Mandatory Disclosures

1. Name of the Institution

SAI GANAPATHI POLYTECHNIC

GIDIJALA,

ANANDAPURAM,

VISAKHAPATNAM,

ANDHRAPRADESH-531173

PHONE NO: 9912342146

E-mail: saiganapathi@hotmail.com

2. Name and address of the Trust/ Society/ Company and the Trustees

SAI GANESH EDUCATIONAL & CHARITABLE TRUST

BOBBILI, VIZIYANAGARAM, ANDHRAPRADESH– 535558

Telephone: 9966400008

E-mail: saiganapathi@hotmail.com

3. Name and Address of the Vice Chancellor/ Principal/Director

Dr. L Maheswara Rao

PRINCIPAL, SAI GANAPATHI POLYTECHNIC, GIDIJALA– 531173

Telephone: 9966725458

E-mail: principal.saiganapathi@gmail.com

4. Name of the affiliating University

State Board of Technical Education

Vijayawada, Andhra Pradesh

5. Governance

Members of the Board and their brief background

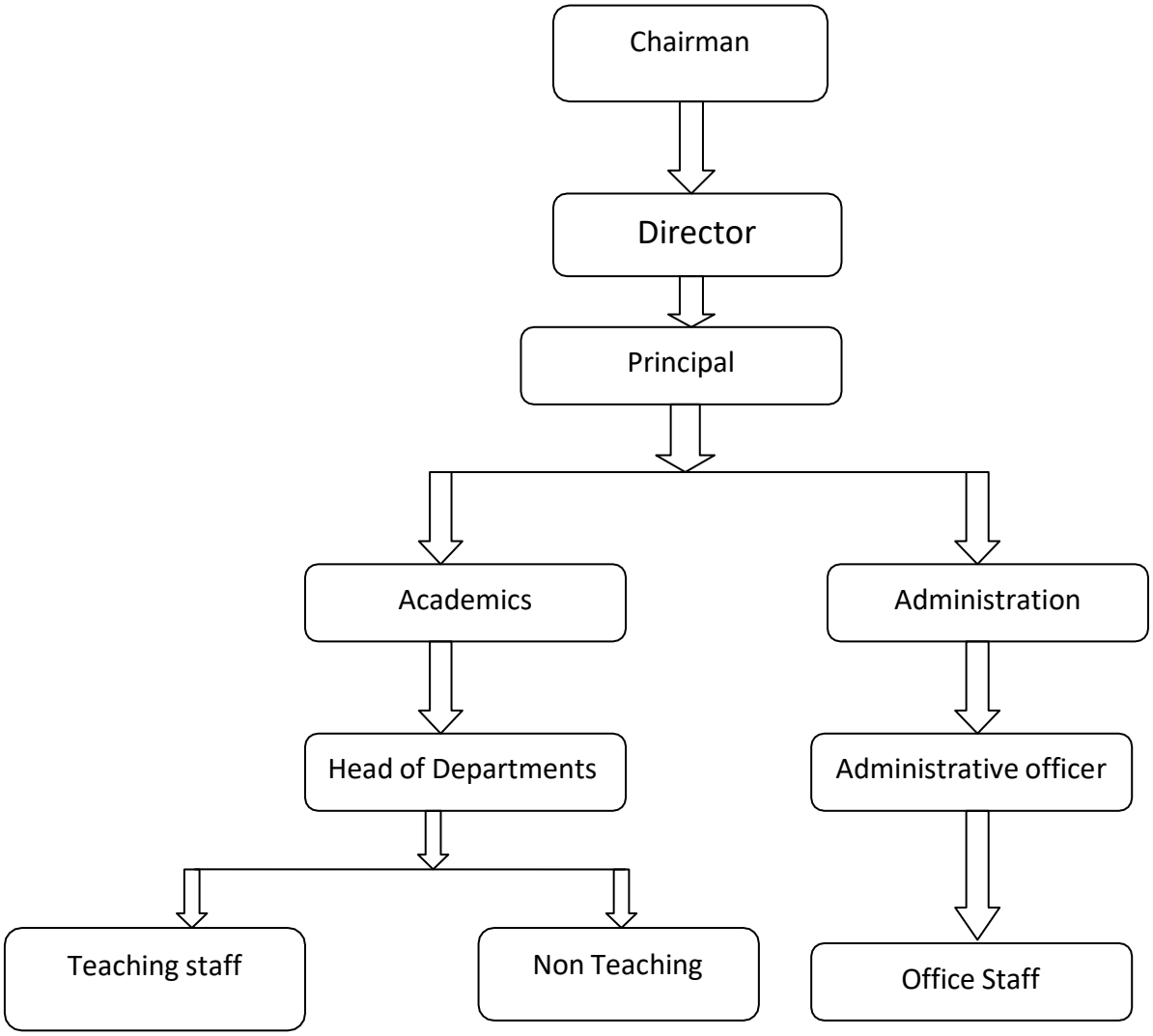
Sl.No	Name	Position
1	Sri T Bhaskara Rao	Chairman
2	Sri S Venu Gopal	Director
3	Sri T karthik	correspondent
4	Dr L Maheswara Rao	Principal

Frequently of the Board Meeting and Academic Advisory Body

Board Meeting – Once in 3 months

Academic Advisory Meeting – Once in a year

Organizational chart and process



Nature and Extent of involvement of Faculty and students in academic affairs/improvements

Class committee Meetings

Mechanism/ Norms and Procedure for democratic/ good Governance

1. Dr L.Maheswara Rao Principal

Student Feedback on Institutional Governance/ Faculty performance

Student Feedback forms available with the Coordinators

Grievance Redressal mechanism for Faculty, staff and students

Sl no.	Name of the members	Designation	Category
1	Sri T Bhakara Rao	Managing Trustee	Chairman
2	Sri S Venu Gopal	Director	Member
3	Dr. L Maheswara Rao	Principal	Member

Establishment of Anti Ragging Committee

Sl no	Name of the members	Designation	Category
1	Dr L.Maheswara Rao	Principal	Chairman
2	Station House Officer	Circle Inspector	Member
3	Mrs. S.Rama Satyavathi	HOS, Gen	Member
4	Mrs. S.R.K.S.Swaroopa	HOS in EEE	Member
5	Mr. P.Rajendra Prasad	HOS in Mechanical	Member
6	Mr. L Someswara rao	HOS in ECE	Member
7	Miss. B.Aruna	HOS in Civil	Member
8	Mr. B Srinivasa rao	Parent	Member
9	Mr. B. Govinda rao	Parent	Member
10	Miss I Micheal	Student	Member
11	Miss Mounitha	Student	Member

Establishment of Online Grievance Redressal Mechanism

- Help Desk available
- Public Grievance Portal of Govt. of India

Establishment of Grievance Redressal Committee in the Institution and appointment of OMBUDSMAN by the University

Sl no	Name of the members	Designation	Category
1	Sri S Venu Gopal	Director	Member

Establishment of Internal Complaint Committee (ICC)

Sl.No	Name of the Members	Designation
1	Smt. S.RamaSatyavathi	HGS
2	Smt. S.R.K.Sai Swaroopa Devi	HEES
3	Smt. Pilla Siva Kanchana	Office Assist.
4	Smt. Boni Madhavi	Lecturer in ECE
5	Smt. G.Santhi Kumari	Office Assist.

Establishment of Committee for SC/ST

Sl.No	Name of the Members	Designation
1	Mrs. V Naga malleswari	Lecturer in Chemistry
2	Mrs. S.Lakshmi Sowjanya	Sr. Lecturer in EEE
3	Mr. B shyam kumar Reddy	Sr. Lecturer in Mechanical
4	Mr. S Ganesh	Sr. Lecturer in Mechanical
5	Mr. MD Hameed Babu	Sr. Lecturer in EEE

5.14 Internal Quality Assurance Cell

1. P JITHENDRA

   Sr. Lecturer in Mechanical

5.15 Student Counselor Details

1. P N T KALADHAR

   Sr. Lecturer in Maths

5.16 INSTITUTION-INDUSTRY CELL Details

1. P RAJENDRAPRASAD

   Head of Section (Mechanical)

6. Programmes:-

Name of Programmes approved by AICTE:-

1. Diploma in civil Engineering
2. Diploma in Electronics and Communication Engineering
3. Diploma in Electrical and Electronics Engineering
4. Diploma in Mechanical Engineering
5. Diploma in Computer Engineering

Name of Programmes Accredited by NBA

Getting Ready for Accreditation

For each Programme the following details are to be given(Preferably in Tabular form):

Name	Diploma in civil Engineering	Diploma in Electronics and Communication Engineering	Diploma in Electrical and Electronics Engineering	Diploma in Mechanical Engineering	Diploma in Computer Engineering
No. of seats	60	120	300	300	60
Duration	3 Years	3 Years	3 Years	3 Years	3 Years
Cut of marks/ rank of admission during last 3 years					
Fee	As approved by the State Government	As approved by theState Government	As approved by the State Government	As approved bythe State Government	As approved bythe State Government
Placement facilities	Available	Available	Available	Available	Available
Campus placement in the last 3 years					

8. Profile of Vice Chancellor/ Director/ Principal/Faculty

Profile of Principal

Sl no	Title	Details
1	Name	Dr L MAHESWARA RAO
2	Date of birth	21-07-1983
3	Unique id	P146001
4	Qualification	Ph.D
5	Area of specialization	POWER ELECTRONICS
6	Experience	18 Years

Profile of Head of General section

Sl no	Title	Details
1	Name	Smt S Rama satyavathi
2	Date of birth	01-08-1983
3	Unique id	P146501
4	Qualification	M.SC
5	Area of specialization	Mathematics
6	Experience	16 Years

Profile of Head of Mechanical Engineering Section

Sl no	Title	Details
1	Name	Sri P RAJENDRAPRASAD
2	Date of birth	08-08-1994
3	Unique id	P146401
4	Qualification	M.Tech
5	Area of specialization	Machine Design
6	Experience	8 Years

Profile of Head of Electrical and Electronics Engineering section

Sl no	Title	Details
1	Name	Smt S R K SWAROOPA DEVI
2	Date of birth	15/07/1987
3	Unique id	P146301
4	Qualification	M.Tech
5	Area of specialization	POWER ELECTRONICS AND ELECTRICAL DRIVES
6	Experience	15 YEARS

Profile of Head of Electronics and Communication Engineering Section

Sl no	Title	Details
1	Name	Sri L SOMESWARA RAO
2	Date of birth	24-08-1991
3	Unique id	P146201
4	Qualification	M.Tech
5	Area of specialization	VLSI AND EMBEDDED SYSTEMS
6	Experience	11 Years

Profile of Head of Civil Engineering Section

Sl no	Title	Details
1	Name	Kum B ARUNA
2	Date of birth	04-02-1992
3	Unique id	P146101
4	Qualification	M.Tech
5	Area of specialization	
6	Experience	10 Years

Profile of Head of Computer Engineering Section

Sl no	Title	Details
1	Name	Smt R Sravani
2	Date of birth	16-06-1990
3	Unique id	P146601
4	Qualification	M.Tech
5	Area of specialization	CSE
6	Experience	3 Years

9. Fee

S.No.	Description	Details
1.	Details of Fee, as approved by State Fee Committee, for the Institution	As approved by the State
2.	Time schedule for payment of Fee for the entire Programme	As stated by the Affiliating University
3.	No. of Fee waivers granted with amount and name of students	Not Applicable
4.	Number of scholarship offered by the Institution, duration and amount	Not Applicable
5.	Criteria for Fee waivers/scholarship	Not Applicable
6.	Estimated cost of Boarding and Lodging in Hostels	Nil
7.	Any other fee please specify	Nil

10. Admission

Number of Seats sanctioned and Year of Approval

S.No.	Course	Number of Seats Sanctioned	Year of Approval	Number of Students admitted under various categories in the last 3 years
1	Diploma in civil Engineering	60		
2.	Diploma in Electronics and communication Engineering	120		
3.	Diploma in Electrical and Electronics Engineering	240		
4.	Diploma in Mechanical Engineering	300		
5.	Diploma in Computer Engineerin g	60		

S.No.	Course	Number of applications received during last two years for admission under Management Quota and number admitted
1	Diploma in civil Engineering	Not Applicable
2.	Diploma in Electronics and communication Engineering	
3.	Diploma in Electrical and Electronics Engineering	
4.	Diploma in Mechanical engineering	
5.	Diploma in Computer engineering	

11. Admission Procedure

S.No.	Description	Details
1.	Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website)	As per the regulations of the Department of technical education and state board of technical education, Andhra Pradesh
2.	Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test etc.)	
3.	Calendar for admission against Management/vacant seats	
4.	Last date of request for applications	
5.	Last date of submission of applications	
6.	Dates for announcing final results	
7.	Release of admission list (main list and waiting list shall be announced on the same day)	
8.	Date for acceptance by the candidate (time given shall in no case be less than 15days)	
9.	Last date for closing of admission	
10.	Starting of the Academic session	
11.	The waiting list shall be activated only on the expiry of date of main list	
12.	The policy of refund of the Fee, in case of withdrawal, shall be clearly notified	

12. Criteria and Weightages for Admission

S.No.	Description	Details
1.	Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.	As per the Regulations of the Department of Technical Education and state of technical education, Andhra pradesh
2.	Mention the minimum Level of acceptance, if any	Not Applicable
3.	Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years	Not Applicable
4.	Display marks scored in Test etc. and in aggregate for all candidates who were admitted	Not Applicable

13. List of Applicants

S.No.	Description	Details
1.	List of candidates whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats.	Not Applicable
2.	List of candidates who have applied along with percentage and percentile score for Management quota seats (merit wise)	Not Applicable

14. Results of Admission Under Management seats/Vacant seats

S.No.	Description	Details
1.	Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)	Not Applicable
2.	Score of the individual candidate admitted arranged in order or merit	
3.	List of candidate who have been offered admission	
4.	Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate	
5.	List of the candidate who joined within the date, vacancy position in each category before operation of waiting list	

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