



STUDENT HANDBOOK

Contains basic guidelines that must be
understood by students



Chairman's Message



Dear Students,

Welcome to the ISTS family!

At ISTS, we believe that education should not only prepare you for a degree but also for a successful career and a meaningful life. Our **"Learn While You Earn"** initiative empowers you to gain practical industry experience, develop professional skills, and earn while pursuing your education.

We are committed to providing quality education, industry exposure, innovation, and holistic development in a supportive learning environment. I encourage you to dream big, work hard, and make the most of every opportunity.

I wish you a rewarding academic journey and a bright future.

With Best Wishes,



Chairman

Vice Chairman's Message

Dear Future Women Engineers,

Welcome to ISTS Women's Engineering College!

You are stepping into a journey that will shape your future and empower you to become confident, skilled, and responsible leaders. At ISTS, we believe every young woman has the potential to innovate, inspire, and make a lasting impact on society.

Be curious, embrace challenges, and never stop learning. With dedication, discipline, and determination, there is no limit to what you can achieve. We are committed to supporting you every step of your academic and professional journey.

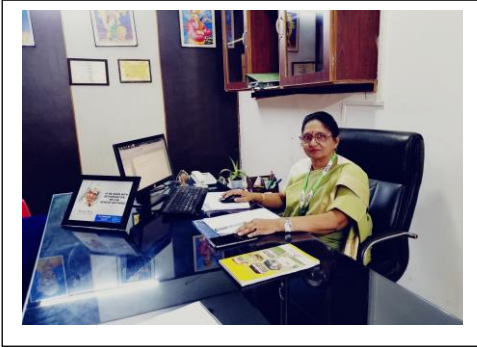
Dream fearlessly, learn passionately, and lead confidently.

Best Wishes,

-Ms. Vangala Anusha



Principal's Message



Dear Students,

It gives me immense pleasure to welcome you to ISTS Women's Engineering College.

Engineering is not just about earning a degree—it's about developing knowledge, innovation, confidence, and the courage to solve real-world challenges. At ISTS, we are committed to academic excellence, hands-on learning, research, and holistic development, ensuring that every student reaches her full potential.

Believe in yourself, stay curious, and strive for excellence in everything you do. Your journey begins here, and your future is limited only by your determination.

I wish you a successful, enriching, and inspiring academic journey.

-Dr. Y. Rajasree Rao
Principal

Administrative Officer Message

Dear Students,

Welcome to ISTS Women's Engineering College!

Your comfort, safety, and well-being are our priority. We provide a secure campus with modern classrooms, well-equipped laboratories, a rich library, comfortable hostel accommodation, hygienic dining facilities, and reliable transport services to ensure a pleasant and productive learning experience.

We are committed to creating an environment where you can focus on your dreams, build lifelong friendships, and achieve academic excellence with confidence.

Wishing you a memorable and successful journey at ISTS.

-Mohammed Ahsan Iqbal
Administrative Officer



PROFILE OF THE INSTITUTION



International School of Technology and Sciences for Women (ISTS) Established in the year 2010 is a premier Autonomous institution in the coastal region of Andhra Pradesh, imparting holistic technical education to the students. Pioneering the cause of providing technologically oriented education in Andhra Pradesh, with an inspiration to contribute its mite, in its small way to the concept called – **Brand India.**

The idea basically is an attempt to transform the young rural women into highly competent and technically sound talented professionals – arm her with latest skills and knowledge, improve her efficiency, increase her productivity, fine tune her personality, unleash the true potential in her, and turn her into Global technological woman.

A decade's long journey of academic excellence of ISTS, has been awarded with the prestigious A+ grade by the National Assessment and

Accreditation Council (NAAC). With a Cumulative Grade Point Average (CGPA) of 3.37 on a 4-point scale, ISTS has joined the elite list of colleges to be accredited with an A+ grade by NAAC in its very first cycle.



To continuously evolve as a preeminent center of excellence in emerging technologies Dedicated to empowering women and nurturing their talents, with a focus on cultivating them as visionary global leaders.



Our mission is to provide a supportive and inclusive environment where women can thrive in the field of emerging technologies.

Through our comprehensive programs, we aim to nurture their talents, enhance their technical skills, and foster their leadership abilities.

By cultivating a community of visionary global leaders, we strive to create a lasting impact on the technological landscape, where women play a pivotal role in shaping the future.



Excellence

We strive for excellence in teaching, learning, research, and professional practices, fostering a culture of continuous improvement and academic distinction.

Innovation & Leadership

We inspire innovation, creativity, and leadership, empowering students and stakeholders to develop solutions that positively impact society.

Self-Reliance

We nurture young women with the knowledge, skills, confidence, and entrepreneurial mindset needed to become independent, self-reliant, and future-ready professionals.

We instil strong ethical values, professional integrity, social responsibility, and respect for moral principles in all academic and professional endeavours.

Green Practices & Sustainability

We are committed to promoting environmentally sustainable practices by encouraging energy conservation, resource efficiency, waste management, and a clean, green campus that supports ecological well-being.



To INCULCATE the Global Standards of Excellence in Nurturing the Women Engineers in Building the Benchmark of Women Empowerment with Acclaimed Technical Education, Research Embedded with Community Orientation Activities. We are committed to developing women professionals to meet emerging industrial and social needs. Innovative Teaching Industrial Interaction Placing faith in Human Values



COLLEGE PHONE NUMBERS

Sno	Name	Designation	Phone No1	Phone No2
1	Dr.Y.Rajasree Rao	Principal	9505506101	9866153686
2	Mr.M.Ahsan Iqbal	Administrative Officer	9505506111	9652221606
3	Ms.Bharathi	Accounts Dept	9505506119	9948309924
4	Dr. Prasad Rayi	Dean of Academics	6301385045	
5	Mr.N.S.S.N.Murthy	Dean of Evaluations	9505506412	
6	Mr.K.Ravi Kumar	Controller of Exams	8185998775	
7	Mr.K.Ashok	Addl Controller of Exams and HOD Diploma section	8096907601	9963312051
8	Ms B.Sowjanya	HOD Group A -I years	8978569941	
9	Mr N.Sandeep	HOD Group B -I years	9949489829	
10	Mr.A.Venkat Raju	HOD – CSE Hostelers	9505506413	
7	Ms Katta Sowjanya	HOD – CSE Day Scholars	9908847616	
8	Mr.K.V.Srinivas	HOD – AI Day Scholars	9505506414	
8	Ms Sireesha Balla	HOD – AI Hostelers	9000700333	
9	Mr.G.Suresh	HOD – AIML	9505506415	
10	Mrs.Ch.Anusha	HOD – DS & Cyber Security	9505506416	9505506417
11	Mr.T. Ramakrishna	HOD – ECE	9505506418	
12	Mr.K.Rama Raju	HOD - AGRI	9505506419	
13	Dr.P.Rama Kishore	HOD – MBA	9505506420	
14	Mr.P.Santosh Kumar	HOD - MCA	9505506421	
14	Mr.P.Surendra	Scholarship In-Charge	9989067036	8498940429
15	Mr.R.Suresh	Transport In-Charge	9505506199	8712376166



CODE OF CONDUCT

At **International School of Technology and Sciences for Women (ISTS)**, we are committed to fostering a culture of excellence, integrity, inclusiveness, intellectual openness, fairness, respect, equity, accountability, and ethical conduct. Every student is expected to uphold these values through their daily decisions, actions, and interactions, thereby contributing to a safe, disciplined, and inspiring learning environment.

The **Student Code of Conduct** establishes the standards of behavior expected from all students and defines the responsibilities essential for maintaining order, mutual respect, and academic excellence within the institution. In addition to adhering to the rules and regulations of the College, students are required to comply with the laws of the land. Any violation of applicable laws may also constitute a breach of the College's Code of Conduct.

All students are expected to conduct themselves responsibly, uphold the reputation of the institution, and consistently demonstrate the values and principles embodied in the ISTS Code of Conduct.

Responsibilities Of Students

1. Every student shall read, understand, and comply with the policies, rules, and regulations of the institution and take responsibility for their actions and conduct.
2. Every student shall uphold the institution's commitment to diversity, equity, and inclusion by respecting and supporting all members of the academic community, irrespective of gender, caste, creed, religion, region, nationality, educational background, talent, skill, or experience.

Mobile Phone Policy

Students are strictly prohibited from bringing mobile phones to the college campus. If, due to an emergency, a student is required to bring a mobile phone, it must be handed over immediately upon arrival to Ms. T. Sireesha, who is available at the reception (hut) located at the entrance of the college. The phone may be collected after college hours. Students are expected to comply with this policy at all times.

Student Commitment

1. Students shall report to the institution on time and maintain punctuality in all academic and institutional activities.
2. Students shall wear their Institute Identity Card at all times while on campus and strictly adhere to the prescribed dress code.
3. Students shall attend all classes regularly and punctually and maintain a minimum of **75% attendance** to be eligible to appear for the End Semester/Final Examinations, as per the institution's regulations.

4. Students shall follow the instructions and guidance of faculty members with sincerity and discipline during classes, laboratories, workshops, and other academic activities.
5. Students shall maintain discipline, decorum, and silence in classrooms, drawing halls, laboratories, libraries, clubs, seminar halls, and corridors.
6. Students shall come prepared for every class by bringing the required textbooks, notebooks, calculators, drawing instruments, charts, data handbooks, and other prescribed learning materials.
7. Students shall complete and submit all assignments, laboratory records, project work, and other academic requirements within the stipulated deadlines.
8. Students shall strictly follow the rules and safety regulations of all laboratories and workshops and shall not misuse or damage any equipment, instruments, furniture, or other institutional property.
9. Students shall regularly check the Institute and Department Notice Boards, ERP Portal, and official communication channels for announcements, academic schedules, and other important notifications.
10. Students shall attend all mentoring and counselling sessions scheduled by their mentors and are encouraged to discuss academic, personal, or career-related concerns to seek appropriate guidance and support.
11. Students shall maintain absolute silence and discipline in the Library, use its resources responsibly, and ensure that books, furniture, and other facilities are handled with care.
12. Students shall not visit or remain in the canteen during scheduled class hours, except with prior permission from the concerned authority or under exceptional circumstances.

Academic Misconduct

1. To note, to follow principles of progressive discipline and any violence on the campus, destruction of the institute's property, manhandling of a person in the campus, and misbehaviour with students will be viewed seriously. Erring persons will be liable for academic or financial consequences, if sustained they will be liable to disciplinary action such as suspension or rustication for specific period etc.
2. Note that defacing of the campus buildings, walls by writing on them or sticking bills, posters is prohibited. Also damaging the notices and posters displayed in the departments is forbidden.

Disciplinary Misconduct

1. Students shall uphold the highest standards of academic integrity in all academic activities. Any act of falsification, fabrication, plagiarism, or alteration of academic records constitutes academic misconduct. All forms of examination malpractice—including the use of unfair means, possession of unauthorized material, copying, impersonation, assisting others in dishonest practices, misconduct or misbehaviour in the examination hall, and assault or intimidation of invigilators—are considered

serious offences and shall be dealt with strictly in accordance with the Malpractice Guidelines of JNTUK, Kakinada, and the rules of the Institution.

2. Students are encouraged to actively participate in seminars, workshops, conferences, technical events, cultural programmes, sports, outreach activities, and other events organized by the Institution, and contribute positively towards their successful conduct.
3. Students shall actively participate in the governance and development of the Institution through their representation and involvement in student councils, committees, clubs, professional bodies, and other institutional activities, thereby fostering leadership, responsibility, and collaborative decision-making.
4. Students representing the Institution outside the campus at academic, technical, cultural, sports, industrial, or social events shall uphold the dignity, reputation, and values of the Institution. The Student Code of Conduct shall remain applicable throughout such engagements, and students are expected to exhibit exemplary discipline, professionalism, and ethical behaviour at all times.

College Fees

Every student must register for the semester courses before the commencement of class work. In addition, the annual college tuition fee, hostel fee (for hostel residents), and transport fee (for students availing the college bus facility) must be paid before attending classes. As this is a self-financing autonomous institution, all students are expected to cooperate by completing the registration and fee payment process on time.

Identity Card Rules

- Every student must carry the College Identity Card while on campus.
- The Identity Card should be displayed visibly whenever required.
- Students must produce the Identity Card when requested by faculty, administrative staff, or security personnel.
- The Identity Card is non-transferable and must not be misused.
- Loss of the Identity Card should be reported immediately to the college office, and a duplicate card may be issued upon payment of the prescribed fee.
- Students without a valid Identity Card may be denied entry to certain facilities or college events.

Causing Disrepute To Other Students

1. Communicate respectfully with faculty, staff, and fellow students, expressing your opinions in a fair, polite, and constructive manner.

2. Resolve differences respectfully. Any disagreements should be discussed directly and courteously with the concerned individuals. Avoid discussing personal conflicts in public or common areas.
3. Maintain a professional appearance. Students shall dress decently, maintain personal hygiene, be well-groomed, and wear the Institute Identity Card at all times while on campus.
4. Use institutional resources responsibly. All facilities, equipment, laboratories, library resources, vehicles, and other assets of the Institute shall be used responsibly, lawfully, and only for authorized purposes.
5. Avoid the use of mobile phones during classes, laboratories, examinations, seminars, and other academic activities, except with prior permission from the concerned faculty.
6. Promote unity and inclusiveness. Students shall not form formal or informal groups based on caste, religion, community, region, or any other discriminatory basis.
7. Scholarship Eligibility: Students receiving scholarships must maintain a minimum of 75% attendance as prescribed by the competent authorities. Scholarship benefits are subject to compliance with the applicable attendance requirements.
8. Update personal information promptly. Students shall immediately inform the Institute of any change in their residential address, contact number, or parent/guardian details.
9. Comply with University and Institute regulations. Any violation of University or Institute rules, regulations, or policies will attract disciplinary action.
10. Promote environmental sustainability. Students are expected to conserve resources, maintain campus cleanliness, and adopt eco-friendly practices in all their activities.
11. Ensure a safe and healthy campus. Every student shall adhere to health, safety, and security guidelines and comply with all applicable laws and institutional policies. The Institute maintains zero tolerance towards misconduct, and violations are liable for disciplinary action.
12. Grievance Redressal: Any student having a grievance shall submit a written representation to the Head of the Department (HOD) or the Principal through the prescribed grievance redressal mechanism.

Punishment And Penalties

Any student found guilty of violating the Student Code of Conduct shall be liable to appropriate disciplinary action. Such actions may include a warning, suspension, monetary fine, dismissal from the institution, or withholding of the award of the degree, based on the seriousness of the offence

WOMEN'S SAFETY AND SECURITY

The institution is committed to providing a safe, secure, inclusive, and respectful environment for all women students, faculty, staff, and visitors. To promote their safety and well-being, the following measures are in place:

Internal Complaints Committee (ICC)

An Internal Complaints Committee (ICC) has been constituted in accordance with applicable regulations to address complaints related to sexual harassment. The Committee ensures that all complaints are handled confidentially, impartially, and promptly while safeguarding the dignity and rights of all individuals involved.

Students may Email their grievances to :

grievance_ists@gmail.com

Prevention Of Sexual Harassment Policy

The institution follows a zero-tolerance policy towards sexual harassment. Any form of unwelcome physical, verbal, non-verbal, or digital conduct of a sexual nature is strictly prohibited. Awareness programs and sensitization sessions are conducted regularly to promote a respectful campus environment.

Women Helpline Numbers

Women in need of immediate assistance may contact the following helplines

ICC Coordinator: Ms Divya Ratna Manikyam , 7396010735

Campus Security

The campus is protected by trained security personnel deployed at key locations, including entry and exit gates, academic buildings, hostels, and common areas. Access control measures are implemented to ensure the safety of all members of the institution.

CCTV Surveillance

The campus is monitored through CCTV surveillance in strategic areas to enhance security and deter unauthorized or inappropriate activities. Surveillance is conducted in accordance with applicable privacy and institutional guidelines.

Emergency Response Procedures

In the event of an emergency, students and staff should immediately contact the campus security office. The institution has established procedures for responding to emergencies, including medical assistance, security incidents, and evacuation when required. Emergency contact numbers are displayed prominently across the campus.

Self-Defense Programs

The institution encourages women to participate in self-defense training programs and safety awareness workshops organized periodically in collaboration with qualified trainers and law enforcement agencies. These programs aim to build confidence, preparedness, and personal safety skills.

The institution encourages all members of the campus community to report safety concerns promptly and contribute to maintaining a secure, respectful, and supportive environment for everyone.

ANTI-RAGGING POLICY

The institution is committed to maintaining a safe, respectful, and welcoming environment for all students. Ragging in any form is strictly prohibited, and the institution follows a zero-tolerance policy to ensure the dignity, safety, and well-being of every student.

Definition Of Ragging

Ragging includes any act that causes, or is likely to cause, physical or psychological harm, fear, embarrassment, humiliation, or harassment to a student. It may involve verbal abuse, teasing, intimidation, bullying, coercion, physical assault, or any activity that violates an individual's dignity or freedom, whether conducted individually or in a group.

Punishments

Students found guilty of ragging are liable to disciplinary action depending on the severity of the offence. Punishments may include:

- Written warning or reprimand.
- Suspension from classes or hostel.
- Withholding of scholarships, results, or other academic privileges.
- Debarring from examinations or campus activities.
- Expulsion from the institution.
- Filing of a police complaint and legal action, wherever applicable.

Reporting Procedure

Any student who experiences or witnesses ragging should report the incident immediately to the Anti-Ragging Committee, faculty mentor, Head of the Department, Hostel Warden, or the institution's designated authority. Complaints may be submitted in writing, through email, or via the prescribed grievance mechanism. All complaints will be treated confidentially and investigated promptly.

Anti-Ragging Committee

The institution has constituted an Anti-Ragging Committee to oversee the implementation of anti-ragging measures, create awareness among students, investigate complaints, and recommend appropriate disciplinary action. The Committee is committed to ensuring a ragging-free campus and promoting a culture of mutual respect and inclusiveness.

Student Declaration

Every student is required to submit an Anti-Ragging Declaration at the time of admission, affirming that they will not participate in, encourage, or tolerate ragging in any form. Students are expected to uphold the values of discipline, respect, and responsible conduct throughout their stay at the institution.

The institution encourages all students to contribute towards creating a friendly, supportive, and ragging-free campus where every individual is treated with dignity and respect.

STUDENT SUPPORT SERVICES

The institution is committed to fostering the academic, personal, and professional growth of every student by providing a comprehensive range of support services. These services are designed to help students achieve academic excellence, enhance their well-being, and prepare for successful careers.

Academic Counseling

Academic counseling is provided to assist students in planning their academic journey, improving learning strategies, selecting courses, and overcoming academic challenges. Faculty members guide students in achieving their educational goals and maximizing their academic potential.

Mentoring System

Each student is assigned a faculty mentor who provides continuous guidance on academic progress, personal development, attendance, discipline, and career planning. Regular mentor–mentee interactions help identify and address students' concerns while promoting holistic development.

Psychological Counseling

Professional counseling support is available to help students cope with stress, anxiety, emotional concerns, interpersonal issues, and other personal challenges. Counseling services are confidential and aim to promote mental health, emotional well-being, and resilience.

TRAINING AND PLACEMENT CELL

TPO : Mr SP Rayudu :9989845820

The Training and Placement Cell facilitates campus recruitment by organizing placement drives, internship opportunities, industry interactions, aptitude training, communication skills development, and mock interviews. The Cell works closely with employers to enhance students' employability and career prospects.

Training Guidance

From the first year through the final year of study, students receive continuous training in Arithmetic, Logical Reasoning, and Communication Skills. To monitor their progress and enhance their performance, assessment tests are conducted every Saturday afternoon. These regular evaluations help track students' improvement and prepare them effectively for competitive examinations and campus recruitment processes.

Career Guidance

The institution organizes career guidance programs, workshops, seminars, and expert sessions to help students identify career opportunities, develop professional skills, prepare for competitive examinations, and make informed career decisions.

Higher Education Guidance

Students aspiring for higher studies receive guidance on selecting appropriate academic programs, preparing for national and international entrance examinations, scholarship opportunities, admission procedures, and application processes for universities in India and abroad.

DIGITAL SERVICES

The institution provides a range of digital services to facilitate academic learning, communication, and administrative processes. Students are encouraged to utilize these services responsibly and maintain the confidentiality of their login credentials.

Student ECAP

Incharge : Ms Tejaswini

The Student ECAP (Electronic Campus Automation Portal) serves as the primary online platform for accessing academic and administrative information. Through the portal, students can view their profile, course registration, attendance, internal and semester examination results, fee details, academic calendar, notifications, and other institutional services. Students are responsible for regularly checking the portal for updates and ensuring the accuracy of their personal information.

Learning Management System (LMS)

The Learning Management System (LMS) provides a digital learning environment that supports classroom instruction. Faculty members upload course materials, lecture notes, assignments, quizzes, laboratory manuals, recorded lectures, and other learning resources through the LMS. Students are expected to actively participate in online learning activities, submit assignments within the prescribed deadlines, and use the platform in accordance with institutional policies.

Student Email

Each student is provided with an official institutional email account for academic and administrative communication. Students should use this email account for all official correspondence with faculty members, departments, and institutional offices. Important notifications related to academics, examinations, placements, scholarships, events, and other institutional activities will be communicated through the official email. Students are expected to check their email regularly, maintain the confidentiality of their account credentials, and use the service responsibly and ethically.

The institution encourages students to make effective use of these digital services to enhance learning, improve communication, and efficiently access academic and administrative resources while adhering to the institution's information security and acceptable use policies.

The institution encourages every student to actively utilize these support services to enrich their academic experience, develop essential life skills, and achieve their personal and professional aspirations.

CLUBS AND PROFESSIONAL SOCIETIES

The institution encourages students to actively participate in clubs and professional societies to enhance their technical knowledge, leadership abilities, creativity, communication skills, and social responsibility. These platforms provide opportunities for experiential learning, teamwork, innovation, and holistic personality development beyond the classroom.

Head : Mr Venkatachalam @8309140065

IETE Student Branch

Coordinator : Ms Divya Manikyam @7396010735

The Institution of Electronics and Telecommunication Engineers (IETE) Student Branch organizes technical lectures, workshops, seminars, industrial interactions, and professional development activities in the fields of electronics, communication, and information technology.

CSI Student Branch

Coordinator : Ms Bala Bhavani @9490113553

The Computer Society of India (CSI) Student Branch promotes excellence in computing through technical talks, coding competitions, project exhibitions, certification programs, and interactions with industry professionals.

ISAE Student Branch

Coordinator : Mr K.Ramaraju @ 9676287290

The Indian Society of Agriculture Engineers (ISAE) Student Branch encourages students to explore emerging technologies and engineering innovations through technical events, expert lectures, collaborative projects, and industry engagement, fostering professional growth and technical competence.

ISTE Student Branch

Coordinator : Ms Sunitha Bhagwathgita @

The Indian Society for Technical Education (ISTE) Student Branch promotes technical education by organizing faculty and student development programs, workshops, technical competitions, and activities that enhance professional skills and leadership qualities.

Coding Club

Coordinator : Mr Chinna Nagaraju @ 9177557004

The Coding Club promotes programming skills, problem-solving, algorithmic thinking, and software development through coding contests, hackathons, workshops, and technical challenges.

Robotics Club

Coordinator : Ms Divya Manikyam @ 7396010735

The Robotics Club provides hands-on experience in robotics, automation, embedded systems, and artificial intelligence through design projects, competitions, technical demonstrations, and innovation-based activities.

National Service Scheme (NSS)

Program Officer : Ms G.Srilakshmi @ 9886481208

The NSS Unit instills the values of community service, social responsibility, and national development by organizing awareness campaigns, village adoption programs, health camps, environmental initiatives, blood donation drives, and other community outreach activities.

Cultural Club

Coordinator : Ms B.Sushmitha @7995900420

The Cultural Club provides a platform for students to showcase their talents in music, dance, drama, fine arts, and other cultural activities through festivals, competitions, and celebrations of national and cultural events.

Literary Club

Coordinator : Ms Lisa Bright @9494763273

The Literary Club nurtures communication, creativity, and critical thinking by organizing debates, essay writing, quizzes, poetry recitation, storytelling, book reviews, and other literary events.

Sports Club

Incharge : Ms Munisri @ 9100760291

The Sports Club promotes physical fitness, teamwork, discipline, and sportsmanship by encouraging participation in indoor and outdoor games, intercollegiate tournaments, fitness programs, and recreational activities.

Innovation Club

Coordinator : Mr G.Rambabu @ 9701292801

The Innovation Club fosters creativity, design thinking, and problem-solving by encouraging students to develop innovative ideas, multidisciplinary projects, prototypes, and startup-oriented solutions to real-world challenges.

Farming Club

Coordinator : Ms Dasari Remalya @ 9542520502

The Farming Club promotes awareness of sustainable agriculture, modern farming practices, environmental conservation, and rural development through field visits, demonstrations, expert talks, and hands-on agricultural activities.

Orators Club

Coordinator : Ms Jayasri @ 8885112334

The Orators Club develops students' public speaking, communication, leadership, and presentation skills through debates, group discussions, extempore speeches, elocution competitions, and personality development sessions.

Students are encouraged to actively participate in these clubs and professional societies to broaden their knowledge, develop leadership qualities, strengthen interpersonal skills, and contribute meaningfully to the academic and social life of the institution.

HOSTEL RULES

The hostel is an integral part of our institution, providing students with a safe, secure, and conducive environment for academic and personal development. All residents are expected to adhere to the hostel rules and maintain discipline, mutual respect, and cleanliness.

Hostel Incharge : Ms T.Sireesha @7993985974

Admission

Hostel accommodation is allotted based on availability and institutional guidelines. Students seeking admission to the hostel must submit the prescribed application form, required documents, and hostel fees within the stipulated time. Admission to the hostel is subject to compliance with hostel rules and regulations.

Timings

Residents are required to strictly follow the hostel entry and exit timings prescribed by the institution. Attendance is taken daily to ensure the safety and security of all residents. Students must obtain prior permission from the Hostel Warden for late entry or absence from the hostel.

Visitors Policy

Visitors are permitted only during the notified visiting hours and must register their details at the hostel entrance. Visitors are allowed only in designated reception or common areas and are not permitted inside student rooms without prior authorization. Unauthorized visitors are strictly prohibited.

Visiting hours : Monday to Saturday :5 pm to 7 pm

Sundays and public holidays : 7 am to 6 pm

Leave rules

Students intending to leave the hostel for any reason must obtain prior permission from the Hostel Warden. Overnight leave or leave during academic sessions requires approval and, where applicable, consent from parents or guardians. Students must record their departure and return in the hostel leave register.

Mess Rules

Residents are expected to maintain cleanliness and discipline in the dining hall. Food should not be wasted, and students are expected to follow the mess timings and procedures. Respectful behavior towards mess staff and fellow residents is mandatory. Any suggestions or grievances related to the mess may be communicated to the Hostel Warden.

Safety Guidelines.

Students must observe all safety precautions and promptly report any electrical faults, fire hazards, security concerns, or emergencies to the Hostel Warden or security personnel. Possession or use of mobiles is strictly prohibited.. Residents should safeguard their personal belongings, as the institution is not responsible for the loss of valuables.

Discipline

All hostel residents are expected to maintain a peaceful and respectful atmosphere. Ragging, bullying, harassment, discrimination, vandalism, gambling, substance abuse, loud music, and any behavior that disturbs other residents are strictly prohibited. Students must respect hostel property and comply with the instructions of the Hostel Warden and hostel authorities. Violation of hostel rules may result in disciplinary action, including suspension or cancellation of hostel accommodation. The institution expects every hostel resident to uphold the values of discipline, responsibility, cooperation, and mutual respect, thereby contributing to a safe, comfortable, and harmonious living environment for all.

LIBRARY RULES

The library serves as the knowledge and learning resource center of the institution. It provides access to books, journals, digital resources, and study facilities to support teaching, learning, research, and professional development. Students are expected to use the library responsibly and comply with the following rules.

Membership

All enrolled students, faculty, and staff are eligible for library membership. A valid institutional identity card or library card is required to access library services and borrow books. Membership is non-transferable, and users are responsible for all materials issued in their name.

Book Issue Policy

Library books may be borrowed as per the borrowing limits and loan period prescribed by the library. Borrowed books must be returned or renewed on or before the due date. Late returns may attract overdue fines as per institutional rules. Books that are lost or damaged must be replaced by the borrower or the prescribed replacement charges must be paid. Reference books, journals, dissertations, and other designated materials are generally available for use within the library only.

Digital Library Access

The library provides access to digital resources, including e-books, e-journals, online databases, institutional repositories, and other electronic learning materials. Students are expected to use these resources solely for academic and research purposes while complying with copyright laws, licensing agreements, and institutional policies. User credentials must be kept confidential and should not be shared with others.

The institution encourages all students to make effective use of the library's print and digital resources, maintain library discipline, and contribute to a productive academic environment through responsible use of library facilities.

LABORATORY RULES

Laboratories provide students with practical exposure and hands-on learning essential for academic and professional development. To ensure a safe, productive, and well-maintained laboratory environment, all students are expected to follow the prescribed laboratory rules and the instructions of the faculty and laboratory staff.

Equipment Usage

Laboratory equipment, instruments, computers, tools, and materials should be used only for approved academic purposes and strictly according to the instructions provided. Students must handle all equipment carefully and responsibly to prevent damage or misuse. Unauthorized removal, modification, or tampering with laboratory equipment is strictly prohibited. Any loss or damage caused due to negligence may result in recovery of repair or replacement costs and disciplinary action.

Laboratory Conduct

Students are expected to maintain discipline, cleanliness, and decorum within the laboratory at all times. Food, beverages, smoking, and unnecessary conversations are not permitted inside the laboratory.

Attendance

Attendance in laboratory sessions is compulsory as per the academic regulations of the institution. Students must report to the laboratory on time and remain present throughout the scheduled session. Entry into the laboratory after the prescribed time or absence without valid permission may result in loss of attendance or the requirement to complete the experiment as per departmental guidelines.

Students are expected to follow all laboratory rules diligently and uphold the highest standards of safety, responsibility, and professional conduct to ensure an effective and secure learning environment for everyone.

TRANSPORT RULES

The institution provides transport facilities to ensure safe, reliable, and convenient travel for students and staff. All users of the transport service are expected to comply with the prescribed rules and maintain discipline while using the institution's buses.

Bus Routes

The institution operates buses on designated routes covering various locations for the convenience of students and staff. Route details, boarding points, timings, and schedules are notified at the beginning of the academic year. The institution reserves the right to modify routes or timings based on operational requirements and student demand.

Passes

Students availing themselves of the transport facility must obtain a valid bus pass or transport identity card by completing the prescribed registration process and paying the applicable transport fee. The bus pass should be carried at all times and produced for verification whenever requested. It is non-transferable, and loss of the pass must be reported immediately for the issue of a duplicate, subject to the prescribed procedure and charges.

Discipline

Students are expected to maintain orderly behavior while boarding, traveling, and alighting from the bus. They should reach the designated boarding point on time and follow the instructions of the driver and transport staff. Standing on the footboard, distracting the driver, causing damage to the bus, using abusive language, or engaging in any behavior that disturbs fellow passengers is strictly prohibited. Students are responsible for maintaining cleanliness and protecting transport property.

Safety Measures

Passenger safety is of utmost importance. Students should board and alight only after the bus comes to a complete stop and remain seated while the bus is in motion whenever possible. Hands and heads should not be extended outside the windows. Any unsafe situation, accident, misconduct, or mechanical issue should be reported immediately to the transport coordinator or institution authorities. Emergency procedures and safety instructions issued by the institution must be followed at all times.

The institution expects every student to use the transport facility responsibly and courteously, thereby ensuring a safe, comfortable, and disciplined travel environment for all passengers.

RESEARCH AND INNOVATION

The institution is committed to fostering a vibrant research and innovation ecosystem that promotes scientific inquiry, interdisciplinary collaboration, and the development of solutions to societal and industrial challenges. Through dedicated research facilities, innovation support mechanisms, and entrepreneurial initiatives, the institution encourages faculty members and students to pursue excellence in research and technology development.

Incharge : Dr Phani Srinivas @ 9849462633

Research Centres

The institution is establishing Research Centres across various disciplines to facilitate advanced research, consultancy, and collaborative projects. These centres provide state-of-the-art laboratories, research infrastructure, and opportunities for funded research. Faculty members and students are encouraged to undertake interdisciplinary research, publish in reputed journals, and participate in national and international conferences.

Incharges : HODs

Patent Support

To promote intellectual property creation and protection, the institution provides comprehensive patent support services. Guidance is offered in identifying patentable innovations, conducting prior-art searches, preparing patent applications, filing patents, and facilitating technology transfer. Awareness programmes and workshops on Intellectual Property Rights (IPR) are conducted regularly to encourage innovation and safeguard research outcomes.

Incubation and Start-ups

Coordinator : Dr Vijay Durga Devi @ 8179249088

The institution promotes entrepreneurship through its incubation support system, providing aspiring innovators with mentoring, infrastructure, networking opportunities, and access to industry experts. Incubation facilities assist students and faculty in transforming innovative ideas into commercially viable products and services by connecting them with funding agencies, investors, and technology partners.

The institution has adopted a Start-up Policy aligned with national innovation and entrepreneurship initiatives. The policy encourages students, faculty, and alumni to establish start-ups by offering guidance, mentoring, flexible academic support where applicable, and access to institutional resources.

Innovation Competitions

Coordinator : Mr K.Nageswara Rao @ 8919825650

The institution regularly organizes innovation competitions, hackathons, idea contests, project exhibitions, and prototype demonstrations to cultivate creativity and problem-solving skills among students. These events provide a platform for participants to showcase innovative ideas, receive expert feedback, and compete for recognition, incubation opportunities, and financial support for promising innovations.

HEALTH AND WELLNESS

The institution is committed to promoting the physical, mental, and emotional well-being of its students, faculty, and staff by providing comprehensive healthcare services, wellness initiatives, and a supportive campus environment. Various health and wellness programmes are organized throughout the academic year to encourage healthy lifestyles and holistic development.

Nurse : Ms Swaroopa Rani @ 8523874603

Medical Facilities

The institution provides access to on-campus medical facilities for first aid, basic healthcare services, and emergency medical assistance. Qualified medical professionals are available during working hours, and arrangements are made with GSL Hospital and healthcare providers for specialized treatment and emergencies. Regular health check-ups, vaccination drives, and health awareness programmes are conducted to promote preventive healthcare.

Health Insurance

To ensure financial protection against medical emergencies, the institution facilitates health insurance coverage for eligible students and employees, either through institutional schemes or government-approved insurance programmes. Information regarding policy coverage, claim procedures, and enrollment is made available to beneficiaries to ensure timely access to healthcare services.

Mental Health Counseling

Counselor: Mr D.Nagi Reddy, Psychiatrist and Counselor

Recognizing the importance of mental well-being, the institution offers confidential counseling services through trained counselors and mental health professionals. Students and staff are encouraged to seek guidance for academic stress, personal concerns, emotional challenges, and career-related issues. Workshops, awareness campaigns, and wellness sessions are organized regularly to promote resilience, emotional intelligence, and a positive campus environment.

Yoga and Wellness Programs

Instructor : Ms Munisri , PD @9100760291

The institution regularly conducts yoga sessions, meditation classes, fitness programmes, and wellness workshops to encourage healthy living and stress management. These activities aim to enhance physical fitness, mental clarity, emotional balance, and overall well-being. Participation in wellness initiatives is encouraged to foster a culture of holistic health and lifelong wellness practices.

Environmental Initiatives

Incharge : Mr Durga Rao @9849857656

The institution is committed to environmental sustainability by adopting eco-friendly practices that promote responsible use of natural resources and create a clean, healthy, and sustainable campus. Through various green initiatives, awareness programmes, and community participation, the institution encourages students and staff to contribute towards environmental conservation and sustainable development.

Green Campus

Incharge : Mr Durga Rao@9849857656

The institution maintains a green campus through extensive tree plantation, landscaping, biodiversity conservation, and eco-friendly infrastructure. Regular plantation drives, environmental awareness campaigns, and green audits are conducted to enhance the campus ecosystem and foster environmental responsibility among students and staff.

Plastic-Free Campus

Unit Incharge : NSS Ms G.Srilakshmi@ 9886481208

The institution is committed to maintaining a plastic-free campus by discouraging the use of single-use plastics and promoting environmentally friendly alternatives. Students, faculty, staff, and visitors are encouraged to use reusable bottles, bags, and containers. Awareness programmes and campus-wide initiatives reinforce the institution's commitment to reducing plastic waste and protecting the environment.

STUDENT GRIEVANCE REDRESSAL

The institution is committed to providing a fair, transparent, and responsive grievance redressal mechanism to address the concerns of students promptly and impartially. The grievance redressal system ensures that all complaints are handled confidentially, fairly, and in accordance with institutional policies, thereby promoting a safe, inclusive, and student-friendly campus environment.

Complaint Procedure

Students may submit grievances related to academic matters, examination issues, campus facilities, discipline, discrimination, harassment, or any other institutional concern. Complaints may be submitted in writing or through the designated online grievance portal. All complaints are acknowledged, documented, and processed within the prescribed timelines while maintaining confidentiality.

Grievance Committee

The institution has constituted a Student Grievance Redressal Committee comprising senior faculty members, administrative representatives, and student representatives, as applicable. The committee examines grievances objectively, conducts necessary inquiries, hears the concerned parties, and recommends appropriate corrective measures to ensure fair and timely resolution.

Online Complaint Portal

To facilitate easy access and prompt reporting, the institution provides an online complaint portal through which students can register, monitor, and receive updates on their grievances. The portal ensures transparency, timely communication, and secure handling of complaints while protecting the privacy of the complainant.

IMPORTANT COMMITTEES

The institution has established various statutory and administrative committees to ensure effective governance, maintain academic excellence, uphold ethical standards, and provide a safe, inclusive, and

supportive learning environment. These committees function in accordance with the guidelines of the relevant regulatory authorities and institutional policies.

Internal Quality Assurance Cell (IQAC)

Dr Y.Rajasree Rao, Principal @ 9866153686

The Internal Quality Assurance Cell (IQAC) is responsible for developing and implementing quality assurance mechanisms to enhance academic and administrative performance. It promotes continuous improvement through quality audits, feedback analysis, accreditation activities, faculty development programmes, and best practices in teaching, learning, research, and governance.

Anti-Ragging Committee

The Anti-Ragging Committee is committed to ensuring a ragging-free campus by implementing preventive measures, conducting awareness programmes, and enforcing strict disciplinary action against offenders. The committee promptly addresses complaints related to ragging and works to create a safe, respectful, and welcoming environment for all students.

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) addresses complaints related to sexual harassment and ensures compliance with applicable laws and institutional regulations. The committee provides a confidential, impartial, and fair mechanism for inquiry while promoting gender sensitivity, dignity, and a respectful campus culture.

Student Grievance Committee

The Student Grievance Committee provides a transparent and accessible platform for students to raise concerns related to academics, examinations, campus facilities, discipline, or other institutional matters. The committee reviews grievances objectively and recommends appropriate corrective measures to ensure timely and fair resolution.

SC/ST Committee

The SC/ST Committee works to safeguard the rights and welfare of students belonging to Scheduled Castes (SC) and Scheduled Tribes (ST). It addresses issues related to discrimination, ensures equal opportunities, promotes social inclusion, and facilitates the effective implementation of government policies and welfare schemes for eligible students.

Discipline Committee

The Discipline Committee is responsible for maintaining discipline, ethical conduct, and orderly behavior on campus. It monitors compliance with institutional rules, addresses incidents of misconduct, and recommends appropriate disciplinary actions whenever necessary. The committee also promotes values of integrity, mutual respect, and responsible citizenship among students.

EDC Cell

The Entrepreneurship Cell encourages innovation and entrepreneurial thinking by organizing awareness programs, business plan competitions, startup mentoring, skill development workshops, and interactions

with successful entrepreneurs. The Cell supports students in transforming innovative ideas into viable entrepreneurial ventures.

AWARDS AND RECOGNITION

The institution recognizes and celebrates excellence in academics, sports, cultural activities, leadership, and overall student development. Through various awards and recognition programmes, the institution encourages students to strive for excellence, uphold ethical values, and actively contribute to the academic and co-curricular life of the campus.

Academic Awards

Academic Awards are presented to students who demonstrate outstanding academic performance and excellence in their respective programmes. These awards recognize achievements such as securing top ranks, obtaining exceptional examination results, maintaining consistent academic excellence, and making significant contributions to research and innovation. The awards aim to motivate students to pursue lifelong learning and academic distinction.

Sports Awards

The institution honours students who excel in sports and games at the intercollegiate, university, state, national, and international levels. Sports Awards recognize exceptional performance, sportsmanship, leadership, and dedication in promoting a healthy and competitive sporting culture. Outstanding athletes and teams are acknowledged during annual institutional events.

Cultural Awards

Cultural Awards are presented to students who achieve excellence in literary, artistic, and cultural activities such as music, dance, drama, fine arts, debates, and other creative competitions. These awards encourage the development of talent, creativity, teamwork, and cultural appreciation while promoting active participation in campus and external events.

Best Outgoing Student

The **Best Outgoing Student Award** is one of the institution's highest student honours. It is conferred upon a graduating student who has demonstrated exceptional performance in academics, co-curricular and extracurricular activities, leadership, discipline, community service, and overall conduct throughout the course of study. The selection is made through a transparent process based on institutional criteria, recognizing students who exemplify excellence and serve as role models for their peers. It is presented during Annual Day Celebrations.

Annexure 1

ACADEMIC CALENDAR

ACADEMIC CALENDAR FOR 2026-27

B.Tech THIRD YEARS

FIRST SEMESTER

Description	From	To	Duration
First spell of Training & Academics	10/6/2026	8/8/2026	11 weeks
MID I Exam	10/8/2026	14/8/2026	1 week
Second spell of Training & Academics	17/8/2026	31/10/2026	9 weeks
MID II Exam	2/11/2026	7/11/2026	1 weeks
END Exams	9/11/2026	21/11/2026	2 weeks
Practical END EXAMS	23/11/2026	28/11/2026	1 week

SECOND SEMESTER

Description	From	To	Duration
First spell of Training & Academics	30/11/2026	30/1/2027	9 Weeks
MID I Exam	1/2/2027	6/2/2027	1 weeks
Second spell of Training & Academics	8/2/2027	3/4/2027	9 weeks
MID II Exam	5/4/2027	10/4/2027	1 week
END Exams	12/4/2027	24/4/2027	2 weeks
Practical END EXAMS	26/4/2027	30/4/2027	1 week

Dussehra Holidays : 15/10/2026 to 21/10/2026

Sankranthi Holidays : 11/1/2027 to 16/1/2027

MID EXAM timings : 3 pm to 5 pm

B.Tech SECOND YEARS

FIRST SEMESTER

Description	From	To	Duration
First spell of Training & Academics	10/6/2026	8/8/2026	11 weeks
MID I Exam	10/8/2026	14/8/2026	1 week
Second spell of Training & Academics	17/8/2026	31/10/2026	9 weeks
MID II Exam	2/11/2026	7/11/2026	1 weeks
END Exams	9/11/2026	21/11/2026	2 weeks
Practical END EXAMS	23/11/2026	28/11/2026	1 week

SECOND SEMESTER

Description	From	To	Duration
First spell of Training & Academics	30/11/2026	30/1/2027	9 Weeks
MID I Exam	1/2/2027	6/2/2027	1 weeks
Second spell of Training & Academics	8/2/2027	3/4/2027	9 weeks
MID II Exam	5/4/2027	10/4/2027	1 week
END Exams	12/4/2027	24/4/2027	2 weeks
Practical END EXAMS	26/4/2027	30/4/2027	1 week

Dussehra Holidays : 15/10/2026 to 21/10/2026

Sankranti Holidays : 11/1/2027 to 16/1/2027

MID EXAM timings : 3 pm to 5 pm

Annexure 3

BUS ROUTES

No	Starting Point	Driver Name	Contact number
1	Subba Rao Nagar	Ramakrishna	9666580952
2	Samalkot	Bobby	9963711037
3	Kathavulapalli	K.Nageswara Rao	9490386149
4	Kamarajupeta	M.Suribabu	8500239799
5	Srirangapatnam	M.Nageswara Rao	944161832
6	Anandnagaram	K.Srinu	7075944771
7			
8			
9			
10	Bobbilanka	M.Subba Rao	
11	Kirlampudu	K.Ganesh	887624818
12	Fire station	P.Shiva	9666973324
13	Chakradwara Bandam	Pandavalu	8143604283
14	Ramalayam	Gopalakrishna	9703284189
15	Yedhida	N.Rajababu	9490774338
16	Pangidi	VV Ramana	9390050557
17	Satyanarana Temple	M.Bhujanga Rao	831757543
18	Seethanagaram	D.Sekhar	9948959938
19	Kotha Colony	Sk.Rahman	9603773313
20	Thallapudi	NB.NageswaraRao	8333964268
21	Gopanvaram	P.Satyanarayana	7995185635
22	Ravulpalem	M.Dhanaraju	6303108527
23	Lingamparthi	B.Srinivasa Rao	7660036531
24	Namavaram	Peddapuram	6281154925
25	Lalacheruvu	MVVSS Narayana	9491444669
26	Bommuru Electricity Office	N.Srinivas Rao	9949066999
27	Dhwarapudi	S.Verraraju	9502997956

Annexure 2**LIST OF HOLIDAYS 2026-27**

Date	Day	SS
1 January,2026	Thursday	New Year's Day
14 January ,2026	Wednesday	Bhogi
15 January , ,2026	Thursday	Sankranti / Pongal
16 January , ,2026	Friday	Kanuma
26 January , ,2026	Monday	Republic Day
15 February , ,2026	Sunday	Maha Shivaratri
20 March ,2026	Friday	Ugadi
27 March ,2026	Friday	Sri Rama Navami
3 April ,2026	Friday	Good Friday
5 April ,2026	Sunday	Babu Jagjivan Ram Jayanti
14 April ,2026	Tuesday	Dr. B.R. Ambedkar Jayanti
27 May ,2026	Wednesday	Bakrid (Eid-ul-Adha)
25 June ,2026	Thursday	Moharram
15 August ,2026	Saturday	Independence Day
25 August ,2026	Tuesday	Milad-un-Nabi
4 September ,2026	Friday	Sri Krishna Janmashtami
14 September ,2026	Monday	Vinayaka Chavithi
2 October ,2026	Friday	Mahatma Gandhi Jayanti
18 October ,2026	Sunday	Durga Ashtami
20 October ,2026	Tuesday	Vijaya Dasami
8 November ,2026	Sunday	Deepavali
25 December ,2026	Friday	Christmas
26 January ,2027	Tuesday	Republic Day
6 March ,2027	Saturday	Maha Shivaratri
10 March ,2027	Wednesday	Id-ul-Fitr (Ramzan Eid)*
22 March ,2027	Monday	Holi
26 March ,2027	Friday	Good Friday
15 April ,2027	Thursday	Rama Navami
21 April ,2027	Wednesday	Mahavir Jayanti
17 May ,2027	Monday	Id-ul-Zuha (Bakrid)*
16 June ,2027	Wednesday	Muharram*
15 August ,2027	Sunday	Independence Day
25 August ,2027	Wednesday	Janmashtami
2 October ,2027	Saturday	Gandhi Jayanti
9 October ,2027	Saturday	Dussehra (Vijayadashami)
29 October ,2027	Friday	Diwali (Deepavali)
19 November ,2027	Friday	Guru Nanak Jayanti
25 December ,2027	Saturday	Christmas Day