

## **Mandatory Disclosure:**

### **1. Name of the Institution**

Shri Shankaracharya Institute of Professional Studies,  
Old Dhamtari Road, Vill- Mujgahan, P.O.- Sejbahar, Raipur, CG.-492015  
Phone No.- 0771-3501640, 0771-2772989  
Email: [raipurssips@gmail.com](mailto:raipurssips@gmail.com)

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

Shri Gangajali Education Society,  
C/o Laxmi Narayan Temple Complex,  
Sector-6, Bhilai, Distt- Durg, C.G.  
Email: [presidentoffice@ssgi.edu.in](mailto:presidentoffice@ssgi.edu.in)

S. No.	Name	Email Id	Designation	Address/Mobile No.
1	Shri I.P.Mishra	<a href="mailto:presidentoffice@ssgi.edu.in">presidentoffice@ssgi.edu.in</a>	Chairman	27/9, Nehru Nagar (W), Bhilai
2	Mrs. Jaya Mishra	<a href="mailto:vp@sge.ac.in">vp@sge.ac.in</a>	President	45/13, Nehru Nagar (W), Bhilai
3.	Shri Vijay Kumar Gupta	<a href="mailto:vijay.gupta@beekaycorp.com">vijay.gupta@beekaycorp.com</a>	Exe. Com. Member	53, Nehru Nagar Old, Bhilai
4.	Shri Nishant Tripathi	<a href="mailto:nishant.ssipmt@gmail.com">nishant.ssipmt@gmail.com</a>	Secretary	77-14, Nehru Nagar(E), Bhilai
5.	Smt. Savita Mishra	-	Joint Secretary	27/9, Nehru Nagar (W), Bhilai
6.	Dr. Deepak Sharma	<a href="mailto:ssiet@gmail.com">ssiet@gmail.com</a>	Treasurer	47/6, Nehru Nagar €, Bhilai

### **3. Name and address of the Principal**

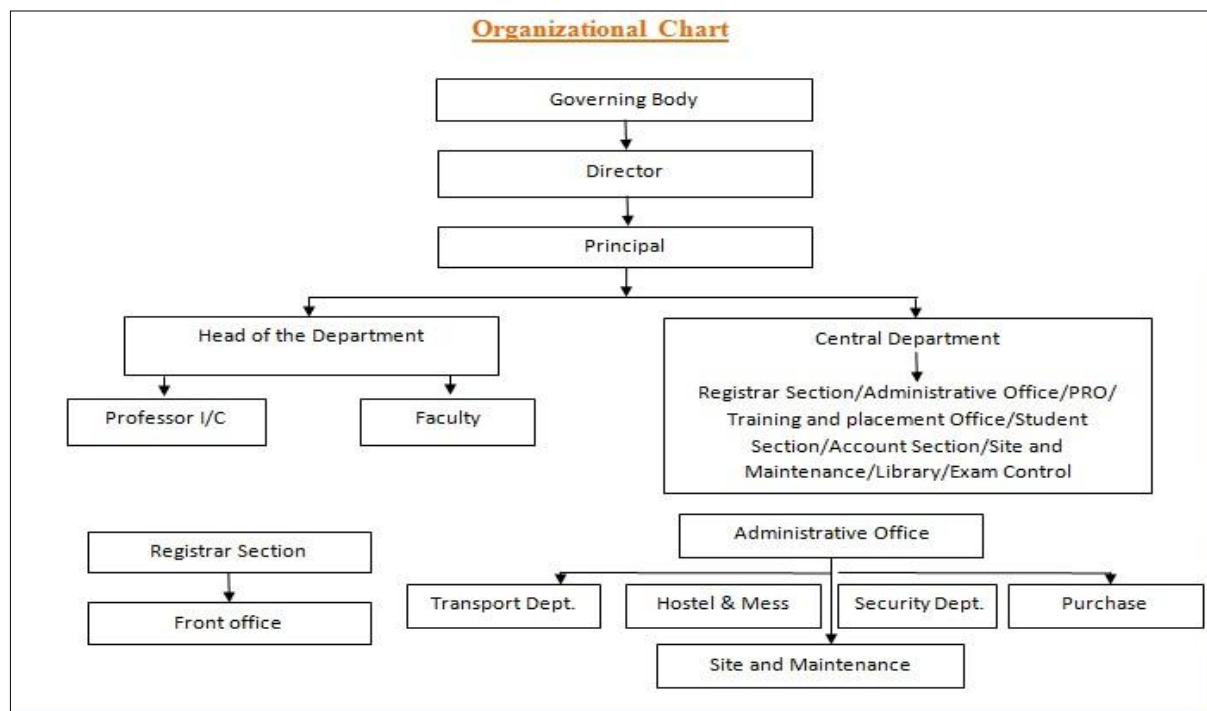
Dr. Manoj Sharma  
Plot No. - C-59, Street- 15, Smriti Nagar,  
Motilal Nehru Nagar, Bhilai, C.G.-490020  
Email- [principal@ssipsraipur.in](mailto:principal@ssipsraipur.in)

### **4. Name of the affiliating University**

Pandit Ravishankar Shukla University,  
Amanaka G.E.Road, Raipur, C.G. – 492010

### **5. Governance**

#### **i. Organizational Chart**



## **ii. Grievance Redressal Mechanism for Faculty, Staff and Students**

This cell has been established with the aim of providing employees with an easy and accessible mechanism for the prompt resolution of their day-to-day grievances.

Grievance Procedure for Redressal:

The grievance procedure for addressing employee complaints is outlined as follows:

Complaints affecting one or more individual workers in the following areas:

- Salary
- Overtime allowance payment
- Promotion
- Increments
- Leave
- Seniority
- Work assignment
- Working conditions
- Working hours
- Workload
- Training
- Settlement of terminal benefits

Complaints affecting one or more students in the following areas:

- Course Content
- Faculty Behavior
- Unfair Assessment
- Classroom Environment

- Fee-related Issues
- Disciplinary Actions
- Hostel/Mess Facilities
- Safety Concerns
- Cafeteria Meal Quality
- Lack of Extracurricular Activities
- Inadequate Guidance

### **Stages for Redressal of Grievances:**

- i. First Stage (Section/Department Level): The aggrieved employee/student may submit their grievance either in person or in writing to the concerned officer in the department. The grievance will be acknowledged, and a written reply will be provided to the employee by the officer/HoD within 15 days.
- ii. Second Stage (Administration Level):\_If the employee/student is not satisfied with the response at the first stage, they may request the officer/HoD to forward their grievance to the grievance committee at the Administration level. The committee will comprise the following members:

- Concerned Head of the Department (HoD)
- Vice Principal
- Chief Coordinator (Academics)
- Principal

Any two of the members (besides the concerned HoD) will address the grievance. The grievance committee's recommendations will be communicated to the concerned employee within 15 days. A copy of the meeting minutes will also be provided to the employee.

- iii. Third Stage (Academic and Staff Affairs Committee): If the employee/student is still dissatisfied with the outcome from the grievance committee, they may escalate the matter to the Management's Staff Affairs Committee. At this stage, the grievance will be forwarded to the Secretary of the management committee, who will attempt to resolve the issue. If the matter cannot be resolved at this level, it will be forwarded to the Staff Affairs Committee by the Secretary. The grievance will be addressed at the next meeting of the Staff Affairs Committee, which typically occurs once every three months.
- iv. Final Stage (Executive Committee of the Management): If the employee/students remains unsatisfied with the decision of the Staff Affairs Committee, the issue may be escalated to the Executive Committee of the Management, solely at the discretion of the Secretary.

Note: All officers are encouraged to make their best efforts to promptly and thoroughly address the genuine grievances submitted by employees at each stage.

### iii. Establishment of Anti Ragging Committee



**Shri Shankaracharya  
Institute of Professional Studies**  
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Affiliated to AICTE, New Delhi  
Approved By Dept. of Higher Education, Govt. of Chhattisgarh  
Affiliated to Pt. Ravishankar Shukla University, Raipur



**SSIPS/PR/2024/310****Date: 29/06/2024**

**Anti-Ragging Committee Formation**

An Anti-ragging committee for students has been formed with the following faculties, staff members and students Representatives for the academic year 2024-25 as per directives of IQAC. The committee will act as usual in the college. The members of the committee are:

Sl. No	Name of Anti-Ragging Committee Member	Department	Designation	Mob. No.	Email Id
1.	Dr. Manoj Sharma	Principal, SSIPS	Chairman	7000976088	principal@ssipsraipur.in
2.	Mr. A.P. Tripathi	ASI	Member	8770895335	tripathiap102@gmail.com
3.	Mr. Manish Saharan	Local Media	Member	9826122213	m.saharan123@gmail.com
4.	Dr. Amba Sethi	NGO	Member	9340581053	amba.sethi@gmail.com
5.	Ms. Sandhya Bhattacharya	Head of Computer Science Dept.	Member	8839513647	sandhya.bhattacharya@ssipsraipur.in
6.	Ms. Priya Nanwani	Head of Science Dept.	Member	9993259771	priyasingh@ssipsraipur.in
7.	Dr. Aparajita Joy Nandi	Asst. Professor, Humanities	Member	9009449950	aparajitajoy@ssipsraipur.in
8.	Mr. Churaman Sahu	Non Teaching staff	Member	6263496707	churamansahu@ssipsraipur.in
10.	Mr. Bhupendra Sahu	Non Teaching staff	Member	9754078082	bhupendrassips@ssipsraipur.in
11.	Mr. Mohan Sahu	Parent of Student	Member	7589847860	sahumohan7@gmail.com
12.	Mr. Ajay Awadhya	Parent of Student	Member	7697609000	awadhyaajay@gmail.com
13.	Abhay Bajpai	Student Representatives	Member	6266464788	bajpai.abhay1@gmail.com
14.	Raman Singh	Student Representatives	Member	7898641278	raman01singh@gmail.com

  
**(Dr. Manoj Sharma)**  
**Principal**

CC to:

1. All Heads : for kind information & NA
2. Members : for kind information & NA
3. IQAC : for kind information & NA
4. Registrar : for kind information & NA

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iv. Establishment of Online Grievance Redressal Mechanism

v. Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University

vi. Establishment of Internal Committee (IC)

vii. Establishment of Committee for SC/ST



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SSIPS/PR/2024/313

Date: 15/07/2024

**Office Order**

**SC & ST Committee for the Academic Session 2024-25**

As per AICTE guidelines, the committee for SC/ST is formed in the institute, for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, the SC & ST Committee is formed in the institution for the session 2024-25.

In case of any grievance in this regard, students can approach the committee for Redressal. The committee will suggest measures to prevent atrocities, if any against the members of SC/ST students in college and to ensure the feeling of security amongst them as per the provisions in the said act. The members of the committee are:

Sl. No.	Name of SC/ST Committee Member	Designation	Position	Mob. No.	Email
1.	Dr. Manoj Sharma	Principal, SSIPS	Chairman	9893065473	principal@ssipsraipur.in
2.	Mr. Shubham Dewangan	Assistant Professor	Member	8659940160	shubhamdewangan@ssipsraipur.in
3.	Mr. Bhavesh Vishwakarma	Assistant Professor	Member	7987178067	bhaveshvishwakarma@ssipsraipur.in
4.	Ms. Tulasi Sen	Assistant Professor	Member	8305804259	tulasisen@ssipsraipur.in
5.	Bhupesh Banjare	Student	Member	6265587401	banjareymanik@gmail.com
6.	Ekta Dhruw	Student	Member	8827360439	dhruwekta62@gmail.com

  
**Dr. Manoj Sharma**  
Principal, SSIPS

CC to:  
1. All Heads : for kind information & NA  
2. Members : for kind information & NA  
3. IQAC : for kind information & NA  
4. Registrar : for kind information & NA

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vii. Internal Quality Assurance Cell

viii. Equal Opportunity Facilities Cell

