



**SGK GOVERNMENT DEGREE COLLEGE**  
**VINUKONDA PALNADU DISTRICT 522 647**

**An ISO 9001:2015 Certified Institution, Affiliated to Acharya Nagarjuna University**



**Handbook - 2023-24**

## PERSONAL DATA

NAME :

ROLL NO :

CLASS :

GROUP :

ADMISSION NO :HALL TICKET NUMBER :LOCAL ADRESS :

PERMANENT ADDRESS :

DATE OF BIRTH :

Blood group :

Height :

Weight :

Chest :

Aadhar Number :

Bank A.c No :

Name of the Bank :

## HISTORY OF THE COLLEGE

**S.G.K. Government Degree College, Vinukonda** was established to serve the higher education needs of the academically backward Palnadu region. It is located on the outskirts of Vinukonda, a small town in Palnadu District (erstwhile Guntur District). It is the only government degree college catering the academic aspirations of the young hopefuls residing in about 75 kms radius. Till 1979, students who were desirous of pursuing higher education were moving to far off places. The philanthropic intervention of Sri Gangineni Venkateswara Rao, Ex- MLA, Sri O. Venkateswarlu, Ex- MLA and Dr. V. Adi Reddy could realize the higher education dreams of the students on 11th September, 1980. Initially, it rendered it's services in the name of Madala Satyannarayana and Manne Rathamma Government Degree College and later re-named after its donor and former Principal Smt. Gangineni Kalyani (late).

The college is sprawled out over 38 acres of vast land area and eco-friendly environment. It provides spacious and aerated classrooms, fully equipped laboratories, well-structured and arranged library with 13500 books and reading room, modern gymnasium, virtual lab, English language lab, JKC for skill development, which are all well supported by serene and iconic ambience. The college takes pride by offering quality education to students from the competent and qualified teaching faculty. The college has 22 sanctioned teaching posts, including Principal. Of them, Four faculty members have Doctoral degrees in their respective subjects, one has M.Phil. Degree and all the lecturers have qualified in NET/SLET/SET.

The college achieved the status of 2(f) and 12(B) in 1994. For the quality education it has been imparting for the last 42 years (Ruby Jubilee), strictly adhering to the guidelines of UGC, it has been conferred with NAAC 'B' Grade twice (2006 & 2016).

## **OUR COLLEGE VISION AND MISSION**

### **VISION**

To make available higher education to all the young aspirants of the region and to edify their overall personality, keeping the emerging trends of the society in the view.

### **MISSION:**

To materialize the vision mentioned above, the mission is divided into the following achievable objectives.

- ❖ Catering to the academic needs of the rural poor students
- ❖ Imparting life skills to fit the students in the job market effectively
- ❖ Inculcating the spirit of diligence to achieve their goal and build their career
- ❖ Enriching the curriculum with value-based activities for the holistic development of the students
- ❖ Fostering the spirit of confidence and sportsmanship

## **PRINCIPAL'S MESSAGE**

**WEL COME!**

*A legacy educational institution, **Smt. Gangineni Kalyani Government Degree College, Vinukonda** was founded in **1980** with the goal of educating, advising, encouraging, and inspiring young people to become effective leaders who may better serve their country. Throughout the past **43** years, the campus has nourished and raised a number of leaders and professionals. I feel incredibly privileged to be associated with this organization.*

*Our main goal is to unearth, nurture, and bring out the magic and hidden abilities that are dormant in each student. Every student develops persistence and a never-say-die attitude throughout their academic and extra-curricular experiences, which not only makes them good students but also bright people. In order for our students to develop confidence, critical thinking, leadership, creativity, and responsibility, the teachers and staff offer an academically interesting and enriching environment. I am extremely pleased with the college's development, and I am confident that we will continue on this path with evaluated enthusiasm and constantly give the next generation of learners a platform for holistic learning in the years to come..*

***Wish You All the Best***

**Dr. K. Srinivasa Rao**  
*M.sc M.Com., Ph.D*

**PRINCIPAL**  
*Email:vinukonda.jkc@gmail.com*

## **SWOC ANALYSIS**

### **STRENGTHS:**

- ☑ Our college is the only Government Degree College in Vinukonda assembly constituency. Established 43 years ago, this caters the needs of students who reside in 40 KM radius around vinukonda town.
- ☑ Every Regular faculty, apart from having experience and teaching skills is qualified in NET/SET conducted by UGC or is a Doctorate holder.
- ☑ Our college takes pride in being the only college in vinukonda region having good infrastructural facilities. Apart from Well equipped Labs for various subjects like Physics, Chemistry, Computer Science, Zoology and Botany, we also have English Language Lab to improve Communication skills of students. Well furnished Gymnasium, campus sprawling in 38 acres are big assets for sports and health savvy students.
- ☑ Every Lecturer uses ICT tools extensively both in teaching and assessment thus making the process of teaching interesting and interactive. We have four digital classrooms for the Lecturers to utilize.
- ☑ We are ISO certified and is deemed to be having Environmental friendly campus by NAAC peer team of Cycle 2 and is also ISO 14001-2015 certified(ISO 14001:2015 should be used by any organization that wishes to set up, improve, or maintain an environmental management system to conform with its established environmental policy and requirements).

### **WEAKNESSES:**

- ☑ Our college is located in the outskirts of the town. Public transport facilities are also not adequate to reach the college on time. This has been one of the reasons for low Girl student ratio in the college.
- ☑ There is no college attached Hostel facility for both Men and Women. Many parents, especially parents of girls are demanding for Hostel facility within the college to admit their children.
- ☑ Although the college secured 'B' grade in Cycle 2 of NAAC, we lack funding from RUSA. Many of the infrastructural facilities are not updated due to lack of funding.
- ☑ There are a total of 11 classrooms to teach students from 8 different programs. This is inhibiting us from starting new courses and introducing Post Graduate programs in the college.
- ☑ We are using Virtual Classroom as seminar hall in the college. It is very small to accommodate all the students of the college. Lack of auditorium is making it difficult to conduct some of the events for all the students at a time.

## **OPPORTUNITIES:**

- ☑ We are the only college in vinukonda region which conducts Job Drives every year. This is a good platform for job seekers in and around vinukonda. Students who utilize this opportunity can start a good career after completion of their Degree.
- ☑ We have a land area of 38 acres. If properly landscaped, it could be utilized for installing running tracks, sports complexes, Botanical gardens and many other facilities which could result in all-round development of the student.
- ☑ We have a strong Physical Education Department with Regular Physical Director which opens up new opportunities for students to participate in National and international sports events and win medals.
- ☑ Our Library is equipped with hundreds of books to prepare for various competitive examinations. Its optimal utilization by students would increase growth prospectus of their future career.
- ☑ We are diligent in adopting New Education policy into our academic framework. We have made it mandatory for students to do two Community Service Projects between I year and II year . This establishes a strong linkage between students and society and makes them understand the problems around them. This also improves their communication skills as they have to interact with public to complete their project.

## **CHALLENGES:**

- ☑ Most of the students joining in our college are from financially weaker background. Even though they like to study, their situation demands them to find work that could atleast pay their expenses. This has resulted in increased dropout rate of students. Many, who found employment in the middle of their course, left the college for job.
- ☑ Altogether, we have 43 computer systems available in the college. These are not sufficient to meet the needs of students, departments and college office.
- ☑ Most of the students who join the college have Telugu as medium of instruction in their schooling and intermediate. All the courses offered in the college are in English medium. It has become a challenging task to teach them in English medium.
- ☑ Most of the departments in the college are running with single faculty. This is making it difficult to conduct Research activities.

**COLLEGE PLANNING AND DEVELOPMNET COUNCIL**  
**SGK GOVERNMENT DEGREE COLLEGE VINUKONDA.**

**Academic Year 2023-24**

<b>S. No.</b>	<b>Name of the President/Members</b>	<b>Category</b>	<b>Positi on</b>
1	Dr. K. Srinivasa Rao, Principal	Principal	President
2	Sri. M.V. Apparao, Senior Advocate	Advocate	Secretary
3	Sri. G. Anjaiah, Lecturer in Economics	Lecturer	Member
4	Sri. D. Sivaphanindra, Lecturer in Computer Science	Lecturer	Member
5	Sri. V. Bala Yesu, Lecturer in Chemistry	Lecturer	Member
6	Sri. M. Anjaneyulu F/o M. Gurunadham, II. B.Sc.	Parents	Member
7	Sri. G. Rajulu F/o G. Bosu Babu, II B.A.	Parents	Member
8	Sri. Sk. Rasool F/o Sk. Basha, II B.Com.	Parents	Member
9	Sri. Nishanku Srinivas, Businessman	Businessman	Member
10	Sri. M. Bhaskar Reddy, School Assistant/Alumni	Philanthropist	Member
11	Sri. Ch. Narayana, Auditor	Academic Expert	Member
12	Sri. Pathan Abdul Jilani, Teacher	Alumni	Member



# TEACHING & NON-TEACHING FACULTY PARTICULARS

## TEACHING FACULTY

S.No.	NAME OF THE FACULTY	DESIGNATION	QUALIFICATION
1	Dr. K. SRINIVASA RAO	PRINCIPAL	M.Com.,NET.,APSET.,Ph.D
2	Sri. CH. HARI BABU	Vice Principal/Lecturer in Hindi	M.A., B.Ed., P.G DTS.,M.Phil., NET.
3	Dr. G. SWARNA LATHA	Lecturer in Telugu	M.A.,NET JRF.,M.Phil.,Ph.D
4	Dr. K.V.S. KOTESWARA RAO	Lecturer in Chemistry	
5	Sri. G. ANJIAH	Lecturer in Economics	M.A.,B.Ed.,APSLET.
6	Sri. RAMA K KISHORE BEHARA	Lecturer in Zoology	M.Sc, B.Ed, APSET.
7	Sri. D.SIVA PHANINDRA	Lecturer in Computer Science	M.Tech.,NET.,(Ph.D).
8	Sri. B.NAGESWARA RAO	Lecturer in Physics	M.Sc.,JRF.,( Ph.D).
9	Sri. V.BALA YESU	Lecturer in Chemistry	M.Sc.,JRF.,( Ph.D).
10	Smt. N.VASANTHI	Lecturer in English	M.A., APSLET.
11	Sri. M.JAGADEESH	Lecturer in Commerce	M.Com.,NET.,APSET.,(Ph.D)
12	Sri. S. SRINIVASA RAO	Lecturer in English	M.A
13	Dr. CH. SRIMANNARAYANA	Lecturer in Mathematics	MSC, Mphil, Ph.D.
14	Smt. S. KAVTHA	Lecturer in Political Science	M.A
15	Smt. CH. VIJAYA KALPANA	Lecturer in Commerce	M.Com
16	Sri. K.KOTESWARA RAO	Lecturer in Commerce	M.Com.,B.Ed.,APSET.
17	Sri. S. RAMAYOGAIAH	Lecturer in History	M.A.,APSET.
18	Sri. G. MANIKUMAR	Lecturer in Botany	M.Sc.
19	Sri. A. VENKATAREDDY	Lecturer in Statistics	M.Sc.
20	Sri. M.PEEKNA NAIK	Librarian	M.Lisc
21	Sri. A.RAMANA BABU	Lecturer in Computer Applications	M.Sc.
22	Sri. M. PITCHAIAH	JKC Mentor	M.CA

### **NON-TEACHING FACULTY**

<b>S.No.</b>	<b>NAME OF THE EMPLOYEE</b>	<b>DESIGNATION</b>
01	V.SAIDULU	Senior Assistant
02	N.VENKATESWARA RAO	Store keeper
03	N.RAMA LAKSHMAMMA	Museum Keeper
04	SK.JAN SAIDA	Record Assistant
05	ABDUL KHALEEL RAHIMAN	Record Assistant
06	M.RAMA SWAMY	Record Assistant
07	P.NAGENDRA BABU	Office Subordinate
08	M.KOTESWARA RAO	Store Keeper
09	CH.RAMANJANEYULU	Record Assistant
10	K.SUDHAKAR	Office Subordinate
11	B.PRAKASAM	Office Subordinate
12	P.DHANALAKSHMI	Office Subordinate
13	J.POLAMMA	Part Time Sweeper

## **ADMISSIONS PROCEDURE**

### **COURSES OFFERED**

The following Courses are offered in our College during the present academic year.

<b>S.No.</b>	<b>Name of the Course</b>	<b>No. of Seats</b>
1	B.A. Honours in Economics	40
2	B.Com Honours in General	60
3	B.Com Honours in Computer Science	60
4	B.Sc. Honours in Chemistry	40
5	B.Sc. Honours in Computer Science	40
6	B.Sc. Honours in Mathematics	40

Students who want to join in the Govt. Degree Colleges do not have to apply in general way. Online applications to be submitted through online mode. The Govt. of Andhra Pradesh, A.P State Council of Higher Education, Commissioner of Collegiate Education has taken a decision together to conduct A.P. Online Degree Admissions through "Online Admission Module for Degree Colleges portal" (AP-OAMDC) [https://oamdc a.p.gov.in](https://oamdc.a.p.gov.in). Students who want to study for the Degree first year, they should submit their application through new online method. The government has created an OAMDC (Online Admission Module for Degree Colleges) web portal. Students based on this portal will apply at [https:// oamdc.ap.gpv.in](https://oamdc.ap.gpv.in).

In this application, the Students will submit their details, what college are joining and what category is included in the comprehensive information. Students should provide comprehensive information in online mode.

Intermediate passed candidates in A.P or other Boards are eligible to participate in web counseling for seats available in UG Programmes in Arts, Science, Commerce, Computer Application etc,

Candidates should note that the online admission process comprising of registration, payment of processing fee and certificate verification will be conducted as per the schedule fixed by the Govt. of AP.

**OAMDC PROCESS:** (Online Admission Module For Degree Colleges)

Step	OAMDC Process
Step-1	Pre- Registration & Fee Payment
Step-2	Application ID and Pass word generation
Step-3	Student Details Entry and Confirmation
Step-4	Certificate Verification, Merit list generation & Web Options
Step-5	Seat Allotment and Admission Confirmation

**HOW TO APPLY (APPLYING PROCESS)**

Applicants need to visit OAMDC website, and click on the online Application Form in its Home page you may also go through the video instruction regarding filling up of the CAF before you start the process of filling in. Now the fill –up the CAF ( Common Application Form) online on the computer screen upload your recent passport size colour photograph and signature image in the space provided for the same.

**INSTRUCTIONS TO PROCESS THE REGISTRATION at OAMDC:**

1. Select Intermediate Board Name
2. Enter your 12 Digital Aadhaar Number
3. Enter your Intermediate /( +2) Hall Ticket Number
4. Intermediate year of Passing
5. Select your date of Birth
6. Enter your Full Name as in SSC Certificate
7. Enter your correct Mobile Number (For Registered number you will get updates through message) and click on OTP.

Candidates will have to apply ONLINE for a maximum of FIVE options through [https://oamdc.ap.in./](https://oamdc.ap.in/) for filling up required personal academic details, choice of different colleges and structure in order of preference. After submitting the common Application Form(CAF), The applicant should take print out of the computer generated application form and attach the supporting documents as per the check list and be ready to submit while he/she got selected in a college.

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Pay application fee through online fee payment process at the time of admissions, college can accept/reject Applicant's CAF Common Application Form after Scrutiny. If the college

accepts the CAF of a student he/she should pay the fee to get the admission.

### **SELECTION PROCESS:**

The OAMDC launched to promote merit, achieve excellence, curb malpractices, implement reservation, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the large interest and welfare of the student community.

The OAMDC software shall process all applications and finalize the 1st selection list for each of the college as per the merit and choice of the applicants. The selection list shall be published on the predetermined date.

### **CALL LETTER:**

The intimation letters for selected applicants will be sent to their mail I.D's and take the admission at the particular college on the data mentioned there in. Intimation will be sent to the selected applicants in different modes i.e SMS and e-mail etc.

### **THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED AT THE TIME OF ADMISSION:**

1. Copy of online application form
2. Intermediate Transfer Certificate (Original)
3. 10<sup>th</sup> PASS & Memo Certificate
4. Intermediate pass and Memo Certificate
5. Conduct and Study Certificates (last 3 years)
6. Caste Certificate issued copy MRO (incase of SC,ST,BC)
7. Latest Income Certificate issued by MRO
8. Residence Certificate
9. NCC Certificate (if applicable)
10. Sports Certificates (if applicable)
11. Physically challenged Certificate (if applicable)
12. Aadhaar Card Xerox copy
13. Anti Ragging/under taking form
14. Parents declaration form reimbursement SC,ST
15. Two passport size photos

All selections are subject to confirmation by the Government. The college reserves the right to cancel the admission of a candidate at any stage as and when it is found that the admission is against the rules.

A student may withdraw from College by applying for Transfer Certificate. He should take original certificates like marks sheet etc., at the time of leaving and no claim for such certificates will be entertained at a later date.

### **FEE STRUCTURE:**

#### **For B.A Honours in Economics & B.Com Honours (General)**

<b>S.No</b>	<b>Name of the Item</b>	<b>Fee</b>
1	Special Fee	2,775.00
2	Tuition Fee	500.00
3	University Fee and Other	655.00
4	CPDC	1,000.00
5	Restructured & Market Oriented Fee	0.00
Total		4,930.00

#### **For B.Com Honours in Computer Applications**

<b>S.No</b>	<b>Name of the Item</b>	<b>Fee</b>
1	Special Fee	2,775.00
2	Tuition Fee	500.00
3	University Fee and Other	655.00
4	CPDC	1,000.00
5	Restructured & Market Oriented Fee	4,050.00
Total		8,980.00

### **For B.Sc. Honours in Chemistry**

<b>S.No</b>	<b>Name of the Item</b>	<b>Fee</b>
1	Special Fee	2,975.00
2	Tuition Fee	500.00
3	University Fee and Other	655.00
4	CPDC	1,000.00
5	Restructured & Market Oriented Fee	0.00
Total		5,130.00

### **For B.Sc. Honours in Computer Science**

<b>S.No</b>	<b>Name of the Item</b>	<b>Fee</b>
1	Special Fee	2,975.00
2	Tuition Fee	500.00
3	University Fee and Other	655.00
4	CPDC	1,000.00
5	Restructured & Market Oriented Fee	8,020.00
Total		13,150.00

The above fees may be altered from time to time basing on the orders of Government and University

### Rules for attendance and Leave of Absence

1. The college runs in two sessions daily with three periods in each session. If a student is absent without leave for a part of a session he shall lose half-a-day attendance.
2. Attendance will be taken as soon as the lecturer enters the class. No attendance will be given to those who go late to the class after clouser of the roll call.
3. Every student should put in at least 75% of attendance in the academic year.
4. No student shall be absent without leave. Leave application should be addressed to the Principal and they should be submitted through the Proctor in advance in the following form:

Name of the Student :

Class, Group, Roll No. :

Period of Leave :

Reasons for leave :

Signature of the parent or Guardian :

Recommendation and  
Signature of the proctor

Signature of the Student



## **PROCTORIAL SCHEME**

The scheme aims to facilitate the growth of the close relationship between the teachers and the taught.

Under this scheme the students are divided into different batches and each batch is kept under the care of one staff member. The latter meets his wards from time to time and guides them. The students are advised to consult their proctor with regard to all their academic and other problems. The leave application of the students will have to be submitted to the proctor for recommendation.

## **RULES OF DISCIPLINE**

1. The Principal of college holds power with regard to the overall discipline of the students of the college. He may frame and issue from time to time disciplinary rules both of temporary and permanent character regulating the conduct of the students within the campus or outside the college.
2. The Principal shall have powers to impose punishments including fines, loss of attendance, Suspension and expulsion or rustication.
3. The Principal shall place himself in communication where necessary, with the parents or Guardians of the students, who are very backward and do not show any improvement, whose attendance is very irregular or whose conduct is not satisfactory. The names of these students whose conduct found incorrigible even after intimation to the parents or guardians, shall be removed . The order of the Principal on this matter shall be final.
4. Students of the college going on strike or in any way guilty of serious indiscipline shall immediately forfeit their scholarships or fee concessions.
5. The students without prior permission of the Principal, should arrange no meeting or any programme in the campus.
6. Memorandums, complaints from individuals to any higher authority should be submitted through the Principal of the College only.

## **CLASS ROOM**

1. On the teacher's entering the class room, the students shall rise and remain standing until
2. they are asked to sit or until the teacher takes his seat.
3. No student shall leave the class when once he enters and in case of dire necessity, shall seek the permission of the Lecturer, before leaving the class.
4. Students are expected to assemble in the classrooms before the third bell. A student entering the classroom after the third bell should seek the permission of the Lecturer.
5. Attendance will be given to the Students only if they are present in the class by the time the lecturer calls the roll number.
6. Students found outside the lecturer hall when classes are on will be dealt with very severely.

## **RULES OF CONDUCT**

1. Smoking within the college premises is prohibited.
2. Girl teasing is punishable in terms of the government rules such as expulsion, rustication.
3. Every student shall provide himself with all the necessary textbooks and writing material.
4. Every student shall wear clean and decent dress as approved by the Principal.
5. Any student breaking or damaging any college property shall be required to pay the cost of repair or replacement of the property In the case of willful damage he shall also be punished in such a manner as the Principal may think fit.
6. Students are required to help in keeping the class rooms and premises tidy.
7. Students guilty of going over to other colleges to take part in acts of indiscipline would Be punished by the principal.

## **LIBRARY AND READING ROOM**

1. The library and Reading room shall be open on all working days from 10 AM to 1 PM AND 2pm to 5PM.
2. Books from the Library are issued to the present staff and students of the college.
3. Strict silence and decorum must be observed in Library.
4. Books will be issued to the Students only on the production of the Identity Card.
5. All the books should be surrendered to the library before the end of the academic year. T.C.,C.C.,etc., will not be issued unless the student produces "NO DUES" certificate from the library.
6. Books should be returned within 10 days from the date of issue. A student failing to return a book within the prescribed time will be fined at the rate of 50 paise per day of default. No book shall be issued further unless the fine is paid and the book returned.
7. Books will be issued as per the timetable put upon the notice board by the librarian.
8. Rare and reference books have to be referred to in the Library premises only, by the staff and students.
9. Unauthorised removal of books or other property from the Library or damage to library will be dealt with severely.
10. All the books borrowed from the library should be used carefully and no ear marking or underscoring should be done. The user concerned should replace books so mutilated.

## **READING ROOM**

1. Strict silence and discipline should be observed in the reading room.
2. All the journals and magazines placed in the reading room should be handled with great care.
3. Marking, underlining or detaching of pages etc., is strictly prohibited.
4. The current issues of journals and periodicals shall be read in the reading room only and shall not be issued to take them home.

## **MANA TV**

This college is provided with e-learning facility through MANA TV. Programmes on academic matters will be telecast by APSAPNET to improve academic standards.

## **NATIONAL SERVICE SCHEME**

The N.S.S. is service oriented in its functioning. Under this scheme, students undertake nation-building activities like campus development, projects, plantation, adult literacy drive etc. National Service Scheme has been functioning in this college since 1976. This college has one N.S.S. unit. Sri. D. Siva Phanindra, Lecturer in Computer Science is the Programme Officer of N.S.S. unit of our college.

## **ABOUT NSS**

The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Ministry of Youth Affairs[1] and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities and at +2 level working for a campus-community (esp. Villages) linkage.

## **OBJECTIVES**

The main objectives of National Service Scheme (NSS) are

1. understand the community in which they work
2. understand themselves in relation to their community
3. identify the needs and problems of the community and involve them in problem-solving
4. develop among themselves a sense of social and civic responsibility
5. utilise their knowledge in finding practical solutions to individual and community problems
6. develop competence required for group-living and sharing of responsibilities
7. gain skills in mobilising community participation
8. acquire leadership qualities and democratic attitudes
9. develop capacity to meet emergencies and natural disasters
10. practise national integration and social harmony

## **NSS Motto**

The Motto of NSS **"Not Me But You"**, reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students development & appreciation to other person's point of view and also show consideration towards other living beings. The philosophy of the NSS is a good doctrine in this motto, which underlines on the belief that the welfare of an individual is ultimately dependent on the welfare of the society as a whole and therefore, the NSS volunteers shall strive for the well-being of the society.

This college has one N.S.S. unit Sri. D. Siva Phanindra, Lecturer in Computer Science is the Programme Officer of N.S.S. unit of our college.

## **About JKC**

The Government of Andhra Pradesh started Jawahar Knowledge Centers (JKC) in all Government Degree Colleges in the state in 2007 with an aim to provide employability skills to the students and to provide placement opportunities through Campus Drives. The JAWAHAR KNOWLEGDE CENTER (JKC) of our college was started in the year 2007. Since then it has been constantly imparting training in Communication Skills, Analytical Skills , Computer Skills and Soft Skills to the students for enhancing their employment potentials. Many students got benefited by these training programs and got placements in reputed firms like ICICI, Eureka Forbs Ltd , Hinduja Global Solutions (HGS), Dr. Reddys Labs , Divis Labs, Hetero Drugs , LIC of India, Subhagruha India Pvt.Ltd, Nuzeeveedu Seeds Pvt.Ltd, Navata Transport Pvt Ltd etc.

The JKC of our college has a very fast internet facility which provides day-to-day current information and knowledge to the students and members of Teaching & Non-Teaching Staff. English Language Lab (ELL) is also attached to the JKC. The Lab is well equipped with latest computers and softwares. The JKC of our college involves in sensitizing the students of other

Degree Colleges also to encourage them join the JKC training programmes for extending the benefits of the programme to them by providing proper training programs and employment opportunities.

The JKC also organizes Special Training Programs by providing Coaching, Guidance and Counseling activities in addition to the regular batches for appearing various competitive

examinations like, Banking Examinations, Railways, UPSC, SSC, APPSC, Defense Services etc. Till 2019-20, a total of 932 Students were trained in the JKC and 258 Students got plum placements in various Campus Drives.

## **VISION**

- ❖ To mould the Students across the State and make them globally acceptable citizens by making them partners of Knowledge Society through JKC
- ❖ To promote relations between the Government Institutions and Industrial bodies through Training and Placements..
- ❖ To provide the best employment opportunities to students belonging to weaker and marginalized Sections.
- ❖ To provide Placement in Earning while Learning.

## **OUR MISSION**

- ❖ Creating Opportunities in various institutions and companies through JKC. Developing Skills through various activities of JKC for better career..
- ❖ Unleashing Potentiality to face various competitive examinations. Functioning of the JKC
- ❖ The activities of the JKC are monitored by the JKCMC under the supervision of the Commissionerate of Collegiate Education, AP at state level duly providing academic, infrastructural and financial needs for the smooth and effective functioning of the JKC.
- ❖ At College level, a committee is formed under the chairmanship of the Principal with a coordinator and other members. This committee looks after the functioning of JKC and encourages the training and placement programmes for the students. The faculty and mentors are appointed by the Commissionerate of Collegiate Education AP.

## **STUDENT GRIEVANCE AND REDRESSAL POLICY OF OUR COLLEGE DISCIPLINARY CONTROL RULES**

College aims to provide an environment where there are no barriers to student success and progression. If a student's behavior prevents others from feeling safe, secure, respected and able to learn effectively then this may result in disciplinary action. The purpose of this policy is to ensure that all instances of student misconduct are dealt with fairly and consistently and provide a clear procedure to guide both staff and students.

### **ANTI-RAGGING COMMITTEE**

Ragging is prohibited under the ANDHRA PRADESH PROHIBITION OF RAGGING ACT, 1997 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

### **COMPOSITION OF ANTI-RAGGING COMMITTEE**

The College has constituted a Committee as then Anti- Ragging Committee headed by the Head of the Institution and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

### **FUNCTIONS OF ANTI-RAGGING COMMITTEE**

1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in Campus or Off- campus or other designed places in the premises
3. To conduct such enquiry observing a fair and transparent procedure and the

principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the incident of Ragging and considering such other relevant information as may be required.

4. To monitor and observe in the functions and performance of the Anti- Ragging committee in prevention and curbing or ragging in the institution.
5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the Anti- Ragging Committee for action under clauses(a) of Regulation 9.1 of UGC.
6. Also to monitor the welfare of fresh students outside the campus.
7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.

## **ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING**

The Institution shall punish the student found Guilty of ragging after following the procedure and in the manner prescribed here in under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment
2. otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee
3. The Anti-Ragging Committee depending on the nature and gravity of
4. The guilt will follow up the punishment based on the committee's decision.

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5. Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging



## **PUNISHMENTS**

- As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships & results
- Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution
- With drawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes
- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.

## **ANTI-SEXUAL HARASSMENT CELL**

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guide lines in mind the institution has constituted a Committee against Sexual Harassment.

## **VISION**

To provide congenial environment of gender equality and against sexual harassment for the well-being of the staff and students.

## **Mission**

- To promote awareness among students about gender justice and harmonious coexistence through companions and other awareness programs.
- To constitute panel/ committee for redressal of grievances relating to sexual harassment.

## OBJECTIVES

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To workout details for the implementation of these policies.
- To prepare detailed plan of actions, both short and long term
- To organize gender sensitization awareness program.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized
- The cell considers sexual harassment to include unwelcome sexually determined behavior whether directly or by implication such as
  - A demand or request for sexual favours.
  - Sexually coloured remarks.
  - Showing of pornography.
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.

Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging

## PUNISHMENTS

- As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships & results

26 | Page Debarment from representation in events and appearing for tests/examinations and also consequent admission to any other institution

- With drawing benefits like travel concessions and campus selections
- Suspension or expulsion from hostel or mess and also attending classes
- Cancellation of admission or rustication from the Institution
- Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.

## **CAREER AND COUNSELLING CELL**

Career and Counseling Cell started and functioning in the college in 2015 and it acts as a center for identifying job opportunities in different sectors.

This cell provides the following facilities to the students:

- Assistance is given to the students to apply for competitive examinations.
- Student enrichment training programmes are conducted...
- Career and personality development programmes are conducted.

## **MAJOR INITIATIVES IN A GLANCE**

A hands-on-reference book on careers, giving suggestions as to how to prepare Bio-data and frame letters, information on GDs, Interviews, basic numerical ability, how to prepare for competitive Examinations etc... were prepared with the help of various faculty and circulated for free among the students.

📌 Students were given opportunity to apply for various jobs for free with the facilities made available in the college.

📌 Career orientation classes were organized.

📌 Career notifications in the government sectors were displayed on the notice board.

📌 In library a number of standard magazines and newspapers to help the students to improve their general knowledge on current affairs and to prepare for competitive examinations.

## **WOMEN EMPOWERMENT CELL (WEC)**

Women Empowerment Cell was established in this college to empower the women students.

### **OBJECTIVES OF WEC**

- ➡ To build Confidence through income generating programmes.
- ➡ To enlighten the importance of health, fitness and nutrition through different programmes.
- ➡ To provide social awareness by organizing important days related to women & issues related to women.
- ➡ To make them understand the present position and status of women in the contemporary society.

Women Empowerment Cell organized number of activities like Tailoring, Hand Embroidery, Beautician course etc., under Economic Empowerment Activities. Self defense

courses, Legal awareness programmes, nutrition and health Awareness programmes are categorized under Social Empowerment Activities. Awareness programmes on Women rights, 33% Reservation Act, Bangaru Talli Act etc., under Political Empowerment Activities.

The students are capable to understand their role in family and national development, enlightened to many opportunities and self-employed. Women Empowerment Cell planned to involve so many social service activities and making tie up with other organizations to uplift women.

### **SMART CLASS ROOM**

The institution has well ventilated class room (Smart class room) LCD projector, podium and adequate seating facility for learners.

Smart Classroom is a comprehensive strategy for digital education in Smart

Classrooms enable students and faculties to make use of every available resource from one point at the click of a button.

## **FACILITIES:**

- It enables the faculty to innovatively impart knowledge.
- It also acts like an electronic board.
- Where everything written on it can be saved as a file for future reference.

## **VIRTUAL CLASS ROOM**

The institution has well ventilated class room (Virtual class room). A virtual classroom is an online classroom that allows participants to communicate with one another, view presentations or videos, interact with other participants, and engage with resources in work groups.

### **Non-Restricting**

A virtual classroom allows both learners and instructors around the world to participate in live classes to collaborate and interact.

### **Flexible Learning**

Online classes also allow for the ability to record class as it happens, including any presentation audio and visuals. This means that the content is accessible even after being delivered.

## **CONSUMER CLUB**

### **CONSUMERS**

Consumers are identified as individuals or entities who willingly participate within the commercial marketplace upon engaging in purchase and financial transaction with regard to products and services available for commercial purchase.

### **Consumer Protection Act**




A Consumer Protection Act is piece of legislation that is passed with regard to the provision and administration of protecting the rights of consumers with in a country or nation.

## CONSUMER RIGHTS

Under the Consumer Protection Act 1986 while Rights 7&8 are implied under the Constitution of India.

1. Right to safety
2. Right to information
3. Right to choose
4. Right to be heard
5. Right to redressal
6. Right to consumer education
7. Right to Healthy Environment
8. Right to basic needs

## RESPONSIBILITIES OF CONSUMERS

-  Enquiring past performance of product / service
-  Reading and knowing the contents of guarantee
-  Keeping bills and guarantee card safe.

## RED- RIBBON CLUB

Red-Ribbon Club was formed in this college in 2013, November 11th.

### Aim:

- ⊕ Heightening risk perception and presenting HIV among youth.
- ⊕ To give information and life skills to protect themselves from HIV-AIDS.

### Aim:

- ⊕ To reduce new HIV infection among young people
- ⊕ To induce the spirit of health and support to people with HIV.

## UNIVERSITY EXAMINATIONS

Our college is affiliated to Acharya Nagarjuna University, Nagarjuna Nagar. The examination fee structure for under graduate courses is as follows.

FOR B.A/B.Com./B.Sc. Semester wise fee structure:

### **Fee Particulars**

Whole examination fee (Theory only) for Semester wise	Rs.650/-
Examination Fee for single paper appearance	Rs.350/-
Examination Fee for two papers appearance	Rs.460/-
Examination Fee for Three Papers appearance	Rs.520/-
Examination Fee for Four or more papers appearance	Rs.820/-
Practical (Internal) Examinations fee per each practical	Rs.85/-
Fee for each Project work/ Viva Separately	Rs.350/-
Internal Examinations fee for supplementary Candidates for all courses	Rs.1000/-

**The following co - curricular activities are going to be conducted  
for the Academic Year 2023-24**

S.NO	Date and Month	Importance
<b>1</b>	June 5	World Environment Day
<b>2</b>	June 14	World Blood Donor day
<b>3</b>	July 2	World sports Day
<b>4</b>	July 11	World Population Day
<b>5</b>	August 6	Hiroshima Day
<b>6</b>	August 9	Nagasaki Day
<b>7</b>	August 15	Independence Day
<b>8</b>	August 20	Rajiv Sadbhavana Divas
<b>9</b>	August 26	Women's Equality Day
<b>10</b>	August 29	Telugu Bhasha Dinostavam
<b>11</b>	September 5	Teachers Day
<b>12</b>	September 8	World Literacy Day
<b>13</b>	September 16	International Day of Preservation of the Ozone Layer
<b>14</b>	September 24	NSS Day
<b>15</b>	September 27	World Tourism Day
<b>16</b>	October 2	Gandhi Jayanthi & Lal Bhadur Sastry
<b>17</b>	October 24	U.N.O Day
<b>18</b>	October 30	World Thrift Day
<b>19</b>	October 31	National Integration Day
<b>20</b>	November 11	National Education Day
<b>21</b>	November 14	World Diabetic Day & Jawahar Lal Nehru Birthday
<b>22</b>	December 1	World Aids Day
<b>23</b>	December 10	Human Rights Day



<b>24</b>	December 12	Energy Conservation Day
<b>25</b>	December 24	Mathematics Day
<b>26</b>	December 24	National Consumer Day
<b>27</b>	January 12	National Youth Day
<b>28</b>	January 23	Netaji Subhas Chandra Bose Birth Day
<b>29</b>	January 25	National Voters Day
<b>30</b>	February 13	Sarojini Naidu's Birthday
<b>31</b>	February 21	International "Mother Tongue" Day
<b>32</b>	March 8	International Women's day
<b>33</b>	April 5	Babu Jagjeevan Ram's Birthday
<b>34</b>	April 14	Dr.B.R.Ambedkar's Birthday
<b>35</b>	April 23	English Language Day

## Public Holidays

<b>S.NO</b>	<b>Name of the Festival</b>	<b>Date</b>
<b>1</b>	Bhogi	14.01.2023
<b>2</b>	Makara sankaranthi	15.01.2023
<b>3</b>	Kanuma	16.01.2023
<b>4</b>	Republic Day	26.01.2023
<b>5</b>	Maha Sivarathri	18.02.2023
<b>6</b>	Holi	08.03.2023
<b>7</b>	Ugadi	22.03.2023
<b>8</b>	Sri Rama Navami	30.03.2023
<b>9</b>	Babu Jagajeevan Ram Birthday	05.04.2023
<b>10</b>	Good Fri Day	07.04.2023
<b>11</b>	Dr.Br.Ambedkar's Birth Day	14.04.2023
<b>12</b>	Ramzan	22.04.2023
<b>13</b>	Bakrid	29.06.2023
<b>14</b>	Moharam	29.07.2023
<b>15</b>	Independence Day	15.08.2023
<b>16</b>	Srikrishnastami	06.09.2023
<b>17</b>	Vinayaka Chavithi	18.09.2023
<b>18</b>	Eid Miladun Nabi	28.09.2023
<b>19</b>	Mahatma Gandhi Jayanthi	02.10.2023
<b>20</b>	Durgastami	22.10.2023
<b>21</b>	Vijaya Dasami	23.10.2023
<b>22</b>	Deepavali	12.11.2023
<b>23</b>	Christamas	25.12.2023

**ACADEMIC CALENDER FOR 2022-23**  
**ACHARYA NAGARJUNA UNIVERSITY, NAGARJUNA NAGAR**

**1<sup>st</sup> YEAR: SEMESTER – I**

S. No.	Particulars	Date(s)
1	Commencement of Classes for I Semester Students	02-08-2023
2	Conduct of 1st Internal Exams for I Semester Students	2 <sup>nd</sup> week of September, 2023
3	Last date for payment of examination fee and submission of application forms for I Semester Students	16-10-2023
4	Last date for submission of galleys of I Semester Students to the Colleges.	19-10-2023
5	<b>DUSSHERA Festival Break</b>	<b>19-10-2023 to 24-10-2023</b>
6	Conduct of 2 <sup>nd</sup> Internal Exams for I Semester Students	4 <sup>th</sup> week of October, 2023
7	Closure of Instructions for I Semester Students	06-11-2023*
8	Commencement of Practical Examinations / Viva-Voce etc	1 <sup>st</sup> week of November, 2023
9	Commencement of I Semester-end Examinations	15-11-2023 onwards

**1st YEAR: SEMESTER – II**

S. No.	Particulars	Date(s)
1	Commencement of Classes for II Semester Students	01-12-2023
2	<b>CHRISTMAS Festival Break</b>	<b>23.12.2023 to 26.12.2023</b>
3	Conduct of 1 <sup>st</sup> Internal Exams for II Semester Students	2 <sup>nd</sup> Week of January, 2024
4	<b>PONGAL Festival Break</b>	<b>13.01.2024 to 18.01.2024</b>
5	Last date for payment of examination fee and submission of application forms for II Semester	05-02-2024
6	Last date for submission of galleys of II <sup>nd</sup> Semester Students to the Colleges.	12-02-2024
7	Conduct of 2nd Internal Exams for II Semester Students	2 <sup>nd</sup> week of February, 2024
8	Closure of Instructions for II Semester Students	11-03-2024*

9	Commencement of Practical Examinations / Viva-Voce etc	2 <sup>nd</sup> week of March, 2024
10	Commencement of II Semester-end Examinations	18-03-2024 onwards
11	<b>Summer Vacation</b>	<b>01-05-2024 to 30-06-2024</b>
12	Community Service Project (200 hours) for all courses (one month)	During the Summer Vacation
13	Reopening of the Affiliated Colleges having U.G. courses for the academic year 2024 -2025	10-06-2024

## 2<sup>nd</sup> YEAR: SEMESTER – III

S. No.	Particulars	Date(s)
1	Commencement of Classes for III Semester Students	18-08-2023
2	Conduct of 1 <sup>st</sup> Internal Exams for III Semester Students	2 <sup>nd</sup> week of September, 2023
3	<b>DUSSHERA Festival Break</b>	<b>19-10-2023 to 24-10-2023</b>
4	Conduct of 2 <sup>nd</sup> Internal Exams for III Semester Students	4 <sup>th</sup> week of October, 2023
5	Last date for payment of examination fee and submission of application forms for III Semester Students	26-10-2023
6	Last date for submission of galley of I Semester Students to the Colleges.	30-10-2023
7	Closure of Instructions for III Semester Students	06-11-2023*
8	Commencement of Practical Examinations / Viva-Voce etc.	1 <sup>st</sup> week of November, 2023
9	Commencement of III Semester-end Examinations	29-11-2023 onwards

## 2<sup>nd</sup> YEAR: SEMESTER – IV

S. No.	Particulars	Date(s)
1	Commencement of Classes for IV Semester Students	15-12-2023
2	<b>CHRISTMAS Festival Break</b>	<b>23.12.2023 to 26.12.2023</b>

3	Conduct of 1 <sup>st</sup> Internal Exams for IV Semester Students	4 <sup>th</sup> Week of January, 2024
4	<b>PONGAL Festival Break</b>	<b>13.01.2024 to 18.01.2024</b>
5	Last date for payment of examination fee and submission of application forms for IV Semester Students	15-02-2024
6	Last date for submission of galleys of IV Semester Students to the Colleges.	20-02-2024
7	Conduct of 2nd Internal Exams for IV Semester Students	1 <sup>st</sup> week of March, 2024
8	Closure of Instructions for IV Semester Students	11-03-2024*
9	Commencement of Practical Examinations / Viva-Voce etc.	2 <sup>nd</sup> week of March, 2024
10	Commencement of IV Semester-end Examinations	08-04-2024 onwards
11	<b>Summer Vacation</b>	<b>01-05-2024 to 09-06-2024</b>
12	<b>Community Service Project /Short-term Internship (200 hours  (45 days) for all courses</b>	<b>During Summer Vacation</b>
13	Reopening of the Affiliated Colleges having U.G. courses for the academic year 2024 - 2025	10-06-2024

### 3rd YEAR: SEMESTER – V (B.Sc. Class Work)

S. No.	Particulars	Date(s)
1	Commencement of Classes for V Semester Students	01-09-2023
2	Conduct of 1 <sup>st</sup> Internal Exams for V Semester Students	2 <sup>nd</sup> week of October, 2023
3	<b>DUSSHERA Festival Break</b>	<b>19-10-2023 to 24-10-2023</b>
4	Last date for payment of examination fee and submission of application forms for V Semester Students	26-10-2023
5	Last date for submission of galleys of I Semester Students to the Colleges	30-10-2023
6	Conduct of 2nd Internal Exams for V Semester Students	4 <sup>th</sup> week Of November, 2023

7	Closure of Instructions for V Semester Students	08-12-2023*
8	Commencement of Practical Examinations / Viva-Voce etc	after theory exams
9	Commencement of V Semester-end Examinations	11-12-2023 onwards
10	<b>CHRISTMAS Festival Break</b>	<b>23.12.2023 to 26.12.2023</b>
11	<b>Semester Internship for B.A &amp; B.Com courses</b>	<b>01-09-2023 To 18-01-2024</b>
12	<b>PONGAL Festival Break</b>	<b>13.01.2024 to 18.01.2024</b>

### 3rd YEAR: SEMESTER - VI (B.A. & B.Com Class Work)

S. No.	Particulars	Date(s)
1	Commencement of Classes for IV Semester Students	19-01-2024
2	Conduct of 1st Internal Exams for IV Semester Students	2 <sup>nd</sup> Week of January, 2024
3	Last date for payment of examination fee and submission of application forms for IV Semester Students	06-03-2024
4	Last date for submission of galley of IV Semester Students to the college	12-03-2024
5	Conduct of 2 <sup>nd</sup> Internal Exams for IV Semester Students	2 <sup>nd</sup> week of March, 2024
6	Closure of Instructions for IV Semester Students	15-04-2024*
7	Commencement of Practical Examinations / Viva-Voce etc.	after theory exams
8	Commencement of IV Semester-end Examinations	18-04-2024 onwards
9	<b>Summer Vacation</b>	<b>01-05-2024 to 09-06-2024</b>
10	<b>Semester Internship for B.Sc Courses</b>	<b>19-01-2024 To 18-04-2024</b>
11	Internship Viva-Voce for All Courses	1 <sup>st</sup> Week of May, 2024
12	Reopening of the Affiliated Colleges having U.G. courses for the academic year 2024-2025	12-06-2024

**4th YEAR: SEMESTER – VII**

S. No.	Particulars	Date(s)
1	Commencement of Classes for I Semester Students	02-08-2023
2	Conduct of 1st Internal Exams for VII Semester Students	2 <sup>nd</sup> week of September, 2023
3	Last date for payment of examination fee and submission of application forms for VII Semester Students	16-10-2023
4	Last date for submission of galleys of VII Semester Students to the Colleges	19-10-2023
5	<b>DUSSHERA Festival Break</b>	<b>19-10-2023 to 24-10-2023</b>
6	Conduct of 2nd Internal Exams for VII Semester Students	4 <sup>th</sup> week of October, 2023
7	Closure of Instructions for VII Semester Students	06- 11-2023*
8	Commencement of Practical Examinations / Viva-Voce etc.	1 <sup>st</sup> week of November, 2023
9	Commencement of VII Semester-end Examinations	15-11-2023 onwards

**4th YEAR: SEMESTER – VIII**

S. No.	Particulars	Date(s)
1	Commencement of Classes for VIII Semester Students	01-12-2023
2	<b>CHRISTMAS Festival Break</b>	<b>23.12.2023 to 26.12.2023</b>
3	Conduct of 1st Internal Exams for VIII Semester Students	2 <sup>nd</sup> Week of January, 2024
4	<b>PONGAL Festival Break</b>	<b>13.01.2024 to 18.01.2024</b>
5	Last date for payment of examination fee and submission of application forms for VIII Semester Students	05-02-2024
6	Last date for submission of galleys of VIII Semester students to the colleges	12-02-2024

7	Conduct of 2nd Internal Exams for VIII Semester Students	2 <sup>nd</sup> week of February, 2024
8	Closure of Instructions for VIII Semester Students	11-03-2024*
9	Commencement of Practical Examinations / Viva-Voce etc	2 <sup>nd</sup> week of March, 2024
10	Commencement of VIII Semester-end Examinations	18-03-2024 onwards
11	<b>Summer Vacation</b>	<b>01-05-2024 to 09-06-2024</b>

- ❖ Implement Blended mode of teaching / learning on holidays except public holidays to complete mandatory teaching hours.



## OTHER COMMITTEES

The following House Committees are formed as here under for the Academic Year 2023-24 for the effective functioning of the college for mainlining NAAC Standards.

JKC, NIRF, and AISHE Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. D.SivaPhanindra	Lecturer in Computer Science	Convener
2	Sri. B.NageswaraRao	Lecturer in Physics	Member
3	Sri. V. BalaYesu	Lecturer in Chemistry	Member
4	Mr.T. Mallikarjuna	Student	Student Member

Scholarships Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. V.BalaYesu,	Lecturer in Chemistry	Convener
2	Sri. M. Jagadish,	Lecturer in Commerce	Member
3	Sri. N.Venkateswararao,	StoreKeeper	Student Member
4	Miss. D. Pooma	Student, II B.Sc. (B.Z.C)	Student Member
5	Mr. Sk. JaniBasha,	Student, II B.Com	Student Member

Scholarships Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. V.BalaYesu,	Lecturer in Chemistry	Convener
2	Sri. M.Jagadish,	Lecturer in Commerce	Member
3	Sri. N.Venkateswararao,	StoreKeeper	Student Member
4	Miss. D. Pooma	Student, II B.Sc. (B.Z.C)	Student Member
5	Mr. Sk. JaniBasha,	Student, II B.Com	Student Member

FRS Bio-Metric Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. V. BalaYesu	Lecturer in Chemistry	Convener
2	Sri. B.NageswaraRao	Lecturer in Physics	Member
3	Sri. M.Jagadish	Lecturer in Commerce	Member
4	Mr. G. BalaChandrudu	Student, II B.Sc.(B.Z.C)	Student Member
5	Mr. M. KrupaRaju	Student, II B.Sc.(M.P.Cs)	Student Member

N.S.S Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. D. SivaPhanindra	Lecturer in Computer Science	Convener
2	Sri. G. Anjaiah	Lecturer in Economics	Member
3	Sri. M.Jagadish,	Lecturer in Commerce	Member
4	Sri.V. BalaYesu	Lecturer in Chemistry	Member
5	Mr. A. Baji	Student, II B.Sc	Student Member

UGC RUSA Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. G. Anjaiah	Lecturer in Economics	Convener
2	Dr. G. Swarnalatha	Lecturer in Telugu	Member
3	Dr. K. V. S. Koteswararao	Lecturer in Chemistry	Member

Women Empowerment Cell Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Dr. G. Swarnalatha	Lecturer in Telugu	Convener
2	Smt. K S Kavitha	Lecturer in Political Science	Member
3	Smt. N. Vasanthi	Lecturer in English	Member
4	Smt. Ch.VijayaKalpana	Lecturer in Commerce	Member
5	Miss R. Nandini	Student, II B.Z.C	Student Member

Career guidance Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Smt. N. Vasanthi	Lecturer in Telugu	Convener
2	Sri. D. SivaPhanindra	Lecturer in Computer Science	Member
3	Smt. V. BalaYesu	Lecturer in Chemistry	Member
4	Miss Sk. Hafiza	Student, III B.S.c	Student Member

University Examination /Internal Exams Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. B. NageswaraRao	Lecturer in Physics	Convener
2	Sri.V. BalaYesu	Lecturer in Chemistry	Member
3	Sri. M.Jagadish	Lecturer in Commerce	Member
4	Sri. N.Venkateswararao	StoreKeeper	Member
5	Miss Sk. Raafiya	Student, I B.Sc	Student Member

Alumni Association Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri, D.SivaPhanindra	Lecturer in Computer Science	Convener
2	Sri G.Anjaiah	Lecturer in Economics	Member
3	Sri. B.NageswaraRao	Lecturer in Physics	Member
4	Sri.V. BalaYesu	Lecturer in Chemistry	Member
5	Mr. K. Ravi	Student, III B. Com	Student Member

Student Council Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri S.Srinivasarao	Lecturer in English	Convener
2	Sri M. Jagadish	Lecturer in Commerce	Member
3	Smt. N.Vasanthi	Lecturer in English	Member
4	Mr. K.V.D. Murthy	Student, II B.Sc	Student Member

News Letter, Magazine & Hand Book Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri.V. BalaYesu	Lecturer in Chemistry	Convener
2	Sri. B.NageswaraRao	Lecturer in Physics	Member
3	Sri M. Jagadish	Lecturer in Commerce	Member
4	Sri. S. Srinivasa Rao	Lecturer in English	Member
5	Mr. J. Bhanu Prasad	Student, III B.Sc.(M.P.Cs)	Student Member
6	Mr. Sk. Raafia	Student, III B.Sc.(M.P.Cs)	Student Member

Academic Calendar Time Table OTLP Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. B. NageswaraRao	Lecturer in Physics	Convener
2	Sri. V. BalaYesu	Lecturer in Chemistry	Member
3	SriM. Jagadish	Lecturer in Commerce	Member
4	Miss. P. Maheswari	Student, I B. Sc. (M.P.Cs)	Student Member
5	Miss. Sk. Raafiya	Student, I B. Sc. (M.P.Cs)	Student Member

Website Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. D.SivaPhanindra	Lecturer in Computer Science	Convener
2	Sri. B.NageswaraRao	Lecturer in Physics	Member
3	Sri. V. BalaYesu	Lecturer in Chemistry	Member
4	Sri M. Jagadish	Lecturer in Commerce	Member
5	Mr. Y. Vasu	Student, I B. Sc. (M.P.Cs)	Student Member

Library Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. Ch. Haribabu	Lecturer in Hindi	Convener
2	Sri Dr.G.Swarnalatha	Lecturer in Telugu	Member
3	Sri. D.SivaPhanindra	Lecturer in Computer Science	Member
4	Sri. V.BalaYesu	Lecturer in Chemistry	Member
5	Miss P. Maheswari	Student, I M.P.Cs	Student Member

Remedial Coaching Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. D.SivaPhanindra	Lecturer in Computer Science	Convener
2	Sri. V.BalaYesu	Lecturer in Chemistry	Member
3	Sri. K. Koteswara Rao	Lecturer in Commerce	Member
4	Mr. A. Sanjeev raj	Student, I B.Sc	Student Member

Income Tax Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri M. Jagadish	Lecturer in Commerce	Convener
2	Sri. B.NageswaraRao	Lecturer in Physics	Member
3	Sri. V.BalaYesu	Lecturer in Chemistry	Member
4	Miss. R. Joyce Mary	Student, I <a href="#">B.Com</a> (CA)	Student Member
5	Mr. N. David	Student, I <a href="#">B.Com</a> (CA)	Student Member

Audio Visual Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. B.NageswaraRao	Lecturer in Physics	Convener
2	Sri.G. Anjaiah	Lecturer in Economics	Member
3	Sri. M.Jagadish	Lecturer in Commerce	Member
4	Miss. J. AnithaJyosna	Student, I B. Sc.(M.P.Cs)	Student Member
5	Miss. P. Rahimunnisaa	Student, II B. Sc.(M.P.Cs)	Student Member

Consumer Club Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. M.Jagadish	Lecturer in Commerce	Convener
2	Sri.G. Anjaiah	Lecturer in Economics	Member
3	Smt. Ch.VijayaKalpana	Lecturer in Commerce	Member
4	Mr. J. Chandra	Student, I <a href="#">B.Com</a> (CA)	Student Member
5	Miss. N. Ramya	Student, I <a href="#">B.Com</a> (CA)	Student Member

Red Ribbon Club & Youth Red Cross Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. Rama K. Kishore Behara	Lecturer in Zoology	Convener
2	Sri. D.SivaPhanindra	Lecturer in Computer Science	Member
3	Sri K.VijayaKalpana	Lecturer in Commerce	Member
4	Miss N. Thirupatamma	Student, I B.Z.C	Student Member

Eco Club Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. Rama. K. Kishore Behara	Lecturer in Zoology	Convener
2	Sri. G.Anjaiah	Lecturer in Economics	Member
3	Sri .G. Manikumar	Lecturer in Botany	Member
4	Mr. M. Hemalatha	Student, II B.Z.C	Student Member

Cultural Association Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. G.Anjaiah	Lecturer in Economics	Convener
2	Sri. B. Nageswar Rao	Lecturer in Physics	Member
3	Sri K.VijayaKalpana	Lecturer in Commerce	Member
4	Mr. G. Prem Chitanya	Student, I BA	Student Member

Literary Association Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Dr. G.SwarnaLatha	Lecturer in Telugu	Convener
2	Sri. Ch. HariBabu	Lecturer in Hindi	Member
3	Smt. N.Vasanthi	Lecturer in English	Member
4	Mr. I. Anil	Student, I BA	Student Member

Discipline Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri M. Jagadish	Lecturer in Commerce	Convener
2	Sri. B.NageswaraRao	Lecturer in Physics	Member
3	Sri. S. Srinivasarao	Lecturer in English	Member
4	Mr. Allam Baji	Student, II B.Sc	Student Member

Research Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri.V. BalaYesu	Lecturer in Chemistry	Convener
2	Sri. B. NageswaraRao	Lecturer in Physics	Member
3	Smt. N.Vasanthi	Lecturer in English	Member
4	Sri M. Jagadish	Lecturer in Commerce	Member
5	Mr. T. SubbaRayudu	Student, II B.Sc. (M.P.C)	Student Member
6	Mr. G. Brahma Naidu	Student, II B.Sc. (B.Z.C)	Student Member

Grievance Redressal Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri M. Jagadish	Lecturer in Commerce	Convener
2	Sri. Rama K. Kishore Behara	Lecturer in Zoology	Member
3	Sri. D. SivaPhanindra	Lecturer in Computer Science	Member
4	Miss. G.V. Lakshmi I	Student, II B.Com (CA)	Student Member

RTI Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. Ch. Haribabu	Lecturer in Hindi	Convener
2	Sri. V. Balayesu	Lecturer in Chemistry	Member
3	Sri. N. Venkateswara Rao	Store Keeper	Member
4	Mr. Y. Akhil	Student,II B.Sc	Student Member

DRC Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. V. Bala Yesu	Lecturer in Chemistry	Convener
2	Sri. S. Srinivasarao	Lecturer in English	Member
3	Sri M. Jagadish	Lecturer in Commerce	Member
4	Mr. M. Giri	Student,I B.Sc. (B.Z.C)	Student Member

Anti-Ragging & Sexual Harassment Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Dr. G. Swarnalatha	Lecturer inTelugu	Convener
2	Sri. G. Anjaiah	Lecturer in Economics	Member
3	Dr. A. Krishna Veni	Lecturer in Physical Education	Member
4	Sri. B. Nageswara Rao	Lecturer in Physics	Member
5	Sri. V. BalaYesu	Lecturer in Chemistry	Member
6	Miss Ch. Sireesha	Student, II B.Sc	Student Member

Internal Complaints Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Dr. K.V.S KoteswaraRao	Lecturer in Chemistry	Convener
2	Sri. D. SivaPhanindra	Lecturer in Computer Science	Member
3	Sri. G. Anjaiah,	Lecturer in Economics	Member
4	Sri. B. Nageswara Rao	Lecturer in Physics	Member
5	Sri. V. BalaYesu	Lecturer in Chemistry	Member
6	Mr. N. venkatesh	Student, II BA	Student Member

SC, ST Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. G. Anjaiah	Lecturer in Economics	Convener
2	Sri. V. BalaYesu	Lecturer in Chemistry	Member
3	Sri CH. VijayaKalpana	Lecturer in Commerce	Member
4	Miss J. Anitha Joshna	Student, II <a href="#">B.Sc.</a>	Student Member



OBC Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. Rama K Kishore Behara	Lecturer in Zoology	Convener
2	Sri M. Jagadish	Lecturer in Commerce	Member
3	Sri. K. Koteswararao	Lecturer in Commerce	Member
4	Miss K. Nagalakshmi	Student, I B.Sc	Student Member

Finance Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Dr. G. Swarnalatha	Lecturer in Telugu	Convener
2	Dr. A. Krishna Veni	Lecturer in Physical Education	Member
3	Sri. B. Nageswara Rao	Lecturer in Physics	Member
4	Sri. V. BalaYesu	Lecturer in Chemistry	Member
5	Sri M. Jagadish	Lecturer in Commerce	Member
6	Sri. N.Venkateswararao	Store Keeper	Member
7	Mr. SK. Nagur Vali	Student, I <a href="#">B.Com</a>	Student Member

Documentation, News Letter, Press Clippings, Activity Register, Banners& Pamphlets Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. V. BalaYesu	Lecturer in Chemistry	Convener
2	Sri. M. Jagadish	Lecturer in Commerce	Member
3	Smt. N. Vasanthi	Lecturer in English	Member
4	Sri. M. Pitchaiah	JKC Mentor	Member
5	Mr. T. Srinu	Student,II B.Z.C	Member
6	Mr. M. Venktesh	Student, <a href="#">I B.Sc</a>	Member

Attendance Consolidation Committee			
S.No.	Name of the Faculty	Designation and Department	Position
1	Sri. Ch. Haribabu	Lecturer in Hindi	Coordinator
2	Sri. Sri. S. Srinivasa Rao	Lecturer in English	I B.A
3	Smt. N. Vasanthi	Lecturer in English	II B.A
4	Sri. G. Anjaiah	Lecturer in Economics	III BA
5	Sri M. Jagadish	Lecturer in Commerce	I B.Com
6	Sri CH. VijayaKalpana	Lecturer in Commerce	II B.Com
7	Sri. K. Koteswararao	Lecturer in Commerce	III B.Com
8	Dr. G. Swarnalatha	Lecturer in Telugu	I & II M.P.Cs
9	Sri. D. Siva Phanindra	Lecturer in Comp Science	I & II M.P.Cs
10	Sri, B. Nageswara Rao	Lecturer in Physics	III M.P.Cs & MPC
11	Sri. Rama K Kishore Behara	Lecturer in Zoology	I B.Z.C
12	Sri. V. BalaYesu	Lecturer in Chemistry	II & III B.Z.C
13	Sri. D. Siva Phanindra	Lecturer in Comp Science	I, II & III M.S.Cs

# TIME – TABLE

Day /Period	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>L U N C H</b>	<b>V</b>	<b>VI</b>
MON							
TUE							
WED							
THU							
FRI							
SAT							