

SRI SAI RAM INSTITUTE OF PG STUDIES
TAPATHOPU, NORTH RAJUPALEM, KODAVALUR (M), NELLORE (DT)

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MANDATORY DISCLOSURE

I. a) Name and Address of the Institution

Name	SRI SAI RAM INSTITUTE FO PG STUDIES		
Full Address	Permanent Location as approved by AICTE		Temporary Location (if applicable)
	Tapathopu, North Rapupalem Kodavalur (m)		Not Applicable
District	Nellore Dist.		
PIN	524 366		
State	Andhra Pradesh		
STD Code	08622	Phone No: 255085	
Fax No.	-	E-Mail : principalssrrips@gmail.com	
Web site	www.ssrips.com		
Nearest Rly Station	Nellore	Distance in Kms : 11 km.	
Nearest Airport	Tirupati	Distance in Kms : 136 km.	

b) Route Direction for Reaching the Institution:

- 12 km from Nellore, the district headquarters
- 11 km North of Nellore, a main Railway Station on Chennai-Vijayawada route on the South Central Railway.
- 136 km north of Tirupati, the Nearest Airport

c) Name and Address of the Society

Name	Sree Lakshmi Educational Society		
Address	<i>Tapathopu, North Rajupalem, Kodavalur (m), Nellore (Dt)</i>		
Pin	524366	STD Code	08622
Phone No.	255085	Fax No.	-
E-Mail	-	Web site	-

II. Name and Particulars of the Head of the Institution

Name	Dr. Sadia Syed		
Qualification	Ph.D.	Date of Birth	01-07-1985
Phone No.	08622-255805		
Mobile No.	7013626732		
E-Mail	principalsrips@gmail.com		

III. Name and Address of the Affiliating University

Name	Vikrama Simhapuri Univeristy		
Address	Kakatur, Nellore Dt, Andhra Pradesh, INDIA Pin		
Code	524 324	Period of Affiliation	Temporary
Phone	0861-2353288	Website	www.vsu.ac.in
Fax No.	0861-2353288	E-Mail	registrar@vsu.ac.in

IV. Governance

- **Members of the Society:**

1.	Panta Sudheer Reddy	-	President
2.	Panta Pushpalatha	-	Secretary
3.	Panta Gopal Reddy	-	Member
4.	Panta Vijayamma	-	Member
5.	Palagani Sukhaveni	-	Member
6.	Palagani Dayakar Reddy	-	Member
7.	Yaratapalli Venkata Sesha Reddy	-	Member

Duties and Responsibilities of the Executive positions :

Governing body: The governing body is responsible for taking policy decisions, relating to the Institute. It also gives general guidelines and direction for the growth of the Institute in order to achieve its mission.

Frequency of meeting : Twice in a year.

Correspondent : Decision making relating to administration, financial matters and human resources etc., is done by the Correspondent in consultation with the Principal.

Principal: Decisions relating to academic matters, non-academic matters, Institute development, student activities, Hostels, co-curricular and extracurricular activities, R&D, Consultancy, Sports & Games etc., are taken in consultation with the Heads of the Departments and respective officers In-charge.

Heads of the Departments: All matters relating to academic, student affairs, co-curricular, Lab development, consultancy, R & D etc., come under the purview of the Heads of the Departments.

Administrative Officer: He is responsible for office administration consisting of student admissions, establishment, pay rolls, scholarships, data processing, AICTE, University, State Government correspondence, Accounts etc.,

- ❖ **Management** : The management is deeply committed to protect the democratic character of the Institution with fair play and accountability. The Management meets the requirements and acquires ability to face all challenges successfully.
- ❖ **Faculty** : The faculty dedicate themselves to the cause of education in promoting quality teaching and research so as to attain excellence. The faculty symbolizes the academic fabric and are instrumental for the all round growth of the institution.
- ❖ **Students** : The progress, development and well being of our students depend to a large extent on their hard work, sincerity and above all their desire to achieve the targetted goals of life. Their success lies in their close interaction and understanding among various persons involved in the Institutional process namely, the Management, Director, Faculty, Students, Parents, Government, University and finally the Public at large.

- **Nature and Extent of involvement of Faculty and Students in academic affairs/ improvements**
 - The Head of the institution in co-ordination with the statutory bodies like Internal Quality Assurance Cell, Admissions Committee, Research Committee, Infrastructure and Amenities Committee, Building Committee, Library Advisory Committee, Hostel Advisory Committee, Academic Calendar Committee, Curriculum Development Committee and Student Advisory Council monitors the organizational functioning of the Institute.
 - If any deficiencies are observed, appropriate initiations are taken.
- **Mechanism/ Norms and Procedure for democratic / good Governance**

Institute follows strictly AICTE norms and rules & guidelines stipulated by V.S.U., Nellore, to ensure good governance. Various committees formed with faculty, parents, students help in extending democratic and disciplined governance with ultimate aim of imparting qualify technical education.
- **Student Feedback on Institutional Governance/ Faculty Performance**

It is in practice of taking feedback from students regarding the faculty performance & Institute facilities and accordingly the corrective measures are taken.
- **Grievance Redressal mechanism for Faculty, staff and students**

Grievances of faculty, staff are generally represented through their heads of departments/sections or directly to the Principal for necessary attention. Girl students can directly represent their grievances either to the respective Heads of departments or to the special committee constituted with lady staff of the institute.
- **Establishment of Anti Ragging Committee**
 - The campus is free from raging activities. However any instant of ragging is effectively handled immediately. Numbers of anti ragging posters are displayed in important places. Anti-ragging committees are formed with men and women faculty. Separate timings and separate classrooms are arranged for freshers. Complaint boxes are provided to record any incident of ragging. Anti-ragging awareness committee is formed with senior students. Important phone numbers of the persons of administrations, Heads of Departments, senior faculty are provided to all freshers.
 - Police personals address the senior students to create an awareness about the consequences of involving in ragging activities.
 - All the students are required to undergo the undertaking stating not to take part in any type of ragging

- **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University**

- Grievances & Redressal cell is established to understand the grievances of the students and staff.

V) Programmes

Name of the programmes approved by AICTE and accredited by NBA of AICTE.

Name of the Programme	Name of the Course	AICTE approval	Accreditation Status
PG - MCA	Masters in Computer Applications	F.No. AP-112/MCA/2008-09/2007 dated 06.08.2008	-
PG - MANAGEMENT	Masters in Bussiness Administration	F.No. AP-112/MCA/2008-09 dated 31.07.2009	-

* **Remaing Details will be updated soon**