

## MANDATORY DISCLOSURE

### Mandatory Disclosure: Updated on 13.04.2022

1.	Name of the Institution	SIGA POLYTECHNIC COLLEGE
	Address of the Institution	No.49, Taylors Road, Kilpauk, Chennai
	City & PIN Code	Chennai , 600 010
	State	Tamilnadu
	Longitude & Latitude	13.07892, 80.23818
	Phone Number with STD code	044-26424204,26411588,42859371
	FAX number with STD code	--
	Office hours at the Institution	9.00 am – 4.30 pm
	Academic hours at the Institution	9.00 am – 4.30 pm
	Email	collegeoffice@sigaindia.com,principal@sigaindia.com
	Website	www.sigaindia.com
	Nearest Railway Station (Dist in Km)	Chetpet, Chennai (1.3 Km)
	Nearest Airport (dist in Km)	Meenambakkam, Chennai (15.7 Km)
	Type of Institution	Private-Self Financed Boys only
2.	Name and address of the Trust/ Society/ Company and the Trustees	THE SOUTH INDIA SALESIAN SOCIETY
	Address of the organization	45, LANDONS ROADKILPAUK,CHENNAI,CHENNAI, Tamil Nadu,60001
	Website of the organization	www.sigaindia.com
3.	Name and Address of the Vice Chancellor/ Principal / Director	Fr. P T Joseph
	Exact Designation	Principal

Phone number with STD code	044-26424204,26411588,42859371
FAX number with STD code	--
E-Mail ID	collegeoffice@sigaindia.com,principal@sigaindia.com
Mobile Number	9444076408,9385201339
Highest Degree	B.E, M.A
Field of specialization	Printing

4.	Name of the affiliating University	Directorate of Technical Education,
	Address	Guidy, Chennai, Tamilnadu – 600025
	Website	<a href="http://www.tndte.gov.in">www.tndte.gov.in</a>

5.	Governance	
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#### 5.1. Governing Board Members

Sl. No	Name	Position
1.	Fr. Kochamkunnel Jose	President
2.	Fr. Lourdusamy Don Bosco	Vice President
3.	Fr. Thomas Edwin Vasanthan	Treasurer
4.	Fr. Nallayan	Secretary
5.	Fr. Joseph P T	Member
6.	Fr. Charles Gasper	Member
7.	Bro. Arun	Member
8.	Fr. Kasi sagayaraj	Member

Frequency of meetings: Annual

#### 5.2. Members of Academic Advisory Body

Sl. No	Name	Position
1.	Fr. Nallayan	Chairman
2.	Fr. Charles Gasper	Member
3.	Fr. Joseph P T	Member – Secretary
4.	Bro. Arun	Member
5.	Fr. Kasi sagayaraj	Member

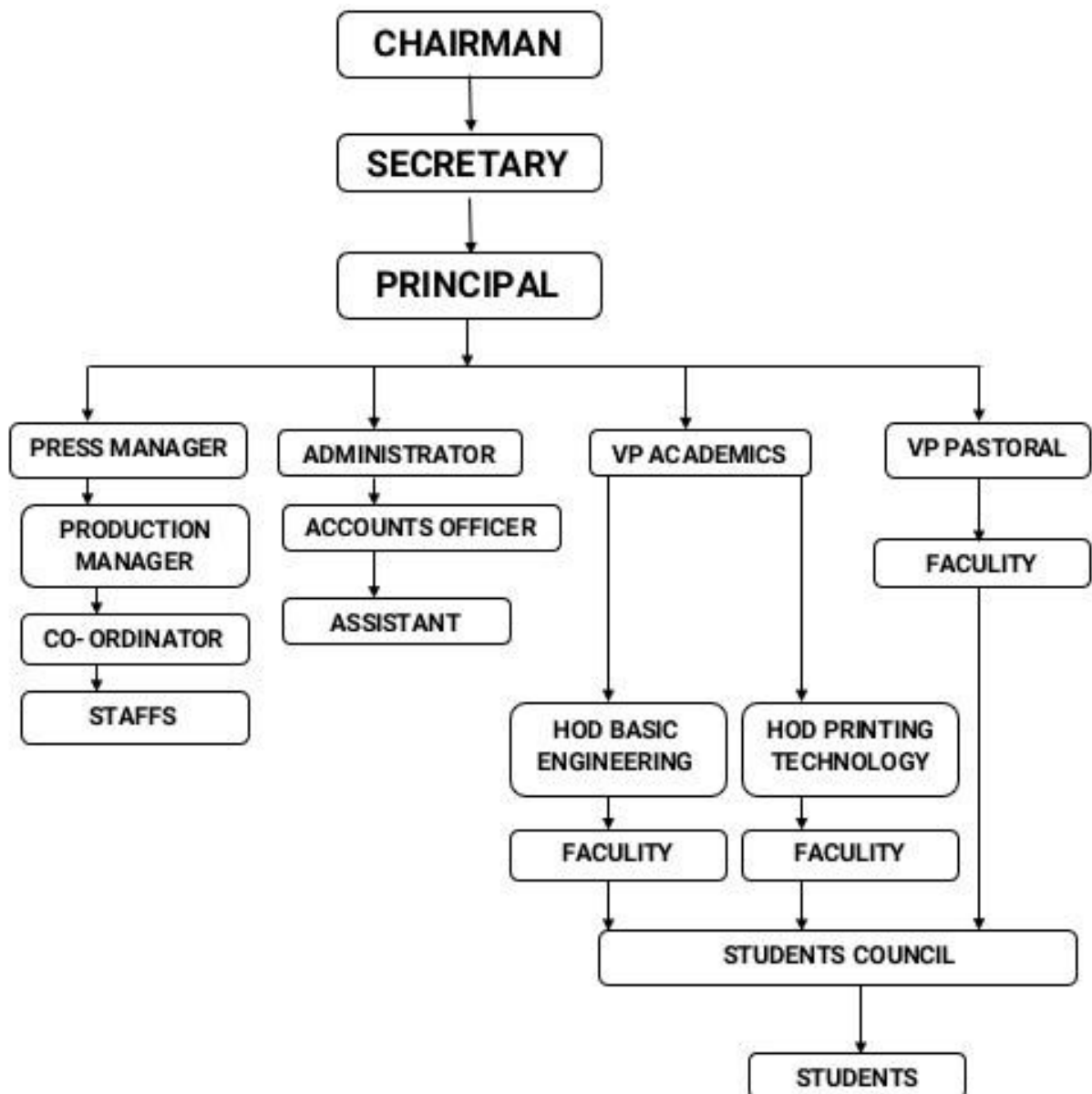
Frequency of meetings: Twice in a year

#### Course Committe

Sl. No	Name	Position
1.	Fr. Joseph P T	Chairman
2.	Fr. Charles Gasper	Member
3.	Mr. Ignatious Adikalaraj J	HoD
4.	Mr. Ravikumar D	Sr. Lecturer
5.	Mr. Vinoth C	Lecturer

6.	Mr. Patricsofia A	Lecturer
7.	Mr. Ragavanandam K	Lecturer
8.	Mr. Mithun murali k	Lecturer

### 5.3 Organizational chart and processes



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

### 5.5 Mechanism/ Norms and Procedure for democratic/ good Governance Service

rules available and accessible in College internal server

## 5.6 Student Feedback on Institutional Governance/ Faculty performance

Feedback from the students about the performance of the teachers is taken every semester on a graded scale performance and results are communicated to the staff concerned with relevant remarks

### **STUDENT FEEDBACK FOR COURSE CORRECTION**

- 5.6.1 Student Council for general requirements
- 5.6.2 Teacher audit sessions for course delivery
- 5.6.3 Individual Courses – Delivery / Methods / Materials
- 5.6.4 Program Committee meets to review programs
- 5.6.5 Suggestion Boxes to make all time feedback possible

## 5.7 Grievance Redressal mechanism for Faculty, staff and students

A Staff and student Redressal committee exists in our College. The constitution of the committee is as follows

<b>SI. No</b>	<b>Name of the Committee Member</b>	<b>Designation</b>	<b>Contact Number</b>
1	Fr. Nallayan	Chairman	9840921057
2	Fr. P.T. Joseph	Member	9444076408
3	Fr. Charles Gaspar	Member	9962948093
4	Mr. Ignatious Adaikalaraj	Member	8883331587
5	Mr. Patric Sofia	Member	9789921917
6	Mr. Vinoth C	Member	9944170954
7	Mr. Sagayaraj Jerald	Member	9710726810
8	Mr. Justus	Member	9841240421

5.1. Establishment of Anti Ragging Committee

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>
1	Fr. Nallayan P	Secretary	9840921057
2	Fr. P.T. Joseph	Member	9444076408
3	Fr. Charles	Member	9962948093
4	Mr. I. Sagayaraj Jerald	Member	9710726810
5	Mr. Albert	Member	9841519971
6	Mr. Ignatious Adaikala Raj J	Member	8883331587

5.2. Establishment of Online Grievance Redressal Mechanism

<b>Sl. No</b>	<b>Name of the Committee Member</b>	<b>Designation</b>	<b>Contact Number</b>
1	Fr. Nallayan	Chairman	9840921057
2	Fr. P.T. Joseph	Member	9444076408
3	Fr. Charles Gaspar	Member	9962948093
4	Mr. Ignatious Adaikalaraj	Member	8883331587
5	Mr. Patric Sofia	Member	9789921917
6	Mr. Vinoth C	Member	9944170954
7	Mr. Sagayaraj Jerald	Member	9710726810
8	Mr. Justus	Member	9841240421

5.3. Establishment of Internal Complaint Committee (ICC)

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Contact Number</b>
1	Sr. Josephine	Chair Person	9944170954
2	Mr. Ignatious Adaikalaraj	Member	8883331587
3	Mr. Patric Sofia	Member	9789921917
4	Mr. Justus	Member	9841240421
5	Mithun Murali K	Member	7025550490
6	Loganathan C	Member	8220465700
7	Roshan Melvin	Member	9345563050
8	Mahesh Kannan	Member	7092182597
9	Sangeetha	Member	8989890898

5.1. Establishment of Committee for SC/ST

S.No	Name	Designation	Contact Number
1	Mr. Ravikumar	Member	6380960016
2	Mr. Sagayaraj Jerald	Member	9710726810
3	Mr. SarathKumar	Member	8098462947
4	Mr. Michael Joseph	Member	7338956613
5	Mr. Arun Selladurai	Member	9788321057
6	Mrs. Sangeetha	Member	9944170954

5.2. Internal Quality Assurance Cell

S.No	Name	Designation	Contact Number
1	Fr. P.T. Joseph	Chairman	9444076408
2	Fr. Charles	Member	9962948093
3	Mr. Ignatious Adaikala Raj J	Member	8883331587
4	Mr. Vinoth C	Member	9944170954
5	Mr. Sagayaraj Jerald I	Member	9710726810
6	Mr. Santhosh Kumar	Member	9920536767
7	Mr. Roshan Melvin	Member	9345563050

6.	Name of Programme approved by AICTE:	Printing Technology					
	Name of the Department:	Printing Technology					
	Course	Diploma in Printing Technology					
	Level	Diploma					
	1st Year of approval by the Council	1973					
Admission Details Last Three Years		2019-20		2020-21		2021-22	
Year wise Sanctioned Intake		60		60		60	
Year wise Actual Admissions		60		60		60	
Cut off marks - General quota		232 - 451		175 - 386		182 - 426	
Quota		2019-20		2020-21		2021-22	
		Max. Mark	Min. Mark	Max. Mark	Min. Mark	Max. Mark	Min. Mark
OC		451	309	386	273	426	204
BC		394	301	349	247	348	212
MBC		372	232	310	227	311	189
SC / ST		361	234	320	175	319	182

Results for Last Three Years			
	2018-19	2019-20	2020-21
% Students passed with First Class	78%	94%	98%

Placement Details for Last Three Years			
	2019-20	2020-21	2021-22
No of Students Placed	62	51	Nil
Minimum Pay Package., Rs / Year	12000	13000	Nil
Maximum Pay Package., Rs / Year	38000	40000	Nil
Average Pay package, Rs./ Year	15000	16000	Nil
Students opted for Higher Studies	4	5	Nil

Other Details	
Accreditation Status of the course	Nil
Foreign Collaborations, if any	No
Professional Society Memberships	Nil

## 2019-2020 Events

SI No	Events	Date
1	"eAge Exhibition" - THIRD EDITION	31-05-2019 to 03-06-2019
2	Seminar on Substance abuse	29-07-2019
3	Seminar on Personal Health and Hygiene	05-08-2019
4	Teachers' Day Celebrations	05-09-2019
5	Educational Trip To Goa	06-09-2019 to 10-09-2019
6	Awareness Programme On Dengue Fever - By Health Department, Govt. Of Tamil Nadu At Siga	19-09-2019
7	Mega Job Fair 2019 At Siga	12-10-2019 to 13-10-2019
8	Workshop On Importance Of Mental Well Being	15-10-2019
9	Winter Camp	02-12-2019 to 09-12-2019
10	Loyola Students Ring In The Christmas Cheer To Siga Campus	11-12-2019
11	Workshop on Life Skills	16-12-2019
12	Pongal Celebrations	13-01-2020
13	District-Cum-State-Level Skill India Competition – Leading Path To The Worldskill 2021	27-01-2020
14	The Founder's Day Celebrations	30-01-2020
15	Sports Day	15-02-2020
16	Technical Symposium In Commemoration Of International Printers Day	20-02-2020
17	College Annual Day	01-03-2020
18	Convocation Ceremony	01-03-2020

## 2020-2021 Events

SL NO	EVENTS	DATE
1.	Student Industrial Visit-V.S Printograph Pvt Ltd	16-03-2020
2	Print Quiz Competition	15 <sup>th</sup> to 17 <sup>th</sup> June 2020
3	Newspaper Design Short Term Training Program	20 <sup>th</sup> to 28 <sup>th</sup> July 2020
4	Virtual Workshop on Effective Communication Skills and Public Speaking for Teachers	29 <sup>th</sup> to 31 <sup>st</sup> July 2020
5.	Faculty Development Program	25-11-2020

## 2021- 2022 Events

SI No	Events	Date
1	The Industrial Visit (Third year GDC Batch 2020-2021)	20-10-2021 to 23-10-2021
2	Investiture Ceremony 2021-22	30-10-2021
3	Fire Awareness Mock Drill Animation Programme	23-11-2021
4	Swarangal 2021	03-12-2021
5	Road Safety Awareness Programme	22-12-2021
6	Christmas Celebration	23-12-2021
7	Pressvisit By M.O.P. Vaishnav College For Women B.Sc. Visual Communication Students	23-12-2021
8	Alumnus Visit	03-01-2022
9	Workshop On Innovative Initiatives For Institutional Development	07-01-2022 to 09-01-2022
10	Nasha Mukth Samaj Abhiyan Andolan	16-01-2022
11	State Level Newspaper Design Short Term Training Programme	08-02-2022 to 18-02-2022
12	Workshop on "ENTREPRENEURSHIP & INNOVATION AS CAREER OPPORTUNITY"	11-04-2022



7. Faculty Details:

SI.No	Branch	No of Permanent Faculty	No of Adjunct Faculty	Faculty Student Ratio
1.	Diploma in Printing Technology	09	01	1:21

Number of Faculty employed and left during the last three years

SI. No	Description	Academic Year		
		2019-20	2020-21	2021-22
1.	No of New Faculty Employed	-	-	2
2.	No of Faculty left the Institute	-	-	1

Principal & Academic Dean					
S.No	Emp. No	Name of the Faculties and Staff	Designation	Emp. Mobile No	Emp. Mail ID
1	34088201	Fr. Joseph P T	Principal	9385201339	principal@sigaindia.com

Department of Printing Technology					
S.No	Emp No	Name of the Faculties and Staff	Designation	Emp Mobile No	Emp Mail ID
1		Fr. Joseph P T	Principal	9385201339	principal@sigaindia.com
2		Fr.Charles gasper	Vice Principal		
3		Mr. Ignatious Adikalaraj J	HoD	8883331587	ignatious@sigaindia.com
4		Mr. Ravikumar D	Sr.Lecturer	6380960016	ravikumar@sigaindia.com
5		Mr. Vinoth C	Lecturer	9944170954	vinoth@sigaindia.com
6		Mr. Patricsofia A	Lecturer	9789921917	mrktsiga@sigaindia.com
7		Mr. Ragavanandam K	Lecturer	7092525123	ragava4004@gmail.com
8		Mr. Mithun murali k	Lecturer	7025550490	mithun@sigaindia.com
9		Mr. X. AROCKIYA CELASTINE SELVARAJA	Lecturer	9176414201	celastine@sigaindia.com

<b>Librarian</b>					
S.No	Emp. No	Name of the Faculties and Staff	Designation	Emp. Mobile No	Emp. Mail ID
1	-	Arockia John Paul	Librarian	7826045616	johnpaul@sigaindia.com

#### Computing Facilities

Sl. No	Particulars	Required – As per AICTE	Available
1.	Printers	8	8
2.	Number of PCs in Language lab	20	25
3.	Legal Application S/W	20	60
4.	Legal System S/W	3	96
5.	PCs to Student ratio	100	135
6.	Internet Bandwidth	100 mbps	2

#### List of facilities available

Sl. No	Particulars	Availability
1.	All Weather Approach (Motorised Road)	Yes
2.	Safety Provisions	Yes
3.	Sewage Disposal System	Yes
4.	Telephone	Yes
5.	Vehicle Parking	Yes
6.	First Aid	Yes
7.	Appointment of Student Counsellor	Yes
8.	Establishment of Anti-Ragging Committee	Yes
9.	Establishment of Committee for SC/ST	Yes
10.	Establishment of Internal Complaint Committee(ICC)	Yes
11.	Establishment of Grievance Redressal Committee / OMBUDSMAN	Yes
12.	Barrier free Environment	Yes
13.	AICTE Approval Letters- EoA	Yes
14.	Institution-Industry Cell	Yes
15.	Digital Payment-Financial Transactions	Yes
16.	Food Safety and Standards	Yes
17.	Insurance for Students	no

## 9. Fee Structure

Rs. 35,000/- Fees to be charged, Reservation Policy, Admission Policy and Document Retention Policy as per State Government Norms.

## 10. Admission

Sl. No	Department	Admission Status Last three Years					
		2019 – 20		2020 – 21		2021 – 22	
		Sanctioned	Admitted	Sanctioned	Admitted	Sanctioned	Admitted
1.	DPT(Diploma in printing technology)	60	60	60	60	60	60

## 11. Admission Procedure

Admission norms and procedure as directed by the Directorate of Technical Education, Guindy, Chennai – 600 025

## 12. Infrastructure information

Sr. No	Programme (1)	Level (2)	Building Number (3)	Building Name (4)	Room Type (5)	Room Number (6)	Average Carpet Area (Sq.mts) (7)	Flooring (8)	Wall & Painting (9)	Elec & lighting (10)	Furniture & Fixtures (11)
1	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Drawing Hall	D H 1	118.36	Ready	Ready	Ready	Ready
2	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Drawing Hall	D H 2	60	Ready	Ready	Ready	Ready
3	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Guest Room	G R 1	55.74	Ready	Ready	Ready	Ready
4	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 1	386	Ready	Ready	Ready	Ready
5	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 10	76.76	Ready	Ready	Ready	Ready

6	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 11	196.69	Ready	Ready	Ready	Ready
7	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 2	94.12	Ready	Ready	Ready	Ready
8	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 3	76.12	Ready	Ready	Ready	Ready
9	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 4	27.87	Ready	Ready	Ready	Ready
10	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 5	14.28	Ready	Ready	Ready	Ready
11	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 6	193.46	Ready	Ready	Ready	Ready
12	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 7	109.03	Ready	Ready	Ready	Ready
13	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 8	29.99	Ready	Ready	Ready	Ready
14	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 9	40.96	Ready	Ready	Ready	Ready
15	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Laboratory	LAB 12	273.62	Ready	Ready	Ready	Ready
16	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Classroom	ROOM 1	55.74	Ready	Ready	Ready	Ready
17	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Classroom	ROOM 2	55.74	Ready	Ready	Ready	Ready
18	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Classroom	ROOM 3	55.74	Ready	Ready	Ready	Ready
19	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Classroom	ROOM 4	55.74	Ready	Ready	Ready	Ready
20	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Seminar Hall	SH1	200	Ready	Ready	Ready	Ready
21	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Tutorial Room	TUT 1	61.31	Ready	Ready	Ready	Ready
22	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Workshop	W S 3	76	Ready	Ready	Ready	Ready

23	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Additional Workshop	W S 4	69.09	Ready	Ready	Ready	Ready
24	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Workshop	WS 1	69.09	Ready	Ready	Ready	Ready
25	ENGINEERING AND TECHNOLOGY	DIPLOMA	02	Block2	Workshop	WS 2	58.72	Ready	Ready	Ready	Ready

### Library Facilities

Sl. No	Particulars	Required – As per AICTE	Available
1.	Volumes	<b>6000</b>	
2.	Titles	<b>1500</b>	
3.	Journals	<b>20</b>	
4.	Library management software	<b>1</b>	
5.	Reading Room Seating Capacity	<b>131</b>	
6.	Multi Media PC	<b>10</b>	