical Engineering

Head of Section	R M A Naseer	9447445328
Lecturer	Subair P	9447318951
	Firos Mohamed K	9847190849
	Hashim AS	9895029278

Workshop Superintended	Maroof NE	9847158916
Demonstrator	Mohamed Shafi KK Shameer T A	9946677749 9496756797
Workshop Instructor	Mohamed Noushad K Khadhar KA Anees V	9895117290 9048707706 9961752875
Sr. Gr. Trade Instructor	Rasheed Ali	9846515323
Trade Instructor Trades Man	Mohamedali Shihab. K Mohamed Rafik C Shanavas T I Nizar P E Jamsheed M T Mudheer V P Sharafudheen CP Naveed Anjum K Munawar PM Riyas. C S	9847238737 9947061109 9605388131 8089137805 9946304927 9746889816 7561000233 9207899215 9947475670 9744466191

Electrical

Head of Section	Basheer K	9847532913
Lecturer	Haris MP Shamrin M Kutty. P Farzana P Reshma CA	9496438107 9995141485 9746785835 9895225399
Demonstrator	Mansoorali V Anwar S Mohamed Shafi.C	9633053074 9895064497 7025545555
Trade Instructor	Kabeer K V	9846551469
Trades Man	Usman IP Noorjahan K V Riyaz.KK	9895153884 9746186089 9544698603

Electronics

Head of Section	Shajil Ameer V V	7511118040
Lecturer	Shahid KK Shareefa. K P	9747345453 8129406651
Demonstrator	AyishathShafirah K S Jasmin. K V	4942424898 9037188256
Trade Instructor	Arshal.K.M Nissar.CH	9497162167 9995985287
Trades Man	Muhammed Sihar PP Shihabudheen TK	9847361949 8086229058

Automobile Engineering

Head of Section	Fawas. C	9495136089
Lecturer	Harish Koya KE Bipin. C N Hafis PV Sakkeer K P Shamjid Bava. T	9496344213 9447102347 9496522144 9037492642 9895510121
Demonstrator	Shamsuddin AV Abdannazer M	9446046229 9895523638
Workshop Instructor	Haris bin jamal M	9496408961
Trade Instructor	Abdul Salam. B Saheer. K M	9846243736 9447159628
Trades Man	Ramees.KK Mohamed Wazeem.C M	8086698501 8129968393

Computer Engineering

Head of Section	Mohamed Ziyad. T A	9895566888
Lecturere	Haseena Mattummal Raseena. T V	9567563600 9061223722

	Rafi.P	9847982737
	Ali C Chelat	9446633108
	Naser Kottayil	9539363738
Demonstrator	Mumthaz.M	7403601307
Trade Instructor	Ibrahimkutty Parambat	9633677077
	Mehara Beegam. V S	9447159601
	Seffuddin C T	9400038297
Tradesman	Raina TH	9048897119

Science and Humanities

Prof. in English	Haneefa Palapra	9947652005
	Fahid K. V	9496364319
Prof. in Mathematics	Jameel SA	9846856939
	Indu Vahihd A	9447107776
	Hareefa. P	8113092660
Prof. in Chemistry	Habeeb Rahman K	8113956666
Prof. in Physics	Mohamed Faizal AA	9846173224
Lecturer in Physics	Saeeda Raihan. M	8157816584
Physical Education Instructor	Mahir Hassan. M K	9567742755

Office

Office Superintendent	Abbas Kunnath	9037211120
Senior Clerk	Ali Kallingal	987529860
	Mohamed Siraj CP	9995507364

LD

Abdul Samad KC	9895149541
Yousaf MP	9446767191
Mohamed Mansoor.PK	9946022846
Noushad P	9995999660
Najmudheen K	8129004003
Saidalavi A P	9895604952

Rasheed. P	9895292333
Abdul Naser P	9895685168
Mohammed Rashid. T K	9846602442
Manaf. P	9947180300
Ashraf. K	9847995065
Shanib Rahman O	9744891896
Siddik Ali	9895214723
Anwar.TM	8289821674
Sayed Suhail Thangal KK	9745124369
Fakrudheen Ali K	8086862319
Shanib CP	9995533842
MishabTP	9562662163
Ubaidulla. P K	9809831510
Syed Zainul Mufthil. O	8606243627
Mohamed Ali. P	9947253667
Mohammed Fazil. O P	9895304499
Raheeme Banu	9645225889
Sakeena K	9995505638
Jamsheetha P P	9645816112

Our Strength

Central Library

As an information centre and resource centre of our institute, SSM Polytechnic College Central library provides an enjoyable learning experience with optimum ambiance for study and learning on all working days & weekends. The library provides information knowledge resources through a carefully developed and balanced collection of books, journals, technical magazines, and news papers. The library is enabled with Wi-Fi and Lan facility for unlimited high-speed internet access. The central library started operating 2012 and now with a collection of 15200 books including gifted books sufficient copies of text books in Civil, Mechanical, Electrical, Automobile, Electronics and computer Engineering. Sufficient copies of textbooks and valuable reference books are procured for the course offers other books general interest of the students faculty and staff have also been acquired. The operation of the library are fully computerized and users can access the library facility in all working days.

Continuing Education Cell

Established under Canada-India Institutional Co-operation Project (CIICP), this cell makes plan and offers tailor-made programs to address the skill and competency requirements of the business, industry and community. It also focuses on the needs of socially and economically disadvantaged groups.

1. Central Library:

- Academic support hub with an extensive collection of books, journals, and digital resources.
- Provides a conducive study environment and conducts workshops to enhance research skills.

2. Training and Placement Cell:

- Prepares students for the professional world through workshops on employability skills, resume building, and interviews.
- Facilitates connections with industries for campus interviews, internships, and industrial visits.
- Acts as a vital link between students and potential employers, aligning the curriculum with market demands.

3. Continuing Education Cell:

- Fosters continuous learning with short-term courses, workshops, and certifications.
- Keeps students updated on industry developments and facilitates interactions with experts.
- Promotes research and encourages participation in conferences and competitions for intellectual growth.

4. Staff Training Cell:

- Focuses on enhancing the professional development of faculty members.
- Organizes workshops, seminars, and training programs to keep staff members updated with the latest teaching methodologies and industry trends.

5. Community Development through Polytechnic:

- Engages students in community service and outreach programs.
- Aims to contribute to the local community's development through various initiatives such as skill development programs, awareness campaigns, and social projects.

6. ED Club (Entrepreneurship Development Club):

- Encourages entrepreneurial thinking among students.
- Conducts workshops, guest lectures, and business plan competitions to foster creativity, innovation, and the spirit of entrepreneurship.

7. Entrepreneurship and Management Cell:

- Supports students interested in entrepreneurship and management.
- Provides resources, guidance, and networking opportunities for aspiring entrepreneurs and future managers.

8. ISTE Faculty Chapter:

- Affiliated with the Indian Society for Technical Education (ISTE).
- Focuses on professional development, research, and collaboration among faculty members.

8. ISTE Students Chapter:

- Provides a platform for students to engage in technical activities and competitions.
- Facilitates knowledge-sharing sessions, workshops, and events related to technical education.

10. National Service Society (NSS):

- Engages students in social and community service.
- Conducts camps, health awareness programs, and other community-oriented initiatives.

11. National Cadet Corps (NCC):

- Provides students with opportunities for leadership, discipline, and national service.
- Organizes training sessions, camps, and events to instill values of patriotism and citizenship.

12. Guidance and Counselling:

- Offers support and guidance to students in academic and personal matters.
- Conducts counseling sessions, workshops, and awareness programs to address various challenges faced by students.

13. Tutor System:

- Facilitates peer-to-peer learning.
- Establishes a system where senior students act as tutors to assist and guide junior students in their academic journey.

14. Mentor System:

- Connects students with faculty mentors for personalized guidance.
- Aims to provide mentorship for academic, career, and personal development.

15. Cooperative Store:

- Manages a store that provides students with essential supplies and stationery.
- Often run by students, the cooperative store supports a sense of community and self-sufficiency.

16. Parent-Teachers Association (PTA):

- Encourages collaboration between parents and teachers for the overall development of students.
- Organizes meetings, events, and discussions to strengthen the bond between the educational institution and parents.

17. Old Students Association:

- Connects alumni with the current student body.
- Facilitates networking, mentorship, and collaboration opportunities between former and current students.

Rules for Students

- Maintain perfect discipline and decorum on the campus; behave with dignity and courtesy.
- Maintain perfect discipline and decorum on the campus; behave with dignity and courtesy.
- Wear uniforms prescribed by the Government on all days; always carry identity cards.
- Obtain prior permission from the principal to organize meetings, entertainment, or collect money on campus or in the hostel.
- Do not enter classrooms other than your own.

- Avoid disfiguring walls, windows, or furniture; handle institutional properties with utmost care.
- Regularly check the notice board for updates and announcements.
- No student shall be absent from class without prior permission.
- In case of illness, submit a leave application along with a medical certificate from the competent authority.
- A student absent without a leave application for ten consecutive working days or two weeks will be struck off the rolls.
- Absence for one or more hours in the forenoon or afternoon session is treated as half-day absence.
- Absence for one or more hours in each session is considered a full-day absence.

Library Rules:

- Students and staff of the polytechnic college are library members.
- Books can be borrowed using a card system, issued by the librarian.
- Prior to borrowing, members should ensure the book is in sound condition; any damage must be reported immediately to the librarian.
- Book issuance is from 8:30 am to 5:00 pm on all days.
- Each member is allowed to borrow one book at a time.
- No book should be kept for more than ten days; reissuance is possible if there are no other requests.
- Absence from college is not an excuse for delayed returns.
- The librarian can recall a book at any time, and members are not allowed to sub-lend library books.
- Members must not disfigure library books; they are responsible for replacing lost books or paying a price determined by the principal.
- A fine of 50 n. p per day is imposed for books detained beyond 10 days.
- If a book's due date falls on a holiday, it must be returned on the next working day.

Fees and Head of Accounts:**Fee for Diploma Examination**

The fee for the diploma examination is determined annually by the government, and the examination fee can be remitted to the head of account 0202-02-101-98- Exam fee.

Fee for Condonation of Attendance

Condonation of attendance shortage is permitted only once during the entire course for regular and part-time diploma courses. The fee for this condonation is Rs. 250, and it should be remitted to 020202-800-94—Other receipts. The application for condonation, along with a medical certificate, must be submitted to the Principal.

Fee for Diploma Marklist

The fee for a diploma mark list is Rs. 450. Applicants should forward the application, along with receipts, to the Joint Controller of Technical Examination through the Principal.

Fee for Duplicate Certificate

For a duplicate certificate, remit the fee to 0202-02-800-94—Other receipts. The application for a duplicate certificate should be forwarded to the Joint Controller of Technical Examination through the Principal.

Fee for Revaluation

Rs. 360 per subject-0202-02-800-94 should be submitted to Joint Controller of Technical Examination through the principal within 3 weeks from the date of publication of the result.

Rules and Regulations for Diploma Programmes in Engineering and Technology / Commercial Practice / Management in the Polytechnic Colleges recognized by the State Board of Technical Education, Kerala

Rules & Regulations

This may be called the rules and regulations of the State Board of Technical Education for the Diploma Programmes in Engineering and Technology / Commercial Practice / Management. These regulations shall be applicable for students admitted from the academic year 2021 – 2022 and from the academic year 2022-2023 for Lateral Entry Scheme onwards.

- The SBTE has the right to modify the regulations from time to time.
- The decision of the SBTE shall be final and binding, in all matters related to the regulations.

1. Admission

1.1 The SBTE shall decide the Admission policy, eligibility for admission and admission procedure from time to time.

1.2 The SBTE shall revoke the admission of the candidate, if at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the State Board.

1.3 No student shall be permitted, to change the Programme to which he/she is admitted after the admission process is completed by the competent authority.

1.4 A student admitted to a particular Polytechnic College shall continue studying in that institute till the completion of the programme, unless he/she is permitted an inter Polytechnic College transfer as per prevailing norms.

2. Medium of Instruction

The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English. The students may be permitted to answer the 11 Revision 2021 Examinations of the Common Course, ' Indian constitution ', included in semester VI, in English/Malayalam.

3. Duration of Diploma Programme

3.1 The duration of the Diploma shall be 3 (three) academic years,

consisting of 6 (six) consecutive semesters. In case of Tool & Die Engineering, additional 12 months Inplant training shall be mandatory for awarding Diploma. Lateral entry scheme students shall be directly admitted to second year. They shall pass additional courses, if any, as notified by SBTE.

3.2 Every academic year shall have two semesters. Odd semester in an academic year shall span from June to October (including holidays and examinations) and even semester in an academic year shall span from November to March (including holidays and examinations). A semester shall normally have 75 working days. There shall be 6 (six) periods of one hour duration of instruction each day for 5 days per week.

3.3 Every Diploma programme shall have a curriculum, Programme scheme and syllabus approved by the State Board of Technical Education. Handbook shall be followed for implementation of the outcome based Revision (2021) curriculum. The Handbook shall be revised by SITTR as and when required with the approval of SBTE.

3.4 The Diploma programme follows the credit system. Number of instructional hours of a course per week decides the credit. Usually, the pattern is as below:

1 Hour. Lecture (L) per week	1 credit
1 Hour. Tutorial (T) per week	1 credit
1 Hour. Practical (P)/ Drawing (D) per week	0.5 credit

4. Structure of Diploma Programme

4.1 Programme Credits

The curriculum of all Diploma programmes except for the Diploma in Tool & Die shall have a total of 120 academic credits and 2 additional credits acquired through activity points. The curriculum of the Tool and Die Diploma programme shall have a total of 130 academic credits and 2 additional credits acquired through activity points. 12 Revision 2021

4.2 Course Categories

4.2.1 The programmes include courses in basic sciences, engineering and Technology with focus on fundamentals, discipline level courses (Program core course) and electives both from disciplines (Program Elective) and cross disciplines (Open Elective). The Course categories are specified in the Programme scheme.

4.2.2 Every student shall undergo Summer Internship, Internship I & Internship II after the second and fourth semesters respectively, as specified in the curriculum.

4.2.3 Every programme in each Polytechnic College shall offer Open Electives as per the curriculum. Each student shall register in the sixth semester for an Open Elective course offered by a department in his/her Polytechnic College, other than his/her own. The Open Elective course shall be conducted as per the directions of the Academic Council of the College as under 21

4.2.4 Revised list of Program Elective courses on emerging areas and appropriate Open elective courses may be prepared by SITTR every year. The same can be offered with due approval of SBTE.

4.2.5 Induction training : There shall be Student Induction training program for 1st semester students as per directions and syllabus of AICTE

4.2.6 All the courses in various categories and the 'Audit Courses' shall have assessment. Assessment shall include Continuous Internal Assessment (CIA) / End Semester Examination (ESE) or both. It is mandatory for students to earn a 'pass' in each and every course specified in the Curriculum for the award of Diploma Certificate.

4.2.7 The rules for earning 'Activity points' and the various Activity segments are appended as Annexure 1

Programme registration

Each student admitted to Diploma Programme shall be offered default Programme registration. A unique Permanent Register Number shall be issued by the Controller of Technical Examinations (CTE) to each student. This unique number shall be used for all references such as further semester registration, examination registration and other academic activities.

Programme registration shall be valid for 6 (six) academic years for Full time students and 7 (Seven) years for part time students and 5 (five) academic years for students admitted under Lateral entry scheme. If a student fails to earn the Diploma within the period specified, his registration shall be treated as cancelled and he will forfeit the credits already earned for the programme.

6. Semester registration

Every student promoted to a semester has to complete the semester registration at the beginning of each semester. For first semester students the

default semester registration shall be made along with programme registration.

7. Eligibility for appearing for Examination

7.1 The End Semester Examinations (ESE) shall be conducted as per the notification of the CTE. The ESE shall be conducted by the CTE / at Institution level as per the curriculum.

7.2 To be eligible to register for the examination, the candidates shall satisfy the following requirements:

- i. The candidate should have completed the Semester Registration.
- ii. The candidate should have met the attendance requirements as contained in Clause 10.
- iii. The candidate should have completed the academic requirements as contained in Clause 10. 14 Revision 2021

iv.

v. 7.3 Eligible candidates shall register for the examination remitting the required fee as notified by the CTE.

vi.

vii. 7.4 Students who do not satisfy clause 7.2 above shall have to register for the same semester as and when it is offered in the institution afresh and shall have to fulfill such conditions prescribed by the State Board of Technical Education.

viii.

ix. 7.5 A student shall not be allowed to re-register for a course or reappear for an examination for which he/she has gained the prescribed credits.

8. Promotion to next Semester

A student is promoted to the next semester only if he/she had the eligibility for appearing for the previous semester examination satisfying clause 7.

9. Roll out and Readmission

A student with 15 working days of continuous absence shall be removed from roll. He/she shall be readmitted only if he/she has claimed for readmission within 15 days from the date of roll out. Readmission can be

sought only to the semester in which he/she was studying at the time of being rolled out. Attendance for eligibility for appearing to the semester examination in such cases shall be counted from the commencement of the semester. The Rolled out days shall be treated as Absent for calculating the attendance requirements.

10. Repeating a semester

A student with less than 75% of attendance and has not condoned the shortage of attendance or has attendance less than 65% or he/she has not completed all the prescribed laboratory, practical, workshop practical or any other kind of practical course including drawing, project work etc. as prescribed in the curriculum and got certified by the Head of Department of the concerned programme shall have to repeat the semester. He/she can repeat the semester only with the succeeding batch as and when it is offered in the institution. This shall be at the discretion of the Principal, who should be satisfied on the genuineness of absence. In case, of scheme change, the student shall earn credits from equivalent / additional courses as decided by SBTE.

11. Assessment

11.1 General

11.1.1 Candidates in each semester shall be assessed by Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

11.1.2 The ESE shall be held for all the Courses twice in a year – October / November session (for Odd semesters only) and April / May session (for Even semesters only). However, the End Semester Examination for the Fifth and Sixth Semesters shall be conducted in both the sessions.

11.1.3 The ESE for each course shall be conducted either as Mode 'B' or as Mode 'I' as included in the Programme scheme of the Curriculum. Mode 'B' are examinations conducted by the CTE and Mode 'I' are examinations conducted at the Institution level. The examinations at the Institution level shall be conducted through the Examination Monitoring Cell as per directions of the Academic Council of the College as included in section 21.

11.1.4 The ratio of Continuous Internal Assessment (CIA) to End Semester Examination (ESE) shall be as below:

1. Theory Courses	: 2 : 3
2. Drawing Courses	: 2 : 3
3. Laboratory/Workshop Courses/Major project/In Plant training	: 3 : 2
4. Minor Project work /Seminar	: CIA only
5. Internship I & II	: ESE only

The maximum marks for each course are included in the Programme scheme of the curriculum.

11.1.5 The CIA marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the Board examinations.

11.2 Continuous Internal Assessment

11.2.1 Continuous Internal Assessment of Theory Courses:

- i. The CIA consists of Formative and Summative Assessments.
- ii. The CIA shall be done following appropriate Rubrics.
- iii. The CIA shall be done based on the Cognitive levels of revised Blooms Taxonomy suggested in the curriculum. The faculty concerned shall carry out the CIA for the course allotted to him/her.
- iv. The CIA for individual theory courses shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

12. Minimum requirements for award of Diploma

A student shall satisfy the following requirements to be entitled for the award of Diploma:

- i. A student shall acquire the credits as prescribed in the curriculum for each course and satisfy other criteria fixed by State Board of Technical Education.
- ii. A student shall acquire a minimum of 40% marks and earn a 'Pass' in all Courses including Audit courses prescribed in the Curriculum.
- iii. A student shall have completed all curriculum requirements

including earning the required Activity points and completion of Internship I & II within the stipulated duration of the programme.

- iv. In case of the Diploma in Tool and Die programme, in addition to the above, a student shall have completed the In plant training as per curriculum.

13 Minimum requirements for earning credit

A candidate must secure a minimum of 40% marks in the ESE for all courses, a minimum of 40% marks for courses having CIA alone or ESE alone and combined 40% marks for internal & external assessment put together in theory and practical courses to secure the credit for the course.

A candidate must secure a Grading system

- i. The State Board of Technical Education shall award Letter Grade to students based on the marks secured by them in both internal assessment and end of semester Examinations for each course.
- ii. Each Letter Grade indicates a qualitative assessment of the student's performance and is associated with specified grade points. All candidates will be allotted grades according to the marks scored by them. The grading system based on the marks scored, are as follows:-

Sl. No.	No Range of Marks (%)	Grades	Description	Grade Points
1	90% and above	S	Outstanding	10
2	80-90	A	Excellent	9
3	70-80	B	Very Good	8
4	60-70	C	Good	7
5	50-60	D	Average	6
6	40-50	E	Satisfactory	5
7	Below 40	F	Unsatisfactory	0

Where [X-Y] means, X included and Y excluded.

- iii. The SBTE shall provide the course wise grade details of the students online. The Semester wise Grade Cards shall be issued on the requests of students. Such Semester wise grade cards will contain –
- The Code and Title of the Course.
 - Credits associated with, Grade and Grade point for each course.
 - Semester Grade Point Average.

Candidates who have completed the Diploma programme successfully will be eligible for Consolidated Grade Card. The Consolidated Grade Card will contain the Cumulative Grade Point Average attained by the candidate.

Cumulative grade point average (CGPA) CGPA is the weighted average of grade points obtained in all courses registered for the Diploma programme.

14 Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA)

SGPA is the weighted average of grade points obtained in all courses registered in a particular semester of the Diploma programme.

CGPA is the weighted average of grade points obtained in all courses registered for the Diploma programme.

$$GPA = \frac{\sum (C_i \times GP_i)}{\sum C_i}$$

Where, C_i "is the credit assigned for a course and GP_i "is the grade point earned for that course .

SGPA \rightarrow GPA of all courses in a semester .

CGPA \rightarrow GPA of all courses in the Diploma Programme .

such for representation . Whenever the GPA are to be used for determining the merit ranking in a group of students only the rounded off values shall be made use of .

Percentage of marks can be computed from GPA as :

$$\text{Percentage of marks} = GPA \times 5\%$$

15. Classification

To be eligible for the award of Diploma for a particular programme a student should earn the requisite number of credits through successful completion of the courses of study.

There will be three classifications of successful candidates:

1. First Class with Distinction.
2. First Class.
3. Second Class.
 - i. A candidate who has earned the requisite number of credits will be classified as First Class with Distinction based on the CGPA attained if, he / she secures the requisite credits and CGPA of 8 (eight) or above and fulfills the requirements for the award of Diploma, offered by the Board within 6 (six) consecutive semesters for Full time Diploma programme, 7 (seven) consecutive semesters for Part time Diploma programme and 4 (four) consecutive semesters for lateral entry scheme candidates.
 - ii.
 - iii. A candidate who has earned the requisite number of credits will be classified as First Class based on the CGPA attained if, he/ she secures the requisite credits and CGPA of 6.5 or above and fulfills the requirements for the award of 28 Revision 2021 Diploma within 8 (eight) consecutive semesters for Full time programme. 9 (nine) consecutive semesters for Part time Diploma programme and 6 (six) consecutive semesters for lateral entry scheme candidates.
 - iv.
 - v. iii. All other successful candidates shall be declared to be placed in Second Class.
 - vi.
 - vii. Provision for awarding rank in each programme will not be in Existence.

Activity points

17.1 A student shall earn 2 credits by actively involving in cocurricular, extracurricular and other activities as per the guidelines, in annexure-1, issued by the SBTE from time to time. On getting minimum 60 activity points

the student earns two credits which shall not be counted for the calculation of CGPA but mandatory for the award of the Diploma. For the students admitted under lateral entry scheme the 2 credits shall be considered to be earned on getting 40 activity points. The students are required to keep a file containing documentary proof of activities done by him/her get it attested by the Faculty Advisor and submit a copy of the same to the Faculty advisor.

17.2 The Faculty advisor shall prepare the consolidated list of 'Activity points' earned by each candidate in that semester, get it verified by his/her HOD and 'Approved' by the Principal. These 'Activity points' are to be uploaded by the HOD at the end of each semester as per the guidelines in this regard in

Annexure-1.

17 Grace Mark Grace marks (if any) earned by the student is restricted to a maximum of 10 marks for each course. In the case of Differently abled students, the grace mark will be awarded as per the Govt. Order in force

18 Advisory System - Academic Monitoring and Student Support

19.1 There shall be a Faculty Advisor for every batch. The Principal shall assign a faculty as the Faculty Advisor of a particular batch, based on the recommendation of the Head of Department.

Anti - Ragging Cell

Anti - Ragging Cell The Principal shall form an Anti - Ragging Cell at the commencement of each academic year. The cell shall function as per the orders and guidelines issued by the Government/AICTE in this regard. Any other Committee/Cell mandated by the Govt/AICTE for the smooth conduct of the Institution shall be constituted by the Principal.

June 2023

Date	Day	
1	THU	College reopens after summer vacation. Practical and theory examinations
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	

June 2023

Date	Day	
11	SUN	
12	MON	
13	TUE	
14	WED	World Blood Donor's Day
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	

June 2023

Date	Day	
21	WED	
22	THU	Commencement of S3,S5 classes
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	

July 2023

Date	Day	
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	Publication of Attendance Statement for the month June
8	SAT	
9	SUN	
10	MON	

July 2023

Date	Day	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	Vavu
18	TUE	
19	WED	
20	THU	

July 2023

Date	Day	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	Muharram
29	SAT	
30	SUN	
31	MON	

August 2023

Date	Day	
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	Publication of Attendance Statement for the month July
9	WED	
10	THU	

August 2023

Date	Day	
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	Independence Day
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	

August 2023

Date	Day	
21	MON	
22	TUE	
23	WED	Commencement of first semester classes - SIP- S1
24	THU	Student Induction Programme - S1
25	FRI	Closes for Onam Holidays
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	
31	THU	Sree Narayana Guru Jayanthi

September 2023

Date	Day	
1	FRI	
2	SAT	
3	SUN	
4	MON	Reopens after Onam Holidays - SIP S1
5	TUE	Student Induction Programme
6	WED	Sree Krishna Jayanthi
7	THU	
8	FRI	
9	SAT	
10	SUN	

September 2023

Date	Day	
11	MON	Publication of Attendance Statement for the month August
12	TUE	Summative Assessment (S3)
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	

September 2023

Date	Day	
21	THU	
22	FRI	Sree Narayan Guru Samathi
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	Formative Assessment (S3)
29	FRI	
30	SAT	

October 2023

Date	Day	
1	SUN	
2	MON	Gandhi Jayanthi
3	TUE	
4	WED	
5	THU	
6	FRI	Publication of Attendance of the month of September
7	SAT	
8	SUN	
9	MON	
10	TUE	

October 2023	Date	Day	
	11	WED	
	12	THU	
	13	FRI	
	14	SAT	
	15	SUN	
	16	MON	Model Exam S3 & S5
	17	TUE	
	18	WED	
	19	THU	
	20	FRI	

October 2023

Date	Day	
21	SAT	
22	SUN	
23	MON	Mahanavami
24	TUE	Vijaya Deshami
25	WED	
26	THU	Formative Assessment NO. 1 (S1)
27	FRI	
28	SAT	
29	SUN	
30	MON	Summative Assessment
31	TUE	Last Working Day for S3 & S5

November 2023

Date	Day	
1	WED	
2	THU	
3	FRI	Publication of internal marks and consolidated attendance statement of S3 & S5
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	

November 2023

Date	Day	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	

November 2023

Date	Day	
21	TUE	
22	WED	Formative Assessment - No. 2 - S1
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	Summative Assessment (NO. 2 - S1)
28	TUE	
29	WED	
30	THU	Commencement of fourth and sixth semester classes

December 2023

Date	Day	
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	Publication of attendance of the month of October
7	THU	
8	FRI	
9	SAT	
10	SUN	

December 2023

Date	Day	
11	MON	
12	TUE	
13	WED	
14	THU	Model exam for S1
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	Last Working Day for S1

December 2023

Date	Day	
21	THU	
22	FRI	Formative Assessment - No-3 Polytechnic College closes for X'mas Holidays
23	SAT	
24	SUN	
25	MON	XMAS
26	TUE	XMAS
27	WED	XMAS
28	THU	XMAS
29	FRI	XMAS
30	SAT	
31	SUN	

January 2024

Date	Day	
1	MON	Polytechnic College reopens after X'mas Holidays
2	TUE	
3	WED	
4	THU	
5	FRI	Publication of attendance of the month of November & December
6	SAT	
7	SUN	
8	MON	Formative Assessment(as per curriculum) No.1 - S4 &S6
9	TUE	
10	WED	

January 2024

Date	Day	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	

January 2024

Date	Day	
21	SUN	
22	MON	Summative Assessment(as per curriculum) No.1. S4 &S6
23	TUE	
24	WED	
25	THU	
26	FRI	Republic Day
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

February 2024

Date	Day	
1	THU	Commencement of second semester classes
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	Publication of attendance of the month of January
7	WED	
8	THU	
9	FRI	Formative Assessment(as per curriculum) No.2 - S4 & S6
10	SAT	

February 2024

Date	Day	
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	Summative Assessment(as per curriculum) No.2 - S4 & S6

February 2024

Date	Day	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	Formative Assessment(as per curriculum) No.I for S2
29	THU	

March 2024	Date	Day	
	1	FRI	
	2	SAT	
	3	SUN	
	4	MON	
	5	TUE	
	6	WED	Publication of attendance of the month of February
	7	THU	
	8	FRI	
	9	SAT	
	10	SUN	

March 2024

Date	Day	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	Model exam for S4 & S6

March 2024

Date	Day	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	last working day for S4 & S6
28	THU	
29	FRI	
30	SAT	
31	SUN	

April 2024

Date	Day	
1	MON	
2	TUE	Publication of internal marks and consolidated attendance statement of S4 & S6
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	

April 2024	Date	Day	
	11	THU	
	12	FRI	
	13	SAT	
	14	SUN	
	15	MON	
	16	TUE	
	17	WED	Publication of internal marks and consolidated attendance statement of S4 & S6
	18	THU	
	19	FRI	
	20	SAT	

April 2024

Date	Day	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	Formative Assessment(as per curriculum) No.3 for S2
29	MON	
30	TUE	

May 2024	Date	Day	
	1	WED	
	2	THU	
	3	FRI	
	4	SAT	Model Exam for S2
	5	SUN	
	6	MON	
	7	TUE	
	8	WED	
	9	THU	
	10	FRI	

May 2024

Date	Day	
11	SAT	Last working day for S2 .
12	SUN	
13	MON	
14	TUE	
15	WED	Internship I for S2 students(3 weeks)
16	THU	
17	FRI	
18	SAT	
19	SUN	Publication of internal marks and consolidated attendance statement of S2
20	MON	

May 2024	Date	Day	
	21	TUE	
	22	WED	
	23	THU	
	24	FRI	
	25	SAT	
	26	SUN	
	27	MON	
	28	TUE	
	29	WED	
	30	THU	
	31	FRI	

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TIME TABLE

Days	1st Period 9.15 - 10.15	2nd Period 10.15 - 11.15	3rd Period 11.15 - 12.15	4th Period 1.15 - 2.15	5th Period 2.15 - 3.15	6th Period 3.15 - 4.15
Mon						
Tue						
Wed						
Thu						
Fri						

INTERVAL
12.15 to 1.15 PM
12.15 to 1.45 PM (Friday)



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