

GOVERNMENT OF ANDHRA PRADESH
Directorate of Technical Education

GOVERNMENT POLYTECHNIC RAJAMPETA

COMPREHENSIVE RULES AND REGULATIONS OF THE INSTITUTE

INSTITUTE DETAILS	
Established	1981
Affiliation	State Board of Technical Education & Training (SBTET), Andhra Pradesh
Approved by	All India Council for Technical Education (AICTE)
Location	Rajampeta, YSR Kadapa District, Andhra Pradesh – 516 115
Contact	principal_gprrjp@apcfss.in

Academic Year 2024–25 (Updated Edition)

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1. VISION, MISSION & OBJECTIVES

1.1 Vision

To be a centre of excellence in technical education, producing competent, ethical and industry-ready diploma technicians who contribute meaningfully to the socio-economic development of Andhra Pradesh and the nation.

1.2 Mission

- To impart quality technical education aligned with industry requirements through effective teaching-learning practices.
- To inculcate discipline, professional ethics, and team spirit among students and staff.
- To foster innovation, entrepreneurship, and research culture at the diploma level.
- To provide equitable access to quality technical education to students from rural and underprivileged backgrounds.
- To establish strong linkages with industries, alumni, and professional bodies for continuous improvement.

1.3 Core Objectives

1. Provide sound theoretical knowledge and practical skill in each branch of engineering technology.
2. Develop communication, problem-solving and leadership competencies among students.
3. Ensure compliance with AICTE, SBTET-AP and State Government guidelines at all times.
4. Maintain transparency, accountability and good governance in all institutional activities.
5. Continuously improve academic performance through regular feedback and quality audits.

1.4 Quality Policy

Government Polytechnic, Rajampeta is committed to the continuous improvement of its educational processes, infrastructure and student support services in compliance with AICTE norms, SBTET-AP regulations, and State Government directives, with the aim of producing highly competent diploma engineers.

2. ADMINISTRATIVE STRUCTURE

2.1 Governing Body

The Institute is governed under the Directorate of Technical Education (DoTE), Government of Andhra Pradesh. The Principal is the administrative and academic head of the institution.

2.2 Key Positions

Position	Responsibilities	Reports To
Principal	Overall academic & administrative head; implementing DoTE policies; budget control	Director of Technical Education
Vice Principal	Academic coordination, timetable management, student affairs	Principal
Head of Department (HOD)	Departmental administration, faculty supervision, curriculum delivery	Principal / Vice Principal
Senior Lecturer / Lecturer	Teaching, laboratory supervision, student mentoring, record maintenance	HOD
Office Superintendent	Administrative correspondence, establishment matters, accounts	Principal
Junior Assistant / Typist	Office records, typing, filing, correspondence dispatch	Office Superintendent
Lab Technician / Instructor	Lab maintenance, practical classes, equipment upkeep	HOD
Librarian	Library administration, issue/return of books, digital resources	Principal / Vice Principal
Physical Director	Sports activities, physical fitness programmes, sports records	Principal

2.3 Committees & Cells

- Anti-Ragging Committee & Squad
- Internal Complaints Committee (ICC) – Prevention of Sexual Harassment
- Grievance Redressal Cell
- Students' Welfare Committee
- Academic Monitoring Committee
- Placement & Training Cell
- Industry-Institute Interaction Cell (III Cell)
- Library Advisory Committee
- Sports & Cultural Committee
- NSS / NCC Units

3. ADMISSIONS – ELIGIBILITY & PROCEDURES

3.1 Governing Authority

All admissions to Government Polytechnic, Rajampeta are conducted by the Andhra Pradesh State Council of Higher Education (APSCHE) / concerned admitting authority under the supervision of the Directorate of Technical Education (DoTE), Andhra Pradesh, in accordance with the rules notified each year.

3.2 Eligibility Criteria

3.2.1 Regular Diploma (First Year)

- Pass in SSC / Class X or equivalent with Mathematics and Science as compulsory subjects.
- Minimum 35% aggregate marks in qualifying examination (relaxation as per Government norms for SC/ST/BC/EWS candidates).
- Must be a resident/domicile of Andhra Pradesh (Local/Non-Local categories as applicable).
- Age: No upper age limit as per AICTE norms; minimum age 14 years.

3.2.2 Lateral Entry (Second Year)

- Pass in ITI (relevant trade) from an NCVT/SCVT recognised institution with minimum 60% marks.
- SSC pass with 45% aggregate in Mathematics and Science.
- Subject to availability of seats in the second year of the relevant branch.

3.3 Reservation of Seats

Seats are reserved as per G.O.Ms. issued by the Government of Andhra Pradesh from time to time. The current reservations are as follows:

Category	Reservation (%)	
Scheduled Caste (SC)	15%	
Scheduled Tribe (ST)	6%	
Backward Classes (BC) – A, B, C, D, E	29%	
Economically Weaker Section (EWS)	10%	
Physically Handicapped (PH / Divyangjan)	3% (Horizontal)	
NCC – Outstanding Sports Persons	As per G.O.	
Open Merit / Unreserved	Balance seats	

3.4 Admission Procedure

6. Candidates must register on the official POLYCET / AP Polytechnic Admission portal.
7. Web counselling shall be conducted as per schedule published by APSCHE / DoTE.
8. Selected candidates must report to the institution within the stipulated reporting date along with all original documents.
9. Documents required: SSC Memo, Transfer Certificate, Caste Certificate, Income Certificate, Aadhaar Card, Residence proof, Recent photographs, and any other as notified.

10. Failure to report within the deadline will result in forfeiture of the allotted seat.
11. Admissions are subject to verification of original documents and payment of prescribed fees.

3.5 Cancellation & Refund

- Cancellation of admission must be requested in writing to the Principal within the notified withdrawal schedule.
- Fees shall be refunded as per AICTE / DoTE refund policy in force.
- Transfer Certificate will be issued within 7 working days of formal approval of cancellation.

4. DEPARTMENTS & PROGRAMMES OFFERED

4.1 Approved Branches

Government Polytechnic, Rajampeta offers the following AICTE-approved Diploma programmes (3-year / 6-semester duration):

S.No	Programme / Branch	Abbreviation	Intake	Duration
1	Civil Engineering	CE	60	3 Years
2	Mechanical Engineering	ME	60	3 Years
3	Electrical & Electronics Engineering	EEE	60	3 Years
4	Electronics & Communication Engineering	ECE	60	3 Years
5	Computer Engineering	CSE	60	3 Years
6	Chemical Engineering	CHE	30	3 Years

4.2 Common First Year Subjects

- Engineering Mathematics
- Engineering Physics
- Engineering Chemistry
- Engineering Drawing
- English & Communication Skills
- Basic Workshop Practice
- Basic Electrical & Electronics Engineering

5. ACADEMIC REGULATIONS

5.1 Curriculum Framework

The academic curriculum is prescribed by the State Board of Technical Education & Training (SBTET), Andhra Pradesh. All teaching, practical, and project work shall be conducted in accordance with the latest SBTET-AP scheme and syllabi.

5.2 Academic Calendar

- The academic year comprises two semesters (Odd and Even), generally commencing in July–August and January–February respectively.
- The Academic Calendar is prepared and notified at the beginning of each academic year by the Principal, in alignment with the SBTET calendar.
- Minimum 90 working days (exclusive of examinations) per semester shall be ensured.

5.3 Timetable & Teaching

- The timetable is prepared by the Vice Principal / Time-Table Committee and displayed on the notice boards and the Institute website.
- Each class period shall be of 50 minutes duration.
- Subject teachers are responsible for completing the prescribed syllabus within the semester.
- Lab classes shall be conducted in batches as per the approved batch strength norms.
- Students must bring the required materials (drawing instruments, lab manuals, calculators) as instructed.

5.4 Internal Assessment & Records

- Internal assessment marks are awarded for each subject as per SBTET norms (typically 20–30 marks internal).
- Internal marks are based on mid-term tests, assignments, seminars, and practical performance.
- A minimum of two Mid-Term Examinations (MTE) shall be conducted per semester.
- Lab records, observation books, and project reports must be submitted regularly.
- Students who fail to appear in internal tests / submit records will be awarded zero in those components.

5.5 Project Work & Industrial Training

- Final-year students must undertake a Project Work approved by the concerned HOD.
- Industrial Training / In-plant Training of minimum 4 weeks must be completed as prescribed in the curriculum.
- Training reports and project reports must be submitted within prescribed deadlines.
- Students must obtain prior permission from the Principal before proceeding for industrial training.

5.6 Promotion Rules (C-18 / C-20 Scheme)

Promotion from one semester to the next is governed by the SBTET-AP scheme regulations. The key provisions are:

12. A student failing in more than 2 subjects (Theory) in a semester may be detained from promotion to the next semester.
13. Practical failures carry separate promotion criteria as per scheme.
14. Students detained on grounds of shortage of attendance cannot appear in the semester-end examinations.
15. Specific promotion rules under C-18 / C-20 Scheme shall be followed as notified by SBTET-AP.

6. ATTENDANCE POLICY

MANDATORY ATTENDANCE REQUIREMENT: Students must maintain a minimum of 75% attendance in each subject (Theory and Practical separately) to be eligible to appear in Semester End Examinations (SEE).

Shortage of attendance is treated as a serious academic irregularity.

6.1 Attendance Norms

- Attendance is calculated separately for Theory and Practical classes in each subject.
- Daily attendance is recorded by the subject teacher at the commencement of each period.
- The cumulative attendance report is published on the notice board fortnightly.
- Attendance registers are official records and any tampering is a disciplinary offence.

6.2 Condonation of Shortage

Students falling below 75% but at or above 65% may apply for condonation of attendance shortage, subject to the following conditions:

16. Genuine medical reasons (hospitalisation, serious illness) duly certified by a registered Medical Officer.
17. Participation in sports events, cultural activities, or NCC/NSS camps authorised by the Principal.
18. Family emergencies (death of immediate family member) supported by documentary evidence.
19. The application for condonation must be submitted to the HOD within 7 days of rejoining.
20. The Principal's decision on condonation is final.

6.3 Consequences of Attendance Shortage

- Students with less than 65% attendance will NOT be granted condonation under any circumstances.
- Such students will be detained and will not be permitted to appear in the Semester End Examination.
- They will be required to repeat the semester in the subsequent academic year.
- Parents/guardians will be notified in writing when the student's attendance falls below 80%.

6.4 Procedure for Leave

21. Students seeking leave must submit a leave application to the HOD / class teacher in advance, or within 3 days of rejoining in case of emergency leave.
22. Medical leave beyond 3 days requires a Medical Certificate from a Registered Medical Practitioner.
23. Leave is not a right and may be refused in the interest of academics.
24. On-duty (OD) permission is granted for participation in approved institutional or inter-institutional activities.

7. EXAMINATION & ASSESSMENT RULES

7.1 Examination Structure

Examinations are conducted at two levels: Internal Assessment (conducted by the Institute) and Semester End Examinations (SEE) conducted by SBTET-AP.

Component	Marks (Theory)	Marks (Practical)	Pass Marks
Internal Assessment (MTE + Assignments)	30	50	As per SBTET
Semester End Examination (SBTET)	70	50	35% in each
Total	100	100	Pass in both

7.2 Examination Hall Conduct

25. Students must carry their Hall Ticket / Admit Card, a valid ID proof and necessary stationery.
26. Students must report to the examination hall at least 15 minutes before the commencement of examination.
27. Use of mobile phones, smart watches, programmable calculators or any electronic communication device is strictly PROHIBITED inside the examination hall.
28. Students must not communicate with each other or share answer sheets, drawing materials or stationery.
29. Malpractice, copying, impersonation or possession of unauthorised material will result in cancellation of examination and disciplinary action.
30. Students must write their Roll Number, Hall Ticket Number and subject code on all answer sheets.
31. After the examination, answer sheets must be handed to the invigilator before leaving the hall.
32. Students may not leave the examination hall before 30 minutes of the examination commencement.

7.3 Malpractice & Unfair Means

Cases of malpractice detected during or after the examination will be referred to the SBTET-AP Malpractice Enquiry Committee. Penalties range from cancellation of the paper to debarment from examinations as prescribed by SBTET-AP.

7.4 Re-examination / Supplementary Examinations

- SBTET-AP conducts Supplementary (Back Paper) Examinations for students who have failed in Semester End Examinations.
- Students may appear in supplementary examinations for individual subjects without attending regular classes, subject to SBTET rules.
- The number of attempts permitted is governed by the scheme regulations.

7.5 Revaluation & Grievance Redressal

- Students who are aggrieved by their Semester End Examination results may apply for Revaluation to SBTET-AP within the stipulated period.
- The revaluation application and fee shall be submitted through the Institution.
- The decision of the SBTET-AP Revaluation Committee shall be final.

8. FEES, SCHOLARSHIPS & FINANCIAL ASSISTANCE

8.1 Fee Structure

The fee structure is determined by the Government of Andhra Pradesh / Fee Regulatory Committee and is revised periodically. Current fees are as notified by the Government for the academic year and displayed on the notice board.

Fee Component	SC/ST/BC (₹)	
Tuition Fee	Reimbursed by Govt.	As notified
Special Fee (Sports, Library, Laboratory, etc.)	As per G.O.	As per G.O.
Examination Fee (SBTET)	As per SBTET	As per SBTET
Hostel Fee (if availing hostel)	Nominal charges	Nominal charges

8.2 Fee Reimbursement Scheme

- Students belonging to SC, ST, BC, EWS and Minorities are eligible for Government Fee Reimbursement under the Jai Bhavitha / MANA OORU MANA BADI schemes as applicable.
- Eligible students must apply online through the dedicated portals before the prescribed last date.
- Students must ensure their Aadhaar, bank account, income certificate, and caste certificate are up to date for seamless processing.
- Fee reimbursement is subject to regular attendance (minimum 75%) and satisfactory academic progress.

8.3 Scholarships & Financial Aid

- Post-Matric Scholarship (Central & State) for SC/ST/BC/EWS students.
- National Scholarship Portal (NSP) scholarships for eligible categories.
- Merit Scholarship for top-ranking students as per DoTE norms.
- The Students Welfare Committee assists deserving students in accessing government welfare schemes.

9. STUDENT CONDUCT & DISCIPLINE

9.1 General Code of Conduct

Every student of Government Polytechnic, Rajampeta is expected to conduct themselves with dignity, respect and responsibility at all times — within the campus, during industrial visits, examinations, and at any institution-related activities outside the campus.

9.2 Expected Behaviour

- Students shall show respect to all teaching and non-teaching staff and address them appropriately.
- Students shall treat fellow students and all visitors with courtesy and dignity, irrespective of gender, caste, religion, region or economic background.
- Students shall maintain cleanliness and hygiene within the campus and shall not litter.
- Students shall not smoke, consume tobacco products, alcohol or any narcotic substance within or in the vicinity of the campus.
- Use of mobile phones is restricted inside classrooms, laboratories, library and examination halls. Phones must be kept on silent mode within the campus.
- Students shall enter and exit classes in an orderly manner.
- Students shall wear the prescribed uniform / dress code during working days.
- Students shall not damage or misuse any property or equipment belonging to the Institute.

9.3 Dress Code

- Boys: Light blue / cream formal shirt, dark trousers, formal shoes.
- Girls: Prescribed salwar kameez (as notified) or saree; formal footwear.
- Identity Cards must be worn visibly at all times within the campus.
- Wearing untidy, torn, or revealing clothing is not permitted.

9.4 Prohibited Activities

- Ragging in any form – physical, psychological, verbal or online – is strictly prohibited and is a criminal offence under AP Prohibition of Ragging Act.
- Organising or participating in strikes, boycotts, dharnas or demonstrations within the campus without prior written permission.
- Posting or distributing material of a political, communal, or obscene nature.
- Entering restricted areas (Principal's office, staff rooms, server rooms) without authorisation.
- Possessing or using weapons of any kind within the campus.
- Gambling, betting or engaging in any illegal activity.
- Misusing social media to defame the Institution, staff or fellow students.

9.5 Disciplinary Procedure

33. Complaints / incidents are reported to the HOD or directly to the Principal.
34. An Enquiry Committee will be constituted if warranted.
35. The student shall be given an opportunity to present their case (Principles of Natural Justice).
36. Penalties may include written warning, fine, suspension from classes, withholding of hall ticket, rustication or expulsion, depending on the severity of the offence.

37. Parents/guardians shall be informed of all disciplinary proceedings.
38. Appeals against disciplinary orders may be made to the Principal within 7 days; the decision of the Principal (and DoTE, if escalated) shall be final.

10. CODE OF ETHICS & ANTI-RAGGING POLICY

ZERO TOLERANCE POLICY: Government Polytechnic, Rajampeta maintains absolute zero tolerance towards ragging. Any act of ragging, whether on-campus or off-campus, will attract legal action under UGC Regulations on Curbing the Menace of Ragging and the AP Prohibition of Ragging Act.

10.1 Definition of Ragging

Ragging includes any act of physical or mental abuse or harassment of a junior student by a senior student, including teasing, verbal abuse, threatening, abusing, causing indignity, causing bodily harm, or undertaking acts that cause fear, shame, humiliation, embarrassment or distress to the victim.

10.2 Anti-Ragging Measures

- Anti-Ragging Committee and Anti-Ragging Squad are duly constituted every academic year.
- Affidavit against ragging must be submitted by every student and parent/guardian at the time of admission.
- CCTV surveillance is operational in all key areas of the campus.
- Ragging Helpline: 1800-180-5522 (Toll Free, UGC).
- All complaints shall be treated confidentially and reported to the Anti-Ragging Committee within 24 hours.

10.3 Professional Ethics

- Students must maintain academic honesty and integrity in all academic activities.
- Plagiarism, copying, fabrication of data and submission of others' work as one's own is prohibited.
- Students and staff must uphold the values of honesty, fairness, respect and responsibility.

10.4 Prevention of Sexual Harassment (POSH)

- The Internal Complaints Committee (ICC) constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Any complaint of sexual harassment must be submitted in writing to the ICC Chairperson.
- Complaints shall be investigated and resolved within 90 days as per the Act.
- Victimisation or retaliation against complainants is prohibited.

11. LIBRARY RULES & REGULATIONS

11.1 Library Timings

- Working Days: 8:30 AM to 5:30 PM
- Library remains accessible during semester end examination preparation periods from 7:30 AM to 7:00 PM (as notified).

11.2 Membership & Book Borrowing

- All students are entitled to a Library Card on payment of prescribed refundable library deposit.
- Students may borrow up to 2 books at a time for a period of 7 days (renewable once if not reserved).
- Staff members may borrow up to 5 books for 30 days.
- Reference books, journals, periodicals and bound volumes shall NOT be issued for home use.

11.3 Rules for Library Use

39. Maintain absolute silence inside the library.
40. Mobile phones must be switched off or kept on silent mode inside the library.
41. Personal bags must be deposited at the bag counter before entering.
42. Food, beverages and tobacco products are strictly not allowed inside the library.
43. Books must be handled with care. Any damage to books will be charged at twice the current price.
44. Lost books must be replaced with the same edition or the cost (twice the current price) must be paid.
45. Library cards are non-transferable.
46. Students must return all borrowed books before obtaining Transfer Certificates, No Dues, or Hall Tickets.

11.4 Digital Resources

- DELNET, e-journals and digital library resources are available on the campus LAN.
- Internet facility in the library is for academic and research use only.

12. HOSTEL RULES & REGULATIONS

12.1 Eligibility & Allotment

- Hostel accommodation is available to eligible students on the basis of merit-cum-need and availability of rooms.
- Priority shall be given to SC/ST/BC students and students from distant locations.
- Allotment is made by the Hostel Warden / Hostel Committee at the beginning of each academic year.

12.2 Hostel Timing

Activity	Timing
Lights On / Wake Up	5:30 AM
Morning Study Hours	6:00 AM – 7:30 AM
Breakfast	7:30 AM – 8:30 AM
College Hours	8:45 AM – 5:00 PM
Evening Study / Self-Study	7:00 PM – 9:30 PM
Dinner	7:30 PM – 8:30 PM
Hostel Gate Closing	9:00 PM
Lights Off / Bed Time	10:30 PM

12.3 Rules for Hostel Residents

47. Residents must carry their Identity Cards at all times.
48. Students must sign the attendance register maintained by the Warden.
49. Visitors (including parents) are permitted only in the designated visitor area during visiting hours (4:00 PM – 6:00 PM on working days).
50. Absence from hostel overnight requires prior written permission from the Warden, countersigned by the Principal, along with a written request from the parent/guardian.
51. Possession or consumption of alcohol, tobacco, drugs or any intoxicant is strictly prohibited.
52. Playing loud music, quarrelling, making noise or indulging in any activity that disturbs the peace of the hostel is prohibited.
53. Students shall maintain their rooms clean and tidy.
54. Electrical appliances other than those permitted by the Warden shall not be used.
55. Misuse or damage to hostel property shall be charged to the concerned student.
56. Any grievance related to hostel administration must be reported to the Warden; escalation to the Principal is available.

12.4 Mess & Catering

- Hostel mess is managed by the Hostel Welfare Committee / contracted mess operator under the supervision of the Warden.
- Students must provide advance notice of absence from mess to avoid food wastage.

- Any grievance regarding food quality shall be reported to the Warden.

13. SPORTS, CULTURAL & EXTRACURRICULAR ACTIVITIES

13.1 Sports

- The Institute promotes all major indoor and outdoor sports: Cricket, Football, Volleyball, Kabaddi, Kho-Kho, Athletics, Badminton, Chess, Carrom, Table Tennis.
- Annual Sports Day is conducted every year. Students with outstanding sports performance are awarded certificates and medals.
- Students representing the Institute in inter-polytechnic or state-level competitions shall be granted On-Duty leave.
- The Physical Director maintains the sports equipment register and ensures proper upkeep of the sports facilities.

13.2 NSS (National Service Scheme)

- NSS Unit is actively functional at the Institute.
- Students enrolled in NSS shall complete a minimum of 240 hours of service activities.
- NSS camps, blood donation drives, swachh bharat activities, and awareness programmes are conducted regularly.
- NSS credit shall be considered in scholarship and benefit applications.

13.3 NCC (National Cadet Corps)

- Students eligible under NCC norms may apply to join the NCC unit attached to the Institution.
- NCC membership is an asset for government service recruitment and sports quota admissions.

13.4 Cultural Activities

- Annual Cultural Fest / College Day is organised, showcasing dance, music, drama, debates, and technical competitions.
- Technical symposia, exhibitions, and project presentations are organized at department and inter-college levels.
- Student clubs (Technical Club, Literary Club, Environmental Club, Women's Cell) are encouraged.

14. GRIEVANCE REDRESSAL MECHANISM

14.1 Student Grievance Redressal Cell

The Institute has a Student Grievance Redressal Cell (SGRC) as per AICTE / UGC guidelines. The Cell deals with academic, non-academic, and infrastructure-related grievances of students.

14.2 Grievance Submission Process

57. Student submits written complaint in the Grievance Register maintained in the Principal's office or online via the Institute portal.
58. Complaint is acknowledged within 3 working days.
59. The SGRC convenes a hearing within 10 working days of receipt.
60. Resolution is communicated to the student in writing within 21 days.
61. If not satisfied, the student may escalate to the DoTE or AICTE Online Grievance Portal (<https://grievance.aicte-india.org>).

14.3 Important Contacts for Grievances

Principal, GPT Rajampeta: principal_gptrjp@apcfss.in
Directorate of Technical Education, AP: www.apsche.ap.gov.in
AICTE Grievance Portal: <https://grievance.aicte-india.org>
Anti-Ragging Helpline: 1800-180-5522
POSH / ICC: Contact ICC Chairperson through Principal's office

15. SAFETY, HEALTH & WELFARE MEASURES

15.1 Campus Safety

- CCTV surveillance covers all entry/exit points, corridors, labs and common areas.
- Security personnel are deployed at the campus gate 24x7.
- Fire extinguishers are installed in all laboratories, workshops, library and server rooms.
- Regular fire safety drills are conducted at least once per semester.
- Electrical safety audits are conducted periodically.

15.2 Laboratory Safety

- Students must follow all safety instructions posted in laboratories before commencing any experiment.
- Personal protective equipment (PPE) – safety goggles, gloves, lab coats – must be worn as applicable.
- Students must not operate any equipment without the presence of a staff member or lab instructor.
- Any accident or near-miss incident must be immediately reported to the lab instructor and HOD.
- First Aid kits are available in all laboratories.

15.3 Medical Facilities

- Basic First Aid facility is available on campus.
- The nearest government hospital (Government Area Hospital / District Hospital) is accessible from the campus.
- Students with chronic medical conditions must inform the institution at the time of admission.

15.4 Women's Safety

- Internal Complaints Committee (ICC) is functional as per POSH Act.
- Ladies' common rooms and rest areas are separately maintained.
- Women students' grievances shall be addressed with priority and utmost confidentiality.

16. STAFF – DUTIES, RESPONSIBILITIES & SERVICE RULES

16.1 General Obligations of All Staff

- All staff shall discharge their duties honestly, diligently and in accordance with the Andhra Pradesh State and Subordinate Services Rules, 1996 and relevant service regulations.
- Punctuality is mandatory. Attendance is recorded through the biometric system.
- Staff shall maintain decorum, professional conduct and dignity of the institution at all times.
- Staff shall not accept gifts, cash or any kind of gratification from students, parents or contractors.
- Confidentiality of examination papers, internal marks and service records must be maintained.

16.2 Duties of the Principal

- 62. Overall administration, academic supervision and implementation of Government policies.
- 63. Ensure AICTE norms and SBTET-AP academic regulations are adhered to.
- 64. Timely submission of returns, reports and utilisation certificates to DoTE.
- 65. Convene Academic Committee, Staff Council and Management meetings as prescribed.
- 66. Maintain staff discipline and initiate departmental proceedings when necessary.
- 67. Ensure transparent conduct of examinations and confidentiality of records.

16.3 Duties of HODs

- Prepare and monitor departmental time-tables, lesson plans and syllabus completion.
- Supervise regular conduct of practical classes and maintenance of lab equipment.
- Review students' attendance weekly and counsel students with shortage.
- Prepare departmental budget proposals and manage departmental assets.
- Conduct departmental staff meetings at least once a month.

16.4 Duties of Lecturers

- Prepare and submit course files, lesson plans, teaching notes and question bank to HOD.
- Conduct classes, practicals, and internal assessments as per schedule.
- Maintain attendance records and student mark registers.
- Participate in departmental and institute-level activities, workshops, and seminars.
- Act as mentor to assigned students for academic and personal guidance.

16.5 Service Rules & Leave

Staff are governed by the Andhra Pradesh Leave Rules and the specific service regulations of the DoTE. Key provisions:

- Earned Leave: 15 days per year (accumulated up to 300 days).
- Casual Leave: 12 days per calendar year (not more than 6 at a time).
- Medical Leave: As per AP Medical Attendance Rules.
- Maternity / Paternity Leave: As per Government of AP rules.
- Leave must be sanctioned in advance by the Principal (Casual Leave by HOD for up to 3 days).

17. GENERAL RULES & MISCELLANEOUS PROVISIONS

17.1 Property & Infrastructure

- Any damage to institute property (buildings, furniture, equipment, computers, vehicles) will be charged to the responsible student(s) at replacement cost.
- Students and staff are responsible for ensuring that electrical switches, fans and lights are turned off before leaving any room.
- Two-wheelers may be parked in the designated parking area only. Rash driving within campus is prohibited.

17.2 Notice Boards & Communication

- All official notices, circulars and academic schedules are displayed on the departmental and main notice boards.
- It is the responsibility of every student to regularly check the notice boards.
- Ignorance of notices displayed on the board will not be accepted as an excuse for non-compliance.

17.3 Issue of Certificates & Documents

- Transfer Certificate (TC): Issued within 7 working days of application, provided all dues are cleared and No Objection is obtained from all departments.
- Bonafide Certificate / Study Certificate: Issued within 3 working days of application.
- Conduct Certificate: Issued to students with satisfactory conduct on completion of the programme.
- Duplicate Hall Ticket / Marks Memo: On payment of prescribed fees and submission of required affidavit.

17.4 Amendment & Interpretation

- These Rules and Regulations are subject to amendment / modification as per Government Orders, AICTE directives, and SBTET-AP regulations from time to time.
- In case of any conflict between these regulations and State Government / AICTE / SBTET norms, the Government / AICTE / SBTET norms shall prevail.
- The Principal's decision on matters not specifically covered herein shall be final and binding.

18. DECLARATIONS & UNDERTAKINGS

18.1 Student Declaration

I, _____ (Name of Student), bearing Hall Ticket Number _____, studying in _____ Semester, Branch: _____ at Government Polytechnic, Rajampeta hereby declare that:

68. I have read and understood the Rules and Regulations of Government Polytechnic, Rajampeta.

69. I shall abide by all the rules and regulations of the Institution and all directives issued by the Government of Andhra Pradesh, DoTE, SBTET-AP, and AICTE.

70. I shall not indulge in any act of ragging, malpractice, misconduct, or any activity prohibited by the Institution.

71. I shall maintain the dignity, reputation and honour of the Institution at all times.

72. I understand that violation of any rule may result in disciplinary action including suspension or expulsion.

Signature of Student

Name: _____

Date: _____

Signature of Parent / Guardian

Name: _____

Relation: _____

18.2 Certificate by Principal

Certified that the above Rules and Regulations have been duly approved by the Staff Council and are in conformity with the guidelines of AICTE, SBTET-AP, and the Government of Andhra Pradesh.



PRINCIPAL
GOVT. POLYTECHNIC
RAJAMPET-516 126,
Annamayya Dist., A.P.

PRINCIPAL

GOVERNMENT POLYTECHNIC, RAJAMPETA
YSR Kadapa District, Andhra Pradesh – 516 115