

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
GOVERNMENT POLYTECHNIC :: RAJAMPETA

Accredited by NBA | Approved by AICTE | Affiliated to SBTETAP, Mangalagiri
Near Akepadu X Road, Kadapa–Tirupati Hwy, Rajampeta, Andhra Pradesh – 516126

PROCEEDINGS OF THE PRINCIPAL

Rc. No.: 03/GP-RJP/2025

Date: 09/07/2025

Sub: Academic Year 2025–26 – Assignment of Institutional, Academic & Administrative Responsibilities to Staff Members – Orders – Issued.

ORDER

In view of effective planning, coordination, and execution of academic and institutional activities during the Academic Year 2025–26, the following responsibilities are hereby assigned to the teaching and non-teaching staff of this institution. All concerned are instructed to perform the allotted duties with diligence and maintain relevant records and documentation for periodic review.

SECTION 1: GENERAL RULES & INSTRUCTIONS

All staff members are required to strictly adhere to the following rules in the performance of their assigned duties:

1.1 Compliance & Conduct

- Every staff member shall perform their assigned duties sincerely, punctually, and with a sense of responsibility.
- Non-compliance or dereliction of assigned duties will be viewed seriously and may attract disciplinary action.
- All staff shall maintain decorum, professional ethics, and integrity in the discharge of their functions.
- Any grievance or difficulty in performing assigned duties shall be promptly reported to the Principal.

1.2 Record Keeping & Documentation

- Each staff member is responsible for maintaining up-to-date records, registers, and files pertaining to their assigned duty.
- All records shall be kept neat, organized, and made available for inspection at any time.
- Monthly reports/progress notes, wherever applicable, shall be submitted to the Principal by the 15th of every month.

- Logbooks, attendance registers, and committee minutes must be maintained and produced when called for audit or review.

1.3 Meetings & Coordination

- Conveners of committees shall schedule and conduct meetings as per institutional requirements and maintain written minutes.
- Minutes of every committee meeting shall be signed by all members and submitted to the Principal within 3 working days.
- All committee members are expected to actively contribute to the proceedings and decisions of the committee.
- Inter-departmental coordination shall be maintained for smooth execution of institutional activities.

1.4 Reporting & Accountability

- Each responsibility holder is directly accountable to the Principal for the proper discharge of their duties.
- Progress of activities shall be reviewed periodically in staff meetings.
- Staff entrusted with financial or purchase responsibilities shall follow all government financial rules and obtain prior approval for expenditures.
- Any deviation from assigned duties or procedures requires prior written approval from the Principal.

1.5 Supervision of Outsourced & Contract Staff

- Faculty assigned as section supervisors shall monitor the daily work of outsourced personnel and verify task completion.
- Logbooks of outsourced staff duties must be maintained and submitted to the Principal's office by the 15th of each month to facilitate salary bill processing.
- Any misconduct or negligence by outsourced staff must be immediately reported in writing to the Principal.

SECTION 2: INSTITUTIONAL RESPONSIBILITIES BY ROLE

2.1 Principal – Overall Administration

- Presides as Convener of the Governing Body and Chairman of all institutional committees.
- Ensures effective implementation of all academic, administrative, and developmental activities.
- Reviews and approves all reports, budgets, and proposals submitted by committee conveners.
- Serves as the final authority for disciplinary decisions and policy implementation.

2.2 Head of the Civil Engineering Section (HCES)

- Convener – Internal Quality Assurance Cell (IQAC): Coordinates quality audits, self-appraisals, and accreditation processes.
- Convener – Training, Placement & Career Guidance Cell: Organizes campus recruitment, skill development programs, and career counseling.
- Convener – Innovation & Research Promotion Cell: Encourages and monitors faculty and student research activities.
- Convener – Grievance Redressal Cell: Receives, processes, and resolves grievances of students and staff.
- Convener – Training & Placement Cell: Liaises with industries for placement opportunities.
- Civil Works: Supervises and coordinates all civil construction and repair work.
- Skill Hour Coordinator: Plans and monitors skill development sessions.
- Alumni Committee: Coordinates alumni engagement and events.
- Classwork Supervisor – Tuesday & Friday: Ensures smooth conduct of classes on designated days.

2.3 Senior Lecturer / Physics HGS i/c

- Convener – Academic Committee: Plans academic calendar, monitors teaching progress, and coordinates examinations.
- Convener – Gender Sensitization / ICC / Anti-Sexual Harassment Committee: Implements gender sensitization programs and addresses related complaints.
- Convener – Sports and Cultural Committee: Organizes sports meets, cultural events, and related activities.
- Convener – Library Advisory Committee: Oversees library development, resource acquisition, and reading programs.
- Convener – Anti-Ragging Monitoring Cell: Ensures a ragging-free environment and acts on complaints.
- Library In-Charge: Manages day-to-day library operations and student access.
- Health Committee: Coordinates health awareness camps and medical services.
- NBA Coordinator: Manages documentation and compliance for NBA accreditation.
- Classwork Supervisor – Monday & Thursday: Ensures smooth conduct of classes on designated days.

2.4 Senior Lecturer / Mechanical Engg HMES i/c

- Convener – Finance (Purchase) Committee: Manages procurement, follows government purchase procedures, and maintains purchase records.
- Skill Hour Convener: Schedules and monitors the skill development hour program.
- Remedial Classes Supervisor: Plans, monitors, and reports on remedial coaching for weaker students.
- Classwork Supervisor – Wednesday & Saturday: Ensures smooth conduct of classes on designated days.

2.5 Senior Lecturer – Mechanical Engineering

- RTI Cell Convener: Handles Right to Information requests and maintains relevant records.

- Swarnandhra @2047 Coordinator: Participates in and coordinates state government development initiatives.
- Hostel In-Charge: Oversees hostel administration, discipline, and welfare of hostel students.

SECTION 3: FACULTY MEMBER – DUTIES & ASSIGNMENTS

S. No.	Name of Staff Member	Designation	Responsibilities Assigned	Signature
1	Dr Y. Sudhakar	Principal	1. Convener for Governing Body 2. Chairman for all other committees	
2	Dr Mahamood	HCES	3. Convener – Internal Quality Assurance Cell (IQAC) 4. Convener – Training, Placement & Career Guidance Cell 5. Convener – Innovation & Research Promotion Cell 6. Convener – Grievance Redressal Cell 7. Convener – Training & Placement Cell 8. Civil Works oversight 9. Skill Hour Coordinator 10. Alumni Committee Convener 11. Classwork Supervisor – Tuesday & Friday	
3	Smt K. Padmavathamma	SL/Phy HGS i/c	12. Convener – Academic Committee 13. Convener – Gender Sensitization / ICC / Anti-Sexual Harassment Committee 14. Convener – Sports and Cultural Committee 15. Convener – Library Advisory Committee 16. Convener – Anti-Ragging Monitoring Cell 17. Library In-Charge 18. Health Committee Convener 19. NBA Coordinator 20. Classwork Supervisor – Monday & Thursday	
4	Sri K.S. Prakash Narayana	SL/ME HMES i/c	21. Convener – Finance (Purchase) Committee 22. Skill Hour Convener 23. Remedial Classes Supervisor 24. Classwork Supervisor – Wednesday & Saturday	

S. No.	Name of Staff Member	Designation	Responsibilities Assigned	Signature
5	Sri S. Ramanadha Reddy	SL in Mechanical Engg	25. RTI Cell Convener 26. Swarnandhra @2047 Coordinator 27. Hostel In-Charge	
6	Smt S. Zeenath	Lecturer in Chemistry	28. Games & Sports Coordinator 29. Cultural Activities Coordinator 30. Section Supervision & Logbook Maintenance	
7	Smt Shaik Shabana	Lecturer in English	31. NSS Coordinator 32. Flagship Programmes Coordinator 33. Media & Public Relationship Cell 34. Competitions / Seminars / Rallies Coordinator	
8	Sri N. Raja	Lecturer in Mathematics	35. SC/ST Cell Coordinator 36. Test Coordination Committee Member	
9	Smt T. Sreelatha	Lecturer in Civil Engg	37. Industrial Training / Visits / Seminars / Guest Lectures Coordinator	
10	Smt R. Leena	Lecturer in Civil Engg	38. Website Management 39. AICTE / AISCHE Coordinator 40. Mentoring In-Charge 41. Parent Teacher Meeting Convener	
11	Sri M.L. Anoop Kumar	Lecturer in Civil Engg	42. Student Advisor 43. Building Maintenance Supervisor 44. Section Supervision & Logbook Maintenance	
12	Sri G. Balachandra Reddy	Lecturer in Civil Engg	45. Video Conferencing Coordinator 46. YFSI 2025 Coordinator	
13	Sri P. Siva Venkata Prasad	Lecturer in Civil Engg	47. POLYCET HLC Coordinator 48. Hostel Support 49. Discipline Committee	
14	Kum P. Meena	Lecturer in Mechanical Engg	50. Website Management 51. AICTE / AISCHE Coordinator 52. Time-Table Coordinator 53. Swayam / NPTEL SPOC	
15	Smt E. Rajeswari	Lecturer in Mechanical Engg	54. Social Media Management 55. YFSI 2025 Coordinator	
16	Smt P. Haritha	Lecturer in Mechanical	56. Student Counselor	

S. No.	Name of Staff Member	Designation	Responsibilities Assigned	Signature
		Engg	57. Discipline Committee Member	
17	Smt B. Sailaja	Lecturer in Mechanical Engg	58. MIS Coordinator 59. Clean & Green In-Charge 60. Sports & Games Coordinator 61. Section Supervision & Logbook Maintenance	
18	Sri Shaik Aejaz Ahamed	Lecturer in Mechanical Engg	62. Innovation Cell In-Charge 63. Examination Cell Coordinator 64. Faculty Development Committee Member 65. Industrial Training / Visits / Seminars Coordinator	
19	Sri T. Subramanyam	Office Superintendent	66. Overall In-Charge of Office Works 67. Convener – All Teaching, Non-Teaching & Student Meetings	
20	Smt G. Suneetha	Senior Assistant	68. Accounts Management 69. Establishment & Examination Records	
21	Smt B. Jyotsna Devi	Junior Assistant	70. Admissions Coordination 71. Stores Management 72. Scholarships Processing 73. Video Conferencing Support	
22	Sri Sudheer Yadav	Technical Support	74. Skill Hub Management 75. Job Melas & Placement Cell 76. Skill Hour Coordination 77. Hardware & Software Maintenance	
23	Sri G. Narasimhulu	Senior Instructor	78. Machines Maintenance In-Charge 79. Welding Works Supervision 80. Maintenance Monitoring Committee – Chairperson	
24	Sri E. Narasimhulu	Workshop Attendant	81. Plumbing Works In-Charge 82. Notice Boards & Display Boards Maintenance	
25	Sri R. Sreedhar	Workshop Attendant	83. Electrical Works Oversight 84. CC Cameras, UPS Maintenance 85. Printers / Xerox Machines Upkeep	

SECTION 4: ADMINISTRATIVE & SUPPORT STAFF DUTIES

4.1 Office Superintendent – Sri T. Subramanyam

- Overall In-Charge of all office administration and correspondence.
- Convener for all teaching staff, non-teaching staff, and student meetings.
- Ensures timely dispatch of notices, circulars, and official communications.

4.2 Senior Assistant – Smt G. Suneetha

- Manages accounts, financial records, and budget documentation.
- Handles establishment matters and examination-related records.

4.3 Junior Assistant – Smt B. Jyotsna Devi

- Coordinates student admissions and maintains admission records.
- Manages stores and stock registers.
- Processes scholarship applications and related correspondence.
- Supports video conferencing arrangements.

4.4 Technical Support – Sri Sudheer Yadav

- Manages the Skill Hub facility and coordinates Job Melas.
- Oversees Placement Cell operations and Skill Hour coordination.
- Maintains all hardware and software infrastructure on campus.

SECTION 5: SECTION-WISE SUPERVISION & LOGBOOK MAINTENANCE

The following faculty members are entrusted with monitoring the day-to-day progress of outsourced staff in their respective sections and maintaining logbooks:

S. No.	Name	Designation	Section Assigned
1	Smt. Shaik Zeenath	Lecturer in Chemistry	Chemistry Section
2	Smt. B. Sailaja	Lecturer in Mechanical Engineering	Mechanical Section
3	Sri M.L. Anoop Kumar	Lecturer in Civil Engineering	Civil Section

Duties of Section Supervisors

- Supervise and verify daily tasks carried out by outsourced personnel in the assigned section.
- Maintain a daily logbook recording all duties performed by outsourced staff.
- Submit completed logbooks to the Principal's office on the 15th of every month for salary bill processing of outsourced and contract employees.
- Report any irregularities or misconduct to the Principal immediately in writing.

SECTION 6: MAINTENANCE MONITORING COMMITTEE

A Maintenance Monitoring Committee is constituted with the following members:

S. No.	Name	Role	Position
1	Sri G. Narasimhulu	Senior Instructor	Chairperson
2	Contract / Outsourced Workshop Attendants	Workshop Staff	Supporting Members

Duties of the Maintenance Monitoring Committee

- Conduct weekly inspections of laboratory equipment and workshop tools.
- Inspect electrical systems, plumbing systems, and HVAC infrastructure.
- Monitor the status and condition of doors, windows, and campus civil infrastructure.
- Submit weekly inspection reports to the Principal and recommend corrective actions.
- Coordinate with vendors and service providers for urgent repairs.

SECTION 7: OUTSOURCED STAFF – DUTIES & RESPONSIBILITIES

7.1 Female Outsourced Employees (3 Nos.)

S. No.	Name	Status
26	G. Sujatha	Attender (Outsourcing)
27	B. Jyothi	Attender (Outsourcing)
28	M. Lalitha	Attender (Outsourcing)

Daily Duties:

- Sweeping and cleaning of classrooms in Block A & B.
- Cleaning of corridors (Block A & B), Principal's Room, HOD Rooms, Staff Rooms, and Main Entrance Area.

Weekly Duties:

- Sweeping and thorough cleaning of all laboratories and workshops.

7.2 Male Outsourced Employees (3 Nos.)

S. No.	Name	Status
29	P. Siva Sankar	Attender (Outsourcing)
30	N. Subbaiah	Attender (Outsourcing)
31	B. Subba Reddy	Attender (Outsourcing)

Daily Duties:

- Opening and closing of all classrooms and institutional premises.
- Filling of water tanks and ensuring water supply in all facilities.
- Watering of plants and maintaining the campus garden areas.

Weekly Duties:

- Cleaning of walls, ceilings, notice boards, display boards, doors, ceiling fans, and tube lights.
- Removal of cobwebs from all areas.
- Removal of unwanted bushes and vegetation from campus premises.
- Application of grease or oil to gates, doors, and windows for smooth operation.

SECTION 8: WASTE DISPOSAL & ENVIRONMENTAL PRACTICES

All outsourced employees and campus staff are instructed to adhere strictly to the following waste management guidelines:

8.1 Waste Segregation

- Separate biodegradable and non-biodegradable waste at the point of generation.
- Use designated color-coded bins for different waste categories.

8.2 Disposal Procedures

- Dispose of classroom, corridor, and office waste into designated waste bins only.
- Handle and dispose of laboratory and workshop waste under supervision of the respective faculty member in charge.
- Strictly avoid open dumping or burning of any waste within the campus premises.

8.3 Compliance

- Section supervisors and Maintenance Committee members shall monitor and ensure compliance with waste disposal practices.
- Any violation shall be reported in writing to the Principal for corrective action.

All staff members are expected to comply with the above orders. Non-compliance will be dealt with as per service rules.


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