

16

MANDATORY DISCLOSURE

"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."

I. Name of the Institution with address:

Name	Siddhartha College of Catering and Hotel Management
Taluk	Vilavancode
District	Kanyakumari
Pin code	629 151
State	Tamilnadu
Phone No. with STD	04651 – 284999
Fax No.	04651 – 284601
Website	www.ngce.ac.in .
e.mail	scchm2007@yahoo.com . sidharth@ngce.ac.in .
Nearest Railway Station	Kuzhithurai
Nearest Airport	Trivandrum

II. NAME & ADDRESS OF THE DIRECTOR/ PRINCIPAL

: Mr.K. Balachandran,
Siddhartha College of Catering and
Hotel Management
Manjalumoodu, Kuzhithurai(via),
Kanyakumari Dist-629 151

III.NAME OF THE AFFILIATING UNIVERSITY

: MANONMANIAM SUNDARANAR
UNIVERSITY, TIRNELVELI.

IV. GOVERNANCE:

i) Members of the Board and their brief background

Sl. No.	Name	Position	Present Professional position	Address & Telephone No.
1.	Dr.G.Sidhardhan	Chairman	Chairman and Eminent Academician	SBI Building, Manjalumoodu.PO, Kuzhithurai(via), Kanyakumari District.Dt046751- 284445, 09443791399.
2	Smt.G.Chandralekha	Member	Managing Trustee	SBI Building, Manjalumoodu.PO, Kuzhithurai(via), Kanyakumari District.Dt046751- 284445, 09443791399.
3	Dr. K. V. Valsarajan	Member	Principal	Narayanaguru College of Engineering, Manjalumoodu, K. K. Dist, Tamilnadu
4	Prof. K.V.Marthandan	Member	Director	59/39, SLB South Street, R.V.Puram, Nagercoil - 629 001 Ph.No: 9443121053, 04652 – 235991 E-mail- kvmarthandan@sify.com
5	Mr. M.L. Anidharan	Member	Secretary, S.N. College, Puthoor, Kottarakkara.	Sree Narayana Health care Society, Sree Narayana Public School Campus, Kollam-691010, 0474-2713446.
6	Prof. K. Sasikumar	Member	Chairman, Sri. Buddha Engineering College, Puthoor, Kerala.	"Padmaragam", Mundakkal, Kollam-691 001 Ph: 9360584991
7	Mr. Balaji Sidharth	Member	Animation Artist	SBI Building, Manjalumoodu.PO, Kuzhithurai(via), Kanyakumari District.Dt046751- 284445, 09443791399.
8	Mr. Sibi Sidhardhan	Member	IT Consultant	S.B.I. Building, Manjalumoodu.P.O., Kuzhithurai(via), Kanyakumari Dist-629 151.
9	Mr. K. Balachandran	Member Secretary	Principal	'Karunalayam', Mancode, ` Mancode.P.O., Kanyakumari Dist. Ph : 04651- 202145

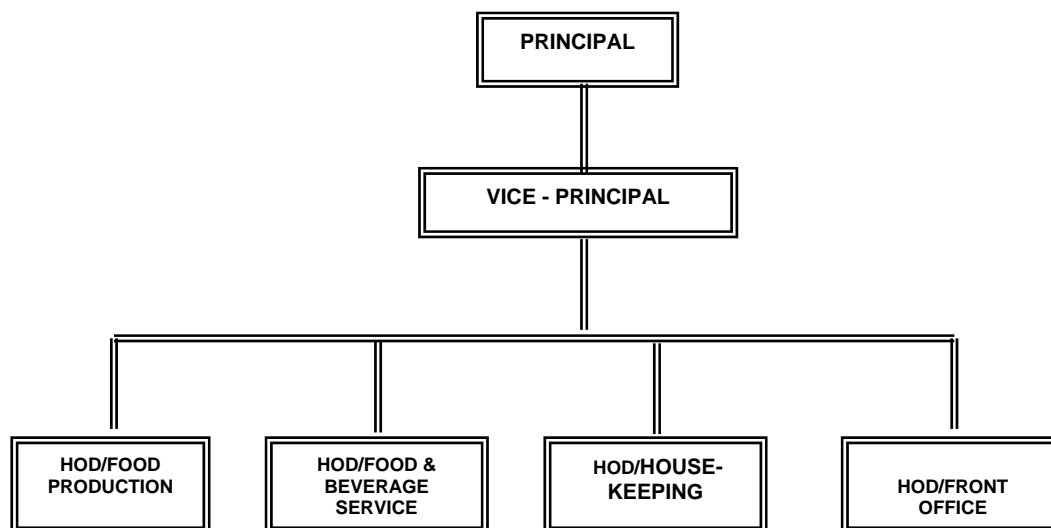
ii) Members of Academic Advisory Body

Sl. No.	Name	Position	Present Professional position	Address & Telephone No.
1.	Dr.G.Sidhardhan	Chairman,	Chairman and Eminent Academician	SBI Building, Manjalumoodu.PO, Kuzhithurai(via), Kanyakumari District.Dt046751-284445, 09443791399,
2	Smt.G.Chandralekha	Member	Managing Trustee	SBI Building, Manjalumoodu.PO, Kuzhithurai(via), Kanyakumari District.Dt046751-284445, 09443791399,
3	Prof. K.V.Marthandan	Member	Director	59/39, SLB South Street, R.V.Puram, Nagercoil - 629 001 Ph.No: 9443121053, 04652 – 235991 E-mail- kvmarthandan@sify.com
4	Dr. N. Rajan Nair	Member	Professor	'Neelima', ITI Junction, Trivandrum.
5	Mr. M.L. Anidharan	Member	Secretary, S.N. College, Puthoor, Kottarakkara.	Sree Narayana Health care Society, Sree Narayana Public School Campus, Kollam-691010, 0474-2713446.
6	Prof. K. Sasikumar	Member	Chairman, Sri. Buddha Engineering College, Puthoor, Kerala.	"Padmaragam", Mundakkal, Kollam-691 001 9360584991
7	Mr. Balaji Sidharth	Member	Animation Artist	S.B.I. Building, Manjalumoodu.P.O., Kuzhithurai(via), Kanyakumari Dist-629 151 Mob : 09486955017.
8	Mr. K. Balachandran	Member Secretary	Principal	'Karunalayam', Mancode, `Mancode.P.O., Kanyakumari Dist. Ph : 04651- 202145

III) Frequency of the Board Meetings and Academic Advisory Body

: Twice a year

ORGANISATION CHART AND PROCESS



All faculty members report to their respective HODs for the day-to-day activities, instructions, academic improvements etc.

MECHANISM/NORMS & PROCEDURE FOR DEMOCRATIC/GOOD GOVERNANCE

Weekly meeting of H.O.D.s with Principal/Chairman is conducted to improve teaching-learning process, ensure motivation and achieve higher academic standards. Under each faculty advisor, 20 students will be attached and the advisor oversees the performance of the students. For every student, an exclusive file is maintained which contains his/her academic achievement, attendance earned, test marks and other personal particulars. Once a month, Principal along with HOD and class advisor meets the students and review the progress and students are given Counseling wherever needed.

The Principal or the Chairman meets the students in the class and elicits their views on the working of the class. Each student is given a piece of paper in which he/she can give a feedback without revealing his/her name. This mechanism functions very well to the advantage of all the students in achieving good results and maintaining discipline.

Students feed back on Institutional Governance/faculty performance

In addition to the above open-ended feed back, structured feed back by the students are periodically taken in the enclosed proforma. Based upon the feed back corrective action is taken for setting right deficiencies

IV) Grievance redressal mechanism for faculty, staff and students

Compliance cum Redressal committee has been functioning in the College since inception. Grievances are thoroughly discussed by the Committee and remedial measures implemented. There is a complaints and suggestions box which can be used by students and staff. All complaints and suggestions are examined and remedies instituted without loss of time. The offices of the Principal, Director, Chairman, and Managing Trustee are always accessible to everybody and every complaint is redressed then and there.

V. PROGRAMMES:

Name of the programme approved by AICTE : 1. Under Graduate

Sl.No.	Course	AICTE Approved intake	Duration
1	H.M.C.T.	60	4 years

Placement Facilities:

We have already tied up with Taj Group of Hotels, Le – meridian, Leela Group, Choice Group of Hotels for the placement purpose in future.

VI) Faculty:

❖ Branch wise list of faculty members

Sl.No.	DEPARTMENT	Qualification	Designation
1	<u>Food Production</u> Mr. Moses Robin Jose	B.Sc., HM, MTM	H.O.D.
2	<u>Food and Beverage Service:</u> Mr. Pradeep. M.	BHM, MTM	H.O.D.
3	<u>House-Keeping</u> Mr. Manjunath. M.S.	BHM	H.O.D.
5	<u>Front Office</u> Mr. Ananth.C.S.	DHMCT/ MSc.HM	Lecturer
	<u>Others:</u>		
5	Mrs. Simi.S.S. (Nutrition & dietics)	M.Sc./M.Phil	Lecturer
6	Mrs. Manju.C.R. (Accounts)	M.Com.	Lecturer
7	Ms. Amutha (Computer Science)	B.E	Lecturer
8	Mr. Justus (English)	M.A. English	Professor

VII. PROFILE OF PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

1. Name : K. Balachandran
2. Date of Birth : 02.02.1951
3. Educational Qualifications : DHMCT, MA, MTM.
4. Work experience (In Detail):

AA) ACADEMIC : 4 Years : Principal, Siddhartha College of Catering and Hotel Management from 10.11.2004 onwards

- Principal, Siddhartha College of Catering, And Hotel Management. : 2004 onwards
- Manager (Catering) – Kongu Engineering College, Perundurai Tamilnadu : from 01.10.2001 to 05.07.2003
- Executive Steward – M/s Salem Steel Plant, Steel Authority of India : from 20.04.1981 to 30.09.2001 (Availed Voluntary Retirement)
- Officers Club-in-charge-M/s Indian Tobacco Company, Madras : from 01.11.1978 to 17.04.1981
- Steward/Store keeper/Front office/Administration Department – M/S Queen Hotel, Madras : from 1973-74 & 04.06.1976 to 20.06.1977

VIII. FEE

- ❖ Details of fee, as approved by State fee Committee, for the Institution. :
- ❖ Time schedule for payment of fee for the entire Programme :
- ❖ No. of Fee waivers granted with amount and name of student. :
- ❖ Number of scholarship offered by the institute, duration and amount :
- ❖ Criteria for fee waivers/scholarship :
- ❖ Estimated cost of Boarding and Lodging in Hostels. :

IX. ADMISSION

- ❖ Number of seats sanctioned with the year of approval : Kindly see the covering letter

Year of Approval	2002 – 03	2003-04	2004-05	2005 -06	2007-08
No.of Seats sanctioned	N.A.	-	60	60	Pending information in the Compliance Report

- ❖ Number of students admitted under various categories each year in the last three years.

Year – 2004 - 05						
Branch	NRI	Mgt	Single Window	Total	Transfer	Lateral Entry
All students admitted left the college after getting their fee since affiliation was pending.						
Grand Total					81	
Year – 2005 - 06						
Branch	NRI	Mgt	Single Window	Total	Transfer	Lateral Entry
All students admitted left the college after getting their fee since affiliation was pending.						
Year – 2006 - 07						
Branch	NRI	Mgt	Single Window	Total	Transfer	Lateral Entry
All students admitted left the college after getting their fee since affiliation was pending.						

- ❖ Number of applications received during last two years for admission under Management Quota and number admitted.

Applications Received	Number Admitted
N.A.	

X. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).

Applicants directly submit admission forms and they are selected based on +2 (Higher secondary) Marks. There is no entrance test or counseling in existence since this was only college in Tamilnadu.

- ❖ Number of seats allotted to different Test Qualified candidates separately [AIEEE/CET (State conducted test/University tests)/Association conducted test)

- ❖ Calendar for admission against management/vacant seats:

- Last date for request for applications. : N/A
- Last date for submission of application. :
- Dates for announcing final results. :
- Release of admission list (main list and waiting list should be announced on the same day) :
- Date for acceptance by the candidate (time should in no case be less than 15 days) :
- Last date for closing of admission. :
- Starting of the Academic session. :

The waiting list should be activated only on the expiry of date of main list. The policy of refund of the fee, in case of withdrawal, should be clearly notified. We refund all the fee on withdrawal after a reduction of Rs.2,000/-for admission costs and pro rata based on time studied.

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc. :

Mention the minimum level of acceptance, if any :

- ❖ Mention the cut-off levels of percentage & Percentile scores of the candidates in the admission test for the last three years } As per the AICTE norms – pass in +2

Display marks scored in Test etc. and in aggregate for all candidates who were admitted. N/A