MANDATORY DISCLOSURE

Description

Name of the Institution	SRI BALAJI POLYTECHNIC COLLEGE
Address	VANDALUR
Town/Village	KOLAPAKKAM,CHENNAI,TAMILNADU, CHENNAI
State/UT	TamilNadu
District	KANCHIPURAM
Pin	600127
AICTE Region	Southern
STD code	
Land Phone number	
Cell Number	9597160332
FAX Number	
Email	Sbptcollege@yahoo.co.in
Alternate Email	v_vaidhi@yahoo.co.in
Website	balajipolytechnic.co.in
Institute Type	Unaided–Private
Women Only Institute	No
Minority Institute	No
Type of minority	NotApplicable
Name of the Affiliating University	Directorate of Technical Education

ApprovalYearofFirstCourse   1995

Date of First Approval by AICTE	18/05/1995
Are all the teaching faculty, asper AICTE qualification?	Yes
Are all the Non-teaching faculty, asper AICTE qualification?	Yes
Percentage Grant/Funds Received from Government?: Whether Institute is operating from permanent	No
Site/Temporary Site?:	Permanentsite
Whether mandatory disclosure is uploaded in Institute's website?:	Yes

Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by State Govt?:	Yes
Fees to be charged, Reservation policy, Admission Policy and Document retention policy are duly approved by Affiliating Board/University?:	Yes
Whether List of faculty and data uploaded on the Institute webportal	Yes
Is the Cafeteria shared among other institutes?:	No
Is Library and Reading Room shared among other institutes?:	No
Is the Computer Centre shared among other institutes?:	No

Details about Parent Organization

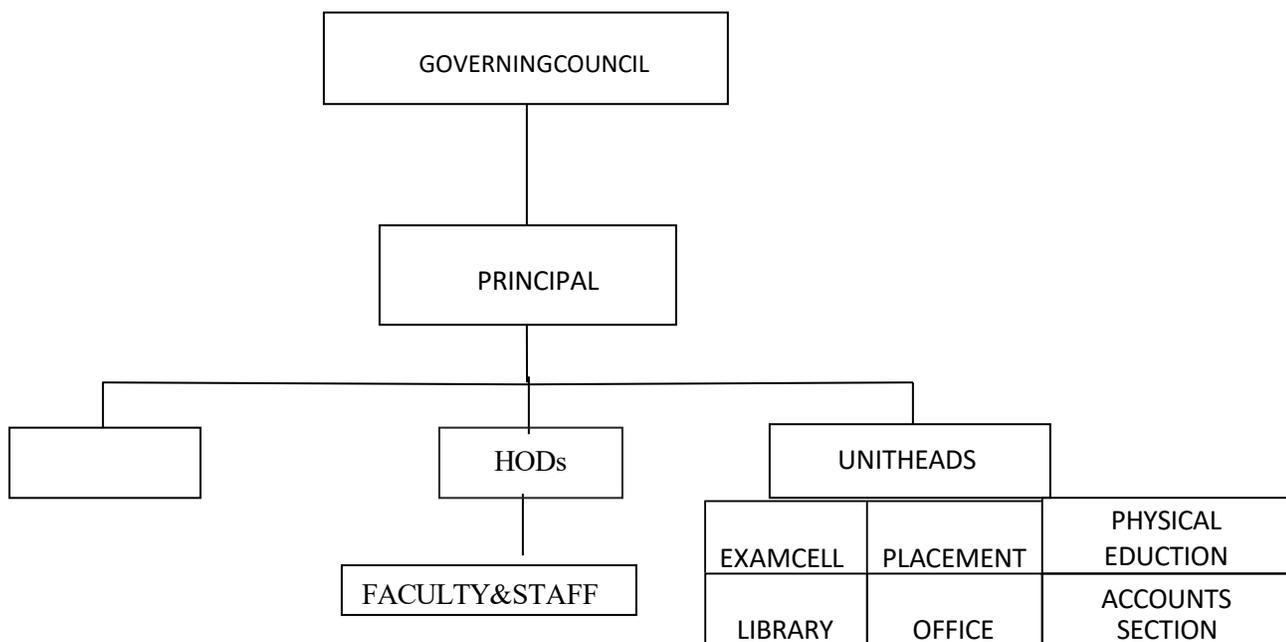|	
Name of the Parent Organization	SWAMY EDUCATIONALTRUST
Address	NO:2,7THMAINROAD,NEWCOLONY, CHROMPET
Town/Village	CHENNAI
State/UT	TamilNadu
District	KANCHIPURAM
PinCode	600044
Website	balajipoltyechnic.co.in
Type of the organization	Trust
Registered with	SUBREGISTRAR,PALLAVARAM,CHENNAI
Registered date	17/08/1992

Details about Contact Person

First Name	Mr.V.VAIDYANATHAN
Last Name	VINAYAGAM S
Address(Plot No, Street etc.)	NO.39, PAMBAKAL STREET
Town/Village	PERAMANUR, MARAIMALAI NAGAR
State/UT	CHENGALPATTU
PinCode	603209
Designation	OFFICE MANAGER
STD Code	044
Land Phone Number	
Cell Number	9791106132
FAX Number	

Other Facilities

All Weather Approach (MotorizedRoad)	YES
Backup Electric Supply	YES
Barrier free Environment	YES
Electric supply	YES
General Insurance	YES
Group Insurance	YES
Institution website	YES
Institution for students	YES
Medical & counseling facilities	YES
Notice boards	YES
Portable water supply	YES
Projectors in classrooms	YES
Safety provisions including fire and other Calamities	YES
Sewage disposal system	YES
Staff quarters	YES
Telephone & FAX	YES
Transport facility	YES
Vehicle parking facility	YES
First aid facility	YES
Rainwater harvesting	YES
Solar power system	YES
Appointment of student counselor	YES
Establishment of AntiRagging Committee	YES
Establishment of Committee For SC/ST	YES
Establishment of Internal Complaint Committee (ICC) Committee As Per section 4 of Sexual Harassment of Woman at Workplace(Prevention, Prohibition and Redressal)Act,2013	YES

1. **Organizational Chart and Processes**

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                    ┌─────────────────────┐
                    │  GOVERNINGCOUNCIL   │
                    └─────────────────────┘
                              │
                    ┌─────────────────────┐
                    │     PRINCIPAL       │
                    └─────────────────────┘
                              │
        ┌─────────────────────┼─────────────────────┐
   ┌─────────┐          ┌─────────┐          ┌─────────────┐
   │         │          │  HODs   │          │  UNITHEADS  │
   └─────────┘          └─────────┘          └─────────────┘
                             │
                    ┌─────────────────┐
                    │  FACULTY&STAFF  │
                    └─────────────────┘
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EXAMCELL	PLACEMENT	PHYSICAL EDUCTION
LIBRARY	OFFICE	ACCOUNTS SECTION

2. NatureandExtentinvolvementoffacultyandstudentsinacademicaffairs/improvements

Special Seminars on special topics given by the faculty members regularly

Students give class seminars on chosen topics

InterCollegeTechnicalSeminar/SymposiumareorganizedbystudentseveryyearGuest Lectures are

arranged from personalities.

3. Mechanical/Norms & Procedures for democratic/good Governance

Inter & Intra departmental meeting are held every month under the Supervision of Principal and HOD's.

4. Grivance & Redressal mechanisam for Faculty, staff and students

Principal meets atleast once a month the Faculty & Staff members for any complaints and remedial actions to be taken. Take note of the suggestion for improving Redressel mechanism.

A committee called"complaints-cum-Redressel committee"is formed under the senior Professor to hear the grievances and take necessary remedial action. The committee meets every six months. A committee called "Discipline & Welfare Committee" is formed under the Senior Professors to monitor the over all discipline among Staff & Students and to take care of Welfare of the Staff & Students. This Committee meets every month.

5. Programmers

We are having Seven Diploma Engineering programmers offering Approved by AICTE, New Delhi & Affiliated to Directorate of Technical Education, Guindy, Chennai.

6. FACULTY

Faculty student ratio as per AICTE norms. Refer College Website for more details

7. ADMISSION

Admission as per approved by Directorate of Technical Education (DOTE), Government of Tamil Nadu, Guindy, Chennai

8. ADMISSIONPROCEDURE

100 % of total intake through Direct Admission.

9. CRITERIA AND WEIGHTAGES FOR ADMISSION Weightage

for Passed in SSLC Examiniation.