

**ANNEXURE - 18**

**MANDATORY DISCLOSURES**

**Name of the Institution:** GOVT. POLYTECHNIC, TADEPALLIGUDEM

Address : C/O. Drg Govt. Degree College, Pentapadu,  
West Godavari, Andhra Pradesh- 534166

Telephone : 08818-259178

Mobile : 9010222178

E-Mail : [gpt178@gmail.com](mailto:gpt178@gmail.com)

**Name and address of the Trust/Society/Company and the Trustees:**

GOVT. POLYTECHNIC, TADEPALLIGUDEM,  
WEST GODAVARI, ANDHRA PRADESH-534166

Telephone : 08818-259178

Mobile : 9010222178

E-Mail : [gpt178@gmail.com](mailto:gpt178@gmail.com)

**Name and address of the Principal:** D. PHANEENDRA PRASAD

**Address** : GOVT. POLYTECHNIC, TADEPALLIGUDEM, WEST GODAVARI,  
ANDHRA PRADESH-534166

Telephone : 08818-259178

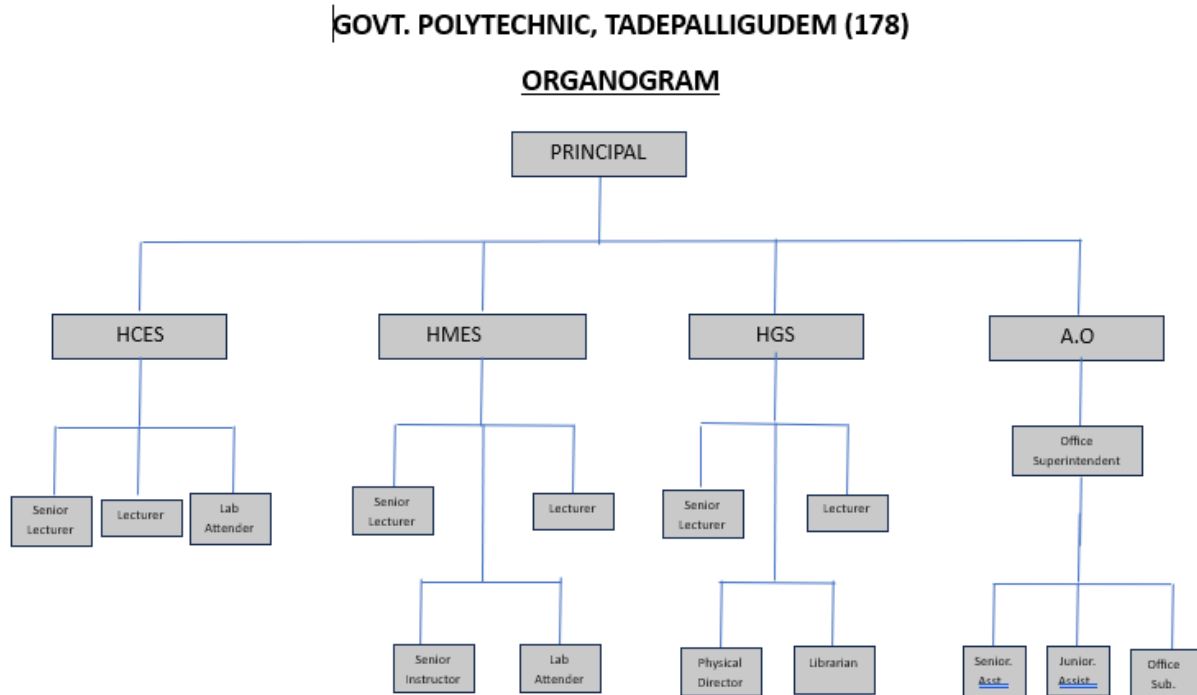
Mobile : 9010222178

E-Mail : [gpt178@gmail.com](mailto:gpt178@gmail.com)

**Name of the affiliating Board:** STATE BOARD OF TECHNICAL EDUCATION AND  
TRAINING, ANDHRA PRADESH

## GOVERNANCE

### Organizational chart



### **Grievance Redressal mechanism for Faculty, staff and students :**

The following Grievance Redressal mechanism is adopted .

1. The Grievance Redressal Committee will set a date for hearing the complaint and inform all committee members as well as the aggrieved student.
2. The aggrieved student must appear in person before the committee on the scheduled date and at the specified venue. In exceptional cases, the student may be represented by an authorized person to present the case.
3. While addressing grievances, the Grievance Redressal Committee will follow the principles of natural justice under the guidance of the Principal.
4. The Committee will ensure that every application is resolved promptly, preferably within one month from the date of receipt.
5. After completing the proceedings, the Committee will issue an order deemed appropriate to resolve the grievance and provide suitable relief to the affected party.
6. A copy of the order will be given to the aggrieved student and also published on the institution's website.
7. The institution will comply with the Committee's decision, and details of grievance redressal will be reported to the Commissioner of Technical Education, Government of Andhra Pradesh, and the Regional Joint Director of Technical Education, A.U. Region, Kakinada.

## **Establishment of Anti Ragging Committee**

The Following members are included in Anti Ragging Committee

- D. Phaneendra Prasad, Principal – Chairman
- Dr. A. Gopi, HMES – Member
- T. V. S. Suryanarayana, SL/CE – Member
- RVS Kali Prasad, L/Phy. & HGS (i/c) – Member
- Ch. Prasad, SL/ME – Member
- B. Durga Bhavani, L/CE – Squad
- S. Mineswari, L/Maths – Squad
- S. Padma, L/Chy. – Squad

## **Establishment of Online Grievance Redressal Mechanism**

Ap polygrievance redressal system is an online mechanism to raise grievances on an institution by any of the student, parent, staff & Non-teaching staff of the respective organization.

How to register: Student: Enter registration no, e-mail, department & create your own password

Note: In the absence of mobile number, student can create their own username by his/her name.

Parents: Enter your students registration no, your e-mail & create your own password.

Teaching Staff: Enter your students registration no, your e-mail & create your own password.

Non-Teaching Staff: Enter your students registration no, your e-mail & create your own password.

When a user raises a grievance, a notification will be sent to the grievance redressal committee members of the respective institution, they can see & respond to your raised grievance. App: search "ap polygrievance" in playstore Download it from there & install it in your Android Phone. So that, grievances can be lodged & redressed through your mobile app.

## **Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University**

- D. Phaneendra Prasad, Principal – Chairman
- Dr. A. Gopi, HMES – Convenor
- T. V. S. Suryanarayana, SL/CE – Member
- RVS Kali Prasad, L/Phy. & HGS (i/c) – Member
- Ch. Prasad, SL/ME – Member
- S. Padma, L/Chy. – Member

### **Establishment of Internal Committee (IC) :**

The internal Committee with the following members is established to take Complaints and to complete preliminary enquiry on the complaints received.

- D. Phaneendra Prasad, Principal – Chairman
- Dr. A. Gopi, HMES – Member
- T. V. S. Suryanarayana, SL/CE – Member
- MSVVSM Ranga Rao, A.O. – Member
- CH. Prasad, SL/ME – Member
- U. Sunil Kumar, SL/ME – Member
- RVS Kali Prasad, L/Phy. – Member

### **Establishment of Committee for SC/ST**

- D. Phaneendra Prasad, Principal – Chairman
- Dr. A. Gopi, HMES – Member
- T. V. S. Suryanarayana, SL/CE – Member
- MSVVSM Ranga Rao, A.O. – Member
- CH. Prasad, SL/ME – Member
- S. Padma, L/Chy. – Member
- S. Mineswari, L/Maths – Member
- G. Usha Rani, O.S – Member

### **Internal Quality Assurance Cell**

- D. Phaneendra Prasad, Principal – Chairman
- Dr. A. Gopi, HMES – Member
- T. V. S. Suryanarayana, SL/CE – Member
- RVS Kali Prasad, L/Phy. & HGS (i/c) – Member

### **Equal Opportunity facilities Cell**

- D. Phaneendra Prasad, Principal – Chairman
- Dr. A. Gopi, HMES – Member
- T. V. S. Suryanarayana, SL/CE – Member
- RVS Kali Prasad, L/Phy. & HGS (i/c) – Member
- MSVVSM Ranga Rao, A.O. – Member
- S. Mineswari, L/Maths – Member
- G. Usha Rani, O.S – Member

**PROGRAMMES:**

- **Name of Programmes approved by AICTE**
  1. Diploma in CIVIL ENGINEERING
  2. Diploma in MECHANICAL ENGINEERING
- **Name of Programmes Accredited by NBA: Nil**
- **Status of Accreditation of the Courses: Not Applied**
- **Total number of Courses: 2**

Program	No. of Seats	Duration	Cut off Rank
Diploma in Civil Engg.	60	3 years	N.A
Diploma in Mechanical Engg.	60	3 years	N.A

- **Fee (As Approved by the State Government):**

**Fee Structure (First Year) – Rs. 4700/-**

Category	Particulars	Amount (₹)
<b>Tuition Fee</b>	Tuition Fee	2000
	Admission Fee	100
<b>Subtotal</b>		<b>2100</b>
<b>Special Fee</b>	Course Work	300
	Labs & Workshop	900
	Library	400
	Games	100
	Association	100
	Alumni	100
	BRF (Board Recognition Fee)	250
	Syllabus Book	100
	MIS	300
	Tech Fest	50
<b>Subtotal</b>		<b>2600</b>
<b>Grand Total</b>		<b>4700</b>

### Fee Structure (Second & Third Year) – Rs. 4150/-

Category	Particulars	Amount (₹)
<b>Tuition Fee</b>	Tuition Fee	2000
<b>Subtotal</b>		<b>2000</b>
<b>Special Fee</b>	Course Work	300
	Labs & Workshop	900
	Library	400
	Games	100
	Association	100
	MIS	300
	Tech Fest	50
<b>Subtotal</b>		<b>2150</b>
<b>Grand Total</b>		<b>4150</b>

- **Twining and Collaboration with Foreign University:** Not Applicable
- **Permanent Faculty Details:**

S.No	Branch	Name of the Faculty	Designation
1	MECHANICAL	Dr.A.Gopi	HOD
2		Ch.Prasad	Senior Lecturer
3		U.Sunil Kumar	Senior Lecturer
4		K.Ashok Kumar	Lecturer
5		M.Devika	Lecturer
6	CIVIL	GVVL Satya Narayana	HOD
7		TVS Suryanarayana	Senior Lecturer
8		V Venkata Ramana	Lecturer
9		B Durga Bhavani	Lecturer
10		TVK Ratna Bhanu	Lecturer
11		P.Deeven Sandeep	Lecturer
12	Humanities & Sciences	R.V.S.Kali Prasad	Lecturer in Physics
13		J Satya Suneetha	Lecturer in English
14		S Mineswari	Lecturer in Mathe,atics
15		S Padma	Lecturer in Chemistry

- Faculty : Student Ratio – 1:15

### **18.8 Profile of Principal:**

Name : D Phaneendra Prasad

Date of Birth : 15.07.1965

Unique ID : 0308857

Education Qualifications M.Tech

Work Experience 31 years

Teaching/ Research/ Industry/ Others : Teaching

Area of Specialization : Computer Science Engg.

Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level : Diploma Level

Research guidance (Number of Students) : Nil

No. of papers published in National/International Journals/Conferences : Nil

Master (Completed/Ongoing) Completed

Ph.D. (Completed/Ongoing) Not Registered

Projects Carried out Nil

Patents (Filed & Granted) Nil

Technology Transfer Nil

Research Publications (No. of papers published in National/International Journals/Conferences) : Nil

No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.: Nil

### **18.9 Fee:**

1. No. of Fee waivers granted with amount and name of students : Nil

2. Number of scholarship offered by the Institution, duration and amount: Nil

**18.10 Admission :**

1. Number of seats sanctioned with the year of approval number admitted: 60 per Branch
2. Number of Students admitted under various categories each year in the last three years :

Academic Year	Branch	OC	BC	SC	ST	Special Category	Total
2023-24	DCE	0	4	0	0	0	4
	DME	1	9	2	0	0	12
2024-25	DCE	0	3	0	0	0	3
	DME	7	10	2	0	0	19
2025-26	DCE	0	0	0	0	0	0
	DME	7	37	6	1	0	51

3. Number of applications received during last year for admission under Management Quota and number admitted : Management Quota not applicable

**18.11- 18.14 ( Admission Procedure ):** Admission Procedure is carried out as per the guidelines of Ap State Government through APPOLYCET, URL: <https://polycet.ap.gov.in/>.

**18.15 Information of Infrastructure and Other Resources Available:**

1. Number of Class Rooms and size of each - 6 nos 44.8 Sq.m
2. Number of Tutorial rooms and size of each - 1 nos 44.8 Sq.m
3. Number of Laboratories and size of each - 3 nos 44.8 Sq.m
4. Number of Computer Centres with capacity of each - 1 nos 60 Capacity
5. Central Examination Facility, Number of rooms and capacity of each - Available 1 no,  
Total Capacity of students
6. Online examination facility (Number of Nodes, Internet band width, etc.) -Not Available
7. Barrier Free Built Environment for disabled and elderly persons - Available
8. Fire and Safety Certificate - Exempted
9. Hostel Facilities - Not Available
10. Number of Library books/ebooks/Titles/Journals available (Programme-wise) - 750
11. List of online National/International Journals subscribed - 6 nos
12. National Digital Library (NDL) subscription details -Not Available
13. List of Major Equipment/Facilities in each Laboratory/Workshop -  
Flash & Fire Point Testers, Viscometers, Dumpy Levels, Theodolites, Carpentry,Fitting, Sheet metal, Smithy Tools, Grinding Machine, Drilling Machine etc..
14. List of Experimental Setup in each Laboratory/Workshop :

**Fuels Lab:**

- Determine the flash and fire points of the given sample of oil by using
  - (a) Able's apparatus
  - (b) Cleveland apparatus
- Determine the viscosity of the given sample of oil by using
  - (a) Redwood viscometer – I
  - (b) Saybolt viscometer

**Basic Workshop Practice:*****FITTING SHOP***

- Marking and chipping on Mild – steel flat 12 mm thick.
- Cutting with hack saw, M.S. Flats of 6 mm thick.
- Marking, cutting, drilling, Chamfering and tapping on a M.S. Flat 12 mm thick.
- Assembling of two pieces, Matching by filing (6 mm thick M.S. Plate)

***FORGING SHOP***

- Conversion of round to square.
- Conversion of round to Hexagon.
- Preparation of chisel from round rod.
- Preparation of ring and hook from M.S. round.
- Preparation of a hexagonal bolt and nut.

***CARPENTRY SHOP***

- Cutting of wood with hand saw.
- Planning of wood.
- Planning and chiselling of wood.
- Preparation of dovetail joint.
- Mortise and tenon joint.
- Wood turning on a lathe.
- Preparation of one household article.

***SHEET METAL WORK***

- Practice on cutting of sheet
- Formation of joints like grooved joints, locked groove joint
- Preparation of a rectangular open type tray
- Preparation of hollow cylinder
- Preparation of pipe elbow
- Preparation of mug.
- Preparation of funnel
- Preparation of utility articles such as dustpan, kerosene hand pump.

***Plumbing Practice***

- Familiarization of Plumbing Tools
- Familiarization of Pipefitting
- Familiarization of Plumbing Operations

15. Innovation Cell - Available
16. Social Media Cell - Available
17. Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions and University Departments - Academic Bank of Credit (ABC) system is implemented.
18. To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website - Available
19. Games and Sports Facilities - Available
20. Teaching Learning Process - is Adopted
21. For each Post Graduate Courses give the following: - Not Applicable
22. Title of the Course - Not Applicable
23. Laboratory facilities exclusive to the Post Graduate Course - Not Applicable

**18.16 Enrolment and placement details of students in the last 3years:**

Academic Year	Branch	Students Enrolled	Placements
2022-23	DCE	37	22
	DME	60	30
2023-24	DCE	9	7
	DME	46	34
2024-25	DCE	4	3
	DME	9	7

**18.17 List of Research Projects/Consultancy Works: Nil**

**18.18 MoUs with Industries:**

1. ADWITHA AGROS, PEDATADEPALLI
2. SRI BHAVANI CASTINGS, KAKINADA
3. M/S FRIGDEX INDUSTRIES, TANUKU
4. SRIMANIKANTASWAMY AGRIFORM, ALAMPURAM
5. SRI SONASAI AGENCIES, TADEPALLIGUDEM