

Voluntary Disclosure as per RTA -2005

I. PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES

1. AICTE File No.	: South-Central/1-7002207798/2020/EOA
Date & Extension of Approval	: 30.04.2020 – for 2020-21
2. Name of the Institution	: GOVERNMENT INSTITUTE OF CERAMIC TECHNOLOGY
Address of the Institution	: Ceramic Factory Road, Thilak Nagar
City & Pin code	: GUDUR-524 101
District	: SPSR Nellore
State/UT	: Andhra Pradesh
Longitude & Latitude	: 14.1386° N, 79.8401° E
Phone Number with STD Code	: 08624-251793, 295366
Office hours at the Institution	: 9.00 A.M. to 5.00 P.M.
Academic hours at the Institution	: 9.00 A.M. to 5.00 P.M.
Email	: gict070@gmail.com
Website	: www.gictgudur.ac.in
Nearest Railway Station (dist in Km)	: GUDUR JUNCTION 1.5 KM
Nearest Airport (dist in Km)	: TIRUPATHI 90 KM
3. Type of Institution	: State Wide Institution
Intake	: 60
Year of Establishment	: 1955
Admission Procedure	: Through Entrance Exam POLYCET
4. Name of the affiliating University / Board	: State Board of Technical Education and Training
Department	: Department of Technical Education
Ministry	: Ministry of Skill Development
Address	: ANR Towers 5 th Floor, JammiChettu Road, Prasadampadu, Vijayawada, Andhra Pradesh – 521108
Website	: www.sbtetap.gov.in
Latest Affiliation Period	: 2020-21
5. Name of Principal	: V.VIJAYA KUMAR, M.Tech(Civil).,M.Tech(CSE).,
Phone Number with STD Code	: 08624-251793, 295366
Functions	: To offer 3½ year Sandwich Diploma Course in Ceramic Engineering.

II. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

SL.NO.	DESIGNATION	DUTIES
2	HEAD OF SECTION	<ol style="list-style-type: none"> 1. Will assist the principal in all spheres for smooth functioning of the institution. 2. Responsible for maintenance of discipline among student and staff in general and of their section in particular. 3. Will bestow attention to the socio economic problems of the students to help achieve the academic brilliance. 4. Will distribute the academic work fairly among the teaching staff of their branches. 5. Will see that no class is let off for want of a teacher. 6. Will arrange meeting with his staff more often to know the progress of the academic work and to ensure prompt completion of syllabus as per the time schedule. 7. Will go through the daily log book of academic work of each teaching staff member working in his section. 8. Will fix the number of theory classes for each category of staff per week as per the norms communicated by the Director from time to time. 9. Will process the application of the eligible students appearing for the Board Examinations. (Regular/Private). 10. Will display the names of ineligible candidates to appear for the Board Examinations for want of required percentage of attendance well in advance on the notice Board. 11. Is responsible for the maintenance of attendance of students. 12. Will take classes for 12 hours in a week. 13. Will coordinate and manage academic, administrative and developmental activities of the section. 14. Promote and encourage appropriate innovative activities initiate either individually or collectively by the staff of their sections. 15. Should work for the general development of the section with optimum utilisation of resources. 16. Will conduct assessment of student performance. 17. Will provide staff performance appraisal information to principal. 18. Will promote interaction amongst the staff of his section, technician's users, all lied agencies and community for improving the marketability of the students passing out through the department. 19. Will attend to any other works assigned/required from time to time for the healthy growth of the institution.
3.	SENIOR LECTURER	<ol style="list-style-type: none"> 1. Will take classes for 20 hours a week. 2. Will maintain log book for the academic work in which they will write the coverage of syllabus of the each days work. 3. Will assist the Head of Section in the scrutiny of applications of the eligible candidates appearing for the Board Examinations. 4. Will assist the Head of Section in the Scrutiny of a applications of the eligible candidates appearing for the Board Examinations. 5. Will maintain consolidate register of attendance for the students.

		<ol style="list-style-type: none"> 6. Will review the progress of each student periodically and will intimate the parents of the students who are backward in studies, and irregular in attendance., The communication shall bear the signature of Head of Section on behalf of Principal. 7. Will prepare monthly progress records of the student to be sent to their parents wards. 8. Will establish and supervise general operation and maintenance laboratories and propose additions and modifications to resources to heads of sections and will attend to any other work assigned to them from time to time.
4.	LECTURER	<ol style="list-style-type: none"> 1. Will take classes for 24 hours a week in respect of Lecturers and Assistant Lecturers. 2. Will Assist the Lecturers and Head of Section on the issues relating to academic and development works of the section. 3. Will be kept as lab in charges for the conduct of practical classes to the students at the discretion of the Head of Section. 4. Will attend to any other work assigned from time to time.
5.	PHYSICAL DIRERCTOR	<ol style="list-style-type: none"> 1. Is responsible for giving proper training to the students in Games and Sports. 2. Will conduct physical training classes regularly every day in the early hours of the morning in the premises of the institution. 3. Will arrange for the formation of games committee soon after the admissions are over. The games committee generally consists of the following member. <ol style="list-style-type: none"> 1. Principal : Chairman 2. One head of Section: Member 3. Games Secretary : Member(Student) 4. Games captain : Member 5. Physical Director :Secretary& Convenor. 4. Will take possible steps to ensure that proper play fields by the games committee such as budget. Conduct of annual games and sports, participation in inter polytechnic games, approval allocation of funds to various activities etc.,. 5. Will maintain minutes book in which the resolution passed by the games committee such as budget, conduct of annual games and sports participation in inter polytechnic games, approval allocation of funds to various activities etc., 6. Procurement of Games articles to the extent of the amount approved by Games Committee on competitiverates. 7. Maintenance of courts. 8. He will maintain stock register separately one for the articles purchased from the games found and another from government and register of un serviceable articles. 9. Will dispose of the unserviceable articles in public auction with the approval of games committee in respect of the articles purchased from games account and with the sanction of Government in respect of articles purchased from Government funds. 10. Will maintain perfect cleanliness in the institution and premises with the assistants of students and contingent

		<p>staff allotted to him by the principal.</p> <p>11. His working hours are generally from 7 am to 10 am and 3 to 6 PM on all working days.</p>
6.	STORES OFFICER	<ol style="list-style-type: none"> 1. He will be responsible for proper maintenance of General Stores. 2. Will scrutinise the supply orders prepared by the Store Keeper on the basis of the approved comparative statement of quotations prepared by the concerned Head of Section. 3. Will arrange for testing from time to time by the concerned department of equipment. 4. Will see all correspondence pertaining to the stores. 5. Will take prompt action to return the defective machinery to the concerned with the assistance of store keeper and concerned work shop personnel. 6. Will arrange for physical verification of stores of all sections including general stores and furniture every year in the month of April and ensure submission of reports to the Director in the month of May ever year. 7. He will guide the store keeper for proper maintenance of stores and its up keepment and will educate the store keeper if he is a non technical person. 8. Will be responsible for under taking repairs to broken furniture in the institution.
7.	OFFICE SUPERINTENDENT	<ol style="list-style-type: none"> 1. Has to distribute the work among all the ministerial assistants fairly with the approval of the A.O. and Principal. 2. All the ministerial assistants will work under his immediate supervision and all the files will be routed through him. 3. Will verify the personnel registers of the subject clerks once in a fortnight and bring to the notice of A.O. delays if any and irregularities through a running note file. 4. Tottenham system has to be strictly followed. The personnel registers and periodical registers etc., are to be maintained as alid down in the district office manual. 5. He has to distribute the currents to various sections on the same day receipt through inward section after making entries in the inward register. 6. Should evolve that the monthly quarterly, half yearly and manual periodical returns are maintained and the concerned assistants are preferred to put up the returns in time and their despatch. 7. Will enforce strict decorum and discipline in the office. 8. The cash book and other relevant records closed by the Accountant, every day will be verified thoroughly and in taken of verification of correctness of the transaction he will initial in the cash book and other records and pass on to A.O. for signature of the days transaction. 9. Shall make alternative arrangements whenever a subject assistant is on leave. 10. Will attend to A.G. and departmental audit objections and prepare final replies to drop the objections. 11. He will supervise the duties allotted class-IV and contingent employees and make alternative arrangements if any one goes on leaves. 12. Shall attend to any other duties assigned to him from time to time.
8.	SENIOR ASSISTANT(ACCOUNTS)	<ol style="list-style-type: none"> 1. Enhancement of all bills and prompt disbursement. 2. Will be solely responsible for maintenance of all

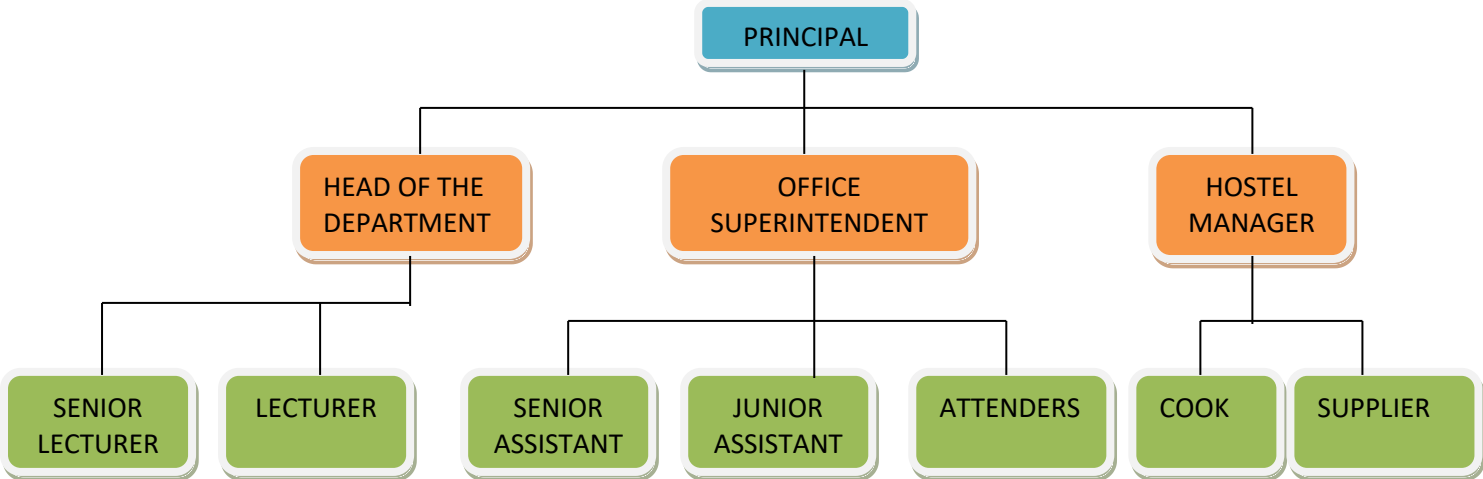
		<p>accounts relating to cash transactions such as cash book, U.D. pay Register, P.A. Register, contingent Register and other relevant records.</p> <ol style="list-style-type: none"> 3. Preparation of contingent bills, T.A. Bills, LTC Bills. 4. Reconciliation of expenditure and receipts with the treasury. 5. Reconciliation of P.D. Accounts pertaining to Non-Govt funds. 6. Maintenance of Treasury bill Register. 7. Recovery of Court attachment, LIC, recoveries, Welfare fund recovery etc., on the pay day. 8. Verification of duplicate keys of the iron safe deposited in the treasury once in an year. 9. P.A. acknowledgement to be sent to A.G. before 15 April of every year. 10. Number Statement to be prepared with the assistance of establishment section. 11. Any other duties assigned to him from time to time.
9.	JUNIOR ASSISTANT(ASSISTANTS TO ACCOUNTANTS)	<ol style="list-style-type: none"> 1. Preparation of bills , supplementary bills and arrear bills. 2. Sanction and preparation of all advanced bills such as Festival advance, Education Advance, 3. G.P.F part final withdrawal, pay & tour advance etc. 4. All the bills and correspondence will be routed through the senior Assistant (Accounts). 5. Presentation of pay bills the Treasury five days in advance to the pay day. 6. Preparation of acquittance registers for salaries. 7. Prompt maintenance of Advance recovery for registers. 8. Correspondence pertaining to the subject marriage Advance , building Advance, G.P.F part 9. Final withdrawal advances etc. 10. Any other duties entrusted to him.
10.	SENIOR ASSISTANT (ESTABLISHMENT)	<ol style="list-style-type: none"> 1. Maintenance of S.R for all members of the Establishment. 2. Prompt submission of proposals for regularisation of services, declaration of satisfactory completion of probation to the appointment authority. 3. Proposals for sanction of annual increments as soon as they are accrued. 4. Fixation of Pay. 5. Preparation of pension papers for those who retire on superannuation and also for those who expired while in service. 6. Maintenance of C.L. Account. 7. Watch register for sanction of annual increment. 8. Register of Probationers. 9. Maintenance of individual personal files to each staff members on rolls. 10. Preparation of Annual Admn. report. 11. Any other duty entrusted to him from time to time.
11.	SENIOR ASSISTANT /JUNIOR ASSISTANTS(STORES SECTION)	<ol style="list-style-type: none"> 1. Will be the custodian for the stores received from time to time and will be solely responsible for shortage of stores kept under custody. 2. Will maintain Central stock register and enter there in all the items of stores (Consumable and Non-consumable) purchased to the institution and obtain the signature of the stores officer and principal in the registers. The signatures of the concerned head of section on the "Certificate of receipts of goods in good condition" on the invoices/bills will be obtained. 3. Will maintain the register of bills handed over to Account section after obtaining necessary acknowledgement in the register and watch their payments. 4. He will maintain R.R Register with appropriate columns. 5. He will maintain consumables and Non-consumables stock register with index. He will transfer all the stores entered in the central stock register to the consumable and non-

		<p>consumable stock register under his control and obtain the signature of stores officers.</p> <ol style="list-style-type: none"> 6. Will promptly transfer the machinery purchase to the concerned Departments on indents approved by the principal. 7. Will issue consumable and non-consumable stores against the indents approved by the principal and deduct the quantities issued from the stock. 8. Placing on supply of orders against the approved of comparative statement for items recommended by the concerned Head of Section. 9. Will release parcels promptly from the lorry parcel office/railway parcel office and arrange for their transportation to the institution. 10. Will submit departmental indents and stock registers to the stores officer promptly to verify the corrections of the entries and initial each entry in the stock register. 11. Will maintain unserviceable stock register and dispose unserviceable articles in public action, after receipt of orders from Govt. And the stores so auctioned quoting the G.O.Ms.No. and date in the concerned stock register. 12. Will maintain "Furniture and distribution stock register" and be responsible for the Institution furniture. 13. Will distribute under orders of the Principal, the required items of the furniture to the class room, Lab, Office etc., and obtain the acknowledgements from the staff concerned. Acknowledgements will be obtained for the class rooms furniture from day and night watchman. 14. Will collect broken furniture, if any and submit necessary notes through stores officer to Principal for orders. 15. Will work under supervision of stores officer and all correspondence will be routed through him only. 16. Will get all items of furniture numbered.
12.	SENIOR ASSISTANT /JUNIOR ASSISTANTS(ADMISSIONS & EXAMS	<ol style="list-style-type: none"> 1. Will assist the admission officer at the time of admissions. 2. Will write the admission register in the form designed soon after the admissions are over 3. and put up to the Head of the institution along with the application for admission through proper channel for scrutiny and attesting of each entry in the admission register. 4. Maintenance of cash book for the advances received from the State Board by means of Demand Drafts for various types of examination. 5. Will prepare promptly the D.C.bills soon after the examinations are over. 6. Will prepare T.Cs, C.Cs course completion certificates Railway concessions to students. 7. Will account for the Demand Bank drafts received along with the applications of the students appearing for various examinations in favour of the Secretary, State Board of Technical Education and Training and furnish to the Board with the list of candidates promptly. 8. Will maintain all correspondence pertaining to examinations and admissions. 9. Will attend to other works assigned to him from time to time. 10. Will maintain "Term fee Register".
13.	SENIOR ASSISTANT /JUNIOR ASSISTANTS(LOANS& SCHOLARSHIPS)	<ol style="list-style-type: none"> 1. Will prepare proposals for all types of scholarships fresh and renewal to be sent to various sanctioning authorities before the due date. 2. Will maintain cash book for scholarships and be solely responsible for the transaction.

		<ol style="list-style-type: none"> 3. Will prepare cheques for the sanctions and amounts received to be issued to studentstowards scholarships pocket money , book grant ets., in case separate Bank Account is opened in the name of the Principal. 4. Will prepare two acquittances one for office record and another to be sent to the sanctioning authority along with undisbursed scholarship amount if any by mans of cross DD. 5. Will reconcile the P.D Account under "National Loan and Merit Scholarships" sanctioned by D.E.L every month with the treasury. 6. Will maintain the records as prescribed by the Director for sanction of State Loan @ 600/- p.a per loan grantee. 7. Is solely responsible if any amount under National Loan and National Merit Scholarship is lapsed on the last working day of the closure of the financial year
14.	JUNIOR ASSISTANTS/INWARD AND OUTWARD SECTION	<ol style="list-style-type: none"> 1. Will maintain inward and outward Register in the proforma in the D.O.M. 2. Will solely be responsible for the maintenance of stamp account. 3. Will maintain local delivery register. 4. Will register of tapals received by registered post with particulars of enclosures etc.,
15	ATTENDERS	<ol style="list-style-type: none"> 1. All attenders will wear turbans or caps during working hours of the institutions, The attender available at Principal room, Office and rooms of Heads of Section shall wear davelis also. 2. All attenders will attend the institution an hour before the scheduled time and dust the furniture available in the offices and maintain perfect clean lines and leave the office after the close of the office with the permission of A.O/O.S., if available in the office to attend urgent work in the office. 3. Will place drinking water in the offices. 4. Generally the attenders will attend the treasury duty for presenting the bills and encashment of bills endorsed in favour upto Rs.250/- Local delivery release of parcels circulations, assist the Inward &Outward section in preparing covers, affixing service postage on covers bringing tappals from post office , taking covers for post registration, carrying files from one section to another section bringing the tappals from post office on institution holidays to the residence of principal etc. 5. Will attend any other duties entrusted to them time to time. 6. Those who have been appointed to perform "Night Watchman" duties shall attend the office hour before the closure of the office and take charge from the "day watchman". The staff appointed or those who have been entrusted with the duties of "night watchman" are not eligible to avail themselves of any public holidays. However they are eligible to avail casual leave or other regular leaves, that they may be entitled to. During the absence of the "Night Watchman" the Head of the institution shall make substitute arrangements by drafting other attenders to prform the duties of "Night Watchman".

III. THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

ORGANIZATION CHART:



IV. THE NORMS SET BY THE ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS

NORMS SET BY SBTET, A.P.

CITIZEN CHARTER

CITIZEN CHARTER

Department of Technical Education
Government Institute of Ceramic Technology - Gudur

1. AIM : The Citizen Charter is the part of endeavor to ensure the delivery of the student friendly services and smart.

Governance in the Educational Institution under the control of the Department of Technical Education.

2. SERVICES RENDERED BY THE COLLEGE ADMINISTRATION

- a) Co-ordination of Admissions
- b) Admission of students allotted and conducting of academic programme according to the curriculum designed by S.B.T.E.T. like announcing the working days, teaching hours by the Head of Departments/ Principal
- c) Monitoring curricular and extra curricular activities like games, sports, NCC / NSS etc.,
- d) Attending to various grievances of students
- e) Conducting unit tests, Diploma examinations, POLY CET, Providing implant training, campus interviews etc.,
- f) Extend test services of materials to various organizations and conduct of short - term courses in Computers and other Vocational training to unemployed youth.

3. TRAGET TIMES FOR VARIOUS SERVICES

- a) Issue of TC : 1 Day
- b) Issue of Banafide Certificate : 1 Day
- c) Issue of Provisional Certificate : 1 Day
- d) Issue Marks list : 1 Day
- e) issue of Original Diploma Certificate : 1 Day
- f) Result announcement : 2 Months
- g) Disbursement of Scholarships : 1 Month

(To respective bank Accounts of Students)

4. DISSEMINATION OF INFORMATION COMPLAINT REDRESSAL

- a) Academic matter, Syllabus coverage and attendance : HOD
- b) Scholarship : AO/OS
- c) Games and Sports : Physical Director
- d) Extra curricular activities : Students Advisor
- e) Hostel : warden/Deputy Warden / Hostel Manager

5. REDRESSEL OF GRIVENCES WILL BE ATTENDED WITH IN 7DAYS

6. CONDUCT OF STAFF , STUDENTS AND PARENT MEET:

To elicit Suggestions for improving of standards in all respects.

7. Co-OPERATION EXPECTED FROM THE STUDENTS AND PARENTS

- a) Students are requested to maintain discipline, decorum and adhere to conduct rules and bestow their attention on studies for improving knowledge, taking the services of staff members, utilizing the library and other facilities etc.,
- b) Parents are requested to have adequate interaction with the Principal and HOD'S regarding the general behaviour and academic pursuit of their wards.

V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE ORGANISATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

✚ **OFFICE MANUAL OF DEPARTMENT OF TECHNICAL EDUCATION(HYPERLINK)**

✚ **CURRICULUM(HYPERLINK)**

✚ **ANDHRA PRADESH TECHNIAL EDUCATION SERVICE RULES(APTES)**

✚ **ANDHRA PRADESH MINISTERIAL SERVICE RULES(APMS)**

✚ **ANDHRA PRADESH LAST GRADE SERVICE(APLGS)**

✚ **ANDHRA PRADESH CIVIL SERVICES(CCA RULES)**

✚ **INSTRUCTIONS GIVEN BY COMMISSIONER OF TECHNICAL EDUCATION FROM TIME TO TIME.**

VI. A STATEMENT OF RECORDS OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE ORGANISATION OR UNDER ITS CONTROL

S.NO	SECTION	NAME OF THE RECORD
1.	OFFICE SUPERINTENDANT	1 VISITORS BOOK
		2 DEPARTMENTAL AUDIT PRARA'S WATCH REGISTER
		3 A.G. AUDIT PARA'S WATCH REGISTER
		4 MOVEMENT REGISTER
2.	ACCOUNT SECTION	1 CASH BOOK
		2 TREASURY BILLS
		3 REGISTER OF CHEQUES
		4 PAY BILL REGISTER
		5 T.A. BILL REGISTER
		6 T.A. ADVANCE REGISTER
		7 U.D. PAY REGISTER
		8 PAY ADVANCE REGISTER
		9 PERMANENT ADVANCE REGISTER
		10 ACQUITTANCE REGISTER
		11 REGISTER OF LOANS
		12 REGISTER OF FESTIVAL ADVANCES
		13 REGISTER OF SECURITY DEPOSITS
		14 TREASURY AND BANK RECONCILIATION REGISTER
		15 REGISTER OF RECOVERIES OF GPF AND APGI
		16 REGISTER OF CONTRIBUTORY PENSION SCHEME
		17 REGISTER OF GRANTS IN AID
		18 FEES WATCH REGISTER
		19 DAILY FEES COLLECTION REGISTER
		20 IRG CASH BOOK
		21 MODRABS CASH BOOK REGISTER
		22 ASSOCIATION FEE LEDGER
		23 GAMES FEE REGISTER
		24 WORKSHOP AND LAB FEE REGISTER
		25 ALUMUNE REGISTER
		26 COURSE WORK FEE REGISTER
		27 DUPLICATE KEYS WATCH REGISTER
		28 SECURITY DEPOSIT REGISTER
		29 TENDERS BID AMOUNT REGISTER
		30 CONTINGENT BILL REGISTER
		31 GOVT, NON GOVT, RECONCILIATION
3.	SCHOLARSHIP SECTION	1 SCHOLARSHIP WATCH REGISTER
		2 SCHOLARSHIP CASH BOOK
4.	ESTABLISHMENT SECTION	1 ATTENDANCE REGISTER
		2 L.P.C WATCH REGISTER (RECEIVED)
		3 REGISTER OF ADVANCES
		4 LPC ISSUE REGISTER
		5 INCREMENTS WATCH REGISTER
		6 REGISTER OF SERVICES REGISTER

		7	PERMANENT ESTABLISHMENT STAFF REGISTER
		8	TEMPORARY ESTABLISHMENT STAFF REGISTER
		9	REGISTER OF COURT ATTACHMENTS
		10	PERIODICAL REGISTER
		11	BACKLOG POSTS WATCH REGISTER
		12	ROSTER BOOK
5.	STORES SECTION	1	STOCK REGISTER OF STATIONARY & ISSUES
		2	REGISTER OF STORES AND ISSUES
		3	TOOLS AND PLANTS REGISTER
		4	STOCK REGISTER OF UN-SERVICEABLE ARTICLES
		5	REGISTER OF BUILDING
		6	INDENT BOOKS (SECTION WISE)
		7	MEASUREMENT BOOKS
		8	REGISTER OF FURNITURE
		9	BREAKAGE REGISTER (SECTION WISE)
		10	REGISTER OF VEHICLE AND OTHER REPAIRS AND SPA
		11	HIRE CHARGES PAYMENT REGISTER
		12	CENTRAL STOCK REGISTER
		13	FURNITURE STOCK REGISTER
		14	DAILY PURCHASE REGISTER
		15	RECEIPTS BOOK STOCK REGISTER
		16	ASSETS REGISTER
		17	TENDER SALES
		18	RAILWAY RECEIPTS REGISTER
		19	LORRY RECEIPT REGISTER
		20	AUCTION REGISTER
		21	FUEL USAGE REGISTER (If vehicle available)
		22	VEHICLE LOG BOOK
		23	LOCAL PURCHASE REGISTER
6.	EXAMINATION SECTION	1	SBTET STATIONARY STOCK REGISTER
		2	EXAMINATION STATIONARY STOCK REGISTER
		3	DC BILL WATCH REGISTER
		4	CUMMULATIVE RECORDS WATCH REGISTER (AUTONOMOUS BODY COURSE)
		5	STUDENT ASSESSMENT REGISTER
7.	ACADEMIC SECTION	1	ADMISSION REGISTER
		2	STUDENT ATTENDANCE REGISTER
		3	STUDENTS PERSONAL REGISTER
8.	HOSTEL SECTION	1	HOSTEL CASH BOOK
		2	HOSTEL STOCK REGISTER
		3	HOSTEL FURNITURE REGISTER
		4	HOSTEL FICTURES REGISTER
		5	PROVISION STOCK REGISTER
		6	PROVISION ISSUE REGISTER
		7	HOSTEL RESERVE FUND REGISTER
		8	HOSTEL FD WATCH REGISTER
		9	MESS BILL REGISTER
		10	HOSTEL RESOLUTION REGISTER
		11	HOSTEL UTENCILS REGISTER

9.	LIBRARY SECTION	1	ACCESSION REGISTER
		2	LIBRARY STOCK REGISTER
		3	PERIODICALS AND JOURNAL REGISTER
10.	DESPATCH SECTION	1	REGISTER OF CASUAL LEAVES
		2	DESPATCH REGISTER AND INWARD REGISTER
		3	LOCAL DELIVERY REGISTER
		4	REGISTER OF POSTAL STAMP ACCOUNT
11.	HEAD OF SECTION	1	LOG BOOKS
		2	UNIT TEST MARKS WATCH REGISTER
		3	PRACTICAL MARKS WATCH REGISTER
		4	DIPLOMA'S ISSUE WATCH REGISTER
		5	MARKS MEMO ISSUE WATCH REGISTER
		6	SESSIONAL MARKS WATCH REGISTER
12.	PHYSICAL DIRECTOR	1	STOCK REGISTER

VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

PARENTS MEET

VIII. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

S.NO.	NAME OF THE COMMITTEE	MEMBERS	DESIGNATION	ROLE
1.	ACADAMIC COMMITTEE		REGIONAL JOINT DIRECTOR	CHAIRMAN
			NOMINEE OF THE SBTET	MEMBER
			NOMINEE OF THE CTE	MEMBER
			SUBJECT EXPERT	MEMBER
			SUBJECT EXPERT	MEMBER
			INDUSTRIAL EXPERT	MEMBER
			INDUSTRIAL EXPERT	MEMBER
			HEAD OF SECTION	MEMBER
			PRINCIPAL	CONVENOR
			PROFESSOR, T.T.T.I EXTENSION CENTER, HYD	MEMBER
2.	EXAMINATION COMMITTEE		SECRETARY, SBTET	CHAIRMAN
			REGIONAL JOINT DIRECTOR	MEMBER
			SUBJECT EXPERT	MEMBER
			SUBJECT EXPERT	MEMBER
			HEAD OF SECTION	CONVENOR
			NOMINEE OF THE CTE	MEMBER
1.	GRIEVANCE REDRESSAL COMMITTEE	SRI V.VIJAYA KUMAR	PRINCIPAL	CHAIRMAN
		SMT.V.VIJAYA LAKSHMI	SENIOR LECTURER IN CERAMICS	CONVENOR
		DR.M.SRINIVASA RAO	SENIOR LECTURER IN MECH.ENGG	MEMBER
		SRI K.SOMASEKHAR	LECTURER IN PHYSICS	MEMBER
2.	SC ST STUDENTS COMMITTEE	SRI V.VIJAYA KUMAR	PRINCIPAL	CHAIRMAN
		SMT.V.VIJAYA LAKSHMI	SENIOR LECTURER IN CERAMICS	LIASON OFFICER
		DR.M.SRINIVASA RAO	SENIOR LECTURER IN MECH.ENGG	MEMBER
		SRI K.VENKATESWARA RAO	PHYSICAL DIRECTOR	MEMBER
		SMT.N.BINDU	LECTURER IN COMPUTER ENGG.	MEMBER
3.	INTERNAL QUALITY ASSURANCE CELL	SRI V.VIJAYA KUMAR	PRINCIPAL	CHAIRMAN
		SMT.V.VIJAYA LAKSHMI	SENIOR LECTURER IN CERAMICS	CONVENOR
		DR.M.SRINIVASA RAO	SENIOR LECTURER IN MECH.ENGG	MEMBER
		SRI K.SOMASEKHAR	LECTURER IN PHYSICS	MEMBER
4.	INTERNAL COMPLAINT COMMITTEE (SECTION 4(1) OF SEXUAL HARRASSMENT OF WOMEN)	SMT.V.VIJAYA LAKSHMI	SENIOR LECTURER IN CERAMICS	MEMBER
		SMT.P.VANI	LECTURER IN CHEMISTRY	MEMBER

		SMT.N.BINDU	LECTURER IN COMPUTER ENGG.	MEMBER
		SMT.E.PRATHIBHA	SENIOR ASSISTANT	MEMBER
5.	ANTI-RAGGING SQUAD	SRI K.VENKATESWARA RAO	PHYSICAL DIRECTOR	CO-ORDINATOR
		SRI G.RAJ KUMAR	LECTURER IN ENGLISH	MEMBER
		SRI K.SOMASEKHAR	LECTURER IN PHYSICS	MEMBER
		SMT.N.BINDU	LECTURER IN COMPUTER ENGG.	MEMBER
		J.DINESH	D.CER.TECH 2 ND YEAR	STUDENT
6.	ANTI-RAGGING COMMITTEE	SRI V.VIJAYA KUMAR	PRINCIPAL	CHAIRMAN
		SMT.V.VIJAYA LAKSHMI	SENIOR LECTURER IN CERAMICS	CO-ORDINATOR
		DR.M.SRINIVASA RAO	SENIOR LECTURER IN MECH.ENGG	MEMBER
		SMT. AUDI LAKSHMI	S.I, 2 TOWN	MEMBER
		P.GIRISH KUMAR	REPORTER, ANDHRA JYOTHI	MEMBER
		Y.RAKESH COWDARY	D.CER.TECH 2 ND YEAR	MEMBER
		SRI GELLI JAYA RAMU	PARENT	MEMBER

IX. A DIRECTORY OF THE ORGANISATION'S OFFICERS AND EMPLOYEES

Sl.N	Name of the Staff	Designation	Mobile No.	E-mail ID
1	V.VIJAYA KUMAR	PRINCIPAL FAC	9912342070	gict070@gmail.com
2	G.V.SURESH	HEAD OF CIVIL ENGG.	9440536498	gvsuresh74@gmail.com
3	M.SRINIVASA RAO	SR.LEC.IN.MECH.EN GG.	8985872905	srinivasaraomuthe@gmail.com
4	V.VIJYA LAKSHMI	SR.LEC.IN CERAMIC	8985348925	vijjy13@gmail.com
5	G.RAJAKUMAR	LEC.IN ENGLISH	9951013719	rajagangepogu@gmail.com
6	K.SOMASEKHAR	LEC.IN PHYSICS	9492337539	koonasomasekhar@gmail.com
7	P.VANI	LEC.IN CHEMISTRY	9177823872	vani2042@gmail.com
8	K.VENKATESWARA RAO	PHY.DIRECTOR	9494761168	kvraopd@gmail.com
9	N.BINDU	LEC.IN COMP.ENGG.	9493885112	nbindu.btech@gmail.com
10	B.BABU	OFFICE SUPDT.	9948205759	batisettybabu@gmail.com
11	P.B.K.MOHANA RAO	HOSTEL MANAGER	9490471359	pbkmohanrao@gmail.com
12	E.PRATHIBHA DEVI	SR.ASSISTANT	9966362692	prathibha.enguluru@gmail.com
13	K.SARADA	JR.ASSISTANT	9052250721	saradagict@gmail.com
14	S.BALAI AH	JR.ASSISTANT	8985839005	balai ahsanke@gmail.com
15	B.VENKATESWARAL U	ATTENDER	9494896302	-
16	K.PRASANNA LAKSHMI	ATTENDER	9052471105	kavalilakshmi70@gmail.com
17	D.PRAMILA	ATTENDER	7382401667	prameela811@gmail.com
18	D.DHAYAKAR	ATTENDER	9704097871	dhayakarpantrangam@gmail.com
19	G.SHALEM RAJ	ATTENDER	9550111860	shalamraju@gmail.com
20	K.RAJESWARI	ATTENDER		-
21	T.VENKATARAMAIA H	COOK	9849158412	talarivenkataramaiah@gmail.com
22	P.SUBBARAYULU	SUPPLIER	9490242681	pamujulasubbarayulu@gmail.com
23	M.SAI DINEESH	WATCHMAN	8142604498	saidinesh454@gmail.com
24	T.POLAMMA	DAILYWAGE	9441584799	tupakulapolamma@gmail.com
25	R.V.KAMESWARA RAO	CONT.LEC.	9491919748	kameswararao.gict@gmail.com
26	K.JAGADEESH BABU	CONT.LEC.	8106203819	jbabukonidena@gmail.com
27	B.ASHOK	CONT.LEC.	8297427133	ashokbiguvu@gmail.com

X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE ORGANISATION'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

S.NO	DESIGNATION	NAME OF THE EMPLOYEE	GROSS SALARY (PER ANUM)
1	HOD	G.V.Suresh	1879566.00
2	Senior Lecturer in Ceramics	V.Vijayalakshmi	941172.00
3	Senior Lecturer in Mech.Engg.	M.Srinivasa Rao	1864709.00
4	Lecturer in English	G.Rajakumar	1973898.00
5	Lecturer in Chemistry	P.Vani	817084.00
6	Lecturer in Comp.Engg.	N.Bindu	824360.00
7	Lecturer in Physics	K.Somasekhar	824360.00
8	Physical Director	K.Venkateswara Rao	2223087.00
9	Office Superintendent	B.Babu	886902.00
10	Hostel Manager	P.B.K.Mohan Rao	672584.00
11	Senior Assistant	E.Prathibhadevi	578622.00
12	Junior Assistant	S.Balaiah	492203.00
13	Junior Assistant	K.Sarada	467584.00
14	General Mechanic	C.Srinivasulu	522372.00
15	Office subordinate	B.Venkateswarlu	852627.00
16	Office subordinate	K.Prasannalakshmi	383698.00
17	Office subordinate	D.Prameela	380874.00
18	Office subordinate	P.Dhayakar	287120.00
19	Office subordinate	G.Shalam Raj	287120.00
20	Office subordinate	K.Rajeswari	260199.00
21	Cook	T.Venkatramaiah	754489.00
22	Supplier	P.Subbarayulu	754677.00
23	Watch man	M.Sai Dinesh	309470.00

XI. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

BUDGET - 2019-20				
HEADS	DESCRIPTION	SACTIONED	EXPENDITURE	BALANCE
110/111	Travelling Allowance	8,500.00	0.00	8,500.00
130/131	Service postage and telicom	12,364.00	4,000.00	8,364.00
130/132	Other office expenses	10,974.00	10,000.00	974.00
130/133	Water and Electricity charges	2,13,151.00	1,94,761.00	18,390.00
130/135	Consumble /Stationary	40,000.00	39,985.00	15.00
160	Publications	5,500.00	0.00	5,500.00
210/213	Supplies and materials	9,100.00	4,800.00	4,300.00
290/297	Other professional services	50,000.00	50,000.00	0

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

NOT APPLICABLE

**XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATIONS GRANTED BY THE ORGANISATION**

NOT APPLICABLE

XIV. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

AVAILABLE IN ELECTRONIC FORM

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READINGROOM, IF MAINTAINED FOR PUBLIC USE

- Offers Testing of ceramic materials and issue certificate on payment.
- Library facility is only for students.

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

S.NO	ROLE	NAME OF THE OFFICER	DESIGNATION	CONTACT NO.
1	PUBLIC INFORMATION OFFICER	DR.M.SRINIVASA RAO	SENIOR LECTURER IN MECH.ENGG	8985872905
2.	ASSISTANT PUBLIC INFORMATION OFFICER	SRI B.BABU	OFFICE SUPERINTENDENT	9948205759
3.	APPELLATE AUTHORITY OFFICER	SRI V.VIJAYA KUMAR	PRINCIPAL(FAC)	9912342070

XVII. OTHER INFORMATION***INTAKE FOR THE LAST THREE YEARS***

S.NO.	INTAKE
2019-20	60
2018-19	60
2017-18	60

PASS PERCENTAGE FOR THE LAST THREE YEARS

S.NO.	PASS %
2019-20	24.84
2018-19	44
2017-18	38.62

PLACEMENT DETAILS FOR THE LAST THREE YEARS

S.NO.	NUMBER OF STUDENTS PLACED	NUMBER OF STUDENTS ELIGIBLE
2019-20	39	49
2018-19	45	48
2017-18	31	31

LIST OF INDUSTRIES OFFERING EMPLOYMENT

S.No	NAME OF THE COMPANY	ADDRESS	LOGO OF THE COMPANY
1	TOROCID INDIA LIMITED	GUJARATH	
2	SAINT GOBAIN GLASS INDIA LTD.	TAMILNADU	
3	H&R JOHNSON INDIA LTD.	KARNATAKA	
4	SENTINI CERAMICA (P) LTD.	KRISHNA, A.P.	
5	SILICA CEAMICS PVT. LTD.	WEST GODAVARI	
6	BELL CERAMICS LTD.	BANGALORE	
7	HINDUSTHAN SANITARYWARE INDIA LTD.	TELANGANA	
8	RAK CERAMICS	KAKINADA	
9	AGI GLASPAC	HYDERABAD	
10	VENNAR CERAMICS	KRISHNA DT.	
11	ANJANI CERAMICS	NELLORE	
12	BHANU CERAGLAZE	HYDERABAD	
13	SEGNO CERAMICS LTD.	GUNTUR	

14	TRIVENI GLASS LTD.	WEST GODAVARI	
15	IMERY CERAMICS LTD.	HYDERABAD	
16	APARNA CERAMICS	SAMARLAKOTA	
17	VIDRES INDIA CERAMIC PVT. LTD.	SAMALKOT	
18	SIMPOLO CERAMICS	GUJARATH	
19	ORIENT GLAZES LTD.	GUJARATH	
20	JSW STEEL LTD.	BELLARI	
21	ZAIN REFRACTORIES LTD.	HYDERABAD	
22	ITACA GLAZES LTD.	GUJARATH	
23	SCONE SANITARYWARE AND MODULO TILES	VIJAYAWADA	
24	HINDUSTHAN NATIONAL GLASS LTD.	NAIDUPETA	

TEACHING STAFF DETAILS

Name of the employee : Mr.V.Vijaya Kumar

Designation : Principal

Date of Birth : 14-04-1963

Date of joining teaching Profession : 28-09-2020

Date of joining this Institute :

Qualification : A.M.I.E.,M.Tech.(Civ)
M.Tech.(C.S.E.),M.Tech.Ed.FI.E.,M.I.S.T.E.,F.I.V

Discipline : Environmental Engineering

Teaching Experience in years : 38

Email ID :

Mobile Number :



Name of the employee : Dr.GudipudiVenkata Suresh
Designation : Head of Section
Date of Birth : 13-06-1974
Date of joining teaching Profession : 02-03-2001
Date of joining this Institute : 11-12-2018
Qualification : M.Tech.,Ph.D.,
Discipline : Civil Engineering
Teaching Experience in years : 19
Email ID : gvsuresh74@gmail.com
Mobile Number : 9440536498



Name of the employee : Mrs.V.Vijaya Lakshmi
Designation : Senior Lecturer in Ceramics
Date of Birth : 13-08-1984
Date of Entering into service : 19-05-2012
Date of joining this Institute : 19-05-2012
Qualification : M.Tech.,
Discipline : Ceramics
Teaching Experience in years : 8
Email ID : vijji13@gmail.com
Mobile Number : 8985348925



Name of the employee : Dr.M.Srinivasa Rao
Designation : Senior Lecturer in Mechanical Engg.
Date of Birth : 14-07-1974
Date of Entering into service : 22-01-2001
Date of joining this Institute : 16-02-2019
Qualification : Ph.D.,M.Tech.,
Discipline : Mechanical Engineering
Teaching Experience in years : 19
Email ID : srinivasaraomuthe@gmail.com
Mobile Number : 8985872905



Name of the employee : Mr.G.Rajakumar
Designation : Lecturer in English
Date of Birth : 08-05-1967
Date of Entering into service : 21-08-1995
Date of joining this Institute : 06-01-2017
Qualification : M.A.(English Literature)
Discipline : English
Teaching Experience in years : 25
Email ID : rajkumardc@gmail.com
Mobile Number : 9951013719



Name of the employee : Mrs.P.Vani
Designation : Lecturer in Chemistry
Date of Birth : 10-05-1984
Date of Entering into service : 07-12-2008
Date of joining this Institute : 07-01-2012
Qualification : M.Sc.,B.Ed.
Discipline : Chemistry
Teaching Experience in years : 08
Email ID : vani2042@gmail.com
Mobile Number : 9177823872



Name of the employee : Mr.K.Somasekhar
Designation : Lecturer in Physics
Date of Birth : 10-05-1984
Date of Entering into service : 26-10-2013
Date of joining this Institute : 26-10-2013
Qualification : M.Sc.,B.Ed.
Discipline : Physics
Teaching Experience in years : 08
Email ID : koonasomasekhar@gmail.com
Mobile Number : 9492337539



Name of the employee : Mrs.N.Bindu
Designation : Lecturer in Computer Engg.
Date of Birth : 28-06-1988
Date of Entering into service : 24-10-2013
Date of joining this Institute : 24-10-2013
Qualification : B.Tech
Discipline : Computer Engineering
Teaching Experience in years : 08
Email ID : nbindu.btech@gmail.com
Mobile Number : 9493885112



Name of the employee : Mr.K.Venkateswara Rao
Designation : Physical Director
Date of Birth : 01-10-1963
Date of Entering into service : 11-04-1991
Date of joining this Institute : 15-05-2013
Qualification : B.P.Ed.
Discipline : Physical Education
Teaching Experience in years : 29
Email ID : kvraopd@gmail.com
Mobile Number : 9494761168

