



DODLA KOUSALYAMMA GOVERNMENT COLLEGE FOR WOMEN

Nellore, Andhra Pradesh - 524003

Autonomous College, College with Potential For Excellence

Re-accredited with 'A' Grade by NAAC



ISO QUALITY MANUAL



SUPPORTED BY

**COMMISSIONERATE OF COLLEGIATE EDUCATION
ANDHRA PRADESH**

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LIST OF ABBREVIATIONS

CCE	Commissionerate of Collegiate Education
UGC	University Grants Commission
NAAC	National Assessment and Accreditation Council
IQAC	Internal Quality Assurance Cell
CPE	College with Potential for Excellence
RUSA	Rashtriya Uchchatar Shiksha Abhiyan
NIRF	National Institute Ranking Framework
AQAR	Annual Quality Assurance Report
VSU	Vikrama Simhapuri University
GB	Governing Body
AC	Academic Council
FC	Finance Committee
BOS	Board of Studies
COE	Controller of Examinations
BA	Bachelor of Arts
B.Sc	Bachelor of Sciences
B.Com	Bachelor of Commerce
CBCS	Choice Based Credit System
NET	National Eligibility Test
SET	State Eligibility Test
M.Phil.	Master of Philosophy
Ph.D	Doctor of Philosophy

AO	Administrative Officer
MOOCS	Massive Open Online Courses
UG	Under Graduate
FDP	Faculty Development Programme
DRC	District Resource Centre
CPDC	College Planning and Development Council
JKC	Jawahar Knowledge Centre
NCC	National Cadet Corps
NSS	National Service Scheme
YRC	Youth Red Cross
RRC	Red Ribbon Club
WEC	Women Empowerment Cell
BMA	Biometric Attendance
IAMS	Integrated Attendance Management System
MoUs	Memorandum of Understanding
CPS	Contributory Pension Scheme
RTI	Right to Information act
HOD	Head of the Department
ICT	Integrated computerized technology
TC	Transfer Certificate
GPF	General Provident Fund
APSSDC	Andhra Pradesh State Skill Development Corporation
RJD	Regional Joint Director

ARPIT	Annual Refresher Programme in Teaching
NPTEL	National Programme on Technology Enhanced Learning
LMS	Learning Management System

COLLEGE VISION & MISSION

“Yaa Vida saa Vimukthaye”- Education is that which liberates

Vision

To enable and empower the women students - especially from the weaker sections of society with a rural background, with Hard, Soft and Life skills and human values that contribute for the acquisition and development of a good career and multidimensional empowerment.

Mission

- To provide education that embraces current and inclusive fields through which the needs of all the sections of the society can be addressed.
- To enhance quality through innovations in the curriculum by offering need based Programmes.
- To impart and develop Hard, Soft, Life and Employability skills for better life by designing such relevant curricula.
- To promote research environment and further the prospects of transforming the college into a university.
- To inculcate human values among the students.
- To propagate the rich tradition and culture of India for the promotion of National Integration.
- To empower them with competencies in economic, social, psychological, legal and political arena.
- To employ innovative methods of Teaching – Learning and Evaluation.
- To encourage teachers to undertake research and consultancy.
- To create environmental consciousness among the students.
- To encourage participation in community development programmes through academic industrial internships and extra-curricular activities.

Core Values

The core values by which the college functions are in alignment with the Mission statements that aim at achieving the Vision of the college.

- **Hard work and integrity as the paths for** aiming at excellence.
- **Mutual cooperation** as the path for achievement and success.
- **Equal opportunities** for the socially and economically down trodden.
- **Motivation and encouragement** to the conventionally suppressed sections of the society.
- **Holistic development** of youngsters through equal emphasis on curricular and extracurricular aspects
- **Nurture of the spirit of repayment** to the community.
- **Multidimensional empowerment** of women

OBJECTIVES

The college that is exclusively established for the women of the society in 1964 has recorded its objectives in its vision and mission statements. The following objectives will reflect the vision of the college and state it in concrete measurable parameters.

- To provide quality higher education to the underprivileged women from the disadvantaged sections of the community and planned to achieve this by encouraging ***optimal number of admissions*** among these reserved categories.
- To offer ***extensive range of programmes*** that incorporate the current globally and locally needed skills and knowledge and to ***increase the number of programmes*** offered periodically
- To ***enhance the capacities of students*** across the disciplines that meet the societal demands and employability needs by offering ***new need based courses, certificate courses*** and ***training*** through ***capacity building schemes***
- To make teaching learning a productively successful one by the ***extensive use of ICT enabled learning; student centered methods, collaborative and participatory learning***
- To make research a part of curriculum by ***integrating student level research into the syllabus*** through projects and internships and ensure that every student of the college gains minimum ***10 months of hands on training*** during the three years of their study.
- To ensure that all the students in the college, mostly from the economically weaker sections of the society, get ***financial support through scholarships*** of both government and non government agencies
- To support the students academically and career wise by offering ***coaching and support for employment and higher education*** through competitive exam cell, Career Guidance cell, Placement cell, JKC and APSSDC.
- To encourage ***optimal participation, recognition and success*** at the university, state and national level in extracurricular fields like ***sports and games, Cultural and literary and community service activities***
- To ***empower the faculty*** by creating ***more opportunities for capacity building*** in the areas of the latest subject knowledge; integrating technology into

teaching; and updating the pedagogies of teaching and assessment through the training agencies, Universities and MOOCS platforms

- To motivate the teachers for ***quality research and innovation*** through their pursuit of research, offering of research guidance; and by taking up national and international level research projects
- To ***increase the number of quality publications*** in standard national and international research journals and thus aim for securing patents and start ups which will motivate the students too.
- To ***augment the physical infrastructure*** of the college in order to meet the growing demand, in view of increasing number of programmes, by tapping the support from the state and national funding agencies and thus expand in terms of classrooms, Technology enabled teaching platforms; and well equipped laboratories with state of the art equipment
- To ***exploit the resources that can be garnered from the community*** in the form of more number of industry academia linkages, involving more number of companies and industries in the design of curriculum as well as in the training for employment of women students.
- To transform the campus into a ***self sustainable green campus*** by going for more number of alternative energy resources and green practices

INTERNAL QUALITY ASSURANCE CELL VISION, MISSION & CORE VALUES

Vision of IQACs as per NAAC document for autonomous colleges

Dated: 20-02-2020

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective:

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Vision of IQAC, D.K. Govt. College for Women, Nellore.

Institutionalization of Quality as the guiding principle and innovation of various quality development and sustenance measures in all the curricular, co-curricular and extracurricular facets of the academic as well as the administrative activity of this Autonomous Higher Education Institution (HEI)

Mission Statements:

The IQAC of the college adheres to the following mission statements in achieving its Vision

- To monitor and implement all the quality guidelines as proposed by the NAAC periodically
- To plan and execute quality measures at the institutional level in both the Academic and Administrative spheres
- To research, review and suggest quality measures in Curricular and Assessment frame work

- To motivate departments in taking up quality initiatives in Curricular, Co curricular and Extracurricular activity
- To inculcate the habit of Preparation and Maintenance of Documentation as a measure of quality sustenance
- To develop Research and Innovation as quality parameters in the institutional aspirations towards excellence
- To motivate and inspire various wings of the college in the formulation of Standard Operating Procedures that function as executing policies of the particular systems

Reflection of the Vision and Mission of IQAC in its Quality Policy

The Quality policy of D.K. Government College for Women Nellore, having the stated Vision and Mission Statements as the fundamental guiding principles, gets reflected in the following way.

- Annual Academic and Administrative Planning and Implementation
- Regular monitoring of innovative Teaching Learning and Assessment activity
- Enhancing the Capacity building of the faculty through trainings and workshops in all the emerging areas
- Monitoring the student mentoring system by faculty, it's documentation and reorienting the system periodically to achieve better outcome of the practice
- Obtaining regular Feedback on classes, teachers and teaching learning facilities and take necessary action with reference to each area
- To plan Annual Quality Initiatives and implement them
- To guide the Statutory bodies of autonomy in the adoption of quality measures in the areas of deciding Curriculum, innovate Teaching Methods and Formative and Summative assessment
- To prepare the Strategic Deployment Documents with reference to quality assurance as well as for other national and international schemes and projects of Higher education

- To prepare the institution in taking part of National rankings, Higher Education surveys, National and International certifications and Quality accreditations
- To make IQAC ready as data and documentation storehouse of the HEI
- To be a college level Internal Quality Audit agency in monitoring the implementation of quality measures in all the stated areas
- To guide and steer the college in undergoing the Quality Audit by the employer and other agencies annually
- To encourage and motivate the teaching faculty in taking up Continuous Professional Development activity and maintain annual documentation of the same
- To assess the Annual Performance of the Faculty and submit the same to the employer
- To formulate various Institutional committees for the smooth functioning of academic and administrative activity
- To prepare and submit the Annual Quality Assurance Report to the assessment accreditation agencies
- To disseminate academic administrative quality initiatives that are experimented successfully across the globe and motivating the staff and students in adopting them to their context
- To Continuously Assess the local needs and identify gaps in proposing new programmes and courses
- To Identify Resource Persons and maintain database of such persons in utilising their services in the capacity of VF

COLLEGE PROFILE

S No.	Particulars	
1.	Name and address of the college:	Dodla Kousalyamma Govt. College for Women (Autonomous), Opp. Police Parade Grounds, Dargamitta, Podalakur Road, Nellore, SPSR Nellore District.
2.	Year of establishment	1964
3.	Land area	24.59 acres
4.	Affiliating University	Vikrama Simhapuri University, Nellore
5.	NAAC grade	A
6.	UGC Autonomous status	2016
7.	UGC Centre with Potential for Excellence(CPE)	2016
8.	RUSA Funding	2016
9.	AP Govt. Centre of Excellence	2020
10.	UGC NSQF Skill Courses	2020
11.	Previous Participation in NIRF Ranking	22-11- 2019
12.	Previous Participation in AISHE Survey	31-01-2020
13.	AQAR 2018-19	07-12-2019
14.	Implementation of CBCS pattern	2015
15.	No. of Programmes offered	16+1
16.	Total strength of the students	728(without I year)
17.	No. of teaching staff	40(11)
18.	No of Research Guides	05
19.	No. of Non-teaching staff	17
20.	No. of Departments	18

21.	No. of Staff rooms	13
22.	No. of class rooms	23
23.	No. of Laboratories	17
24.	No of Hostel Rooms	90

Contact Information

Designation	Name	Telephone with STD Code	Mobile	Email
Principal	Dr.Ch.Masthanaiah M.Com,M.Phil,Ph.D	O:0861-2327568	9948121701	principal@dkwgdcnellore.ac.in
Vice Principal	Dr.K.Padmaja M.A., M.Phil, Ph.D, NET	O: 0861-2327568	9502455588	nellore.jkc@gmail.com
IQAC Co-Ordinator	Dr.K.Padmaja M.A., M.Phil, Ph.D, NET	O: 0861-2327568	9502455588	iqac.dkw@gmail.com

Dates of UGC recognition

Section	Year
Under 2 f	17-09-1972
Under 12 B	17-09-1972

NAAC accreditation:

Cycle 1: Accreditation Outcome/Result **B Grade** CGPA (70-75) - 16/09/2003

Cycle 2: Accreditation Outcome/Result A **Grade** CGPA **3.07** - 16/09/2011 valid up to 31/12/2021

Number of programmes offered:

- B.Sc - 09(Conventional: 04 + Restructured:4+ 1 Honors)
- B.Com - 03(Restructured: 02+ Professional 1)
- B.A - 04(Conventional: 01 + Restructured: 02+ Honors 1)

Programmes Offered

S.No	Name of the programme	Subjects
1.	B.A HEP	History, Economics, Political Science
2.	B.A.HECE	History, Economics, Communicative English
3.	B A EPT	Economics, Political Science, Special Telugu
4.	B.A. Economics Honors	Economics and allied subjects
5.	B.Com Professional	Accountancy, Income Tax and Auditing
6.	B.Com Computer Applications	Commerce , Computer science
7.	BBA Digital Marketing	Web Designing, Search Engine Optimising and Google Analytics
8.	B.Sc MPC	Maths, Physics, Chemistry
9.	B.Sc MPCS	Maths, Physics, Computer Science
10.	B.Sc MSCS	Maths, Statistics, Computer Science
11.	B.Sc. Maths Honors	Mathematics and allied subjects
12.	B.Sc BZC	Botany, Zoology, Chemistry
13.	B.Sc Micro Biology	Botany, Micro biology, Chemistry
14.	Bsc Bio Technology	Zoology, Bio Technology , Chemistry
15.	B.Sc Home Science	Nutrition, Textiles, Human Development, Family Resource management and Extension Education
16.	B.Sc Aqua Culture Technology	Aqua Culture, Zoology, Chemistry
17.	M.Sc Zoology	Zoology

Number of students enrolled in the college for the current academic year 2020-21.

S.No	Group	Level UG/PG	I Year Strength	II Year Strength	III Year Strength
1.	B.A HEP	UG	*	46	52
2.	B.A.HECE	UG	*	10	03
3.	B A EPT	UG	*	14	13
4.	B.A. Economics Honors	UG	*	**	**
5.	B.Com General	UG	*	22	09
6.	B.Com Computer Applications	UG	*	50	53

7.	B.Com Professional	UG	*	**	**
8.	BBA Digital Marketing	UG	*	**	**
9.	B.Sc MPC	UG	*	23	09
10.	B.Sc MPCS	UG	*	47	44
11.	B.Sc MSCS	UG	*	49	38
12.	B.Sc. Maths Honors		*	**	**
13.	B.Sc BZC	UG	*	49	26
14.	B.Sc Micro Biology	UG	*	15	03
15.	Bsc Bio Technology	UG	*	31	16
16.	B.Sc Home Science	UG	*	37	24
17.	B.Sc Aqua Culture Technology	UG	*	22	15
18.	M.Sc Zoology	PG	*	**	**
Total				415	313

* Admissions in Progress

** New Courses introduced in this academic year

Number of Departments: 18

Number of permanent and temporary members of the teaching staff at present

Teaching Staff	Female	Male	Total
Regular	21	06	27
Contract	12	01	13
Guest Faculty	08	03	11
Total	41	10	51 (Excluding Principal)

Abstract of Teaching Staff based on their Highest Qualification:

S.No	Highest Qualification	Number
1.	Ph.D	16
2.	M.Phil	07
3.	N.E.T/ SLET	24
4.	P.G.	15

Number of members of the non-teaching staff of the college at present:

Non-Teaching Staff	Female	Male	Total
Regular	07	10	17

Support Services

S.No	Name of the facility
1.	Central library
2.	Computer centre
3.	Mana TV facility
4.	Virtual Classrooms -2
5.	Digital Classrooms -3
6.	Sports facilities
7.	Canteen
8.	Seminar Hall
9.	Gymnasium
10.	Dr. B. R. A. O. U. Regional Centre
11.	Jawahar Knowledge Centre (J.K.C.)(employability skill training platform)
12.	AP State Skill Development Centre
13.	Eco Club
14.	Consumer Club
15.	N.S.S. (3 Units Active)
16.	N.C.C
17.	Youth Red Cross (YRC)
18.	Red Ribbon Club(RRC)
19.	Career Guidance Cell
20.	Women Empowerment Cell
21.	Anti Ragging Committee
22.	Internal Complaints Committee
23.	Minorities Cell
24.	SC ST Cell
25.	Alumni Association
26.	Library Management System(LIBSOFT)

27.	Inflibnet
28.	Learning Management System
29.	Competitive Examination Cell
30.	Unnata Bharat Abhiyan Scheme

Details of Placement: 2019-20

Job Drive Name	No.of Companies Participated	No.of Students Appeared	No.of Students Shortlisted	No.of Students Selected
Koushal Godavari –Vikasjobs (Offcampus) 1.RSM, 2.IndigoAirlines 3.Polaris 4.HondaMobies 5.Pareshiya 6.KSH	6	60	31	-
Nodal-JKC & APSSDC (OffCampus) 1.Reliance Digital 2.Honda Motor Corp	2	30	20	10
Bright Star Educational Institution, Coimbatore	1	85	40	13
Total	9	175	91	23

COLLEGE HISTORY

Dodla Kousalyamma Govt. Degree College has been the most renowned educational institution not just in and around Nellore town but across many districts of our state. Though it was inaugurated formally on 7th February 1965, this women's college took birth on 27th June 1964, owing to the farsighted insight of many citizens of the town under the visionary leadership of Sri Dodla Subba Reddy. His benevolence in the form of monetary assistance of rupees 3 lakhs kick-started the construction of its own building on a sprawling area of 24.59 acres. Since then many more rooms, blocks of new constructions have been added. 94rooms, of which 35 class rooms 17 labs, a huge library accommodating nearly 35,000 volumes of books, two computer labs, an English language lab and an assembly hall are a part of the college now. An addition of a few more rooms took place even during the year 2012.

The college has been patronized by the public for the obvious reason that that their wards can be safely left in a women's college that has a very good hostel accommodation. The hostel which began in a big hall with mass accommodation has grown into expansive complex of 5 blocks with 83 rooms, with 2 dining halls, reading and recreation rooms. Women students of Vikrama Simhapuri University are also accommodated at the request of the university authorities. At present it houses nearly 550 students and at one time when it was composite college as many as 1124 students, in 2005-06, shared the accommodation.

The building and structure come to life only when the students throng the edifice. The college began as composite institution offering both intermediate (then PUC) and degree courses. By the time the college celebrated its silver jubilee in 1989 the number of students rose to 1900. The college was bifurcated into intermediate and degree colleges in 1996. In spite of the mushrooming of private colleges the college still has strength of nearly a thousand. The students from far and wide places of A.P as far as Anantapur, Vizag, Hyderabad and so on seek admission to the college. The alumni of our college are well placed in society by becoming lawyers, doctors, District officers, lecturers and principals of GDCs and so on.

This kind of constant patronage is extended by student community because of the wide range of courses offered by the college. The beginning was humble with courses being offered in B.A And B.Sc while B.com and Home science were introduced in 1975. Many restructured courses such as Biotechnology, Micro biology,

Statistics, Computer science and communicative English have been offered since 1997. The college spread its branches in to post graduate education too with the introduction of M.sc Zoology in 2001 and M.A. English and M.A Telugu in 2002.

The expansion of the college into such a big abode of learning has constantly ensured quality along with quantity. Its quality has been certified by national quality assurance bodies like NAAC and UGC time and again. The college underwent two cycles of NAAC accreditation and received 'B' and 'A' Grades respectively in the first and second cycles of accreditation. The UGC conferred 'Autonomous' status to the college in March 2016 and also identified the college as a 'Centre with Potential for Excellence in the same year'. Apart from the academic well being, all round personality development of students is taken care of by providing many support services. Thus National student service was begun in 1974 with 4 units, each unit comprising 100 students both from intermediate and degree sections. At present the college has 3 units. National Cadet Core too was started in the year 2000. Jawahar Knowledge Centre, a unit that looks after the employability skills of the students was set up in 2006 and each year 4 batches of students with 100 students in each batch are trained and are sent for placement. Many students are placed in many corporate offices and multinational companies. A study centre of Dr. B.R. Ambedkar Open University too was started in 2004 to cater to the needs of women students who wish to pursue their graduate studies in distance mode.

Such an expanse of quality, growth inclusive of many graduate and post graduate courses, and the infrastructural development is a result of many dedicated principals and their commitment to the student community. The college, has been administered by 24 principals so far. 10 of the lecturers are awarded with State Best Teacher Awards during their tenure at this college. On par with the teachers from the universities our lecturers too have shown promising research aptitude since the UGC has recognized the degree colleges too as centers for research and many lecturers have functioned as research supervisors. The lecturers conduct independent research too with the grant provided by the U.G.C for Minor and Major Research Projects and 16 MRPs are submitted so far.

COLLEGE SONG

రచయిత్రి: డా॥ సుబ్బరత్నమ్మ,

విశ్రాంత తెలుగు అధ్యాపకులు.

ఓంకార పంజర సుఖీం ... 2

ఉపనిషత్ ఉధ్యాన కేళి ...

కలకంఠీ ఆగమ విపీన మయూరీ ...

ఆర్యాం అంతర్ విభావయేత్

గౌరీ గౌరీ

=> భువన మోహన మైన భరత వధూలలామకు

ఉధ్యాన వనమాంద్ర సీమ 2

ఆ ఆ రామ వికసితోజ్వల

వర పారి జాత ప్రసూనమీ సింహపురము

ఆ ఆ మనోజ్ఞ లతాంత పరీమళ

కాంతి రేఖయే ... ఈ దొడ్ల కొసల్యమ్మ మహిళా కళాశాల ...

=> పినాకీనీ నదీ పయః పవిత్ర భూతధాత్రిలో

అనంతమైన రంగనాదనాదర ప్రతిష్ఠతో 2

అనూన శోభ నుద్భవిల్లే ఆంధ్రభూమిని

జనాభి నోములే ఘనంబుగా పలించెనే అనంగ హో || 2 ||

కరమ్ము వెల్లుతన్ వినూత్న కాంతులన్

తమిశ్రముల్ హరించు జ్యోతి కాగా

వైజయంతి వైభవమ్ముతో విరించి రాణికే

విహార వీర మందిరంబుగాన్

ఇలన్ జయత్ ధ్వజ ప్రతీతి

ఈ కళాలయంబహో || 3 ||

స్వర రచన: శ్రీమతి. జి. జానకీ దేవి,

విశ్రాంత సంగీత అధ్యాపకులు.

PROFILES OF DEPARTMENT

Department of English

S.No	Particulars	Status
1	Year of Establishment	1964
2	Names of programmes offered	B.A. Communicative English
3	Number of Teaching Posts Sanctioned/Filled	5/5
4	Number of Research Projects. Total grants received	Nil
5	Number of Papers published	25+ 7
6	Number of Books with ISBN	3+1
7	Number of Faculty Development Programmes, National and International seminars and conferences attended	29+25
8	Number of times functioned as Resource Person	31
9	Awards/Recognitions received at the National and International level by :	2(RELO US Scholarships) 1 V. S University Executive Council Member
10	No of Research Guides	2
11	No of Research scholars	2

Department of Telugu

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.A. Special Telugu
3.	Number of Teaching Posts Sanctioned/Filled	5/5
4.	Number of Research Projects. Total grants received	1 1,55,000/-
5.	Number of Papers published	100+
6.	Number of Books with ISBN	4
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	100+
8.	Number of times functioned as Resource Person	10+
9.	Awards/Recognitions received at the National and International level by :	5 ప్రీతి శక్తి ...2015 Humanity award...2020 స్వచ్ఛ అవార్డ్ (nss)...2018,2019
10.	No of Research Guides	2
11.	No of Research scholars	1
12.	Seminars& Workshops conducted	8
13.	LMS e content	10

Department of Urdu

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.A. , B.Com. , &B.Sc., (Urdu as Second Language)
3.	Number of Teaching Posts Sanctioned/Filled	1/1
4.	Number of Research Projects. Total grants received	Nil
5.	Number of Papers published	Nil
6.	Number of Books with ISBN	Nil
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	10+
8.	Number of times functioned as Resource Person	Nil
9.	Awards/Recognitions received at the National and International level by :	Nil
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil

Department of Hindi

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.A. , B.Com. , &B.Sc., (Hindi as Second Language)
3.	Number of Teaching Posts Sanctioned/Filled	1/1

Department of Economics

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.A- HEP, HECE & EPT
3.	Number of Teaching Posts Sanctioned/Filled	1/3
4.	Number of Research Projects. Total grants received	1 minor research projects
5.	Number of Papers published	5
6.	Number of Books with ISBN	Academy books
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	16

8.	Number of times functioned as Resource Person	2
9.	Awards/Recognitions received at the National and International level by :	1 Best teacher award by state government
10.	No of seminars/workshops conducted	1
11.	No of P.hd holders	2

Department of Political Science

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.A. HEP(Tel/EM/
3.	Number of Teaching Posts Sanctioned/Filled	1/2
4.	Number of Research Projects. Total grants received	nil
5.	Number of Papers published	5
6.	Number of Books with ISBN	6
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	10
8.	Number of times functioned as Resource Person	Nil
9.	Awards/Recognitions received at the National and International level by :	State award received by Sri. K. Mala kondaiah
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil

Department of History

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.A. Communicative English, BA HEP
3.	Number of Teaching Posts Sanctioned/Filled	2/3
4.	Number of Research Projects. Total grants received	1 Minor research project
5.	Number of Papers published	6
6.	Number of Books with ISBN	Intermediate board books

7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	14
8.	Number of times functioned as Resource Person	2
9.	Awards/Recognitions received at the National and International level by :	1 Best teacher award by state Government
10.	No of seminars / workshops conducted	1 National seminar
11.	Certificate courses offered by the dept.	1 Tourism and Travel Management

Department of Commerce

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.Com Computer Applications B.Com General B.Com Professional BBA Digital Marketing
3.	Number of Teaching Posts Sanctioned/Filled	1/3
4.	Number of Research Projects. Total grants received	Nil
5.	Number of Papers published	02
6.	Number of Books with ISBN	Nil
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	12
8.	Number of times functioned as Resource Person	Nil
9.	Awards/Recognitions received at the National and International level by :	Nil
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil
12.	No of certificate courses conducted	02
13.	No of student Induction programmes conducted	01
14.	No of student development programmes conducted. (Like District youth parliament and others)(State and Central Government programmes)	01

Department of Computer Science

S.No	Particulars	Status
1.	Year of Establishment	2000
2.	Names of programmes offered	B.Sc(Mathematics,Physics,Computer Science) B.Sc(Mathematics, Statistics, ComputerScience) B.Sc(Mathematics,Physics,Data Science) B.Com(Computer Applications)
3.	Number of Teaching Posts Sanctioned/Filled	4/4
4.	Number of Research Projects. Total grants received	nil

5.	Number of Papers published	07
6.	Number of Books with ISBN	01
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	30+
8.	Number of times functioned as Resource Person	07
9.	Awards/Recognitions received at the National and International level by :	Nil
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil

Department Of Mathematics

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Educational qualifications of the members of the dept.	Dr. K. Suvarna- M.SC, M.Phil, P.hD Dr. P.M.V. Prasad- M.SC, , P.hD Smt. N. Prabhavathi- M.Sc, B.Ed
3.	Courses offered	B.Sc- M.P.C, M.P.Cs & M.S.Cs
4.	Total Strength	256
5.	Average pass percentage	80%
6.	Number of Teaching Posts Sanctioned/Filled	3/3
7.	Number of Research Projects. Total grants received	Nil
8.	Number of Papers published	12
9.	Number of Books with ISBN	Nil
10.	Number of Faculty Development Programmes, National and International seminars and conferences attended	30-35
11.	Number of times functioned as Resource Person	3 (Attended as subject expert in K.V School selections and in Maths day celebrations, as judge in district level science fair)
12.	Awards/Recognitions received at the National and International level by :	Nil
13.	No of Research Guides	Nil

14.	No of Research scholars	Nil
15.	District level Awards received if any	1
16.	Additional duties by the members of the dept.	Acting as controller of Examinations , class counsellor, APSSDC coordinator, Time table coordinator, IQAC member and etc.
17.	Infrastructure facilities	One computer and Printer, OHP

Department of Statistics

S.No	Particulars	Status
1.	Year of Establishment	1997
2.	Names of programmes offered	B.Sc.(M.S.Cs.)
3.	Number of Teaching Posts Sanctioned/Filled	2/2
4.	Number of Research Projects. Total grants received	1 (70,000Rs.)(2012-2014)
5.	Number of Papers published	22
6.	Number of Books with ISBN	1
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	25+
8.	Number of times functioned as Resource Person	---
9.	Awards/Recognitions received at the National and International level by :	1 V. S University BOS Member 2. ORSI member
10.	No of Research Guides	1
11.	No of Research scholars	2(One Award and One waiting for Viva-voce)

Department of Physics

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.Sc Physics
3.	Number of Teaching Posts Sanctioned/Filled	01/3
4.	Number of Research Projects. Total grants received	nil

5.	Number of Papers published	6
6.	Number of Books with ISBN	Nil
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	10
8.	Number of times functioned as Resource Person	Nil
9.	Awards/Recognitions received at the National and International level by :	Nil
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil

Department of Chemistry

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	BSc.(M.P.C),(B.Z.C),(Bt.Z.C),(C.Z.A), (M.B.C)
3.	Number of Teaching Posts Sanctioned/Filled	6/5(Regular03,Contract-02)
4.	Number of Research Projects. Total grants received	00
5.	Number of Papers published	07
6.	Number of Books with ISBN	00
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	50+
8.	Number of times functioned as Resource Person	---
9.	Awards/Recognitions received at the National and International level by :	1 Best Teacher Award-2018-19
10.	No of Research Guides	00
11.	No of Research scholars	00

Department Of Botany

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.Z.C and M.B.C
3.	Number of Teaching Posts Sanctioned/Filled	5/2
4.	Number of Research Projects.Total grants received	01
5.	Number of Papers published	8
6.	Number of Books with ISBN	Nil

7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	23+
8.	Number of times functioned as Resource Person	Nil
9.	Awards/Recognitions received at the National and International level by	Nil
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil
12.	Well Established Museum	01
13.	Educational field trips	3/ year
14.	Maintained biodegradable plants like Jetropa, pongamia species in the garden	10 plants
15.	Maintained Vermicompost unit	01
16.	Garden development	02
17.	Certificate course	01
18.	Student study projects	05
19.	science fair	01

Department of Zoology

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Names of programmes offered	B.Sc. Zoology B.Z.C, BIO.Z.C & A.Z.C M.Sc. Zoology
3.	Number of Teaching Posts Sanctioned/Filled	5 2 Regular, 3 Guest faculty
4.	Number of Research Projects. Total grants received	02
5.	Number of Papers published	Dr.Dayakar – 8 Dr.K. Lavanaya- 2 Smt T. Sri Ranjani- 2
6.	Number of Books with ISBN	02
7.	Number of Faculty Development Programmes, National and International seminars and conferences organized and attended	National Seminars organized-4 National Workshop's organized- 1 Seminars, FDPS and workshops attended- 40+
8.	Number of times functioned as Resource Person	10+
9.	Awards/Recognitions received at the National and International level by :	Dr.Y. Dayakar- State Best Teacher Award Smt.T. Sri Ranjani- IRCS State Governor Award
10.	No of Research Guides	01
11.	No of Research scholars	05

12.	Number of Certificate courses organised and participated	Certificate course in Ornamental fish rearing and Breeding M.Sc Zoology Students – 1-month NFDSP sponsored Skill Development Certificate course
13.	Student summer internships	INDIAN ACADEMY OF SCIENCES-2 CSIR SUMMER INTERNSHIP- 1
14.	Filed trips organized	20+
15.	E content developed	Smt.T. Sri Ranjani-CCE E content development
16.	MOOCS attended by students and staff	Staff-4, students-20+
17.	Prathiba awards achieved by students	M.Sc-2 B.Sc-3

Department Of Microbiology

S.No	Particulars	Status
1.	Year of Establishment	1998
2.	Names of programmes offered	BSc. M.B.C (Microbiology)
3.	Number of Teaching Posts Sanctioned/Filled	3/0
4.	Number of Research Projects.Total grants received	Nil
5.	Number of Papers published	03
6.	Number of Books with ISBN	Nil
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	7
8.	Number of times functioned as Resource Person	Nil
9.	Awards/Recognitions received at the National and International level by	Nil
10.	No of Research Guides	Nil
11.	No of Research scholars	Nil
12.	Well Established Museum	Nil
13.	Educational field trips	2
14.	Maintained biodegradable plants like Jetropa, pongamia species in the garden	Nil
15.	Maintained Vermicompost unit	Nil
16.	Garden development	Nil
17.	Certificate course	Nil
18.	Student study projects	03
19.	science fair	Nil

Department of Biotechnology

S.No	Particulars	Status
1.	Year of Establishment	2000
2.	Names of programmes offered	B.Sc Biotechnology

3.	Number of Teaching Posts Sanctioned/Filled	1/2
4.	Number of Research Projects. Total grants received	nil
5.	Number of Papers published	1
6.	Number of Books with ISBN	nil
7.	Number of Faculty Development Programmes, National and International seminars and conferences attended	35
8.	Number of times functioned as Resource Person	2(acted as jury member for INSPIRE MANAK Awards)
9.	Awards/Recognitions received at the National and International level by :	6 Prathibha awards received by students from Andhra Pradesh State Govt. 6 students got State level second prize for Swachh Bharat Summer Internship 2018 2 Students have received Indian Academy of Sciences Summer Fellowship
10.	No of Research Guides	nil
11.	No of Research scholars	Nil
12.	RC & Ocs	1 RC 1 OC

Department of Home Science

S.No	Particulars	Status
1.	Year of Establishment	1974
2.	Names of programmes offered	B.Sc. HOME SCIENCE
3.	Number of Teaching Posts Sanctioned/Filled	04/04
4.	BOS members	03
5.	Number of Minor Research Projects.(UGC)	02
6.	Number of Papers published (National and International Journals)	31
7.	Number of Books with ISBN National and International Book	03
8.	Chapter in Books	02
9.	Number of Faculty Development Programmes	15
10.	National and International seminars and conferences attended	62 +
11.	Number of times functioned as Resource Person	19
12.	Awards/Recognitions received at the National and International level	03
13.	Student participation at college level	12/ per year

14.	Student participation at community level	06/ per year
15.	Student participation- on creating awareness on the current issue (COVID-19) through online platform	08
16.	Field trips organized	12
17.	E content developed	LMS – E content development
18.	MOOCS attended by students and staff	18
19.	Swayam online certificate courses	04
20.	Prathiba awards achieved by students	02
21.	National Best Volunteer award for NSS	01
22.	Student projects	50

Department of Library and Information Sciences

S.No	Particulars	Status
1.	Year of Establishment	1964
2.	Librarian Post	01

Department of Physical Education

S.No	Particulars	Status
3.	Year of Establishment	1964
4.	Number of Teaching Posts Sanctioned/Filled	01
5.	Events Participated	Games And Sports
6.	Tournaments	District, State, National Level
7.	National	01
8.	State Level	20
9.	District Level	32
10.	Student Achievements	Overall Championship at University Level

Department of NCC

S.No	Particulars	Status
1.	Year of Establishment	1999
2.	Officer	01
3.	Enrolled strength	100 cadets
4.	Examination Levels	B and C certificate Examinations
5.	Achievements	RDC- 02 Special Camps – AIC, EBSB
6.	Activities	Training in NCC and Community services.

Department of NSS

S.No	Particulars	Status
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1.	Year of Establishment	1974
2.	Number Of program Officers	03
3.	NSS Volunteers	300
4.	Villages Adopted	03
5.	Teacher Awards	Best Motivator Award
6.	Student Awards	Best Volunteer Awards Swacch Award – 2018 Manogna and Team with cash prize 30,000/- Swach Award - 2019 Tulasi and Team
7.	Activities	Community extension Activities

Department of YRC

S.No	Particulars	Status
1.	Year of Establishment	2017
2.	District Coordinator	01
3.	College Coordinator	01
4.	Volunteers	300
5.	Teacher Awards	AP State Best Nodal Officer
6.	Student Awards	Best Student Volunteer Award

Department of RRC

S.No	Particulars	Status
1.	Year of Establishment	2014
2.	District Coordinator	01
3.	Master Trainee	01
4.	Students Enrolled	300
5.	Teacher Award	Appreciation Certificate
6.	Activities	Blood Donation Camp Blood Group Detection Camp Awareness program

Department of WEC

S.No	Particulars	Status
1.	Year of Establishment	2010
2.	Coordinator	01
3.	Activites	Awareness Programs on Women related issues,.

Department of JKC

S.No	Particulars	Status
1.	Year of Establishment	2005

2.	Coordinator	01
3.	Students Enrolled	All Final year Students
4.	Batches	03
5.	Achievements	Job Placements
6.	Job drives Conducted	11

POLICIES

COLLEGE POLICIES

STUDENT ADMISSION POLICY

1. Admissions usually are done in the month of June in every year. The last date for receipt of application is notified from time to time on the Notice Board.
2. Rs. 4/- is to be paid towards Registration Fee for each application.
3. Each application should be submitted separately for each group and medium.
4. Incomplete or defective applications will be rejected.
5. The candidates appearing for instant examination should also submit their applications on or before the prescribed date with available enclosures. They can submit their marks statement on or before the extended date by the university authorities for such candidates.
6. Candidates seeking admission in to English Medium groups should have passed the qualifying examination in English Medium or should have obtained not less than 40% of marks in English .However in the case of SC& ST candidates the minimum marks in English is 35% only.

Application should be accompanied by photo stat copies of following documents

Attested copy of Marks list of Intermediate or other qualifying examination

Attested copies of Transfer certificate and conduct certificate

Attested copy of SSC in support of date of birth

Attested copies of Study certificates for the last seven years

Attested copy of Permanent Mee-Seva Caste certificate issued by MRO [recently] in case of SC, ST and BC Students.

Attested copy of Permanent Mee-Seva Income certificate issued by MRO [recently] in case of SC, ST and BC Students.

Attested copies of Games & sports and NCC

Physical handicapped certificate issued by officer not below the rank of Civil Assistant surgeon

Self addressed envelope of 24cm x10cm size with Rs: 5/- stamp

Selection

1. Merit list is prepared on the basis of percentage of marks obtained in the Intermediate or its equivalent examination.
2. Selection list and waiting lists are prepared on the basis of merit list

Reservation of Seats

1. The Reservation of seats will be as per Government orders issued from time to time.
2. Conditions for Reservation under NCC / Sports:

For being considered against NCC Quota, candidates should enclose duly attested Xerox copies of the Sr. Division B or A certificates and other relevant certificates.

For Sports they should enclose the duly attested Xerox copies of National / State / District / Zonal level participation certificates.

Note:

Original certificates should be produced at the time of admission. Failure to comply with this requirement will result in the candidates being not considered for this category of reservation.

1. All selections are provisional and subject to confirmation after an interview by the Principal and scrutiny of the certificates.
2. Total fee should be paid at the time of admission. The fee particulars are as given below.
3. Students admitted have to follow the rules and regulations of the college sincerely and strictly.
4. The college works for 6 hours a day and for 220 days a year.
5. 75% of attendance is compulsory

EQUAL OPPORTUNITY POLICY

D. K. Govt. College for Women (A), Nellore is committed to the principle of equal opportunity and providing an educational and work environment free from discrimination.

- The college prohibits discrimination on the basis of race, colour, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability, genetic information or veteran status and other legally protected statuses in the recruitment and admission of its students, in the administration of its education policies and programs, or in the recruitment of its faculty and staff.
- Our College adheres to all applicable state and Central equal opportunity laws and regulations.
- The college is dedicated to ensuring access, fairness and equity for all persons in its educational programs, related activities and employment, including those groups who have faced historical barriers to full and fair integration and participation.
- Our College maintains a continuing commitment to identify and eliminate discriminatory practices in every phase of college operations.

COLLEGE TIMINGS POLICY

- As per the guidelines of UGC the college has framed the timings as 10.00am-5.00pm.
- Every teaching hour is of one hour's duration and the lunch break is of one hour daily from 1pm to 2pm.
- Attendance of all students, teaching & non- teaching staff members and principal is generated by Finger Print Attendance Recorder Machine (Biometric).
- There are five Finger Print Attendance Recorder machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the college and evening when they leave the college premises.

- Every hour Class room attendance is taken by concerned lecturer by using Integrated Attendance Management System (IAMS) App designed by Government of AP.
- Latecomers can enter the class only if permitted by the lecturer. They may be marked present by him/her at the end of an hour only if there is sufficient reason for being late.
- Staff should be available in the college premises during the entire period of college hours, on all working days.

DISCIPLINE POLICY

- The Principal of the college has complete power over the maintenance of the discipline of the students of the college.
- The Principal may frame from time to time disciplinary rules of permanent or temporary character regulating the conduct within the college.
- Students are requested to maintain the highest standard of behavior and discipline both inside and outside the College.
- They shall strictly observe the disciplinary rules framed by the College. Violation of which will be dealt with by the Principal in the manner he/she considers fit and his/her decision will be final.
- On the first bell, students shall assemble in the rooms and wait silently for the lecturer. When the lecturer enters the classroom the students shall rise and remain standing till they are asked to sit.
- No student shall enter the class or leave the class without the permission of the lecturer.
- Every class in charge and academic advisor keeps a close watch on the students' attendance, progress, and conduct.
- No meeting shall be convened, no outside person shall be invited, no publication shall be issued and no canvassing and mobilizing of the students for any particular purpose shall be made without the permission of the Principal.
- The Principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.

- Every student should possess an identity card issued by the College which should be produced whenever asked for especially when dealing with the office. The students shall wear College uniform every day except Friday.
- Loitering and wasting time on the College campus and canteen causes indiscipline on the College campus and that must be avoided.
- The students are instructed not to bring any cell phone in to the college premises.
- Students use the chosen student bathrooms properly and help keep them clean and neat.
- Students are advised to throw the sanitary napkins only in dust bins.
- Teaching / Non-teaching Staff are advised not to attend to any calls while in the Class Rooms/Laboratories/Library.

HOLIDAYS POLICY

Keeping in view the mental health of the members of DK family the college follows a system to make the youngsters, adults and old age minds to relieve from stress by implementing the holiday policy.

The policy is woven with certain fibres as:

- At the onset of the academic year APSCHE releases academic calendar to be followed, which states the working days, public holidays, optional holidays etc.,
- Keeping this calendar in consideration the College prepares its academic calendar which incorporates holidays and vacation too
- The college strictly follows the holidays as it is in the calendar like Dasara holidays, sankranti holidays etc.,
- On the request of students depending on the need of the day (Rottela panduga, Varalakshmi vratham etc.,) a local holiday can be declared by the Principal.
- The Principal of the college conducts a meeting with the Staff Council to decide on the issuance of local holiday.
- If a student/staff member dies the Principal, staff and students pay tribute by conducting a 2 min mourning house and the Principal may declare a holiday
- If 80% of staff avails optional holiday as per the Government norms the Principal of the college may announce a holiday

- If the staff is going out of station on holidays, it is mandatory to intimate the Principal of the college
- The Principal of the college may declare a holiday after the annual day celebrations
- If administrative need arises the staff should come to the college even on holidays
- When holiday is declared on local need basis it will be compensated by making a second Saturday or some other holiday a working day. This is to ensure the required number of teaching days

INFRASTRUCTURE DEVELOPMENT POLICY

D. K. Govt. College for Women (A), Nellore has a policy to provide ample infrastructural facilities for effective teaching and learning.

It seeks and explores possible funding sources from UGC, CPE, RUSA, and Govt. of Andhra Pradesh for constructing, upgrading and maintaining the buildings. The college develops basic infrastructure of buildings, classrooms, laboratories, seminar hall, meeting spaces, facilities for indoor and outdoor sport games. The college creates or upgrades durable, functional and lasting sets of furniture for classrooms, laboratories, auditorium, library and office.

- Adequate sports facilities are provided in gymnasium.
- The college maintains playgrounds for different kinds of games.
- The college creates and provides ample information and communication technology infrastructure to enhance the educational, administrative, communication and operational efficiency.
- Technology based instruments and equipment (such as LCD Projectors, Cameras, Smart Boards) are purchased for enhancement of effective teaching and learning process.
- Free high-speed internet and Wi-Fi access for using e-resources is made available to all the students and the faculty.
 - Website of the college is updated and upgraded periodically.

- For aligning the ICT infrastructure in tune with the latest developments in the field, the college sends its faculty to attend workshops/training programmes.
- Administrative and library services are automated and continually upgraded.
- Educational software as per requirements of various disciplines is purchased. It ensures teaching, learning and ongoing research to keep up with the time.
- The library acquires, maintains and ensures efficient use of the latest hard copy/soft copy of books, e-books, journals, documents, reports and other learning resources.
- ICT enabled teaching with the optimal use of virtual class rooms and digital class rooms according to the monthly time tables prepared for their utilization.
- The library in the college is fully automated for the effective management in all aspects.
- Dedicated computer centre equipped with systems and networking with the RUSA and CPE funds.
- Maintenance of equipments is must to extend its life.
- Handle equipment with care so that they remain in good working condition.
- Software maintenance is to modify and update software application after delivery to correct faults and to improve performance.
- Ensure to keep office equipment updated and secure.

ADMINISTRATION POLICY

- All written communication within the Institution will be in both Telugu and English
- All employees shall orally communicate either with each other or with students in English or Telugu language or the language understood by them.
- All internal communication shall be printed or written in English and Telugu.
- All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language.
- All staff members of D.K.Govt. College for Women (A) is in WhatsApp group. Any information concerned to the college is communicated through this group. Admin of the group are Principal and Vice Principal.
- Non-teaching and principal are in another WhatsApp group. Any information concerned to the office administration is communicated through this group. Admin of the group is senior assistant only.

Every department has one separate WhatsApp group. Any information concerned to the department is communicated through this group. Admin of the group is head of the department only. The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with D.K.Govt. College for Women (A) and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of institute or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to institute in any form viz. verbal, written, digital, print, electronic, physical etc. to any third party save and except for the purpose of his/her employment with D.K.Govt. College for Women (A) by and under the instructions and after seeking written approval from authorized person of institute.

LEAVE POLICY

The College follows the following guiding principles in sanctioning leave to the Teaching, non Teaching staff and students respectively

Teaching Staff

- When the teaching staff members are required to go on leave, Casual Leave or Special casual (maximum of 15 and 7 respectively per a year for Men and 15 and 12 respectively for Women) leave they are to submit the leave application through the In- charge of the department to the Principal, by adjusting the class work to the other members either in the department or across the departments.
- Optional Holidays (maximum of 5 per year) can be availed only with the prior permission of the Principal.
- Medical leave and Maternity Leave can be availed on the submission of medical certificate citing the need for such a leave and only with the prior permission of the Principal.
- Half pay leave on private affairs can be availed only with the prior permission of the Principal.
- Child Care Leave or Parental leave can be availed on the discretionary powers of Principal.
- No leave can be combined with periodical regular vacations like Pongal, Dasara and Summer Vacations.
- No leave shall be claimed as a matter of right by an employee. The management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the college.
- If the leave application is submitted after the applicant proceeds on leave, the concerned HOD shall send the leave application to the Principal for processing.
 - The leave year is reckoned from 1st January of a calendar year to the 31st December of next calendar year.
 - No kind of leave shall be admissible to contract faculty. Contract faculty shall be entitled to only one casual leave for month.

- The application for leave must be submitted in prescribed format and got sanctioned before proceeding on leave.
- Leave account shall be maintained for each employee by the Administrative Officer.

The employees are entitled for the following types of leave.

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity Leave
- Special Casual Leave
- Leave on loss of pay
- Paternity leave
- Childcare leave
- Study Leave
- Half Pay Leave
- Surrender Leave
- Compensatory Casual Leave
- On Duty Leave
- Extra (5) Casual Leaves for Women

Non Teaching Staff

- When the non teaching staff members are required to go on leave, Casual Leave or Special casual (maximum of 15 and 7 respectively per a year for Men and 15 and 12 respectively for Women) leave they are to submit the leave application to the Administrative Officer.
- Optional Holidays (maximum of 5 per year) can be availed only with the prior permission of the Principal. S
- Medical leave and Maternity Leave can be availed on the submission of medical certificate citing the need for such a leave and only with the prior permission of the Principal.
- Half pay leave on private affairs can be availed only with the prior permission of the Principal.

- Child Care Leave or Parental leave as these can be availed on the discretion of Principal.

Students

- Since 75% of attendance is compulsory for writing the Semester end examinations it is mandatory for students to take prior permission of the In-charge of the department concerned through their class teacher by stating the reasons.
- In case of taking leave for a long period on medical grounds, due to health issues, they need to append the medical certificate.

POLICY ON CONDUCT OF ACADEMIC EVENTS IN THE DEPARTMENT

To provide a steady stream of wholesome and educational programme that make students active and enrich their capacities the departments conduct academic events.

The following procedure helps a lot for the constructive and efficacious conduct of the event:

- An internal meeting with all staff members on the conduct of the event is done and entered in the department minutes register
- The in-charge of the department approaches the Principal for his/her consent regarding the time, place, event and his/her availability in the college
- After taking oral consent from the Principal, the in-charge of the department puts in a letter mentioning the technicalities of the event and duly take the signature of the Principal
- The in-charge of the department writes a circular to publicise the event to all the departments in the college the day before the day of the event. The circular is also duly signed by the Principal
- The in-charge directs the attender of the department to circulate the circular to all the departments and ensures all the staff place their signatures on the circular
- A written intimation to all in the college is necessary on the day of the event which is done through WhatsApp in the morning
- The in-charge and staff of the department after making essential arrangements invite the Principal of the college to the event on the day of the conduct
- During the conduct of the event photographs are taken as testimony
- After completion of the programme the in-charge/staff of the department accompany the Principal till he/she reaches his/her chamber
- The department in-charge and staff of the department collectively work on writing the report. A Feedback form is prepared and circulated to all the departments for further enhancement in the future programs and also for the implications and correction of the mistakes
- The report is in two versions 1. Soft copy 2. Hard copy

- The department makes 3 hard copies 1. IQAC 2. Department 3. Duplicate
- The reports is duly signed by the in-charge of the department and the Principal of the college
- One hard and one soft copy and the feedback are submitted to IQAC

BANDH/DHARNA POLICY

The college permits students to involve in public issues so as to aware them to fight for the noble causes and also to support the government in good initiatives.

The set of rules to be followed are hereunder:

- The protestants or supporters of bandh/rally should approach the Principal of the college, before the day of the protest, with a letter requesting his/her permission for the students to participate
- The Principal of the college verifies the authenticity of the reason behind the protest
- Principal, after verification, endorses the responsibility of smooth handling of the matter related to rally/bandh to the staff member concerned depending on the reason of bandh/rally
- Lecturer who has been entrusted with the responsibility intimates all the staff members about the bandh/rally
- On the day of the bandh all the staff members, already informed of the matter, do not stop the willing students of their classes from participating.
- An announcement is made by the organizers inviting the students to assemble in the auditorium
- The teacher entrusted with the supervision monitors the gathering while the students are addressed by the organizers on
 1. The reasons for bandh
 2. Safety measures to be taken during the bandh/rally etc.,
 - The number of students participating in the rally is noted
 - Students are given assistance, in the form of accompanying them keeping the safety of women students, by the staff concerned during the rally/bandh
 - After their return to the college, students, through the staff member concerned, report to the Principal of the college and perform the normal duties

- The Principal of the college can declare holiday based on the intensity of the protest for the cause

BIOMETRIC ATTENDANCE POLICY

“LIFEMETRICS TO LIVE METRICS”

To reach higher levels of productivity a track system is inevitable to maintain

The college uses advanced technology to track the student and staff attendance accuracy in terms of timing, hard work (working in unusual situations, dedication, enthusiasm, confidence etc.,)

Biometric attendance policy is convenient security solution which is enabled with conditions as:

- The Principal of the college should nominate a Nodal officer from among the staff
- The biometric machines that are received by the college are tested for proper working condition
- The tested machines are given to the faculty of computer science department by the Nodal officer
- The computer science department faculty get the details of staff and students from the administrative section
- The department prepares a schedule of time slot for the staff and students of all streams to enter their details in the attendance portal
- The schedule of time slot is then circulated to all the departments
- The faculty of computer science department assist the staff and students in submitting their fingerprints, iris and other details to be read by the biometric terminals
- After the process is done the biometric machines are handed over to the Nodal Officer

Student Attendance

- The Nodal Officer assigns attendance tracking work to 4 Record Assistants from various departments
- The assigned work is intimated to the Principal of the college through a letter and gets approval(signature)
- Every day the record assistants should be ready with biometric machines by 9:30 A.M
- Record Assistants should place the machines in the quadrangle of college premises for the convenience of students
- The students maintain a queue system while giving the attendance
- The biometric machines should be closed by 10:10 A.M
- Record Assistants should keep the machines in the same places at 4:45P.M as to ensure students' exit details
- The biometric attendance should be closed by 5:30P.M
- The machines are preserved by the Record Assistants at their respective places

Staff Attendance

- The biometric tracker machine for the staff should be placed in the adjacent room of Principal's chamber
- The attendance register for the staff is placed near the biometric machine on a table
- The staff should enter the details of entry and exit time(before 9.50 am in the morning and beyond 5'0 clock in the evening) in the biometric machines
- The place of biometric machines can be changed under conditions like
 1. Building under construction
 2. Events in the college
 3. Inquiries
 4. Inspections etc.,

The nodal officer should submit monthly report of the students and staff Biometric attendance affixing his/her signature to the Principal

The Principal after his approval will hand over it to Admission section for uploading in Jnanabhoomi portal

POLICY ON MAINTENANCE OF CLASSROOM

At the opening of every academic year the Time Table committee, during its preparation of the annual/semester wise academic time table ensures that the students of all streams and all the semesters are allotted a classroom or a laboratory for the classes or practical work of specific subjects that they attend. In case of any grievance with reference to the allotment, the matter is first brought to the Time Table committee which addresses the problem. In case, the issue fails to be resolved at that level it will be brought to the notice of the Principal who will resolve it by involving the members concerned.

- A healthy and conducive atmosphere in classrooms always aids to accomplish educational goals
- The prerequisite for the holistic development of the students is classroom maintenance
- Human synergy works well in creating virtuous classroom maintenance that can be done in many ways like:
 - Sweeping classrooms and labs is to be done on daily basis by the support staff pertaining to the departments
 - Seating arrangement in the class should be in such a manner that all students are accommodated well with proper lighting, air and are visible to the teacher
 - Seating arrangement is in rows/columns or u-shaped depending on the availability of space in the classroom
 - Seating arrangement can be changed depending upon the activity performed in the classroom such as group discussion, quiz, drama or any parties
 - A dust bin is placed in the corner of the room
 - Students throw waste (papers, pencil waste, refills etc.,) in the dustbin
 - Students have the liberty to decorate classrooms on special occasions like farewell and events in the department etc.,
 - Students can stick good quotations on walls with the help of charts to be self-motivated
 - Sweeper should mop the labs and classrooms every fortnight

- Students should not sit in the teacher's chair when she is not in the class
- Students are not allowed to sit on their desks too
- Every student in the class is responsible in maintaining the cleanliness standards. Hence, rotation of duties chart should be pasted on the wall so as they perform their duties such as the following without any confusion:
 1. Make sure that chalk, duster and class register are on the teacher's table
 2. While leaving the class, make sure that no paper is on seen on the floor
 3. If possible a small flower arrangement in the classroom will bring good ambience
 4. Students attending language classes, computer labs, or any other classes should ensure that lights and fans are switched off
- In-charge and staff of the department should monitor the duties of the sweeper and students in maintaining their classroom
- Annual prizes can be given to the class which maintains the set standards of cleanliness throughout the year for reinforcement of behaviour
- The judges are from among the staff members who visit the classrooms on monthly basis
- Judges need not be the same every year

COMPUTER / LAPTOP POLICY

The purpose of this policy is to address all issues relevant to the running and maintenance of the computer laboratories and its surrounding areas to ensure that the facility is maintained in good condition for the use of all students.

- Each student entering the computer laboratory must use their ID card to enter the computer laboratories.
- Students are not to disconnect the computers' or monitors' power supply either from the computer itself or from the general purpose outlet. Students will be held liable for any damage caused should they do so.
- Students are not to disconnect, turn off or otherwise interfere with laboratory computers or other equipment.
- Students may not connect their personal computers to the wired network points
- No food or drink is to be taken into the computer labs or near any computers.
- Scheduled classes always have priority. When using the teaching labs students who are asked to leave a teaching lab by a staff member must do so immediately and without question.
- Lecture notes and other materials provided in classes are not to be printed in the labs.
- No copyright material (for example music or software) is to be stored on the computers or on the network storage provided.
- Computers are not to be left unattended for more than 15 minutes. Computers that are logged on and left unattended for longer than this time may be logged off without notice and unsaved data will be lost.
- The laboratory computers are provided for research, course work and other academic activity only. Recreational and personal use is not permitted.

- Disciplinary action / Penalties for Students will be levied if the said instructions are not followed in the computer laboratory.
- Laptops are available for access to staff members.
- They are meant for work in College and are under the in –charge of various departments and faculty.
- When the laptops are required to be taken out of the campus in relation to college work, it can be done only on the permission from the in-Charge concerned and the Principapl.

MAINTENANCE AND REPAIR POLICY

Maintenance is as a process in which working condition of equipment and appliances are maintained at the optimum level as to give maximum output. Maintenance is done through repair, partial replacement and total replacement.

Following is the significance of the maintenance policy:

- Maintenance policy ensures that equipment is always in ready and reliable condition.
- The Lab assistants and the Office staff periodically check for issues with the lab as well as other regular electrical and computer equipment.
- In case of a repairs to the above mentioned lab, computer and electrical equipment the In- Charge lecturer gives a representation of the repair or the problem to the Principal
- The letter is forwarded from Principal to the Administrative officer for further process.
- The same is discussed with the Maintenance committee and necessary actions are recommended.
- The administrative officer calls the technical person needed for repair and gets it repaired.
- Bill will be submitted to Principal to give pass order.
- The payment will be done to the worker by Administrative Officer.

COLLEGE ASSETS LENDING POLICY

The College, established in 1964, is the oldest Govt. institution with adequate infrastructure. As the institution is centrally located, there are frequent pleas from the district authorities and the affiliating University requesting the college to let them use the premises and the facilities on the needed occasions

- The principal is the highest authority in the college to receive the instructions/ requisitions from various District Government departments and University.
- The contents of instructions/ requisitions will be discussed in the staff council and staff member/s concerned will be endorsed to process of lending.

DISTRICT RESOURCE CENTRE POLICY

Government Degree Colleges are spread across the state in all the districts. Most of them are located in rural and semi urban areas. They mostly serve students from poor and underprivileged sections of the society. The students of colleges located in rural areas face disadvantages like infrastructural and teacher shortages, lack of exposure to modern educational atmosphere and inadequate background support. They need additional support. Although each district has about 8 to 12 Government Degree Colleges and they were functioning as total individual entities so far. Pooling and sharing of resources will benefit the students of all colleges' especially rural colleges. A Government Degree College in each district is selected as an ID college in the district, to carryout year long activities which are planned and implemented by the colleges of the district under the DRC for the benefit of students in the subject and general areas.

- The members of the DRC, all the Govt. Degree Colleges in the district, will decide on various kinds of activities that will be carried out on DRC platform throughout the academic year. The order and the policies of the higher education will be conveyed to the DRC members
- Each member college contributes Rs/- 5,000 annually and the Identified college contributes Rs, 10,000/-
- From the DRC funds, member colleges receive grant for the conduct of one district level academic event.

- The expenditure and accounts are maintained by the DRC Coordinator
- District level Virtual class time table will be decided by the DRC for all the degree colleges and this is beneficial to all the students of Govt. Degree Colleges in the district
- The instructions and information received from the higher authorities like RJDCE and commissioner of Collegiate education will be shared and discussed for mutual benefit
- DRC meetings will be conducted in the first week of every month by the DRC coordinator, from the identified college, to give the information of DRC to all the Principals in the District with Agenda.
- The meetings will be conducted with ID College Principal as DRC chairman and D.K. Govt. College is the ID College in the district
- The resolutions will be passed and the DRC coordinator will write the minutes of the meeting and gets the signatures of all the principals who attended the meeting.
- The Resolutions/ plan of action will be circulated to all the college through mail.

HOSTEL ADMISSION AND MANAGEMENT POLICY

The admission will be made as per rules approved by the Hostel Admission Committee regarding the duration of stay, allotment of seats to different disciplines/categories etc. and applicable fees and other rules. This is a student managed hostel.

The applicants should submit their duly filled Hostel admission form along with the following documents:

- Admission fee receipt of the college is mandatory
- Residential proof with family details (Ration card/Aadhaar card) permanent address is to be submitted.
- ID card with Local guardian and parents photograph is mandatory.
- Establishment fund is to paid at the time of joining the hostel. This amount is not refundable.

- A minimum of 500 students can be accommodated in the two Hostel blocks.

The management method is deployed by formulating various committees such as Provisions, Vegetables, Milk, Gas cylinders, Entertainment, Health, Cleanliness and Sanitation, Waking up committee and House-keeping. The members of the committee look after the work related to their committee. At the beginning of the academic year, students with right kind of abilities for various types of responsibilities are identified and motivated to volunteer these duties. Various committees are formed with the students.

- Before the students plunge into the management of hostel affairs an orientation programme is conducted at the beginning of the year on the rules, regulations and responsibilities that they will have to carry out by being the members of hostel and as well as the members and co-ordinators of the committee.
- The duty chart of various committees is discussed with the members and it is handed over to them. The same is displayed on the hostel notice board.
- Weekly meetings of the committee members are held with the Deputy Warden for ensuring transparency of various transactions and grievance redressal.
- The finalisation of monthly mess bill, account checking stock and voucher verification is taken up in the monthly review meeting of the committee members, hostel committee members, Deputy Warden and Warden on the 5th of every month.

Hostel Rules and Regulations

- Parents have to accompany their daughter while admitting her to the hostel.
- The student has to pay the mess bill before the 15th of every month if she fails to pay the bill in time a fine of Rs – 1/- will be collected per day till she pays the bill.
- Food will be supplied at the stipulated time in the dining area.
- The students have to eat their food in the dining hall but not in their hostel rooms.
- The students have to keep their rooms and surroundings clean and tidy.

- If a student takes permission from the hostel and goes home when the college is working the student has to pay the mess bill.
- If a student's conduct and behaviour is not good and if she stays in the hostel premises without attending to her regular classes, action will be taken against the girls in such case.
- The student should not participate in any type of strike or bandh.
- The girls are not allowed to go to movies or shopping malls on their own.
- The parents are allowed to meet their children only during the Second and fourth weeks on Sundays from 8.00AM to 6.00PM.
- Students will be given permission to visit their houses only after the semester end examinations and in summer, Dasara and Pongal vacation.
- The students have to attend the college on the reopening day.
- The students are not allowed to use cell phones. If cell phones are found with the students they will be confiscated by college authorities.
- Water and food should not be wasted.
- All the students must attend to prayer and study hours in the hostel daily.

SHARING RESOURCES POLICY COLLEGE AS A SOURCE OF RESOURCES

Invigorating various sectors in the city is the asset that the college believes in. Resource constraints tend to hinder the progress. Sharing of human and non-human resources provide opportunities for economic growth and sustainable development. The college follows a specific pattern to share its resources within the departments and with the other sectors in the society:

- It has been a tradition to share the resources to maintain good associations between the departments of the college that will hearten human relationships.
- The in-charge of the department, which needs a specific resource that it does not possess, puts in a letter requesting the Principal for the permission to use the needed resource.
- The Principal of the college should look into the matter and asks the department in-charge concerned to provide the needed material.

- The receiver should also include in the letter the name of the material, number of the material etc.
- The department in charge concerned receives the letter through the Principal and file it. The needed material is lent to the borrower.
- The material resources that can be shared between the departments include
 1. Table cloth
 2. Chairs, benches
 3. Flower vases
 4. Lab equipment etc.,
 5. Electric equipment
- The college also provides facility to exchange the human resources like knowledge, skill of the faculty and students.
- The college also takes part in social responsibility to share its infrastructure with other governmental sectors.
- During elections the Principal of the college should handover the building to the government authorities on receiving the letter from the District Collector and Magistrate.
- The Principal permits the authorities of different institutions to conduct examinations in the college by receiving request from them (IIT, EAMCET, All Group Exams, CA exams, Departmental exams, FITJEE etc.,)
- The College also shares its Assembly hall for Government workshops and meetings and for celebrations (Annual Day, cultural day, parent teacher associations etc.,) of sister institution i.e., D. K. Government Junior College for Girls.
- By sharing the resources the college is inculcating good personality traits in the students such as helping, cooperation, human values and morals etc.,

RESEARCH POLICY

The University Grants Commission (UGC) is a statutory body established by an act of parliament under the ministry of human resource and development, Government of India in 1956.

UGC as per its mission, is a true facilitator for academic excellence and promoter of research among faculty and students. UGC document on the profile of higher education states "The only safe and better way to improve the quality of undergraduate education is to delink most of the colleges from the affiliating structure. Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of autonomy".

Dodla Kausalyamma Government College for women, Nellore was declared as autonomous college in the year 2015 and also recognised as "College for Potential with Excellence" by UGC.

At present 40 % faculty are Ph.D holders in D.K. Government College for Women(A), Nellore. Hence it is the best time to kindle research aptitude in our students. There are numerous benefits for undergraduate students who get involved in research. Research experience allows undergraduate students to better understand published works, learn to balance collaborative and individual work, determine an area of interest, and jump start their careers as researchers.

Awareness is first and foremost key to success in engaging the undergraduate student towards research. It is the responsibility of faculty to create awareness to students having potential interest in research in the classroom. I trust our faculty will succeed in this regard.

Contents

- Aims and Objectives of the policy
- The scope of the policy
- Mission guidelines for the achievement of objectives
- Composition of Research Committee
- Functions of the research committee

Objectives of Research policy

The Research Policy of the college sets norms for the conduct of research. The policy aims to encourage the scientific temper and research aptitude of the faculty and students by providing research environment through the apt infrastructure, seed money and administrative support. The policy helps to realise the Vision of the Institution of “multidimensional empowerment” of women through excellence in research.

The objectives of policy are as follows:

- To promote research, innovation and incubation
- To ensure integrity, quality and ethics in research
- To incentivize research that generates intellectual capital.
- To establish research fund.
- To apply for and pursue the establishment of a research wing with adequate infrastructure and instrumentation
- To support researchers, both the staff and students of the college, in administrative and financial matters related to research.
- To establish well supported Research Committee with clearly stated functions.

The scope of the policy: The policy applies to

- All the faculty, both permanent and temporary , with self motivated research temperament and willingness to take up research, during their stint at the college
- All the students of the college, during their study period
- All the research supervisors, guides, mentors, research and project assistants.

Mission guidelines to achieve the objectives of the policy:

- Collecting seed money from donors; through crowd sourcing of funds from philanthropist academicians
- Regular submission of proposals to the available funding agencies like UGC, ICSSR, ICHR,— ICPR, DST, DBT, UNESCO, UNICEF for funding

- Formulating guidelines for advancing seed money to researchers
- Formulating guidelines, in consonance with the guidelines of the UGC, for the grant of study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities
- Formulating guidelines for equal opportunities for the enthusiasts and optimal coverage of the intended beneficiaries
- Formulating guidelines on timeline schedule for the completion of research
- Collaboration of the faculty with faculties of other institutes or colleges and industries for research projects. Such collaborations should be formalized through official communication and under the guidance of IQAC.
- Publishing the research in Peer reviewed international journals , identified by the UGC with h and I index as well as Impact Factor
- Introduction of full-fledged Research Project in the final year of the bachelors programme is proposed where the students under the guidance of the faculty work on the decided topic of the dissertation and submit the findings periodically. On the final submission of the project the student gets additional credits. The number of additional credits for the research project will be decided in the Academic Council and The Governing Body of the college
- Each academic year, staff members with 5 or more years of experience should try to publish minimum two research articles in the UGC approved journals.
- To encourage interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
- Maintenance of digital Data Base of all the research carried out by the faculty of the college

Composition of Research Committee

The Research Committee of the college will have

S.No	Details of the Faculty	Designation
1.	Principal	Chairperson
2.	Faculty nominated by Principal	Member Coordinator
3.	IQAC Coordinator	Member
4.	Academic Council Coordinator	Member
5.	UGC Coordinator	Member
6.	Teacher Member -Humanities	Member
7.	Teacher Member - Commerce	Member
8.	Teacher Member -Science	Member
9.	Industry/Academia representative	Member
10.	Student representatives	Member

Functions of the Research Committee

- Implement the research policy of the college and update it as and when necessary and get it approved by the statutory bodies of the college.
- Coordinate the creation of research facilities like provision of laboratory equipment, research journals and research incentives etc. required by the faculty.
- Facilitate the formulation of guidelines establishing a research fund and for providing seed money
- Mentor the faculty in securing Research guideship by working in close association with the affiliating university.
- Prepare budgets for supporting students / staff research projects
- Invite industry/ scholars to use the research facilities of the college and sponsor research projects.
- Approach National and international organisations such as UGC, ICSSR, ICHR,— ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students.

- Evolve and execute an official Code of Ethics to check malpractices and plagiarism in research.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain the database of research work and research projects undertaken by the faculty and students.
- Welcoming Research proposals from both the students and faculty.
- Scrutiny and selection of the proposals strictly based on guidelines, without any deviation from the UGC norms, formulated in the Research committee of the college
- Scrutiny and selection of the research proposals basing on their adherence to code of ethics in research ; to Eco friendly investigation without the use of hazardous chemicals; Equipment/budget to be in the range of allotment of funds.
- Encourage and promote a research culture

GRIEVANCE REDRESSAL POLICY

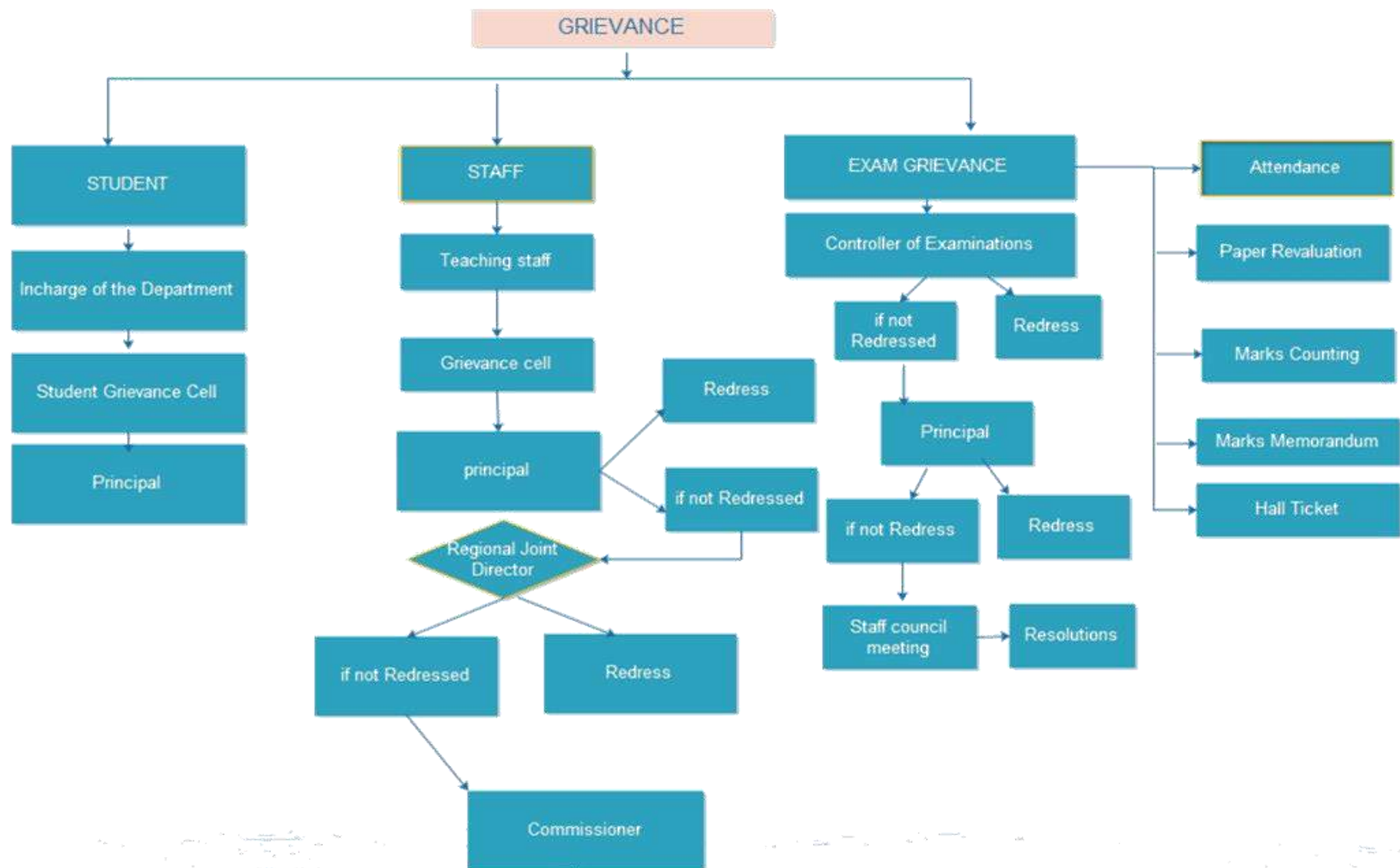
The College has a Grievance Redressal Committee. The functions of the Committee are to look into the complaints lodged by any stakeholder, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing and drop them in the complaint box.

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

Grievance related to academic, administrative infrastructural amenities, and day to day affairs are placed with the redressal cell. Matters related to staff such as service rules, disciplinary action against staff necessary report is submitted to the immediate

authority who is the Regional Joint Director who further submits the matter to the Commissioner. The Commissioner is the final deciding authority in redressing the grievances of the staff.

- If the student has grievance it is informed to the In-charge of the department for redressal.
- If not resolved at that level the same is forwarded to grievance committee and brought to the notice of Principal and the issue is resolved.
- Grievances like attendance, revaluation, counting of marks , issues in marks memo and Hall Ticket related to examination are first taken up by the Controller of Examinations
- If they could not be redressed at that level, then they are forwarded to the Principal
- If it could not be redressed at the level of Principal then it is placed in Staff Council and will be redressed by passing suitable resolutions
- A grievance from the staff is brought to the notice of Staff Council and then to the grievance committee for redressal.
- If not resolved at committee level, Principal will resolve it or else it is addressed to Regional Joint Director of Collegiate Education for redressal.
- If the grievance is not addressed at RJD level it is resolved at Commissioner of Collegiate Education.



ANTI RAGGING POLICY

Anti-Ragging Committee should be one of the important parts of the Educational institution's mechanism. As per the guidelines of the Act of 1956, which is modified as UGC regulations, on curbing the menace of ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Committee is compulsory.

Objectives

The Policy prohibits

- Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or physiological harm
- Raising fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a scene of shame or embarrassment so as to adversely affect the fresher
- Any student, with or without intent to derive a sadistic pleasure or showing off power, exercising authority or superiority over any fresher or any other student.

Administrative action in the event of ragging

- The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under.
- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in recommendations of the Anti-Ragging Squad.
- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging squad, award to those found guilty, one or more of the following punishments, namely:
- Suspension from attending classes and academic privileges, expulsion from the hostel.
- Withholding/Withdrawing scholarship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process, Withholding results.

- Cancellation of admission.
- Debarring from representing the institution in any regional, national meet, tournament, youth festival etc.
- To make the students aware of ragging the institution takes a pro-active measure by disseminating the information.
- The rules book of the college and hand book of general information given to students at the time of admission clearly mentions the anti-ragging rules.
- Printed posters are placed in premises of college, canteen, administration block etc.
- During the inauguration of the first year students, freshers are instructed on the ill-effect of ragging or encourage ragging.
- Orientation programme also has a session on anti-ragging awareness during which the local inspector of police is invited to address.

WELFARE OF SCHEDULED CASTE, SCHEDULED TRIBE AND MINORITY STUDENTS POLICY

Scholarships give access to affordable education. With the rising cost in education, it becomes more challenging for the needy students to continue their higher education and pursue their dream. Scholarships play a major role in reducing the financial burden by sponsoring college fees and make them socially responsible leaders. The college is fully committed to extend its support with excellence and transparency in providing the benefits to the students and staff belonging to the SC, ST and minority groups.

The college is always on the ball to make students and staff from the minorities benefitted for which follows a pattern that enables easy access to students which connect with a definite policy. The Policy involves comfortable measure to be followed like:

- The Principal of the college nominates in-charge from the staff to look after the welfare of the students and staff belonging to the Scheduled caste, Scheduled Tribe and minority group
- The in-charge should get the eligibility list from the administrative section
- The in-charge should take a hard copy and soft copy of the eligibility list

- The in-charge should send a circular by taking the signature of the Principal detailing the name of the student, group etc., to all the classrooms to make students know about applying for scholarship
- The students should give requirements such as account number, name of the bank, category etc., in the administration section while applying for scholarship
- The in-charge should notice the scholarships of the students on term basis
- It is the responsibility of the in-charge to review and inform students about the scholarships
- The in-charge should check whether the scholarship recipients are getting scholarships or not
- If an eligible student does not get scholarship the in-charge should communicate with the concerned welfare officer (SC, ST or minority) to resolve the issue
- The reservation policy of the state and central govt is duly followed in the appointment and promotion of staff and in the admission of students
- Besides the above care if the staff and students of these categories have any grievance related to the academic and administrative matters they are taken to the notice of the committee which helps in resolving them with the help of the Principal and the higher authorities,

WOMEN EMPOWERMENT POLICY

D. K. Govt. College for Women (A), Nellore ensures the multidimensional empowerment of the students, who are all women. The mission and vision statements too elucidate this. Empowerment of women is done by taking care of it in all the academic and administrative aspects. However a dedicated Women Empowerment Cell, following the guidelines of the UGC and the Commissionerate of Collegiate Education, is established to look after this aspect. The cell aims to create awareness of their rights and duties and empower girl students and faculty, enhance their understanding of issues related to women and to make the college campus a safe place for girls and women

- The College makes sure that women head key departments and wings and thus play a vital role in decision making

- Provides a platform for women to share their experiences and views regarding their status in the society
- Arranges seminars to create awareness on the economic, social, political, and legal rights of women.
- Organizes different activities to make women aware of their health, sports, self-defence etc.
- Actively organizes various activities to make the women students aware of the empowerment of women.
- Provides training to women to acquire wide range of skills and knowledge and to develop and increase their social, economic and intellectual capacities for peace, security and prosperity of mankind.
- Invites successful women personnel from varied sectors like education, justice, culture, health, journalism, to deliver talks for strengthening leadership qualities in women and for developing positive attitude to life.

COMMUNITY AWARENESS POLICY

Community provide learning opportunities that are educational and life- based. Participation in community activity keeps one mentally stimulated and provides a sense of purpose. Targeting the actual needs at the ground level helps to mobilise resources, motivates towards working for community, creates social prestige and evidence-based decision making for community. The college shoulders on the responsibility to make students “act in fact” about the issues and challenges prevailing in the community with a powerful and potent approach called “Participatory Approach”.

The college facilitates exchange of information and views by liaising with community for improving levels of personal involvement through its dynamic sects such as NSS, NCC, RRC and YRC. To promote open and effective communication the college beholds a policy acquainted hereunder:

- To start off the Principal of the college nominates in-charges for the NSS, RRC, YRC at the beginning of the academic year for a stipulated number of years as is given in the guidelines to these functionaries

- The in-charges identify the volunteers to participate in the community with an acknowledged circular across the streams of courses (B.Sc., B.A., B.Com etc.,)
- Any community participation programme to be conducted should be intimated to the Principal of the college with a letter by the in-charges concerned
- After getting the proposal acceptance from the Principal the in-charges send a circular to all the department in-charges for permitting the students to participate and for attendance
- The in-charges of the units should inform the Principal of the number of students participating in the event, place of the event through a letter
- The in-charges should also take an undertaking from the students and parents regarding the participation and permission
- The in-charges and students must report to the Principal of the college after returning
- These extension units contribute to the community in creating awareness on health , hygiene, literacy, empowerment, capacity building and also all other such schemes and facilities that should reach the community
- Besides these above mentioned extension units, departments also involve in community service by extending their support to the community in terms of support building by raising awareness on literacy , nutrition, health , entrepreneurship strategies.

ENVIRONMENTAL POLICY

The Eco club and the Science departments of the college together create environmental awareness among staff and students by taking up the following activity

- The **main function of environmental policy** is to, preventing pollution, protecting the environment, and demonstrating continual improvement to enhance our environmental performance
- Seeking opportunities to develop environmental awareness in students, through academic programs and campus awareness initiatives.
- Staff and students will be encouraged to extend this to life outside the College.
- Assure students and staff of the commitment of the College to implement responsible environmental management economically and efficiently.
- Reduce the consumption of raw materials and energy.
- protecting the environment and natural resources
- Use our resources sustainably, minimizing waste production, and increasing reuse and recycling where waste prevention could not be avoided.
- Manage and reduce our water consumption and discharges.
- Implement appropriate recommendations and campus design plans to conserve and promote biodiversity in our college.
- Native trees and shrubs have been planted on the campus.
- A pond in the college campus, providing a new habitat for lilies, Phytoplanktons, fishes, etc.,
- Deliver at least one environmental communication per three months to students and staff
- Protecting and enhancing our campus environment through sustainable practices
- Awareness of environmental health and safety issues.
- The college will use its resources and encourage faculty, staff, and students to take a leadership role to promote environmental awareness, education, and action
- Reduce, Reuse, Recycle - Efforts will be made to use processes, practices, materials, or products that
- Sustainable utilization of natural resources: water, soil, biodiversity.

- The establishment of a proper sewage system.
- Reduce paper use by using digital external communication.
- Conducting different types of events like essay writing competitions elocutions, group discussion student seminar quiz program drawing competition poster presentation on environmental aspects among students.

LIBRARY POLICY

Purchase of Books

- Reception of order from the Principal for the purchase of books.
- Convening of the library committee meeting to pass resolutions requesting the HODs of 18 departments to submit the list of required books.
- Preparation of the consolidated list of books to be purchased and submission of the same to the Principal.
- Invitation of quotations from the three or more bidders within the stipulated 15 days' time.
- Opening of the quotations and preparation of comparative statement.
- Identification of the lowest quoted bidder for the supply of books within 20 days.
- Placement of order to the finalised bidder for the supply of books
- Receiving the books from the suppliers and entering books into Accession Register.

SC/ST Book Bank Policy

- Receiving the quarterly budget from the Govt., of A.P.
- Following the above said method in the purchase of the books.
- Receiving the books from the suppliers and entering the same in a separate Accession Register meant for this category.
- Distribution of the books to the SC/ST Students.

- Asking the students to deposit the used books with the library, after the completion of the course.

Rules and Regulations in Library

- Entry of students into Library is allowed only the verification of college ID.
- Students should not carry any bags or books into the library their belongings should be kept outside.
- Mobiles are not allowed into the library.
- Absolute silence is to be maintained in the Library.
- Register the student particulars when they get in to the Library
- Students can use the Libsoft, Library Management software, for tracking the book in the library and knowing the status whether it is present in the library or issued to someone else.
- Students can take the required books from the racks and read them in the reading room.
- Students should handle the books with care.
- Reservation policy of books is also maintained in the library.
- Use of markers, pen, sketches and pencil in the books is strictly avoided.
- Ensure that the books are replaced at the right place after using them.

Books Issue and Return Policy

Library ID No. is allotted to all the students who have enrolled in the first year and the same ID number will be valid for three years. Library management system (Lib soft) helps libraries keep track of the books and their checkouts, as well as members' subscriptions and profiles. Library management systems also involves maintaining the database for entering new books and recording books that have been borrowed with their respective due dates.

- College ID card is mandatory to issue Library books to the students and staff.
- Library ID number is must to issue the books to the students.

- The Accession number of the book is entered in to the register while issuing the book.
- Undergraduate students can be issued three books at a time, while post graduate students can avail four books at a time and staff can avail five books and non teaching staff can avail two books.
- Students should return the issued books within 30 days.
- While returning the book it should be in good condition or else penalty will be collected.
- If Books are not returned within the due date penalty will be imposed.

Guidelines for Access of Journals, Periodicals and Newspapers

- Newspapers of English and Telugu are available for the students in the reading room.
- The library provides subscribed journals in hard copy and online mode for monthly, quarterly and annually.
- Newspapers, journals and periodicals are only for in house reference and they are not meant for borrowing

INFLIBNET

- Having been directed by the principal, librarian of the college applies for the INFLIBNET connection and gets it, after paying the annual subscription.
- After getting the approval from INFLIBNET, students enroll in the N-list.
- Teaching and non-teaching staff also enrol in the N-list.
- In this process each individual will be given with a password. The password will be sent to their respective e-mails.
- All the stakeholders can login with the password allotted to them from anywhere.
- Login lasting period of the students would be 3 years.
- Login lasting period of the staff is as long as they serve the institution.

- Library provides separate computers for this purpose to the students and staff.
- With this excellent tool, all the stakeholders can access all the e-journals, e-books, research papers etc., for their growth in the academics.

Timings

- Opening the library attached reading room by 9-30 AM and Closing by 5-00 PM.
- Opening of the main library by 10-00 AM and closing it by 5-00 PM.

Duties of Staff

- The Library Record Assistant will look after the Library Reading Room and Stock room.
- The Library Junior Assistant is a technical person, looks after the issue and return of the books and admin of the Libsoft Library Automation Process.
- The Chief Librarian of the college will look after the overall acquisition and purchasing of the reading material and ensure the smooth running of the library.

Stock Verification

- Stock Verification Committee constituted by the principal, goes through the library activities, accounts, and grievances of stake holders.
- The principal of the college constitutes the stock verification committee for the college library.
- With the responsibilities delegated to the committee, it puts a hawk eye on the activities of the library.
- Stock verification committee verifies the stock of the library with accession register.

- The list of missing books is submitted to the principal and the prior approval is got.
- Stock verification committee monitors the main library and reading room work in tandem.
- Stock verification committee submit its report to the principal and facilitates him to address the needs and grievances, if any.
- As per the recommendations of the stock verification committee principal takes suitable steps for the smooth running of the library.

Condemnation of Books Process

- Getting the list of books to be condemned from the stock verification committee.
- Submitting the list to the principal for verification and acceptance.
- Principal submits the same list to CCE and gets condemnation permission.
- Disposing the books to the agencies concerned.
- Deposit the amount to the college bank account.
- Weeding out the numbers and titles of the books condemned from the accession register and the software data.

POLICY ON INTRODUCTION OF CERTIFICATE COURSES

INTRODUCTION

Globalisation of education and economy has led the Higher Education Institutions to reorient and reshape their policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario. This challenge can be met by encouraging incorporation of skill oriented and value added, add-on courses in the college to be opted by students as a parallel sub-discipline while pursuing their degree level education.

OBJECTIVE OF THE POLICY

The objective of the scheme is to introduce career and market-oriented, skill enhancing add-on courses/ certificate courses that have utility for job, self-employment and empowerment of the students. At the end of the stipulated period the students will be equipped with a Certificate/Diploma/Advanced diploma in an add-on orientation course along with a conventional degree in Science/Arts/Commerce.

There are no watertight compartments and students have the freedom to diversify into various fields not necessarily related with their core discipline. The objective of the policy includes various parameters that are considered in planning and offering the certificate courses.

- Target/ Eligibility
- Need for the introduction of certificate courses
- Objectives of the certificate courses
- Stake holders involved
- Guidelines to be followed
- Procedures to be followed
- Expected Learning Outcomes

TARGET/ELIGIBILITY

As the College is recognized by the UGC under Section 2(f) and 12(B) of UGC Act, 1956 it is eligible for implementing the scheme of Career Oriented Certificate Courses.

NEED FOR THE INTRODUCTION OF CERTIFICATE COURSES

Due to increase in competition in various service sectors like Finance, Information Technology, Engineering, Medicines, Project Management, teaching etc. getting a Certification Course has become necessary for a person to stand ahead of others in competition. At those times when companies hire new employees or analyze their job performance, preference is given to those candidates who are a Certified Professional. Certificate Course helps an individual to showcase his competency, commitment for the profession, build expertise in his professional subject area, and helps with job advancement. It is a designation earned by a person giving a kind of assurance to the company of his competencies of performing a job.

OBJECTIVES OF CERTIFICATE COURSES

- Provide in-depth knowledge of the underlying technology needed to perform a task efficiently
- Provide a wide range of skills to an individual so that he/she can perform well when dealing with complex projects, vendors and multiplatform environment.
- Include all practical skills to be used at the work place in its curriculum.
- Provide training on various aspects of subject and guides them to utilise them effectively into their work environments.
- Provide detailed knowledge and skills required to perform real-world job responsibilities.
- Help an individual to easily adapt to the work environment and quickly advance in his career.

STAKE HOLDERS INVOLVED:

- all the students who join for their regular degree
- Students from other colleges or people from outside the college.
- Principal

- Teaching and Non-teaching staff
- Parents

Certain guidelines or procedures need to be followed in offering 60 hours (including theory and practical) Fee based Certificate course are:

GUIDELINES TO BE FOLLOWED

- **Registration Fees:** The fees would help to meet the cost of the faculty, background material and also to ensure that the members who are enthusiastic toward the course would only attend the course.
- **Attendance:** The minimum attendance for the course should be between 75-90%.
- **Decision on the selection of courses:** The Faculty is free to identify local need based career oriented course/inter-disciplinary courses of their choice. They may seek help from Industry/Service Organizations and NGOs as well as individuals to develop the course design, contents and implementation methodology.
- **Practical Training:** While framing Courses, a distinction between career oriented subjects and other academic subjects and other academic subjects would be made in terms of practical training, in its quality, quantum and modalities of organization. The content/nature of practical work must be skill oriented and aim at the development of marketable skills.
- **Strength:** The maximum number of students in one course should not exceed 30 to 40 in the average class size to maintain quality and standard of teaching.
- **Faculty** -The following staff members could be involved in teaching, training and administration of the programme.
 - Principal of the College/Head of the Department of the University.
 - Coordinator of each course who will be responsible for the academic and administrative aspects.
 - Teaching faculty of the specialized discipline.
 - Guest lecturers drawn from other institutions, services and individual organizations/experts in the field.
- **Infrastructure:** Laboratory/Workshop/Institution for practical training of students.

- **Standardized Format of the Certificate:** A certificate of participation must be issued to the successful candidates by the respective departments in the standardized format.

PROCEDURES TO BE FOLLOWED:

1. Certificate course documentation is to be done in the BOS and the documentation must include the following.
 - Objectives and learning outcomes of the course.
At the end of the successful completion of a certificate course the students will be able to
 - Acquire the skills and talents in the chosen professional subject area.
 - Gets solid foundation to his career
 - Get good employment opportunities
 - Receive a certificate on the successful completion of the course.
 - Syllabus with coverage of minimum III units.
 - Identification of Resource Persons.
 - Evaluation of the course – Formative and Summative/Innovative/
Depends on the course.
2. It should get its approval in the Academic Council Meeting.
3. **Announcement of the Course-**Announcement of the course should be at the starting of the Academic Year after its approval in the Academic Council Meeting.
4. **Conduct of the Course: The course is offered to the students according to the Schedule prepare.**
5. **Examination/ Evaluation for the Certification Course:** Every department organizing the Certificate course shall evaluate the participants through the examination process to be conducted by the respective department.
6. **Feedback form-** Feedback from the participants should be obtained in the prescribed Feedback Form
7. **Submission of Accounts:** Accounts for each batch must be submitted by every department that has organized the respective certificate courses.

8. Documentation for IQAC

At the end of the certificate course the following documentation is required to be submitted to the IQAC.

Title of the course – Brochure – Syllabus – Time table – Course Schedule – Name list of students – Names of resource persons – Photos of the course conducted – Xerox copy of the certificate are to be established.

EXAMINATION POLICY

Autonomous status was conferred to D.K.Govt. College, Nellore with effect from the academic year 2016-17. The Executive committee of the college, in its first meeting on 06-05-2016 decided to establish Examination cell for conduct of examinations and evaluation of the students of this college.

The Examination cell is constituted in the following manner. A panel of names is proposed for the appointment of the controller and asst. controllers of examinations by the staff council of the college and is placed before the executive committee of the college for selection. After the selection is made by the executive committee, the principal appoints the controller and asst. controllers of examinations.

Functions of the Examination cell

- Notifying the schedule and dates of various stages of various stages connected with the examinations. (Examination calendar of the year)
- Fixing the timetable for conduct of examinations.
- Centralised internal examinations.
- Question paper setting as per the syllabi, model question papers approved in Board of studies.
- Printing of question papers.
- Supply of Examination applications to the students.
- Processing of examination applications and printing of Hall tickets.
- Preparation of Nominal rolls and D- Forms.
- Printing of Answer booklets with Barcode.
- Preparation of answer scripts by coding for valuation.(Removing the upper part of the booklet)

- Undertaking valuation of answer scripts and scrutiny of answer script.
 - Decoding of scripts and verification of marks already entered.
 - Processing of marks and prepare the list of candidates for Moderation by Grafting.
1. Announcement of results in-time through college website.
 2. Notification for Re-totaling and Re-valuation.
 3. Printing and distribution of marks memorandums.
 4. Preparation of consolidated marks cum provisional pass certificates.
 5. Submission of all data and marks to the University for the award of original degrees by the University.
 6. Maintenance of tabulated marks register and degree registers.
 7. Preparation of Degree register for submitting to affiliated University for printing and signature of issuing authority of affiliated University.
 8. Conducting Graduation day for awarding original degree to students.
 9. Prepare the list of students for awarding endowment prizes constituted by the philanthropists.
 10. Maintenance of cash book, Resolution book, Accounts book and etc of the examination cell.

Rules and Regulations

The Examination cell, in all its functions, is guided and regulated by the UGC Autonomous rules, resolutions of the Executive committee and the Academic council of the college. The affiliated University of the college is Vikrama Simhapuri University, Nellore, in some functions of Examination cell the affiliated University rules are followed.

Semester System

During the Academic year **2015-16** the government of Andhra Pradesh introduced **CBCS semester system** at UG level. Consequently the academic year is divided into two semesters.

1. The first, third and fifth semesters span from June to November with a minimum of 90 instructional days **excluding examinations**.
2. The second, fourth and sixth semesters span from December to March with a minimum of 90 instructional days **excluding examinations**.

Panel of question paper setters

The Board of studies of different departments are conducted twice in a year. In their meetings from time to time paper setters are selected and submit the same to the Academic council for approval.

Criteria for the selection of paper setter

1. The paper setters should have at least 2 years of teaching experience in the paper.
2. They should be teaching the paper currently.
3. Faculty of other Autonomous colleges are preferred as paper setters.
4. A panel of paper setters was prepared for each subject by the departments.

Setting of question papers

Every precaution is taken to set the question paper correctly and to maintain the secrecy. One paper setter is selected randomly from the panel in each paper. Their acceptance is sought to set the question paper in the subject. After receiving their acceptance they are invited to set 2 sets of question papers for each subject. They are supplied with the approved syllabus, model question paper and blue print. The relevant textbooks are also supplied if requested. They are requested to furnish the scheme of valuation and solutions to numerical problems if any. The paper setter is requested to send a soft copy to Autonomous examination cell mail and also directed not to mention the name of the college on the question paper. Thus 1 question paper (for each subject) is preserved in sealed covers in the safe custody of the Examination cell.

Printing of Question papers:

1. The preparation and printing of question paper is done before a week the commencement of the examination.
2. The Principal in the presence of the Controller and Asst. controllers of Examination cell will pick out a sealed cover and sign on it, which will be the question paper of the subject on that day
3. The Internal observers of Examinations (Vice- Principal, IQAC coordinator and Academic coordinator) affix their signature on the sealed question paper packet and then open the cover.

4. The following details are added at the top of the question paper
 - a) Name of the college
 - b) Semester number
 - c) Full title of the paper
 - d) Date and time
 - e) Question paper code and Maximum marks
5. If the question paper is supplied in manuscript it will be typed on the computer adding the details mentioned above.
6. After printing of the question papers they are packed, sealed and handed over to the chief superintendent one hour before

Checking of Question paper

1. Within the half an hour after the question paper is handed over to the candidates in the exam hall, a faculty member of the college actually teaching the paper will check the question paper.
2. The question paper is checked for all spelling errors whether it is the set in the correct model or not, whether all questions are set with in the syllabus.
3. All such discrepancies noticed are recorded in a register.
4. Spelling mistakes and such minor errors if any are announced to the students in the examination hall.
5. Other discrepancies like questions not pertaining to the syllabus will be notified to the evaluator of answer scripts, adding suitable suggestions for valuation.

Submission of examination applications by the candidates:

1. The exam applications are supplied to the students of all classes through their respective teacher counselors.
2. The teacher counselor should attest the photo and signature the application form.
3. The identification marks of the candidate are noted as in SSC certificate.

4. Minimum of 15 days is given to the students for the payment of examination fee without penal fee and later with a penal fee of Rs.200/-.
5. If a candidate fails to submit exam application forms as per the schedule she can be submit the same before the commencement of the examination by paying a penal fee of Rs.500 as is the procedure adopted by VSU, Nellore. This is not as a revenue generation measure but to inculcate promptness and punctuality among the students in the submission of examination applications.
After the introduction of this provision the number of students submitting late applications has reduced gradually.

Issue of Hall Tickets:

1. The details in the application of the student are computerized with the data entry.
2. Hall tickets are prepared duly checking the subjects and papers opted by the candidates.
3. Computerized hall ticket is being issued to students with the data submitted with the application.
4. The hall tickets are issued to students through examination cell at least one week before the start of the examinations.
5. If a candidate forgets to bring the hall ticket a duplicate hall ticket is issued by the COE if brought to the notice of Chief Superintendent.

Pass Mark Regulations

1. CBCS pattern is introduced in the academic year 2015-16.
2. In CBCS system 10 point scale evaluation is followed.
3. Examinations are conducted in INTERNAL and EXTERNAL pattern.
4. Internal Assessment is for 30 marks (20+10) and aggregate score is 12 marks AND External examinations are for 70 marks and aggregate score is 28 marks.

5. In Practical exams the Pass mark is 20 for a maximum of 50 marks.

B. A candidate has to pass theory and practical paper separately with aggregate pass percent of 40%.

Declaration of Class

CGPA	CLASSIFICATION
7.5 <CGPA<10	A GRADE
6.0<CGPA<7.4	B GRADE
5.0<CGPA<6.0	C GRADE
4.0<CGPA<5.0	D GRADE
<4.0	FAIL

Note: CGPA shall be calculated separately for the following: Part I, Part II and Part III

The marks are converted into grade points of each course as follows

Grade Point = (MS/10), MS denotes the marks secured.

Calculation of Cumulative Grade Point Average (CGPA) and Semester Grade Point Average (SGPA)

Cumulative performance of all the semesters together will reflect performance in the whole programme and it will be known as Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) respectively. Thus SGPA/CGPA are the real indicators of a students' performance of the programme. CGPA is computed as the ratio of total credits points secured by a student in various courses in all semesters and sum of the total credits of all courses in all semesters. SGPA, CGPA may be computed up to two decimal places.

Moderation by Grafting:

Grafting is a procedure in which the individual who has got less marks than aggregate in one paper will be adjusted with a maximum of 3 marks from the high scored paper of that student. (Ex : For an MPC candidate if she has failed with 2 marks in Mathematics will be benefited from the other subjects where she scored high marks). This is introduced for the year 2016-17.

1. The maximum number of marks that can be transferred from any donor paper is 3 marks only.
 2. The transfer of marks will be allowed theory to theory or practical to practical papers.
 3. Grafting is allowed within the parts only.
 - a) Part A = Languages
 - b) Part B = Subjects
 - c) Part C= Foundation courses
- a) Grafting shows transfer of marks from donor paper to make up the deficiency of marks in the failed papers.
 - b) The first potential donor paper is that in which highest marks have been obtained.
 - c) If other donor papers are required, those will be considered on the basis of descending order of marks.
 - d) It is to be noted that, grafting will not change the aggregate marks obtained by the student.
 - e) After the grafting the failed paper will be marked as passed.
 - f) There is no inbuilt provision of automatic moderation.
 - g) Moderation may provide only for one or two papers on the recommendation of the Autonomous examination committee.
 - h) The moderation by Grafting is considered for one or two papers in which the pass percentage is less than 40% with a maximum of 3 marks for both papers.
 - i) The resolutions taken by the Autonomous examination committee under the chairmanship of the principal have to be approved by the Academic council and Governing body.

Suspected Malpractice cases

These cases are to be dealt as per VIKRAMA SIMHAPURI University Guidelines. Malpractice committee will consist of the Principal, the Controller of examinations and three Academic Council members.

Condo nation of Attendance:

- The students should put in at least 75% of attendance to be eligible to sit for the semester end examinations.

- A student cannot be promoted for next semester unless he pays the required examination fee, even though he puts in the required percentage of attendance.
- The Principal can relax the attendance eligibility by 5% for those students who could not attend the classes due to ill health or any other valid reason.
- This decision will be taken only on production of relevant certificate and enquiry with the teacher counselor concerned.

Fees Details:

1. Examination Fees
2. B.A., whole examination Rs.510/-
3. B.Com. whole examination Rs.610/-
4. B.Sc. whole examination Rs.610/-
5. Supplementary Fee Details
 - One Paper - Rs.200/-
 - Two Papers- Rs.350/-
 - Three Papers- Rs.500/-
 - More than Three Papers- Whole exam Fee
5. Revaluation of Answer scripts Rs.200/- per paper
6. Consolidated marks memo cum Provisional certificate Rs.300/-
7. Original degree in advance of convocation Rs.1000/-
8. Migration Certificate Rs.150/-

NOTE: PHC challenged candidates are totally exempted from payment of all types of examination fee.

1. Paper setter remuneration - Rs.200/- for each question paper
2. Key for evaluation - Rs.100/- for each question paper
3. Script Valuation- Rs.10/- for 3hrs examination
4. Script valuation- Rs.07/- for 2hrs examination
5. Handling charges of answer script bundles Rs.40
6. Chief Superintendent remuneration – Rs.200/- per session
7. Asst. Superintendent Remuneration (Invigilator) – Rs.100/-
8. Skilled Assistants – Rs.70/- per session
9. For Class III employees – Rs.60/- per session
10. For Class IV employees Rs.50/- per session.

C. Remuneration to Examination Cell Staff

1. Controller of Examinations Rs.4000/- per month
2. Asst. Controller of Examinations Rs.2000/- per month
3. Part time Computer Programmer Rs.5000/- per month.
4. Part-Time Attender Rs.3000/- per month.

STAFF POLICIES

MOVEMENT POLICY

- Movement Policy is applicable when the staff has any emergency work to attend outside the college during the working hours.
- The step wise course of action is as follows:
 1. Only on valid reasons of immediate need the staff member can leave the premises
 2. Lecturer should inform the in-charge of the department about the emergency
 3. Should assign work to the students/take assistance of other staff members to engage students if she/he has to attend class
 4. Should inform the Principal of the college and take permission from him/her
 5. Should enter details like exit time, entry time, purpose of visit, signature of the staff member etc., in the college movement register
 6. Should get the approval for the details entered by taking Principal's signature
 7. After returning to the college, lecturer has to record the entry details like entry time and signature
 8. Should get the approval for the details entered by taking Principal's signature
 9. Should inform in-charge of the department
 10. Non teaching staff leaving the college on college office work like visiting the Bank, Treasury or University and so on have to follow the same

procedure by intimating the office-in-charge and then enter the details in movement register

NOTE: In the absence of the In-charge of the department or Principal of the college the same procedure should be followed by intimating the information to the next member in the department and the In-charge Principal on that day.

REGULAR, CONTRACT AND GUEST FACULTY RECRUITMENT/ENGAGEMENT POLICY

1. The college recruits faculty in various methods who are engaged in teaching learning and evaluation; monitoring programs, maintaining discipline, mentoring students, motivating members, mastering skills, multiplying productivity of students, magnifying capacities of students and so on.
2. Considerate strategies to engage faculty is explained categorically hereunder:

Recruitment of Regular Faculty

- The person who has been appointed by APPSC as lecturer approaches the Principal of the college with the Appointment Order.
- Principal after examining the details in the letter asks her/him for the Joining Letter
- The incumbent submits the joining report mentioning the date and time of joining and gets it subscribed by the Principal
- The joining report should be filed up by the administrative staff for claiming of the salary
- The administrative staff should enter the details in the registers like Service and Attendance
- The lecturer signs in the attendance register
- The Principal of the college calls upon the subject in-charge concerned to which the incumbent belongs to
- The Principal introduces the newly joined lecturer to the in-charge of the department

- The in-charge of the department should introduce him/her to the other staff and students of the department
- The in-charge should allot work related to teaching to the incumbent

Engagement of Contract Faculty

- The Regional Joint Director of College Education of Govt. of AP takes up appointment of fresh Contract faculty as and when the need arises and appoints them following the guidelines that are in force at the time of engagement
- The Principal of the college receives mail from the higher authorities with regard to renewal of contractual services of Contract Faculty
- The Principal orally intimates the faculty about the counselling date, venue and timings
- On the day of counselling all the Contract Faculty attend for counselling
- After the counselling authorities (Joint Collector, Principals of all Government colleges in the district) finalise the list of contract faculty, the Principal of the college intimates the same to the faculty by announcing the names of the faculty
- The Principal of the college directs contract faculty concerned to submit Agreement Bonds in the college the next day
- The Contract Faculty should submit the agreement bonds by filling rules and regulations of the Government prescribed in the proceedings
- The two parties should sign in the Agreement Bond
 1. First party – Contract Faculty
 2. Second party – College authority
- The Principal of the college should direct the administrative staff concerned to enter the names of the Contract Faculty engaged in the register
- From then on Contract Faculty should sign in the register

- The Principal of the college addresses the Contract Faculty about the terms and conditions to be followed in the college
- The Contract Faculty should report to the in-charges of their departments concerned
- Contract Faculty are allotted with work by the In-Charges

Engagement of Guest Faculty

- If the in-charge of a department finds that there are more teaching hours to be engaged than the manageable work load of all the faculty in the department the same should be intimated to the Principal of the college
- The Principal should verify the workload particulars data given by the In-Charge
- Principal after careful examination decides, in a department level meeting, to engage Guest faculty
- A notification is given in the media
- The Principal of the college hands over the Resumes of candidates , received by the college, to the In-Charge of the department
- The In-Charge should call upon the eligible candidates for a demo class
- On the day of the demo In-Charge and students of the department attend the demo class
- Feedback from the students is taken by the In-Charge and submitted to the Principal
- The Principal of the college decides to engage the candidate as guest faculty depending on the feedback given by the students
- The selected candidate is intimated by the college
- The selected person should report to the Principal of the college with a joining report
- His/her name is entered in the Guest faculty register by the administrative staff on the directions of the Principal
- The selected candidate should report to the In-Charge also
- The In-Charge allots work to the faculty

NOTE: Policy may be changed as per the Government norms whenever the need arises.

ON DUTY POLICY FOR STAFF MEMBERS

A staff member is considered to be On Duty when he/she is away from the campus on the purpose of improving his teaching skills; updating his knowledge and acquiring current qualifications; accompanying students when they are visiting places and institutions by representing college; and attending administrative meetings on the instructions of the higher authorities.

- Staff members will be nominated by CCE for Orientation Program and Refresher Courses in different academic staff colleges.
- When the staff member is attending conferences, seminars, short term courses, workshops, refresher courses, orientation program etc he/she is duly permitted by the competent authority.
- During NCC camps the Associate NCC officer will be allotted camp duties by the Commanding Officer from NCC Unit and the proceedings will be sent to the college and his/ her absence on the campus will be treated as On Duty.
- NSS program officers are also allotted for special camps by the university authorities and the proceedings will be sent to the college and his/ her absence on the campus will be treated as On Duty.
- The absence of the staff member with reference to any work assigned by the principal in the interest of the college in connection with NCC, NSS, YRC, RRC etc., is also treated as on duty.
- The staff members will be informed about the Faculty Development programmes , NCC, NSS , Sports, BOS members, Practical Examiners, by the principal.
- The proceedings letter from the competent authority and requisition letter from the staff member will be submitted to the Principal for attending the program / activity and for grant of OD for those days.

- The regular classes in the college will be adjusted to the remaining staff members in the department during the absence of that particular staff in the college.
- After attending the program the staff has to submit the attendance certificate from the competent authority while joining the duty.
- In case of attending any seminar or conferences On Duty will be given only for the staff who presents paper in the seminar.

STAFF CLUB POLICY

- All the teaching staff along with Principal will be the members of staff club.
- The Principal of the college is the Chair person and all the teaching faculty are the members.
- The staff club committee assists the principal in the conduct of any staff related functions and national functions.
- The staff club committee act as a representative for the teaching staff and helps in making decisions if any related to the staff.
- Staff club provides social interaction and caters to the recreational needs of the staff.
- Facilitates positive interaction between the teachers of various departments of the college on non administrative aspects.
- All the concerns and issues raised by the staff would be resolved by the staff club head. Or else it is brought to the notice of the principal. Besides, the staff club also promotes the interaction among staffs in different positions and roles, so that they can develop personal and professional bond during working hours
- Certain amount is contributed to the activities of staff club such as felicitating the staff who are Joining / transferred or getting retired in the college and to participate in the major auspicious events happening in the family of staff members.

- The staff organizes family tours, celebrates special days in the college.
- Raises fund to help the needy students in the college to pay exam and college fees.

STUDENT POLICIES

MOBILE POLICY

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus. Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile phones within the campus.
- The mobile phones shall be kept in silent mode/off.
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be warned.
- Staff members are allowed to use mobile phones in their respective departments.
- Staff members are allowed to use mobile phones in the classroom for the purpose of taking online attendance only.

POLICY ON STUDENT INDUCTION PROGRAMME 2019-2020

Ref: 1. D.O. No.F.1-1/2018(Secy), dated . 04-06-2018 of the Secretary, UGC New Delhi

2. D.O. No.F.1-5/2018(IP), dated. 16-08-2018 of the Secretary, UGC, New Delhi

Introduction: The College has always conducted an orientation programme for the new entrants into UG/ PG first year, inducting them to the services, facilities and amenities offered along with the administrative, academic and evaluation procedures. But the programme was limited to a one day affair. This academic year as per the UGC quality mandate 04-06-2018 it is decided to have a policy on Student Induction Programme, planned and placed in the College Academic Council and Governing Body, making it full-fledged week long programme with various activities that will help the student to smoothly get acclimatized to the new setting.

Objectives of the Policy: The policy includes

- Need for the programme
- Objectives of the programme
- Guidelines and Procedures to be followed
- Schedule to be followed
- Content and aspects of the programme to be implemented
- Stakeholders involved
- Outcomes expected of the programme

Need for Student Induction Programme

In order to make the orientation programme offered by the college to newly joined students into a systematic formally implemented well designed procedure that can yield better results, a student induction programme is conceived along the guidelines suggested by the UGC in its “ A guide to Student Induction programme” following the UGC quality mandate dated 04-06-2018. The term induction is generally used to describe the whole process whereby the newly joined students, in this context, adjust to or acclimatize to their new roles and environment. It is a well planned event to educate the new entrants about the environment of the college, and connect them with the people in it. Student Induction Programme engages with the new students as soon as they come into the institution; before regular classes start. At the start of the induction, the students learn about the policies, processes, practices, culture and values of the college.

Objectives of the Programme: This programme aims to

- help new students adjust and feel comfortable in the new environment
- help them build bonds with other students and faculty members
- make them know the infrastructural facilities available
- make them know the support services available
- make them know the course structures, credits and other academic benefits
- make them familiar with the assessment procedures and of the grievances mechanism related to assessment
- make them aware of grievance redressal mechanism

- make them aware of their rights and responsibilities
- inculcate in them the ethos and culture of the institution
- expose them to a sense of larger purpose and self exploration

Guidelines and procedures of the Induction programme

As per the guidelines of the UGC participation of new students in Student Induction programme is compulsory. New students should attend minimum 75% of the total 36-40 hours of the induction programme. Possessing the induction completion certificate for the award of degree at the end of the UG/PG programme is mandatory. The Induction programme will have the aspects of

- **Socializing:** meeting other new students, senior students, students union, Lectures by Eminent People
- **Associating:** visits to University / college, visits to Dept./Branch/ Programme of study & important places on campus, local area, city and so on
- **Governing:** rules and regulations, student support etc
- **Experiencing:** Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

List of activities to be included are

1. Physical Activity: a daily routine of physical activity with games and sports. Each student should pick one game and learn it for the duration of the induction Programme and hopefully, continue with it later.

2. Mentoring: Mentoring and connecting with faculty members takes place in the context and setting of universal human values. Methodology of mentoring is not through do's and don'ts, but by getting students to explore and think by engaging them in a dialogue and through group discussions and real life activities. All the Teachers from all the departments are involved. Each teacher is allotted 20 students and this allotment will continue in all possible situations for the three years of the stay of students. These mentor groups meet periodically, once in 15 days throughout the first semester.

3. Familiarization to Dept./Branch : Students will be familiarized with their departments, laboratories, ICT facilities, library, and other facilities. An orientation on difference between college life and school life along with career prospects offered by specific course will be organized.

4. Literary Activity /Creative Arts /Culture: Students will be reading a book/article, writing its summary, and possibly, debating, enacting a play, etc. They will be exposed to culture and art forms like painting, sculpture, pottery, music, dance etc. They will be asked to share their interests and talents which will be encouraged and nurtured throughout the UG/ PG programme.

5. Lectures by Eminent People: Alumni, socially active members, people from various professions and eminent academicians, sports persons and administrators will be invited

6. Visits to Local Area: Visit to local area like beach, local museum, heritage temples and mosques, hospitals and orphanages will be arranged.

7. Extra-Curricular Activities in College: The new students should be introduced to the extra-curricular activities at the college/university. They will be shown the facilities and informed about activities related to different clubs and NCC, NSS, RRC, YRC etc. Selected senior students involved in or leading these activities will give presentations. Various other activities which could be included are role playing/street play, alumni/industry interaction etc.

Content and aspects of the programme to be implemented

The programme shall follow the above given structure and schedule in the broader spirit. It shall also follow the “Guide to Student Induction Programme”. Along with these two, the other aspects and the content relevant to students will be decided and included by the Student Induction Programme Committee, each year before the close of academic year so that it can be implemented immediately once the new academic year begins

Stakeholders involved:

- All the students(newly admitted and senior students)
- Teaching Staff
- Non teaching staff
- Alumni
- Parents
- CPDC of the college
- Civil society
- Student Induction Programme Committee
 1. Principal
 2. Coordinator of SIP(Student Induction Programme)
 3. IQAC coordinator
 4. Academic Coordinators
 5. COE
 6. Lecturer in Library science
 7. Physical Director
 8. Department I/Cs
 9. Administrative officer
 10. Non teaching staff (scholarships)

Expected Outcomes of the programme: By the end of the induction programme newly admitted students will be able to

- Access the facilities available on the campus on their own
- Know their UG/PG programme structure and credits
- Know the evaluation procedures
- Identify their talent(sports/cultural/literary) and pursue it through the rest of their UG/PG programme
- Know how to access the library and use it to the best
- Know the various clubs and organizations that cater to extracurricular activity and register in those that are of their interest
- Know the senior students and faculty
- Receive a certificate of successful completion of the programme

EMPLOYABILITY/STUDENT GROWTH TRAINING POLICY

Jawahar Knowledge Centre has successfully risen to the challenge of training students in skills relevant to the needs of job industry and is continuously helping them adapt to the global business enrolment.

- The aim is to provide solution to the problem of unemployment faced by the students studying degree courses
- JKC curriculum is of 250 hours, scheduled in 3 months.
- Syllabus included is communication skills (60 hours), analytical skills (60 hours), technical skills (60 hours) soft skills (30 hours) general awareness (30 hours) and ethical values (10 hours).
- Highly qualified mentors from different fields are selected for uninterrupted JKC Activity.
- Quality study material, prepared by the expert committee is provided to all registered students.
- JKC imparts requisite skills relevant for dynamic job market and to enable students to seize employment opportunities.
- JKC conducts job fairs and campus recruitment drives and to facilitate the placement of trained students.
- Feedback and grievance are collected from time to time regarding the training programme for successful rectification of problems encountered by students.
- A registration fee of Rs. 50/- is collected from students to utilize the amount for the state level coordination of JKC Activities and also for improving placements.
- JKC focuses on job placement programmes to help students find employment in their field of academic study.
- Career guidance help students understand their strengths and weaknesses and then match them with their skills and interest so that they get the best suitable career choice.
- Students are given free coaching for competitive exams in the college for final year .

- Coaching is given for interested students who are appearing for PG CET examinations in all groups.

STUDENT CAPACITY BUILDING POLICY

The college with potential for excellence is no exception to excel and build capacities of students through curricular, extracurricular and co-curricular activities. Periodically it engages the stakeholders to participate in multifaceted programs to develop themselves physically, mentally, socially and emotionally. The activities might include self-defense, legal and health awareness, development of entrepreneurship skills, leadership skills, character building programs, courses in advanced technology, training the skills on the latest professions, resource development and management, income generating programs, mock elections, mock parliament, mock management, organising events such as college day celebrations, teachers day celebrations, providing chance to participate in National and International conferences and seminars through training, coaching for Groups, make the students register in online competitions, online courses etc., which will become extra feathers in their caps.

- From the systematic perspective of organising capacity building program it is aimed that the training should increase or develop skills and competencies that are vibrant at an individual level
- The departments should follow a definite logistics while conducting any event, program or training which are under mentioned:
 - Any department which is going to conduct an event or program should conduct an internal meeting with the staff members and enter the same in the department minutes register
 - Each department must and should conduct a certificate course per academic year to build students' capacities
 - The In-Charge of the department should consult the Principal for his/her consent to run the program
 - The In-Charge should be ready with all the relevant documents such as permission letter, plan of action of particular program/training, resource person details etc., for the approval (signature) of Principal

- Programs can be with the partnership of two or more departments, in such a case each In-Charge should be ready with all the documents
- In such a case of inter-departmental training the Principal should formulate a committee involving both the members of the department
- The capacity building programs should develop personality traits like
 1. Communication skills
 2. Aesthetic skills
 3. Disciplinary aspects
 4. Optimistic attitude
 5. Resource management skills
 6. Cognitive skills
 7. Idealistic nature
 8. Ethical and moral values
 9. Organisation skills
 10. Rational thinking etc.,
- Each program should have a proposal with different headings like
 1. Aim
 2. Materials required
 3. Procedure
 4. Context
 5. Student intake
 6. Time slot
 7. Venue of training
 8. Budget details
 9. Model of certificate to issue
 10. Feedback forms &
 11. Outcomes of learning
- The proposal after approval should be implemented according to the course of action
- After the completion of the program the report should be written and be signed by the Principal
- A hard copy and soft copy should be submitted to IQAC
- The departments should also file the reports for future reference

TIME TABLE POLICY

- The success of any institution is determined by its aims and effectiveness in time management
- The path to manage time is conditioned through a table of activities to be conducted on/in time
- The college channelizes its activities by making time table policy which is directed as:
 - A time table committee including the faculty of all streams of Programmes is formulated by the Principal and vice Principal of the college at the beginning of the academic year
 - The time table committee conducts a meeting to discuss on the formation of time table so as to ensure confirmation and to avoid confusion
 - A series of meetings take place involving all the stake holders till the time table facilitates the inclusion of all the courses, foundation courses, languages and extra-curricular activities as well
 - The time table committee should submit the time table within a week
 - The convenor of the time table committee should submit the hard copy of the time table to the Principal of the college
 - The Principal of the college authenticates the commonly agreed upon Time Table.
 - The authenticated time table is then circulated to all the departments to notify the scheduled class work for first, second and final year students belonging to all streams
 - Hard and soft copies are submitted to IQAC by the convenor of time table committee
 - Time table should be followed to strict adherence by the staff and students.

SUGGESTIONS POLICY

- The college provides greater opportunities to students and staff by inviting suggestions/ideas/opinions on any event through a policy called “suggestion policy” helping them to become vocal on the issues related to the institution.
- Maintenance of certain standards in submitting the suggestions evoke interest to implement ideas/thoughts in novel ways
- The standards include:
 - A review team is appointed by the Principal of the college at the beginning of the academic year
 - A suggestion box is attached to the wall in the college premises near the Principal’s chamber
 - Students/staff should apply the principles of rhetoric that convinces constructively to accept a certain viewpoint
 - The idea/opinion must be based on sound logic and factual evidence
 - Should research on the idea/opinion by
 1. Developing strongest support evidence
 2. Gathering much information using library, journals and reference materials etc.,
 3. Mentioning exactly his/her stance
 - Should specify “what” and “how” of idea/opinion
 - Should anchor each point in analysis
 - Should mention the outcome of the idea/opinion clearly
 - Should suggest with integrity and empathy
 - Should use ethos, pathos and logos while writing ideas/opinions/thoughts
 - The review team reviews the suggestions on every Saturday
 - If Saturday is a holiday review is done on Friday itself
 - A meeting with the review team is conducted by the Principal in order to check and implement powerfully robust ideas
 - If the Principal of the college finds the suggestion as need of the hour then it is implemented with a plan of action

- Principal endorses necessary work to the staff concerned for further proceedings
- The best ideas may be awarded in the annual day celebrations

SPORTS POLICY

Sport science has come to prevail in the thinking of sports bodies as a necessary tool to enhance performance. D.K. Govt. College for Women(A), Nellore supports the science with its energy, sincerity and patience in making students to enrich their performance.

As sports has many advantages to students in developing leadership skills, discipline, control aggression, in maintaining good human relationships. Participation in the events is the central key to build the strategies of students which could be done within the stipulated disciplinary rules that embodied sports policy as:

- At the commencement of Academic year Sports committee is formulated by the Principal and Physical Director of the college that includes members from various departments
- Student Induction Programme in vogue enabled spotting the talent, nurturing of identified talent and supporting participation in the district, state, national and international events
- In the context of conducting a sporting event at college deliberate discussions include
 1. Name of the event
 2. Place of the event
 3. Number of students required for participation
 4. Safety of the students
 5. Assistance to the students
 6. Intimation to the parents
 7. Willingness of the students and parents
 8. Day scholar/hostel students etc.,
- The Physical Director conducts Intra-murals with freshers and seniors from several streams of course students for participation in the tournaments

- After selections in the college the list of the students selected is intimated to the Principal through a letter by the Physical Director
- The Principal should acknowledge it and the same is sent to the concerning authorities
- Receiving the approval of the selected list from the authorities concerned the Principal intimates the Physical Director of the college
- The selected students are given training in the college with respect to the participation level such as Inter-collegiate, Inter-University etc.,
- In accordance to the camp sessions the hostel students are given permission by the Deputy Warden of the college mentioning timings as per the schedule given by the authorities on the request of the students through a letter
- Camp session completion leads to the participation of the event
- To make students participate in the events the Physical Director of the college should take consent from the students, parents, deputy warden in case of hostel students through a letter
- The letter should be filed for future reference
- The meeting is conducted by the Physical Director along with the Principal and students to give them moral support, strength and guidance
- The students are given travelling and dearness allowances, sports kit by the college authority in case of Inter-university tournaments
- The Physical Director should file up the financial bills
- The college gives a press note detailing the selected students list at Inter-university, National and International level
- To extend its wings the victory of the college in the tournament should be published in the newspapers as well as in the college annual magazine
- To enhance the capacities of the students and staff the college conducts certain games and sports to the students and staff and distribute prizes to the winners in the annual day celebrations
- The college also takes responsibility to conduct Sports Meet as per the directions of University authorities

- For the smooth conduction of the competitions the college engages the staff by entrusting different duties with committees such as
 - 1.Invitation committee
 - 2.Registration committee
 - 3.Lunch committee
 - 4.Refreshments Committee
 - 5.Certificates Committee
 - 6.Cultural Committee
 - 7.Discipline Committee
 - 8.Publicity committee
 - 9.Ground & Equipment Committee
 - 10.Accomodation Committee
 - 11.Programme Committee

- The staff of the college performs their duties in an organised way.

POLICY DOCUMENT ON STUDENTS' UNION

Definition: Student union is a unit of student members nominated on merit basis and performance in Extra Curricular activities for the various designated posts. The unit works towards the well being of students on the campus, towards the realization of responsibility towards themselves and the college; and towards a smooth functioning as well as the progress of the college.

Composition:

President: Principal of the college

Vice President: Vice Principal of the college

Chair person- Nominated on merit basis (a final year student with highest number of marks in Semester ending examinations of all the four semesters) on rotation basis i.e., from Arts, Commerce and Sciences streams

Vice chair Persons- 3- Nominated on merit basis (final year students with highest number of marks in Semester ending examinations of all the four semesters) one each from commerce, Natural sciences and Physical Sciences and Arts (excluding the stream from which the Chair Person is nominated)

Secretaries-4 - Nominated on merit basis (second year students with highest number of marks in Semester ending examinations of two semesters) one each from commerce, Natural sciences , Physical Sciences and Arts

NCC – Senior Under Officer

NSS- 3 student best volunteers nominated by the programme officers of 3 NSS units

Sports- best sports student nominated by the department of Physical Education

Cultural- Best cultural participant nominated by Cultural Committee

Role of the Members:

All the student members of the union are responsible for the duties and responsibilities listed in this document

Functioning

- Any student representation to the administration is to be routed through student union
- Pre monthly meeting with CRs
- Once in a month meeting to discuss the issues raised in the pre monthly meeting(Student union and Student union committee comprising the faculty)
- Before the conduct of any college level activity involving whole college
- Before the conduct of national festivals and college annual day

Duties and responsibilities

- Monitoring cleanliness and discipline
- Monitoring the class work
- Conduct of weekly assembly
- Monitoring the student absence from assembly
- Monitoring the loitering of students on the campus during the class time
- Monitoring the cleanliness, availability of water and dustbins in washrooms
- Monitoring the availability of drinking water
- Planning the conduct of seminars, workshops and other such college level activities
- Planning and conducting national festivals, cultural week and Sports days.

- planning and conducting, along with student union inauguration, one college level welcome party for first year students in the last week of July and one whole college farewell party for final years in the third week of February
- Planning and conducting teacher's day on 5th September
- Planning and conducting College Annual day
- Planning the formation of class level peer groups for mutual advantage
- Planning for the availability of healthy and nutritious food in the canteen
- Raising funds for helping the needy students in case of emergency.
- Planning for the introduction of Endowment lectures
- Formulating committees (washrooms, assembly, Cleanliness, drinking water, class work)

STUDENT WELFARE POLICY

Besides providing many privileges to the students the college allows people to help students for their welfare. The college indeed has a vision to reflect its richness in making students feel secured by formulating a blueprint of set rules notably:

- The college staff may offer a monetary help to the poor students either directly or through Principal of the college by paying hostel fee, college fee, equipment for challenged students etc.,
- The college accepts the donations from different benefactors like alumni, retired lecturers of the college, parents of the college students, governmental organizations etc.,
- The contributor approaches the Principal of the college to offer his/her contributions on phone or in person
- The Principal of the college should accept the contribution made by the donors in any mode i.e., through cheques or cash or asking him/her to deposit the amount in CPDC account
- The college may ask philanthropists to contribute for a noble cause related to the development of students or college
- The college withdraws amount from the account to distribute endowment prizes on the annual day celebrations every year

- Being a women's college, the college offers assistance to the women in the district to furnish them through acquisition of knowledge, improve self-esteem etc., by acting as a host of B.R. Ambedkar Open University
- B. R. Ambedkar Open University is assisted with a coordinator who is a staff member from the DK college to look after its functions besides the Principal as sole headship
- The Principal and Coordinator should monitor the admissions, counselling, time-table, faculty appointment and examination processes etc.,
- The coordinator should submit all the necessary documents regarding the University to the Principal on time

STUDENT DEVELOPMENT POLICY

The college is bound to enrich the capacities of the students as part to accomplish its central principles and values that permeate the day-to-day work experience. The existence of new culture and traditions is another sign of the changing times. As to compete with the competitive edge in the marketplace of calibre in the new digital era with diverse skills the students should be well equipped with new strategies and techniques. The college promotes inclusivity, inquisitive nature and a positive atmosphere among students no matter what their floor is by bringing them together across different departments.

The college initiates such activities with a planned intent and forethought by laying a beautiful track under a committed policy of set rules as:

- The Principal of the college constitutes a committee with staff members of various departments in the beginning of the academic year
- The convenor of the committee conducts an internal meeting with the members to expound its aims and duties
- Talent hunt programme officially named as Student Induction Programme is like break a leg to identify instinctual talents of the students.
- The convenor of the committee should make a list of identified students for future reference

- The convenor should file up the list of identified students
- The college internally conducts many events under cultural and literary heads on occasions like celebrations of special days ie., World and International Days (International Women's Day, Human Rights Day, International Girl Child Day etc.,)
- The students are given training on varied aspects like
 1. Dance
 2. Singing
 3. Drama
 4. Mono action
 5. Fancy dress
 6. Fashion parade
 7. Essay writing
 8. Elocution
 9. Poem recitation
 10. Poetry etc.,
- On receiving communication via various Government and Non-government institutions about competitions, the Principal of the college intimates the same to the convenor of the committee
- The convenor should convene a meeting internally among the committee members conveying the information of meeting on whatsapp or phone call.
- The discussions in the meeting should be recorded in the minutes register by the convenor and all the members should sign on it
- The Principal of the college conducts a meeting regarding the concerned event.
- The committee conducts competitions at the college level to the identified students
- The students selected in the competitions should be given training to make them enhance their capacities by allotting to the concerned staff depending on the event
- The students should be enabled to use the resources such as library, expertise of staff, jewellery, musical instruments, costumes etc., needed for the participation

- The cultural committee and the other staff should work like two peas in a pod to get cloud nine results
- If the students participate in the competitions in far away places assistance of committee member is compulsory which will be decided in the meeting
- The Principal should accord permission if the participation is out of college premises which could be done through a letter by the cultural committee convenor
- Succeeding the opportunity availed the assisted staff and students should feel it as a bound duty to reciprocate the Principal conveying the details of the event
- The students' triumphs should be publicised in the newspapers and Television channels
- The members of the cultural committee should write a press note and get it authenticated by Principal
- Public Relations Officer is responsible to convey the news reporters and news channels
- The cultural committee conducts various competitions at college level in view of annual day celebrations for both staff and students
- The winners should be awarded on the day of the celebrations
- The committee should write a report (includes permission letter, photos of the event participated, financial bills if any etc.,) conducted by them and participated by the students
- The report should be signed by the Principal of the college
- The convenor should take 2 hard copies of the report
- One copy should be submitted to the IQAC and one copy for filing

ASSESSMENT AND ACCREDITATION

Criteria	Key Indicators (KIs)	Metric	Status of College 2019-2020 (20-21)	Projected Advancement
1. Curricular Aspects	1.1 Curriculum Design and Development	<i>No of Programmes where syllabus revision was revised</i>	13/13=100%	18/18
		<i>No of courses having focus on employability/ entrepreneurship/ skill development</i>	141	15
	1.2 Academic Flexibility	<i>No of new Programmes introduced</i>	19-20=1 20-21=4	21-22=4
		<i>No of new courses introduced</i>	19-20=2or4 20-21= 7	50
	1.3 Curriculum Enrichment	<i>No of value-added courses for imparting transferable and life skills Percentage of students undertaking field projects/ internships/ student projects</i>	19-20=6+10	10
		<i>No of students undertaking field projects/ internships/ student projects</i>	19-20= 74/240	335
	1.4 Feedback System	<i>feedback for design and review of syllabus is obtained</i>	<i>Feedback from Students, Teachers, Employers, Alumni</i>	<i>Planned to obtain from the industry and society</i>
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	<i>Average Enrolment percentage sjvklmsM</i>	70%	80%
		<i>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last fiveyears</i>	100% reserved category seats are filled in all most all categories	

2.2 Catering to Student Diversity	<i>Student - Full time teacher ratio(Data for the latest completed academic year)</i>	20:1	15:1
2.3 Teaching-Learning Process	<i>Teachers use ICT enabled tools including online resources for effective teaching and learning process</i>	90% 20:1	100%
	<i>Ratio of students to mentor for academic and other related issues</i>	20:1	15:1
	<i>Preparation and adherence of Academic Calendar and Teaching plans by the institution</i>	Planned and implemented to the point	
2.4 Teacher Profile and Quality	<i>Average percentage of full time teachers against sanctioned posts during the last academic year</i>	70%	100%
	<i>Average percentage of full time teachers with Ph.D.during the last academic year</i>	38%	50%
2.5 Evaluation Process and Reforms	<i>IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA)have brought in considerable improvement in Examination Management System (EMS) of the Institution</i>	All the steps of examination conduct are 100% are IT integrated	Planning to conduct Internal Exam online
2.6 Student Performance and Learning Outcomes	<i>Programme outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students</i>	YES At the beginning of every academic year the PO'S & CO'S are communicated to students and every dept maintains register	Planning to take up scientific mapping of outcomes
	<i>Pass percentage of students (Data for the latest completed academic year)</i>		

			97%	100%
	2.7 Student satisfaction Survey	<i>Online student satisfaction survey regarding to teaching learning process.</i>	We conduct SS survey every year regularly	Will continue every year
3. Research, Innovations and Extension	3.2 Resource Mobilization for Research	<i>No of teachers having research projects during the last five years</i>	3	7
		<i>No of teachers recognized as research guides</i>	5	2
	3.3 Innovation Ecosystem	<i>Number of workshops/seminars conducted during the last five years</i>	11	5
	3.4 Research Publications and Awards	<i>Number of research papers in the Journals notified on UGC website during the last five years</i>	110	30
		<i>Number of books and chapters in edited volumes / books published</i>		
	3.6 Extension Activities	<i>Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years</i>	70	50
		<i>Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government recognized bodies during last five years</i>	15	6

		<i>Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)</i>	150	50
		<i>Average No of students participating in extension activities listed during the last five years</i>	70%	90%
	3.7 Collaboration	<i>Number of Collaborative activities per year for research/ faculty exchange/ student exchange/</i>	5	10
		<i>Number of functional MoUs with other institution, universities, industries, corporate houses etc.</i>	15	18
4.Infrastructure and Learning Resources	4.1 Physical Facilities	<i>infrastructure and physical facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.</i>	Refer to annexure	
		<i>Facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)</i>	Assembly, Auditorium, Gymnasium, athletic courts	Conference hall, waiting rooms, Open-air Gym,
		<i>No of classrooms and seminar halls with ICT – enabled facilities such as smart class, LMS, etc.</i>	9 rooms with ICT	2 more ICT class rooms
	4.3 IT Infrastructure	<i>Bandwidth of internet connection in the Institution</i>	100 mbps	100 mbps whole college
5. Student Support and Progression	5.1 Student Support	<i>No of students benefited by scholarships and freeships provided by the Government during the last five years</i>	389-Fresh 463-Renewal Total 852 out of 1000 students(85%)	100%

		<i>No of students benefited by scholarships, freeships, etc. provided by the institution and non-government agencies during the last five years</i>	100	50
		<i>Capacity development and skills enhancement activities are organised for improving students capability</i>	Self Training Programme Soft skills Entrepreneurship Programme Certificate	Capacity building programmes and internships are planned
		<i>redressal of student grievances including sexual harassment and ragging cases</i>	Grievance addressal cell Minority cell Anti	
	5.2 Student Progression	<i>No of student progression to higher education (previous graduating batch)</i>	67%	80%
	5.3 Student Participation and Activities	<i>Number of awards/medals for outstanding performance in sports/cultural activities at inter-university / state /national / international events during the last five years</i>	150	100
		<i>Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution</i>	Active student council is functioning Refer to Annexure	
		<i>Number of sports and cultural events / competitions organised by the institution per year</i>	20	30
	5.4 Alumni Engagement	<i>The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and</i>	Registered alumni body is present, and record of activities is	Alumni activities and financial and support services are

		<i>other support services</i>	maintained	planned
6. Governance, Leadership and Management	6.2 Strategy Development and Deployment	<i>The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup appointment and service rules, procedures, etc.</i> Implementation of e-governance in areas of operation: 1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	Scholarships, Examination, E-office, Library and student attendance	Planned for full library automation
	6.3 Faculty Empowerment Strategies	<i>Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five</i>	8	5
		<i>Number of teachers undergoing online/ face-to-face Faculty Development Programmes during the last five years</i>	100	150
	6.4 Financial Management and Resource Mobilization	<i>Institution conducts internal and external financial audits regularly</i>	Internal audit by IQAC Annual Audit by CCE Periodical audit by RJDCE AG Financial Audit annually	
	6.5 Internal quality Assurance System	<i>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –</i> Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post	Introduction of open book examination on pilot basis in internal evaluation in the subject of General Telugu and Aqua culture in semester 1. This step helped in the initiation of open book examination in	15

		accreditation quality initiatives (second and subsequent cycles)	sem 4 of the academic year 2019-2020, as part of external evaluation in Bio technology, Aqua Culture, Micro biology, Home Science and Urdu. This has contributed to assessment and evaluation reforms. •	
		Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements 2. Collaborative quality initiatives with other institution(s) 3. Participation in NIRF 4. Any other quality audit recognized by state, national	Preparation and submission of IIQA, as part of reassessment procedure, the college after having resolved issues related to the name of the college, has successfully submitted IIQA and got approval for the upload of	
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	Measures initiated by the Institution for the promotion of gender equity during the last five years	Women empowerment cell conducts activities periodically and record of activities is maintained	
		The Institution has facilities for alternate sources of energy and energy conservation measures	Solar energy 10 KV Units-2 no	Planned to increase LED lights percentage
		Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste	Vermi composting unit is maintained	One more unit is planned

7.2 Best Practices	best practices successfully implemented by the Institution as per NAAC format provided in the Manual.	20 Best practices	
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CORE ACTIVITIES

CURRICULAR ACTIVITIES

Academic:

- Admissions are done by APSAMS in all streams viz B.A., B.Com., B.Sc.
- Affiliation to Vikrama Simhapuri University.
- Preparation of Time Table for B.A., B.Com., B.Sc. is done separately.
- Distribution of workload to all faculty members.
- Framing of syllabi for each subject annually for both Semesters.
- Conducting theory classes and practical classes according to time table.
- Conducting Co-curricular activities and extracurricular activities.
- Arranging Extension lectures in all subjects by subject experts.
- Giving assignments to students in all papers.
- Conducting seminars for students.
- Certifying all practical records in all Science departments.

Examinations:

- Selecting a senior member as CoE, Addl. CoE.
- Team of CoE, Addl. CoE in accordance with Vikrama Simhapuri University will frame the pattern to be followed to conduct examinations.
- As per the Vikrama Simhapuri University Examinations frame work our pattern Examination is 2 Internal exams and one external exam are held for each semester.

Internal examination:

- Two internal exams are conducted for 20 marks and the average of the two is taken into account.
- For 10 marks Internal assessment various evaluation methods are followed like arranging seminars, assignments, projects, case study etc.,
- All question papers for internal exams are prepared by concerned teacher and handed over to CoE.

CO-CURRICULAR ACTIVITIES

- **Physical Development Activities:** These activities include games, sports, athletics, yoga, etc.
- **Academic Development Activities:** These activities include preparation of charts, models, projects, surveys, quiz competitions etc.
- **Literary Activities:** For developing literary ability of students the activities like publication of college magazine, wall magazine, bulletin board, debates, newspaper reading, essay and poem writing are undertaken.
- **Cultural Development Activities:** The activities like drawing, painting, music, dancing, dramatics, folk song, fancy dress, variety show, community activities, exhibition, celebration of festivals, visit to cultural places having importance in local, state, national and international perspective come under this category.
- **Social Development Activities:** For bringing social development among students through developing social values resulting in social service the following co-curricular activities are organized. Such as – NSS, girl guiding, red cross, adult education, NCC, mass programme, social service camps, mass running, village surveys etc.
- **Moral Development Activities:** The co-curricular activities like organisation of extra mural lectures, social service, celebration of birth days of great-men of national and international repute, morning assembly should be organised. These activities bring moral development among individuals.
- **Citizenship Training Activities:** The activities like student council, student union, visits to civic institutions like the parliament, state legislatures, municipalities, formation of student self-government, co-operative stores are essential for providing useful and valuable civic training.
- **Leisure Time Activities:** These activities are otherwise known as hobbies of different students. These include activities like Jute bag making, Reading Club activity etc.,
- **Emotional and National Integration Development Activities:** Under this category organisation of camps, educational tours, speech programmes, celebration of national and international days are included.

ADMINISTRATIVE ACTIVITIES

- Handling relations with parents, students, employers, and the community.
- Managing budgets and ensuring financial systems are followed.
- Overseeing record-keeping.
- Training, supervising, and motivating faculty including teachers and auxiliary staff.
- Working on committees including academic boards, governing bodies and task groups.
- Providing administrative support to an academic team of lecturers.
- Drafting and interpreting regulations and dealing with queries and complaints procedures.
- Contributing to policy and planning.
- Purchasing goods and equipment, as required, and processing invoices.
- Liaising with partner institutions, other institutions, external agencies, government departments and prospective students.
- Organizing and facilitating a variety of educational or social activities.

DEVELOPMENTAL ACTIVITIES

Infrastructure & Physical Facilities Development

Dodla Kousalyamma Government College for Women (A), Nellore occupies an area of about 24.59 acres. The Main building of the college was constructed in 1964. From time to time more rooms, blocks of new constructions have been added. 94rooms, of which 35 class rooms 17 labs, a huge library accommodating nearly 35,000 volumes of books, two computer labs, an English language lab and an assembly hall came up around the main building which are being used for various purposes. Periodically with the grants from UGC, RUSA, CPE etc., the infrastructure and physical facilities of the college are upgraded which are needed by the teachers and students for the teaching learning process.

All of these facilities are provided for use to students admitted to the various respective departments in the college. The College ensures that the maintenance of all these facilities is streamlined and performed regularly, including housekeeping checks, cleanliness, calibrations, and updation. The college also conducts regular

checks and inspections of all aspects of the facilities periodically and regularly to ensure optimum working of each system and facility.

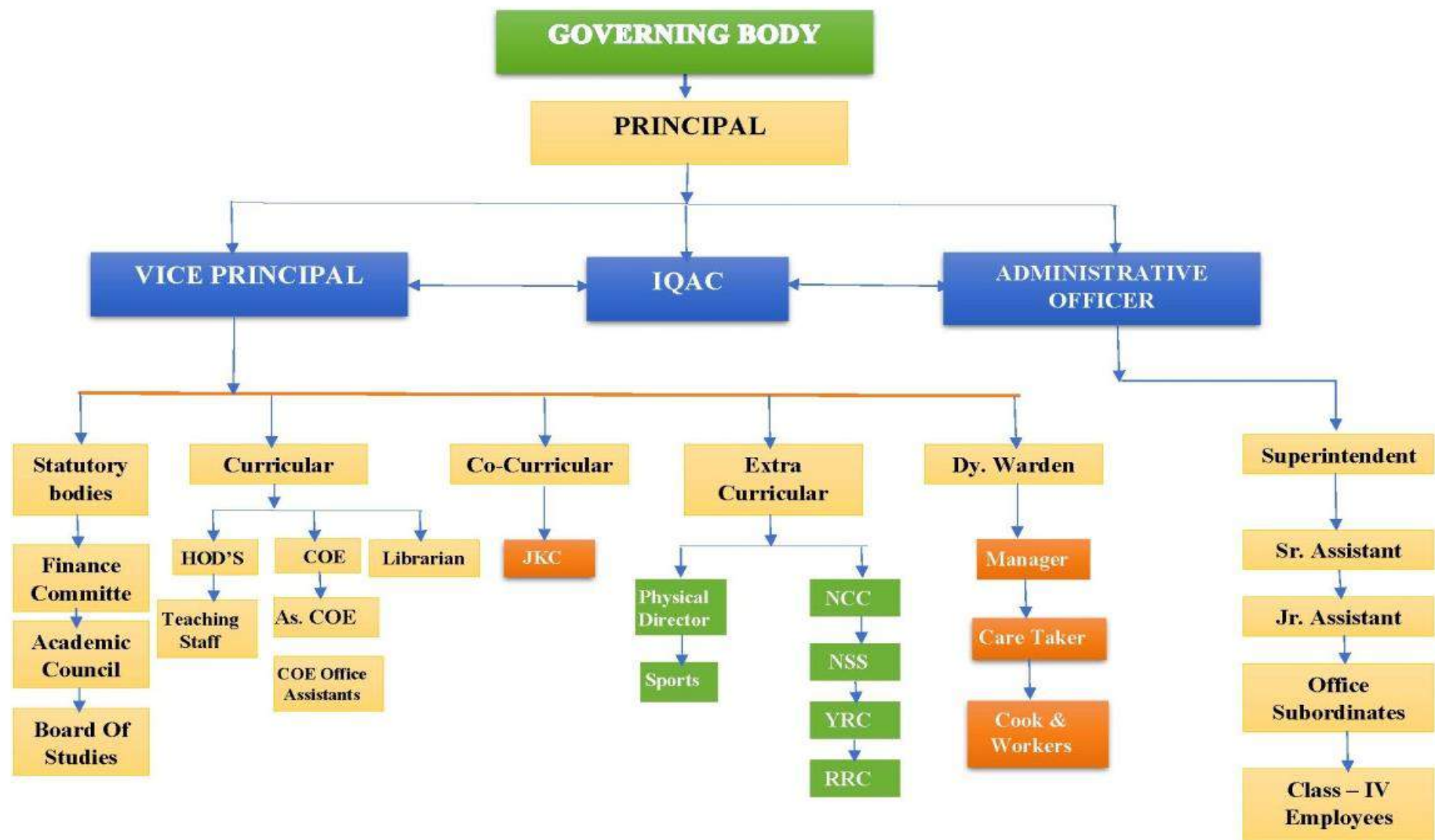
Student Development Activities

The college is dedicated to support the educational mission by providing students with opportunities for meaningful learning experiences outside of the classroom through social, cultural, recreational and leadership engagement. The students of DKW College regularly participate in various activities like involvement in NSS, NCC, Intra and Intercollegiate competitions, Cultural activities, MOOCS training, Training on Disaster management etc., which help in their development.

Teacher Development Activities

Faculty development programs (FDPs) have proven to be successful for improving teaching skills in higher education. As FDPs produce promising outcomes in the learning and teaching practices the Lecturers in D. K. Government College for Women(A), Nellore attend FDP training activities like Refresher Courses, Orientation courses, training on MOOCS, IIT Spoken Tutorials, Workshops, Seminars, NPTEL and SWAYAM Online courses, ARPIT, Conferences, etc., on regular basis.

ORGANIZATIONAL CHART



ADMINISTRATIVE ROLE AND RESPONSIBILITIES

GOVERNING BODY ROLE AND RESPONSIBILITIES

Governing Body is the group of people given the power and authority to form the policy and steer the overall direction of an organization. Setting long term direction for the organization is the Governing Body's most important role. Once the Governing Body has set the purpose and vision for the future of the organization, it will work together with management and other stakeholders through a process to plan the strategies that will take the organization towards that purpose and vision.

- The Constitution of Governing Body of autonomous college is as per UGC guidelines with Commissioner of Collegiate Education as Chairman and state government Nominee, Educationalist, Industrialist, University Nominee, Teachers of College nominated by principal, UGC Nominee, Principal and Ex-officio.
- Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:
- Guide the college while fulfilling the objectives for which the college has been granted Autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- To approve annual budget of the college before submitting the same to the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.
- The primary job of the Governing Body is to protect the rights, interests and wellbeing of all the members on whose behalf the organization is working.

PRINCIPAL'S ROLE AND RESPONSIBILITY

The Principal of an Institution should always be fair and consistent, discreet, dedicated, honest, objective, protective, supportive and law abiding.

The Principal has to

- Outline a policy and plan to execute the vision and mission of the institution
- Ensure that the long-term and short-term development plans of the Institution are duly processed and implemented through relevant authorities, bodies and committees.
- Plan the budgetary provisions and go through the financial audited statements of the Institution
- Direct and monitor the administration of the academic programmes and administration of the Institution.
- Ensure that quality in education and academic services is maintained for continuous improvement.
- Be responsible for detailed organization of the college and development of the instructional program.
- Arrange and participate in Statutory and Non – statutory body meetings as Chair Person, advise in various policy decisions and ensure implementation of decisions
- Promote industry institution interaction and inculcate research development activities.
- Form various college level committees which are necessary for the development of the Institution.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Hold regular staff meetings for the purpose of discussing educational and administrative matters.
- Take necessary action as and when required to maintain discipline in the Institution.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.

- Conduct meetings with student chairperson and class representatives and listen to the students' ideas and set a supportive tone.
- Encourage concerted academic endeavors' to create learning ambience.
- Steering the research and innovation activities in the college among staff and students.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholders' feedback.
- Sanction casual leave and all other types of to teaching staff, sanction increments to the teaching and nonteaching staff.
- Represent the institute in various State and regional level bodies, societies, councils as required.
- Conduct regular meetings of the various committees for better liaison and coordination in academic, administration, finance, etc. and to exchange the ideas and to cooperate in various activities
- Conduct Meetings with Internal Quality Assurance Cell to ensure Quality Management of the Institution .
- Supervision of living conditions of students in hostel.
- The Principal should carry the highest integrity and exhibit outstanding and strong leadership skills.

Vice Principal assists Principal in the above said responsibilities. Vice Principal will officiate in the absence of Principal.

VICE PRINCIPAL`S - ROLE AND RESPONSIBILITY

The Vice Principal of the College assists the Principal in all the administrative matters of the college. He/she shall also carry out all the work of the Principal in the day to day matters of the administration during the absence of the Principal. Similarly he/she shall carry out all the work as instructed by Principal from time to time.

- Checks the Teaching Diaries and Notes of the faculty members at the end of every month
- Monitors the conduct of the class work
- Advises and supervises the student union activity
- Signs and ensures the issue of Transfer, study and conduct certificates
- Authenticates the student ID for the procurement of Bus passes by students

- Functions as in house Squad member during the conduct of Internal as well as external semester examinations.
- Maintains all the Staff council minutes and registers
- Plans and executes the conduct of annual college, cultural and sports days under the guidance of the Principal

IQAC ROLE AND RESPONSIBILITIES

Internal Quality Assurance Cell

National Assessment and accreditation council proposes that every accredited institution should establish an IQAC, in pursuance of its action plan for performance evaluation, assessment and quality up-gradation of institutions of Higher Education.

- The primary aim of IQAC (Internal Quality Assurance Cell) is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- One of the important functions of the IQAC is to develop realistic and attainable quality benchmarks for each of the academic and administrative activities.
- To channelize all the efforts and measures of the institution towards promoting its holistic academic excellence.
- IQAC also gives stakeholders a cross-sectional participation in the institution's quality enhancement activities.
- The cell interacts with the teachers at the departmental level periodically to get feedback and suggestions from all the teachers in the department.
- IQAC is meant for planning, guiding and monitoring quality assurance and quality enhancement activities of the institution. It would be the facilitative and participative organ of the institution.
- It annually submits quality assurance reports to the NAAC
- Prepares the college for assessment and accreditation, for participation in National International Rankings, Surveys and Certifications.

ADMINISTRATIVE OFFICER ROLE AND RESPONSIBILITIES

The following are duties/powers delegated to the Administrative Officers working in the Govt. Degree Colleges vide procs. Rc. No. 116-k1-4/80 dt 12-3-1981 under the overall supervision and control of the principal.

- Responsible for all fee collections and other collections due from students and

others.

- Signing the cash book (General and Special) and all subsidiary records relating to them.
- Cancellation of Vouchers.
- Drawing the salary bills of the Teachers and Non-teaching staff. (All sanctions to be given by the Principal), Administrative Officers will be drawing and disbursing officers.
- Preparation of Admission Registers, Term Fee Registers, D.C.B (Demand, Collection, and Balance) statements and all periodical returns.
- Attestation of entries in Service Registers after sanction by the principal or other higher authorities.
- Preparation of Budget estimates, Revised Estimates, Number statements and all matters concerned with them.
- Reconciliation of expenditure with the treasury figures and reconciliation of pass books with Treasury figures (the principal will operate the P.D. Account).
- Sanction of Casual leave, Optional holidays and Compensatory leave to Non teaching staff below the rank of U.D. Clerks.
- Attestation of non-teaching staff Attendance Registers daily.
- In charge of Stationery and forms, indents, Issue of Stationery and maintenance of connected records.
- Routine correspondence not involving policy matters and signing of fair copies.
- The Administrative Officer is accountable to the Principal of the College.
- Principal should verify cash book and pass books and other important records at least once in a month regularly and sign on them as a token of verification to ensure updating and correctness
- He/ She should monitor the movement of files going to the Officers/Principal and back from them.

ACADEMIC COUNCIL ROLE AND RESPONSIBILITIES

The Academic Council shall have the responsibility to

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any

proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.

(c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

(d) Recommend to the Governing Body proposals for institution of new programmes of study.

(e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

(g) Perform such other functions as may be assigned by the Governing Body.

FINANCE COMMITTEE ROLE AND RESPONSIBILITIES

Responsibilities of Finance Committee

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

(a) Budget estimates relating to the grant received/receivable from UGC, and income from

fees, etc. collected for the activities to undertake the scheme of autonomy; and

(b) Audited accounts for the above.

BOARD OF STUDIES ROLE AND RESPONSIBILITIES

The Responsibilities Of BOS

The Board of Studies of a Department in the college shall:

(a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council

(b) suggest methodologies for innovative teaching and evaluation techniques

(c) suggest panel of names to the Academic Council for appointment of examiners

(d) coordinate research, teaching, extension and other academic activities in the department/college

HODs' ROLE AND RESPONSIBILITIES

Role and Responsibilities of the HOD/ In-Charges of Departments

- Allocate the subjects to the faculty members well in advance before the commencement of the semester/year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
- Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the Principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Principal for verification once in a fortnight.
- Instruct the faculty members to set the question papers as per the instructions from the Principal and to maintain the confidentiality and also to evaluate the scripts promptly to assess the standards of the students.
- Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- Advise the class teachers to prepare Master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.
- Communicate the attendance particulars and internal marks of students to the parents concerned from time to time with the help of class advisors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Route all the correspondence through the office of the principal.
- Designate faculty member who will be the Head I/c during his/her absence and

make sure that all files and records are available for Head In- charge. Give contact telephone number to enable the authorities to consult them in emergency when he/she is away from headquarters.

- Allocate the students to the teacher-counselors in the beginning of the academic year.
- Inform the authorities concerned of any important information of events taking place in the Department from time to time
- Arrange special classes if necessary for the benefit of below average students.
- Ensure academic discipline in the department.
- Follow the guidelines / instructions given by the Principal from time to time.
- Maintain and update the files and registers in the Department.
- Make arrangements to lock and seal all the laboratories before leaving the premises.

TEACHING STAFF ROLE AND RESPONSIBILITIES

Teachers are expected to:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and their profession through them.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities including community service.

EXAMINATION CELL ROLE AND RESPONSIBILITIES

The COE shall be responsible for the conduct of all Comprehensive semester examinations of the college. It shall be his/her duty to arrange the preparation, scheduling and conduct of end semester examinations of the college and to take care of other incidental matters. The responsibilities of the COE include:-

- The Controller of Examinations shall be the officer-in-charge of the conduct of examinations of the college and declaration of the results.
- The conduct of all Internal and external semester examinations shall be his/her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
- The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts.
- The Controller of Examinations shall draw up and notify a Calendar of events

for various examinations in the beginning of each Academic year.

ROLE AND RESPONSIBILITIES OF ASSISTANT COE

Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.

- Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
- Preparation and printing of answer booklets for various examinations
- Make sure that the question papers are ready before the examinations are scheduled.
- Helping COE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)
- Make sure that the forms relating to examinations are ready in time (applications, hall tickets, etc.)
- Make sure that the list of remuneration and examination related activities are prepared in advance.
- All other tasks required for the conduct of evaluation process.

COE OFFICE ASSISTANTS ROLE AND RESPONSIBILITIES

Office Assistants. It shall be the duty of the assistants to carry out all the work assigned to them the by the Controller of the Examinations of the Examination Cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for –

- Assistance for preparation and printing of answer booklets for various examinations
- Assistance for the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, mark list, tabulation register, registers in the section etc in consultation with deputy controller of examination.
- Receive papers submitted for typing and enter it in register kept for the purpose.
- Examination related typing work will be done in the typing pool attached to the examination wing. Examination assistant will be in charge of the typing pool.
- Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly in consultation with the senior officer.
- Make ready all forms related to examinations (Applications, Hall tickets,

Chelan etc.)

- Processing of application for registration to examinations.
- Prepare nominal roll and dispatch hall tickets.
- Make question papers ready for examinations.
- Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.) in consultation with senior officer.
- Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
- Entry of marks, tabulation, etc.
- Assist the senior officers in the transit of files, communications and stationery.
- Make sure the examination office, computer desks and typing pool neat and clean.
- Examination related records will be kept safely by maintaining their confidentiality.
- He/ she shall discharge duties entrusted to them by superior officers from time to time. He/she shall also ensure that unauthorized persons do not enter the examination section.

LIBRARIAN ROLE AND RESPONSIBILITIES

A librarian performs a range of duties such as cataloging library resources, maintaining library records and managing budgets

Responsibilities:

- Collect and catalog library resources including books, films, and publications.
- Help people locate reference and leisure reading materials.
- Maintain library records and ensure they are updated.
- Perform regular audits of the information and inventory on file.
- Educate patrons on how to properly search for information using the library databases.
- Manage budgeting, planning, and employee activities.
- Oversee the check-out process for books and other resource materials.
- Clarify the use of library amenities and provide information about library policies.
- Make sure that the library meets the needs of precise groups of users including normal students and disabled students.

JKC CO-ORDINATOR ROLE AND RESPONSIBILITIES

JAWAHAR KNOWLEDGE CENTER

The Govt. of Andhra Pradesh in 2005 initiated Jawahar Knowledge Centres (JKC) in Government Degree Colleges to help students learn and practice employability skills. These centres aim to provide solution to the problem of unemployment faced by students studying nonprofessional courses in Degree Colleges of AP. The

conventional curriculum offered through B.A., B.Com and B.Sc., courses does not impart requisite skills relevant for dynamic job market especially that of emerging industries like Software and BPO. The Department felt the need to offer training to bridge the skill deficit of students and to enable them seize employment opportunities in job market.

- Motivate students to be creative, independent, self reliant
- Help students realize their potential and aim high in life.
- Impart requisite skills relevant for dynamic job market and to enable students to seize employment opportunities.
- Deliver latest technologies to the students from the poor and the marginalized sections of the society and to encourage them to compete with their urban counterparts
- Assist students in climbing the ladder of success by providing world class infrastructure and experienced faculty
- Equip SC and ST students with adequate knowledge and employability skills
- Ensure empowerment of girl students by providing job skills
- Conduct Job Fairs & Campus Recruitment drives, placement awareness programs
- facilitate the placement of students trained in JKC

PHYSICAL DIRECTOR ROLE AND RESPONSIBILITIES

Physical education is a specialized branch where the Physical Director instructs the participants to carry out various activities aimed at physical growth and wellbeing. To ensure that the participants are able to perform the activities with ease and benefit from the same.

- The participants are instructed as to how the physical activities are to be performed and ensure smooth conduct of sports.
- To arrange and distribute the materials and equipments for both indoor and outdoor activities to the participants as per their requirements.
- Be responsible to pack up the materials and equipments from the field.
- To check the condition of all the equipments and sends it back to the storeroom.
- Supervises the behavior of participants in all activities. He/ She ensures that the participants do not follow foul practices in the field and if found doing so, then he/she has the right to expel that participant from the activity.
- Assesses the performance of participants and help the participants to acknowledge where they are lagging behind and how to improve performance.
- To encourage the students for participation in sporting activity and also

promote team play

- To updates the tournaments, competitions and events and encourage students to participate in zonal/university tournaments
- To keep record of sports equipment and maintain stock registers, Purchase receipts and expense sheets. etc.
- Helps in the organization of various events in the college

NCC OFFICER ROLE AND RESPONSIBILITIES

The NCC, is one of the premier youth organizations in our country, contributes towards in promoting national unity and integrity amongst youth. It is one of the foremost organizations which grooms the youth, the students to be worthy citizens and future leaders of our nation and further it instills in students discipline, courage, and patriotism. A trained Associate NCC officer (ANO) in the rank of Lieutenant is responsible to plan and organize training to NCC cadets at college level to senior wing cadets. ANO is an important link in the NCC organization between the Battalion and the cadets. As a matter of fact, ANO is the one who is in direct contact with the cadets all throughout the year in molding them to develop the quality of character, courage, comradeship, discipline, secular outlook, and spirit of adventure, sportsmanship and the ideals of selfless service among the youth to make them useful citizens who can serve their country effectively and passionately.

- Organizes, trains and motivates the youth, to provide leadership qualities in every sphere of life including the Armed Forces
- Empowers them in such a way that they are always ready to serve their nation effectively and passionately.
- Motivates the youth of our country to take up a career in the Armed Forces. Also providing such training at an early stage gives in a great sense of satisfaction and patriotic feeling to the cadets.
- Imparts training in regular activities like Drill, Rifle Drill, Map Reading, Weapon Training, Field Craft and Battle Craft etc to the cadets as per the syllabus framed by the NCC Directorate.
- Provides a motivational environment to the youth to take up a career in the defence forces.
- Allots cadets to various camps like Combined annual training camps, Tal Sainik Camps, Independence day camp, Republic Day Parades and Ek Bharat and Shrestha Bharat Camps as per the guidelines from the NCC unit and assist

them during the camps.

- Trains the youth in social service activities like aid to the administration in times of calamities, preservation of environment and ecology, blood donation campaigns, literacy programs and cleanliness drives like swatch Bharat.
- Trains the youth in disaster management and relief at the time of floods, war and epidemics.
- Encourages cadets to involve in community development activities with the aim of imbibing selfless service to the community, dignity of labour importance of self help, need to protect the environment and to assist weaker sections of the society in their upliftment
- Campaigns against the social evils like dowry system, female feticide, child marriage, child labour, drugs, etc, in the form of different Rallies.
- Checks the eligibility conditions and allow the cadets to take part in the B and C certificate practical and theory examinations conducted by the NCC unit at the end of the academic year.

NSS PROGRAM OFFICER ROLE AND RESPONSIBILITIES

The Programme Officer plays a pivotal role and is responsible in the organization of NSS Unit and implementation of NSS Programme. He/she will be responsible to carry out the instructions issued by the Programme Co-ordinator of the University, for the implementation of NSS activities as per the Action Plan given by the Programme Coordinator. The Programme Officer plays the role of an organizer, an educator, a motivator, a Coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS Programmes in the college

1. An a Organizer

- i) To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.
- ii) To provide information about NSS motto aims and objectives, philosophy and activities.
- iii) To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- iv) To select or adopt the village/slum for service projects on the basis of utility and feasibility.

2. As an Educator

- i) To prepare and conduct the orientation Programme for NSS Volunteers, and

explain to them about the concept of social service

- ii) To prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
- iii) To promote community education through meetings, talks, new bulletins, discussions etc

3. As a Motivator

- i) To co-ordinate the NSS activities in accordance with the volunteers' ability and community demands.
- ii) To coordinate various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programmes.
- iii) To make use of internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.

5. As a Supervisor

- i) To supervise the NSS Programme undertaken by Volunteers
- ii) Enable students to set realistic goals and see problems as a challenge and take appropriate steps to solve them.
- iii) To assist in evaluation and follow-up work.

6. As an Administrator

- i) To keep the principal or Chairman of NSS, College advisory committee and the programme Coordinator of the University informed of the programmes of the Unit.
- ii) To run day-to-day administration of the programmes.
- iii) To attend to correspondence regularly between college and university.
- iv) To prepare progress report periodically for submission to college and university.
- v) To maintain record of volunteers' participation and programmes undertaken.
- vi) To keep accounts and stock in the prescribed forms.

7. As a Public Relation Person

- i) To inform the community about the NSS programmes through press reports, radio and television programmes.
- ii) To create awareness, through pamphlets, seminars and meetings.
- iii) To create awareness for image building of NSS in order to inspire and motivate the NSS Volunteers

YRC PROGRAM OFFICER ROLE AND RESPONSIBILITIES

YOUTH represent a substantial part of the membership of Red Cross for its humanitarian commitment. Young volunteers can make a significant contribution to meeting the needs of the most vulnerable people within their local communities through Red Cross youth programme. The Youth Red Cross Unit of Our College has been designed to involve young students

A lecturer/reader other than the lecturer in the charge of NCC/NSS who is enthusiastic and committed to the service of the needy is appointed as the youth Red Cross programme officer of the college. Preference should be given to those lecturers who have received programme officers training, training in first aid, disaster management, road safety, hygiene etc., or have organized blood donation and leadership camps. The president of the group will be the principal of the institution or his nominee. The groups formed will carry out the activities of the Red Cross as per the principles of the Movement. The programmes given by the district branch will be carried out by the group. The president will nominate a member on an annual basis for awards and international/national and state level activities.

Each group will select its own activities according to its own capacity and local needs.

- Promote life and health through training and education on safety, primary health care and healthy living
- Encourage community service through training and education
- Disseminate the seven fundamental principles of Red Cross and Red Crescent movement through activities that encourage the Red Cross ideals
- Technical support in the development of youth programmes, fund-raising, identification of material and human resources.
- The understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern, to fulfill the same.
- To enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth.
- Health activities, HIV and AIDS campaigns, accident prevention and first aid.
- Service to the community based social welfare activities, environmental activities, disaster preparedness programme.
- Informing Youth members and others the role and the responsibilities of the Red Cross and encourage them to contribute.
- Dissemination of information about the International Red Cross and Red Crescent Movement, its Fundamental Principles, four Geneva Conventions, and emblem awareness use and the promotion of understanding of

RRC PROGRAM OFFICER ROLE AND RESPONSIBILITIES

Red Ribbon Club is a movement started by the Government of India in Educational Institutions through which students will be having and creating awareness on AIDS. The Club aims at harnessing the potential of the youth by equipping them with correct information on HIV / AIDS Prevention, Care and Support and Treatment. It also aims in building their capacities as peer educators in spreading messages on positive health behavior in an enabling environment and increasing voluntary blood donation from among youth. The clubs are envisaged to instill the values of service, develop healthy life styles, and increase access to safe and adequate quantities of blood to all the needy by promotion of regular voluntary blood donation

- The club organizes awareness camps on AIDS particularly on the AIDS Day in village areas. The volunteers engage themselves in taking processions displaying play cards, distributing pamphlets regarding AIDS and the way of healthy living.
- Students of this college are mobilized and formed a group that is termed as Red Ribbon Club. It is a platform where skill and knowledge building session are conducted for the student population.
- To spread awareness among the youth particularly the students about the dreaded disease the HIV/AIDS.
- To aid in reducing new occurrences of HIV infection among youth by raising their risk perception through awareness on HIV prevention methods.
- To motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.
- To promote voluntary blood donation among youth.

DEPUTY WARDEN ROLE AND RESPONSIBILITIES

- To allot the rooms to the students as per the guidelines issued by the Principal & Warden.
- To ensure safety and security of all boarders at all times.
- To supervise the sports and cultural activities of students in the hostel.
- To visit hostel regularly for better interaction with the students.
- To ensure that no ragging takes place in the hostels and maintain a ragging free

Hostel.

- To nominate the students for constituting various committees like mess committee, vegetable committee, milk committee, rations committee, discipline committee, sports committee, recreation committee, etc.
- To supervise the working of manager, caretakers, sweepers and other hostel staffs.
- To solve the day to day problems of the students and deal with the acts of indiscipline of the students.
- To ensure the quality of food in the mess.
- To verify the various registers and ledgers for smooth functioning of the hostel from time to time.
- To communicate with the parents/guardians of the inmates regarding indiscipline activity or misbehavior of the student in the hostel premises.
- Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block
- To be responsible for addressing medical/social and personal emergencies of all students
- To ensure proper maintenance of the rooms and hostel premises and overall ambience of the hostel.
- To check the account of the mess regularly and countersign the entries in various registers maintained by the mess in charge.
- To ensure that the caretakers are reporting in time and doing the assigned duties
- To Discharge the additional responsibilities allotted by warden
- To Identify the psychologically weak students from the hostel and ensuring their regular visit to the counseling sessions

HOSTEL MANAGER ROLE AND RESPONSIBILITIES

HOSTEL MANAGER

- The hostel manager is responsible for managing and leading a team that provides services to a hostel.
- She ensures that all inmates have a comfortable and safe stay in the hostel.
- She makes sure that everything works properly, especially those that need electricity and water in the rooms, dining hall and the bathrooms.
- The hostel manager oversees the hostel's management and carries out regular

supervision.

- Responsible for maintenance of registers and pay bills.
- Attends hostel meetings in order to finalize every month mess bill and collect the mess amount from the hostlers and pay the amount in the bank
- Ensure the inmates safety and overall happiness while staying in their hostel.

CARE TAKER ROLE AND RESPONSIBILITIES

- Act as the overall caretaker of the students residing in the hostel.
 - Reside in the hostel along with the students.
 - Assist the warden in implementing the menu prescribed and proper serving of food.
 - Assist the warden of the hostel in maintaining the records and registers.
 - Issue and record the material to the cooking staff along with the committee members.
 - Be present at the time of serving food during breakfast, lunch, and dinner time and see that students do not waste any food items and carry the food to rooms.
 - Ensure that kitchen utensils are cleaned properly before and after cooking.
 - Supervise the study hours as per the time table given by the warden. Ensure discipline and orderliness among the students.
 - Should see that the health and hygienic conditions in the kitchen, dining hall and toilets are maintained properly.
 - Physically check the presence of the inmates and then mark attendance daily.
 - Assisting the students to medical care in case of sickness and see that first aid treatment is done.
 - To check the cleanliness of the rooms, verandah and hostel premises.
 - Maintain Movement register for students along with their incoming and outgoing time.
- Shall act as liaison between cooking staff, warden and students.

HOSTEL COOK AND STAFF ROLE AND RESPONSIBILITIES

- The kitchen staff i.e. Cook and Assistant Cooks shall work as a team in discharging their duties.
- Head Cook shall receive the daily required items from the Rations Committee Members.
- The kitchen staff shall wash the dishes cleanly before and after cooking.
- The kitchen staff shall properly wash the food items before cooking.
- The kitchen staff shall prepare and serve the food items according to the menu prescribed and shall scrupulously follow the timings.
- The kitchen staff shall maintain utmost cleanliness in the kitchen.
- The kitchen staff shall intimate to the manager about the requirement of gas cylinders well in advance.
- Spoiled/rotten items shall not be used in the cooking.
- The kitchen staff shall be held responsible for any sort of deviations in the menu, quality & taste of the food items and for food contamination.

SUPERINTENDENT ROLE AND RESPONSIBILITIES

The Superintendent is head of the section/college office and controls the functioning of assistants working under him/her. The following are the duties and responsibilities of superintendent working in a college.

- He/ She should monitor the movement of files going to the Officers/Principal and back from them.
- He/ She should guide the Officers/Principal with correct and latest rule position on the subject and Assist them in taking correct decision.
- He/ She should monitor the movement of files going to the Officers/Principal and back from them.
- He/ She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistants.
- He/ She should see that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.
- He/ She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed proformas and submit them to the Officers/Principal before 5th of every month.
- He/ She should offer his/her remarks on the note initiated by assistant, and submit the same to Officer/Principal.
- He/ She should supervise the remainder files maintained by assistants.
- The Superintendent working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.
- He/ She will assist the Principal in the preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.
- He/ She will guide the Principal in the operation of the Government budget, special fee collection and the funds/grants received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.
- He/ She will supervise the maintenance of all records pertaining to accounts, stocks, cash books etc.,

- The superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal interviewing them every month and sending replies to the commissioner.
- The superintendent should monitor the reconciliation of accounts from the treasury and the banks.

SENIOR/JUNIOR ASSISTANTS ROLE AND RESPONSIBILITIES

- The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants.
- After receiving the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
- All details of the new currents be clearly entered in the P.R. in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received . The subject needs to be clearly mentioned in the references.
- The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The current on the subject are maintained in current file. The note file and current file are always together in the same file pad.
- The assistants should maintain a 'Remainder Diary' in prescribed proforma. Month wise records of remainders to be sent should be maintained. It is the duty of assistants to verify the remainders for the day and issue them promptly and enter the same in the remainder diary.
- The assistant should also maintain the register of court cases and register of disciplinary cases in the given proforma.
- The assistant should bring forward all un disposed files to the current years personal file on the 1st of April every year.
- When the file is disposed of finally the assistant should send it to the record room by rounding off the current numbers in P.R. with red ink. The type of disposal be noted on the file before sending it to stock.
- The assistants should dispose off the file with in three working days of its receipt by him/her.

- The Senior and Junior Assistants are accountable to the Superintendent of the office.

HERBARIUM KEEPER ROLE AND RESPONSIBILITY

- Mounts plant specimens, fumigates, presses and maintains collection records of herbarium maintained by the institution; records identification information concerning incoming plants.
- Places specimens in fumigation cabinet and turns valves to release toxic fumes that destroy insects, fungus, or parasites adhering to specimens.
- Arranges specimens between sheets of uni sized paper so that upper and under portions of leaves, blossoms, and other components are visible, and pads paper with layers of felt and newsprint to protect specimens.
- Places specified number of stacks in pressing frame and writes identification information on top layer of paper on each stack.
- Secures frame around stacks by tightening frame section with screws, fastening with leather straps, or tying with twine, to compress stacks and press and dry specimens in desired configuration.
- Mounts dried specimens on heavy paper, using glue, adhesive strips, or needle and thread, taking care to prevent distortion or breakage of specimens.
- Writes identification information on papers and inserts mounted specimens in labeled envelopes or folders.

GARDNER ROLE AND RESPONSIBILITIES

A competent and reliable Gardener is responsible for all general maintenance tasks related to the garden including planting new trees, servicing garden machinery, conducting regular pruning and advising management of cost-effective methods.

- Maintains and grows the garden to ensure it meets specific requirements and expectations.
- Performs basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Plants and nurtures new trees, flowers, and various plants.
- Works with hand tools and basic light machinery such as plant vehicles, and small diggers.

- Services all garden equipment and machinery.
- Maintains a clean garden by clearing rubbish and litter from the garden and grounds.
- Provides guidance to management on matters related to the garden.
- Advises management on the costs of plants and garden necessities with detailed written quotations and reports.
- Ensures a safe environment for staff and clients by adhering to safety and health regulations.

LAB ASSISTANT ROLE AND RESPONSIBILITIES

- To maintain the Stock Register and Consumable Registers of the laboratory.
- To find out the requirements for consumables for the laboratory and procure the same, before the start of every semester.
- To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical satisfactorily.
- To organize the laboratory for practical and viva voce examinations.
- To hold those responsible for any breakage / loss etc. and recover costs.
- To ensure the cleanliness of the lab.
- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc.

STORE KEEPER ROLE AND RESPONSIBILITIES

- To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- To check the materials thoroughly for quality, quantity, specification condition etc.
- To categorize the materials category wise and stock in the appropriate locations.
- To take appropriate action for care and preservation of the materials.
- Periodical stock verification and ensure correctness of stock at all times.

- To take safety measure for the ensuring safety of store house, materials and men working in store.
- To maintain the neatness and tidiness of store house.
- To issue materials as per the indents and schedule.
- To carry out periodical condemnation for the unserviceable articles and register in the stock registers.
- To take action for disposal of scraps materials as per the procedure and assist the HOD in this matter.
- To maintain all the registers in the lab up to date.

COLLEGE RECORDS

S. No.	Name of the Register	Register No.	Location	Maintained by	Daily/ Monthly/ Yearly	Retention period of the register
1.	Inward & Outward	1	Office	Record Asst.	Daily	10 years
2.	Staff Service Records 1.Service Registers 2.Personal files of employees	2	Office	Sr. Asst.	Daily	Permanent
3.	Stock Register of Stationery	3	Office	Record Asst. / Sr. Asst.	Daily	10 years
4.	Stock Register of Furniture	4	Office	Sr. Asst.	Yearly	10 years
5.	Special fee Register	5	Office	Jr Asst.	Yearly	10 years
6.	Restructured Course fee Register	6	Office	Jr Asst.	Yearly	10 years
7.	Scholarships Register	7	Office	Sr Asst.	Yearly	10 years
8.	Admissions Register	8	Office	Jr Asst./ Admission Committee	Yearly	10 years
9.	Treasury Bill Register(TBR)	9	Office	Sr Asst.	Daily	10 years
10.	Sports Stock Register	10	Sports Dept	Physical Director	Yearly	10 years
11.	Library Accession Register	11	Library Dept	Incharge Librarian	Daily	10 years
12.	Ledger	12	Office	Record Asst./ Sr Asst	Daily	10 years
13.	NSS Register Cash Book	13	Office, NSS POs	NSS Co-ordinator/ Sr Asst	Yearly	10 years
14.	CPDC Cash Book	14	Office	Sr Asst.	Daily	10 years
15.	TC & Bonafide Books (Study Certificate)	15	Office	Jr Asst.	Daily	10 years
16.	Equipment	16	Science Laboratories	Record Asst/ Lab Asst	Yearly	10 years
17.	Staff Council	17	Vice Principal	Vice Principal	Monthly	10 years
18.	General Staff	18	Office	Sr Asst.	Daily	10 years
19.	Staff Attendance Registers	19	Office	Principal/ Record Asst.	Daily	10 years
20.	Students Attendance Registers	20	Office	Teaching Staff	Daily	10 years
21.	CL Register	21	Office	Record Asst.	Daily	10 years
22.	Medical Reimbursement claims Register	22	Office	Sr Asst.	Yearly	10 years

23.	Late attendance	23	Office	Principal/ Jr Asst.	Daily	10 years
24.	State Budget	24	Office	Sr Asst.	Yearly	10 years
25.	Health & Insurance	25	Office			
26.	Postal Account Register	26	Office	Record Asst.	Daily	10 years
27.	Office order Register	27	Office	Sr Asst.	Daily	10 years
28.	RTI Register	28	Office	Sr Asst.	Daily	10 years
29.	Register for disciplinary cases	29	Office	Sr Asst.	Daily	10 years
30.	Consumable stock register	30	Office	Sr Asst.	Daily	10 years
31.	Increment Register	31	Office	Sr Asst.	Monthly	10 years
32.	Non-Government cash book	32	Office	Sr Asst.	Daily	10 years
33.	PD account book	33	Office	Sr Asst.	Daily	10 years
34.	Temporary Advance Register	34	Office	Sr Asst.	Yearly	10 years
35.	Issue register (Tapala & Stationary)	35	Office	Record Asst/ Sr Asst.	Daily	10 years
36.	Non consumable stock register	36	Office	Sr Asst.	Daily	10 years
37.	Daily Fee Collection Register	37	Office	Jr Asst.	Daily	10 years
38.	Caution Money Deposit Register	38	Office	Jr Asst.	Daily	10 years
39.	Scholarships Register	39	Office	Sr Asst.	Yearly	10 years
40.	Fee Register	40	Office	Jr Asst.	Daily	10 years
41.	Students Central Attendance Register	41	Office	Jr Asst./ Teaching Staff	Monthly	10 years
42.	Students Marks Register	42	Office	Record Asst. / Individual Dept.	Yearly	10 years
43.	Land and Building Records	43	Office	Principal/ Sr Asst.	Yearly	10 years
44.	Pay Bill Register	44	Office	Sr Asst.	Monthly	10 years
45.	Cheque Book details Register	45	Office	AO/ Sr Asst.	Daily	10 years
46.	Placement Register	46	JKC	JKC Co-ordinator	Yearly	10 years
47.	Alumni Register	47	Teaching Committee	Alumni Co-ordinator	Yearly	10 years
48.	Consolidated Purchase Register	48	Purchase Committee	Purchase Committee Co-ordinator	Yearly	10 years
49.	Cadre Strength / Scale Register	49	Office	Principal/ AO/ Sr Asst	Yearly	10 years

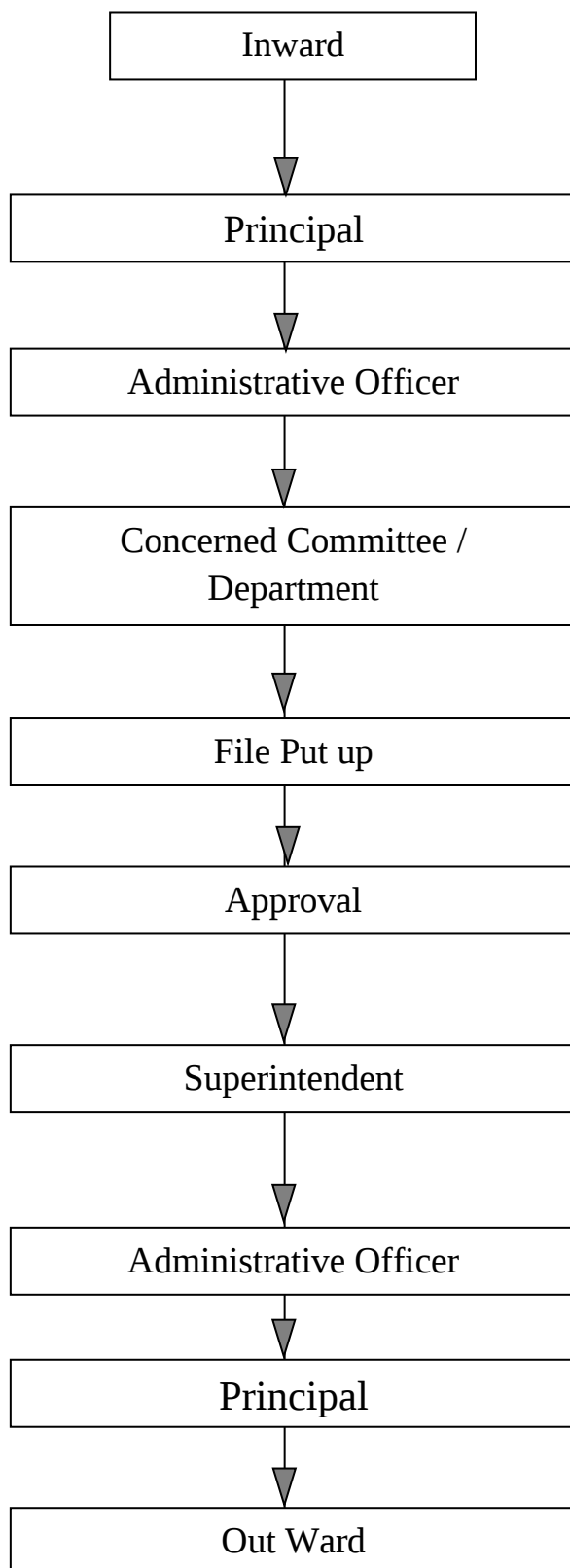
50.	Academic Council Minutes and Governing Body Minutes	50	AC Coordinator	AC Coordinator	Yearly	10 years
51.	Minutes of all the college level committees	51	Committee Coordinators	Committee Coordinators	periodically	10years
52.	COE Register	52	COE	COE	Periodically	15years
53.	UGC Register	53	UGC Coordinator	UGC Coordinator	Periodically	15 years
54.	RUSA Register	54	RUSA Coordinator	RUSA Coordinator	Periodically	15years
55.	CPE Register	55	CPE Coordinator	CPE Coordinator	Periodically	15years

LIST OF ACADEMIC RECORDS

S. No.	Name of the Record	Location	Maintained by
1.	Syllabus	Individual Departments	Head of the Department
2.	Annual Departments Action plans	Individual Departments	Head of the Department
3.	Curricular Plans	Individual Departments	Individual Teaching Staff Member
4.	Course outcome , Program outcome file & Circulation register	Individual Departments	All the members in the department
5.	Teaching Diary	Individual Departments	Individual Teaching Staff Member
6.	Teaching Synopsis	Individual Departments	Individual Teaching Staff Member
7.	Lesson Plans	Individual Departments	Individual Teaching Staff Member
8.	Additional inputs	Individual Departments	Individual Teaching Staff Member
9.	Student Assignments	Individual Departments	Individual Teaching Staff Member
10.	Students Study Projects	Individual Departments	Individual Teaching Staff Member
11.	Field Trips Register	Individual Departments	Individual Teaching Staff Member
12.	Guest Lectures Registers	Individual Departments	Individual Teaching Staff Member
13.	Seminars & Workshops	Individual Departments	Individual Teaching Staff Member
14.	OC & RC	IQAC	IQAC
15.	Research Project	Individual Departments	Individual Teaching Staff Member
16.	Extension Activities	Individual Departments	Individual Teaching Staff Member
17.	Consultancy	Individual Departments	Head of the Department
18.	Records of Linkages	Individual Departments	Head of the Department
19.	Academic Social Responsibility	Individual Departments	Head of the Department
20.	Best Practices	Individual Departments	Head of the Department
21.	Departmental Activity Register	Individual Departments	Head of the Department
22.	Department Workload	Individual Departments	Head of the Department
23.	Mentor – Mentee	Individual Departments	Individual Teaching Staff Member
24.	Laboratory Equipment	Individual Departments	Individual Departments
25.	Practicals attendance register	Individual Departments	Individual Departments
26.	Subject wise Results	Individual Departments	Head of the Department

27.	Progression Register	Individual Departments	Head of the Department
28.	Certificate Courses Register	Individual Departments	Head of the Department
29.	Department Library Register	Individual Departments	Head of the Department
30.	Stock Register	Individual Departments	Head of the Department
31.	MANA TV Register	MANA TV Co-ordinator	MANA TV Co-ordinator
32.	Attendance Registers	Individual Departments	Head of the Department
33.	Gold Medals Registers	Office	Head of the Department
34.	Lab Register	Individual Departments	Head of the Department
35.	CDs / Study Materials / Competitive Exam Materials	Individual Departments	Head of the Department
36.	Departmental and Personal Profiles	Individual Departments	All the members in the department
37.	Alumni register	Individual departments & Alumni committee	HOD of the department Alumni Committee

FILE FLOW CHART



CHECK LIST FOR IMPLEMENTATION

S.No	Name of the Register	Periodical	Verified
1.	Tapals Register	Weekly	Principal
2.	Staff Attendance Register	Daily	Principal
3.	Bio Metric Attendance	Daily	Principal
4.	Movement Register	Daily	Principal
5.	Staff Council Meeting Register	Monthly	Principal
6.	Department Minutes Register	Quarterly	Principal
7.	Teaching synopsis	Monthly	Principal
8.	Teaching Diary	Monthly	Principal
9.	Teaching Curricular Plans	Monthly	Principal
10.	Student Admission Register	Monthly	Principal
11.	Jnanabhumi Portal for Uploading and releasing of student scholarship	Daily	Principal
12.	Hostel Admission Register	Monthly	Principal
13.	Hostel Students Attendance Register	Daily	Principal
14.	Hostel Stock Register	Daily	Principal
15.	Hostel Mess Expenditure Register	Monthly	Principal

LIST OF IMPROVEMENTS

- The Autonomous status is implemented for the existing UG courses
- Implemented the approved syllabus of different Boards of Studies for the Academic Year 2019-20.
- Case studies for HVPE , Leader ship skills and project work for Environmental studies and foundation courses were implemented for better understanding of the subject.
- Choice Based Credit System is followed as per norms of the University and UGC.
- The approved Academic Calendar was implemented during the year 2019 2020.
- Implemented projects as assessment method in one cluster subject in semester 6 under external evaluation.
- Telugu medium in Foundation courses for BA and B.Sc Telugu medium students was incorporated.
- Additional credits are awarded for students in outstanding performance in extracurricular activities, Certificate courses and for 100% attendance.
- Open Book examination on pilot basis was conducted in the subjects of Bio technology, Microbiology and Aquaculture Technology.
- Certificate courses were implemented in the college.
- New Programs were introduced like B.Com Professional, BBA Digital Marketing , BA Economics Honours, B.Sc Mathematics Honours for the academic year 2020-2021
- Sanction of new skill based courses to institution under UGC- NSQF for the academic year 2020-21. One Diploma course, two Advanced Diploma Courses, and B.Voc Degree.
- Facilities are created in the college for Research activities and are authorized for central Instrumentation centre.

INFRASTRUCTURE FACILITIES

The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

Academic ambience of the college ensures qualitative academic activity only when the required infrastructure in the form of buildings, learning equipment and other support facilities are in place.

The college has considerably good infrastructural facilities for teaching and learning. The learning facilities include 23 number of classrooms, 2 virtual classrooms, 3 digital classrooms, 17 well equipped laboratories, a central library, an e-class room etc. These facilities help in attaining the academic excellence according to the vision and mission of the college. The two virtual classrooms provide the students with an opportunity of virtual real time interaction with expert teachers across the state thus giving them the advantage of leveraging expertise of the experienced teachers. Similarly, students get to interact with their peers across leading to the much needed exposure. In addition, these classrooms are used not only by the teachers of the college but also from different colleges of the district. While the virtual classrooms benefit the learners with the advantage of expertise across the globe the digital classrooms help them with better learning methods with the help of technology. Three digital classrooms help the teachers in making their classroom teaching a technology enabled one by blending and flipping the classrooms.

An auditorium, a large assembly, three student managed hostel buildings, canteen, visitor's hall, NCC room, NSS room, Girls Rest room and dining area are some of the support facilities. The auditorium is the venue for all the cultural and some extracurricular events. The assembly hall is the perfect choice for all co-curricular as well as extra-curricular activities by becoming the venue for many district and state level events too.

The college has a well-equipped JKC lab with 30 computers and two computer labs with 55 systems each and one APSSDC labs with 30 laptops and 30 Tabs in training the students with ICT tools and technology. Two of these labs have LAN and high speed internet connection, which train the students in attaining employability. The APSSDC lab also has two smart TVs to run live lessons from various corporate companies. Apart from the computer equipment the college has almost 8 LCDs that can be used in various labs and other classrooms to impart technology enabled

instruction. The high capacity copiers in library, office and principal's room extend the facility for photocopying too.

High quality infrastructure facilitates better instruction by the teacher and improves the overall progression of the student. As the learning environments keep modifying along with the needs of changing curricula, there is a need for further strengthening the laboratories, in particular, to make them the best suitable for the current needs. Similarly as 5 of the classrooms are converted to virtual and digital classrooms, there is need for more number of classrooms to accommodate the students of all programmes. Hence, the college focuses on important elements of learning environment by building new classrooms, laboratories and equipping the existing classrooms by the funds received from the government.

ASSETS

S.No.	Assets	Location	Status
1.	Tables (Student sitting)	Class Rooms 20	1200
2.	Tables (for staff)	Staff Rooms-13, Office-02	20
3.	Tables (for Science laboratories)	Labs	80
4.	Student Stools	Labs	80
5.	Chairs	Class Rooms, Store, Lab	80
6.	Staff Chairs	Staff Rooms, Office	60
7.	Fans	Class Rooms, Staff Rooms, Office	120
8.	Tube Lights	Class Rooms, Staff Rooms, Office	200
9.	Laptops	APSSDC, IQAC, Digital Classrooms	34
10.	Tablets	APSSDC	30
11.	Projectors	English, Zoology, Physics, Commerce Departments, JKC, e class room,	06
12.	Desktops	Principal Room, Computer labs, Individual Departments, JKC Lab, Office	108
13.	Printers	Principal Room, Computer labs, Individual Departments, JKC, Office, COE	20
14.	Copiers	Office	02
15.	Internet(LAN)	Computer Lab, APSSDC, COE,IQAC, Virtual/ Digital Classrooms, JKC, Library, Office	Internet Facility
16.	Closed Circuit Cameras	Campus	04
17.	Televisions	MANA TV	02

18.	Audio Visual Equipment	Virtual / Digital Class Rooms	05
19.	Collar Mikes	Virtual / Digital Class Rooms, Cultural committee	02+02
20.	Podiums	Virtual / Digital Class Rooms	04
21.	Almirahs	Individual Departments	40
22.	Steel Racks	Individual Departments	40
23.	Wooden Racks	Individual Departments	20

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

The college has always supported sports and encouraged sports talent in students. Out of 25 acres of land that the college owns, 36734.13 Sq.mtrs (apporx.) is the built in area for the academic, administrative and residential purpose. In the rest of the land an outdoor area of 4 Acres of land is ued for sports and games facilities. The facilities available in the college to support sports and games are a well-equipped multi gymnasium, established in 2000-01, with a built in area of 706 sq.ft and stations with 4 joggers, two cycles, three steppers, three walkers, two massage belts, weight training equipment etc. Indoor game facilities like table tennis, four carom boards and chess boards are also available.

Outdoor sports facilities are one basket ball court measuring 28mx15m and was established in the year 1983-84, one shuttle court measuring 20ftx40ft and it was established in the year 2003-04. One ball badminton court measuring 20ftx44ft was established in 1967. A volley ball court measuring 18mx9m was established in 2006-07. The courts for kho-kho measuring 29m x 16m, and kabaddi measuring 11mx8m have been there in use since 1967. There is a 200m running track for athletes. These courts were built as per rules and regulations. The average per day usage of these courts and other sports facilities is 200 students and 20 staff members approximately.

The department of physical education is headed by the physical director and it has a mentor. The college has a sports and games committee with six teachers from different departments. The department and the committee constantly encourage the students towards mental and physical fitness and help the students in attaining sporting excellence. The department has always been proactive and has infrastructure sufficient for hosting different college level, inter collegiate and state level sports and gamestournaments. Annual Vikrama Simhapuri University inter collegiate tournaments have been organized by the department for the past five years.

The cultural and literary committee of the college identifies the innate talents in the students and helps in fulfilling their artistic talents. The college has a big open air auditorium with a built in area of 1620 sq.ft and it has two green rooms. An assembly hall with the built in area of 2755 sq. ft also facilitates the conduct of programs under any kind of weather contingencies. The college actively organizes different cultural and literary programs throughout the year. These two facilities become the venues not

just for college level activities but they host district, and university level events too. Depending upon the need and conditions, acoustics arrangements are made.

The college hostel too has a common facility which is of 3400 Sq.Ft and serves the needs of the student in being the venue for cultural competition and cultural activities in the hostel as well as yoga and meditation. A Quadrangle which is of 14400 Sq.Ft (Apporx) is used for regular study hours and other

STAFF COUNCIL

MEETINGS AND FUNCTIONS “DECIDE TO PRESIDE”

Decision making is the crux of management. The college management constitutes a powerful body called “Staff Council” to decide on the various academic, administrative and financial activity of the College. Any matter pertaining to college, students and staff must be discussed and decided in the meeting of Staff Council to preside over. The staff council is an advisory body which gives advises that are geared towards attaining the objectives of the institution. It is the prime body to make policies and promulgate the ideas concerning the institution. The staff council consists of Principal, all In-Charges of the departments, Librarian, Physical Director and Administrative Officer of the college.

“HOW AND WHEN OF MEETINGS”

- The conduct of meetings is done on monthly basis and even whenever the necessity arises
- The Principal of the college sends a circular on paper/WhatsApp with the agenda to be discussed including the time and venue depending on the need
- All the In-Charges of the department should acknowledge the circular
- All the In-Charges should come to the congress 5 minutes before which is a mark of professionalism
- Usually the meetings are held at or after 4:00 P.M, when most of the teaching work for the day is done. But, in emergency conditions such as some student protest, or any problem related to students, serious issues to be addressed among staff, any inspections etc., the timings may be altered
- The Principal of the college reads out the agenda of the meeting and put forth for discussion on each and every point mentioned in it
- The In-Charges of the department can raise their points of view on the matter concerned

- After deliberate discussions the staff council decides with many resolutions taken
- The Vice-Principal of the College keeps a record of the proceedings of meetings along with the minutes discussed in the meeting
- The Principal shall be the sole judge on any point of order, by considering the consensus on the matter discussed
- In-case of absence of Principal the Vice-Principal of the college convenes the meeting and the next senior lecturer should record the proceedings and minutes of the meeting
- The same should be informed to the Principal by the Vice-Principal of the college on his arrival or through WhatsApp or phone call depending on the emergency of the situation
- If the In-Charge of the department could not attend the meeting due to his/her absence or health condition or is out of college on emergency the next senior member in the department should attend
- The proceedings of the meeting noted down should be shared with the in-charge on the next day or on WhatsApp in case of urgency

AFFAIRS TO BE DISCUSSED IN THE MEETINGS

- **Academic affairs** – Governing Body, Academic Council and BOS meetings, syllabus, curriculum, examinations, Teaching methods and Academic records, National and International seminars, webinars, Board of Studies, Question paper pattern, Marks distribution etc.,
- **Administrative affairs** – Building construction/ repairs/ renovation, Budget details/ allocation to departments or wings, Admissions in the college, Stock verification, Condemnation of equipment, Infrastructure allotment, Engagement of guest faculty, salaries, service particulars etc., Granting local holidays, Examination schedules
- **Event affairs** –Celebration of college, sports and cultural days, inter-collegiate games, National tournaments as per University directions, cultural and literary competitions at district, state and national level etc.,

The decisions taken in the meetings should strictly be followed by the staff concerned in conformity with the standards of the college

LIST OF COMMITTEES

COMMITTEES AND COLLEGE MISSION

Committees constituted to streamline college administration are a potent means for implementing supportive action programmes directed towards achieving the College Mission. This College Mission will act as the benchmark for setting as well as evaluating the objectives, Goals and targets of the committees.

Macro Procedures

Staff Functions and Line Management

Primary and key actions towards the achievement of the College Mission, especially the attainment of Excellence in Education, must come from the line management which includes the subject department.

Most committees considered in this Manual are “Staff Committees” constituted to provide Support services required by line functionaries to improve their performance.

If the subject departments feel that the services provided by the existing committees are inadequate, and new support services are required in a decentralized manner, a written representation in that regard is to be made to the Principal. The Principal will then forward the same to IQAC and if the IQAC recommends the same, the Manual will be amended.

Procedures for Amending this Manual

This Manual can be amended for the purpose of setting up additional committees by incorporating a statement as to why the committee is appointed, its tenure, its size and composition, its objectives and its functions.

This Manual can be amended for the purpose of liquidation of particular committee by incorporating a statement from the Principal de-listing the said committee after having observed formalities for such liquidation.

EXTENT OF AUTONOMY

The committees will have complete autonomy in the performance of their tasks. In order to improve the work efficiency of the various committees, the Principal will make allocations of clerical, infrastructural and supporting staff assistance if and whenever required by the committees.

The Principal will make financial/budgetary allocation towards meeting the administrative and programme expenses of committees listed in this manual.

COMMITTEES

There are three types of committees appointed in this college. (a) Statutory committees, (b) Non-statutory committees, and (c) Ad-hoc committees.

- Statutory committees are those that are constituted as per the provisions of AP government rules and stipulations of higher authorities like the UGC. The tenure and constitution of these committees will be determined by the G.B. as per rule.
- Non-statutory committees are those that are appointed by the Principal in order to bolster the college administration.
- Ad-hoc committees are those that are appointed on purely temporary basis for performing contingency duties. Such Ad-hoc committees will fall outside the purview of this Manual. Constitution of Committees

In addition to the number mentioned under 'size and composition of the committee' each non-statutory committee will co-opt two members from among the non-teaching staff. Each such committee must have a convener. This is required in order to maintain continuity in administrative work and managerial supervision over the tasks that the committee has been setup to perform.

If otherwise not specified, members of committees must be appointed on "rolling basis". The senior most members of a committee, i.e. those who have completed the two-year term, may be replaced by new members. This procedure will ensure that every year half the members of a committee complete their terms and fresh members are appointed in their place.

Should a member vacate his/her membership of the committee voluntarily or due to retirement or due to termination of his/her membership by the college authorities or due to any other reason, a new member could be appointed to fill the vacancy. This member will serve on the committee for a period equivalent to

the balance of the term of the person whom he/she has replaced.

DECISION-MAKING

All decisions of a committee in furtherance of its basic objectives and goals, are taken preferably by consensus. The consensus decision fosters team spirit and unity of purpose and generates synergy. If consensus cannot be achieved, voting would be required for policymaking; however, a two-third of the total members is required to be present to make such decisions valid. The committee may frame its own rules and procedures of functioning. The rules require the assent of the Principal for enforcement.

All deliberations at the committee meeting are properly recorded and all members of the committee present at the meeting attest them. Two-thirds of the member of the committee will constitute the quorum for a meeting. If the meeting is postponed for want of quorum, and at a subsequent date two-thirds of the members do not report, then the presence of fifty percent of the total member of the committee will make the meeting and the decision taken thereat valid.

All policy guidelines of the committees are drafted before the commencement of the academic year so as to provide a sufficient lead-time for the committees to organize tasks for their successful implementation. Each committee should have an annual plan and an annual schedule for achieving its goal. This will help in structuring its tasks effectively for better co- ordination and functioning within the committee. The committees preferably convene their meetings at monthly or bi- monthly intervals.

Committee in the College Context

Every committee will enjoy functional autonomy required for attainment of its objectives, but will remain accountable to the Principal. Ordinarily no recommendation of a Committee is ignored. However, in situations posing a serious challenge to the college mission, the Principal may ask the committee to review its recommendation. All recommendations are to be implemented either through the Principal or by developing suitable procedures of implementation. All committees are to monitor their own performance through periodic review of the progress of work.

If there be a gap between the targets set and actual performance, the committee should initiate corrective action to bridge the gap. If this gap cannot be bridged due to reasons beyond the control of the committee, then the targets must be revised or reset so as make them meaningful.

Committee Report

Every committee will present its annual report to the Principal preferably by the Last instruction day of March every year. The report covers information on targets set for the year, performance of the committee in the achievement of these targets, problems faced in the implementation of the action plans, proposal for improved efforts in the implementation of plans, requisitions, blocks in implementation, and policy guidelines for the coming year

The following committees are constituted for the smooth functioning of the College as discussed in the above pages and the following are the committees for the academic year 2019-20 and which are in force for the year 2020-2021.

1. Student Union Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Padmaja	Lecturer in English	Vice-President
2.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
3.	B. Rajeswara Reddy	Lecturer in Physics	Member
4.	Dr. C. Kala Priya	Lecturer in Home Science	Member
5.	Dr. P. Victoria Rani	Lecturer in Botany	Member
6.	K. Padma Priya	CF in History	Member
7.	K.Sushma Swarupa(III M.P.Cs)	Student	Member
8	Sk.Sophia(III BA HEP)	Student	Member

2. Student Union Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Padmaja	Lecturer in English	Vice-President
2.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
3.	B. Rajeswara Reddy	Lecturer in Physics	Member
4.	Dr. C. Kala Priya	Lecturer in Home Science	Member

5.	Dr. P. Victoria Rani	Lecturer in Botany	Member
6.	K. Padma Priya	CF in History	Member
7.	K.Sushma Swarupa(III M.P.Cs)	Student	Member
8	Sk.Sophia(III BA HEP)	Student	Member

3. Restructured Special Fee (UG) Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Padmaja	Lecturer in English	Convener
2.	Dr. G. Varalakshmi	Lecturer in Statistics	Member
3.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
4.	B. Vidyullatha	Lecturer in Computers	Member
5.	K. Sai Sudha	Lecturer in Biotechnology	Member
6.	T. Sriranjani	Lecturer in Zoology	Member
7	V.Maduri (III B.Sc M.S.Cs)	Student	Member
8	P.Kalyani(III B.Sc H.S)	Student	Member

4. Scholarships Committee (ALL):

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Padmaja	Lecturer in English	Convener
2.	D. Surendra	Lecturer in Chemistry	Member
3.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
4.	K. Joji	Lecturer in Political Science	Member
5.	Dr. C. Kala Priya	Lecturer in Home Science	Member
6	N. Vijaya Kumari	Senior Assistant	Member
7	B.Mounika(II B.A)	Student	Member
8	Bhavani II B.com	Student	Member
9	P Prasanna III MPC	Student	Member

5. College Magazine Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Karuna Sree	Lecturer in Telugu	Convener
2.	Dr. Md. Mohboob	Lecturer in Urdu	Member
3.	Dr. S. Vindhyavali	Lecturer in English	Member

4.	M. Emelya Rani	Lecturer in Computers	Member
5.	K. Aparna Devi	CF in Home science	Member
6	B.Dharani Siva Priya (II B.A E.P.T)	Student	Member
7	M.Jahnavi(III B.A)	Student	Member

6. Career Guidance Cell:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	B. Vidyullatyha	Lecturer in Computers	Convener
2.	Dr. S. Vindhyavali	Lecturer in English	Member
3.	Dr. K. Suvarna	Lecturer in Mathematics	Member
4.	M. Venkat Rao	Lecturer in Telugu	Member
5.	S. Fathimunnisa Begum	Lecturer in History	Member
6	N.Neelima (III B.Sc M.P.Cs)	Student	Member
7	B.Vinodini (III B.Com)	Student	Member

7. Competitive Examinations Committee

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	M.Venkatrao	Lecturer in Telugu	Convener
2.	B. Vidyullatha	Lecturer in Computers	Member
3	P.Venkata Lakshmamma	Lecturer in Physics	Member
4.	K.Padma Priya	CF in History	Member
5.	K.Bhagya lakshmi	CF in Commerce	Member

8. Placement Cell:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. S. Vindhyavali	Lecturer in English	Convener
2.	B. Vidyullatha	Lecturer in Computers	Member
3.	S. Fathimunnisa Begum	Lecturer in History	Member
4.	Dr.T. Mamatha	CF in Home Science	Member
5	B.Vinodini (III B.Com)	Student	Member
6	Hima Bindhu (III B.Sc M.S.Cs)	Student	Member

9. Internal Complaints Committee

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Suvarna	Lecturer in Mathematics	Convener
2.	Dr. G. Padma Priya	Lecturer in Telugu	Member

3.	K. Sai Sudha	Lecturer in Biotechnology	Member
4.	K. Nagasyamala	CF in Statistics	Member
6	N.Neelima (III B.Sc M.P.Cs)	Student	Member
7	S.Beaula (III B.Sc B.S.Cs)	Student	Member

10. Anti Ragging Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	D. Surendra	Lecturer in Chemistry	Convener
2.	Dr. K. Karuna Sree	Lecturer in Telugu	Member
3.	Dr. C. Kala Priya	Lecturer in Home Science	Member
4.	G. Catherine	Lecturer in Zoology	Member
5.	K. Sree lakshmi	CF in English	Member
6.	K.Haripriya (III B.Sc B.Z.C)	Student	Member
7.	J.Yamini (III B.Sc B.Z.C)	Student	Member

11. Hostel Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. C. Kalapriya	Lecturer in Home Science	Convener
2.	K. Lakshmi Prasanna	Lecturer in Commerce	Member
3.	M. Emelya Rani	Lecturer in Telugu	Member
4.	B. Rajarajeswari	Lecturer in Botany	Member
5.	S. Fathimunnisa Begum	Lecturer in History	Member
6.	P. VenkatLakshamma	CF in Chemistry	Member
7	T.Swapna III M.S.Cs	Student	Member
8	G.Jenifa III Bio-Tech	Student	Member

12. General Discipline and Class work Monitoring Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
B.Com& B.A. Classes			
1.	M. Venkat Rao	Lecturer in Telugu	Convener
2.	S. Fathimunnisa Begum	Lecturer in History	Member
3.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
4.	Sk.Sofia III B.A	Student	Member
Natural Sciences (BZC, Biotech, Micro Biology,H.Sc, Aqua)			
1.	K. Sai Sudha	Lecturer in Bio Technology	Convener
2.	Dr. P.Victoria	Lecturer in Botany	Member

3.	K.Hari priya III B.Z.C	Student	Member
Physical Sciences Classes (MPC, MPCs, MSCs)			
1.	B. Rajeswara Reddy	Lecturer in Physics	Convener
2.	Dr. G. Varalakshmi	Lecturer in Statistics	Member
3.	N. Prabhavathi	Lecturer in Mathematics	Member
4	N.Neelima III B.Sc M.P.Cs	Student	Member

13. Swachh Bharath Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	K. Joji	Lecturer in Political Science	Convener
2.	B. Raja Rajeswari	Lecturer in Botany	Member
3	M. Lakshmi Prasanna	Lecturer in Commerce	Member
3.	M. Venkat Rao	Lecturer in Telugu	Member
4.	Dr. C.Kalpriya	Lecturer in Home Science	Member
5.	R. Sudhamani	CF in English	Member
6.	Dr. M. Vishnu Priya	CF in Chemistry	Member
7.	N. Naga Syamala	CF in Statistics	Member
8	A.Suvarnalatha III B.A	Student	Member
9	B.Mounika II B.A	Student	Member
10.	A.Punisha I B.A	Student	Member

14. Medical Inspection Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	G. Catherine	Lecturer in Zoology	Convener
2.	B. Rajarajeswari	Lecturer in Botany	Member
3.	S. Fathimunnisa Begum	Lecturer in History	Member
4	K.Sreelakshmi	Lecturer in English	Member
5	Monesha III B.Sc	Student	Member
6	M.Anuhya I B.Sc	Student	Member

15. Women Empowerment Cell:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. P. Victoria Rani	Lecturer in Botany	Convener
2.	Dr. S. Divija Devi	Lecturer in Telugu	Member

3.	G. Sowjanya	CF in Computers	Member
4.	Dr. Vishnupriya	CF in Chemistry	Member
5.	K. Srilakshmi	CF in English	Member
6.	Monesha III B.Sc	Student	Member
7	P.Jaya Sree (I.B.Sc H.S)	Student	Member

16. Fine Arts & Cultural Club:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	B.Raja Rajeswari	Lecturer in Botany	Convener
2.	Dr. G. Padma Priya	Lecturer in Telugu	Member
3.	N. Prabhavathi	Lecturer in Mathematics	Member
4.	R. Sudhamani	CF in English	Member
5.	K. Padma Priya	CF in History	Member
6.	K. Aparna Devi	CF in Home Science	Member
7	K. Lakshmi	CF in Economics	
8	Tulasi (III B.A EPT)	Student	Member
9	R.Bindu (II B.Sc HS)	Student	Member

17. Audio Visual & MANA TV Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	B. Rajeswara Reddy	Lecturer in Physics	Convener
2.	M. Venkata Rao	Lecturer in Telugu	Member
3.	B. Prabhakar	Sweeper	Member
4.	K. Narayya	Gardener	Member
3.	Department of Physics – Teaching & Non-Teaching		Member

18. Sports Committee:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	M. Lakshmi Prasanna	Lecturer in Commerce	Convener
2.	Dr. K. Suvarna	Lecturer in Mathematics	Member
3.	Dr.Md Mehaboob	Lecturer in Urdu	Member
4.	K. Aparna Devi	CF in Home science	Member
5.	J.Maruthi III B.Com	Student	Member
6.	V.Priyanka bai II B.Sc M.P.Cs	Student	Member

19. NCC Committee:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Lt. Dr. C. Kala Priya	Lecturer in Home Science	Convener
2.	K.Lakshmi	CF in Economics	Member
3.	K. Sree Lakshmi	CF in English	Member
5	Sk.Sameera III B.A	Student	Member
6	Y.Manogna III B.Sc	Student	Member
7.	S. Supraja III B.Com	Student	Member

20. NSS Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr S. Divija Devi	Lecturer in Telugu	Convener
2.	D.Surendra	Lecturer in Chemistry	Member
3.	M.Lakshmi Prasanna	Lecturer in Commerce	Member
4.	K. Joji	Lecturer in Political Science	Member
5	B.Anuradha	CF in Computer science	Member
6	P.Aparna III B.Com	Student	Member
7	Suvarna Lakshmi III B.A	Student	Member

21. Jawahar Knowledge Centre:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. S. Vindhyavali	Lecturer in English	Convener
2.	Sk. Tamanna	Lecturer in English	Member
3.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
4.	K. Saisudha	Lecturer in Biotechnology	Member
5	K.Bhagya lakshmi	CF in Commerce	Member
6	Anusha III B.Com	Student	Member
7.	Sruthi III B.A	Student	Member

22. ECO Club:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	B. Raja Rajeswari	Lecturer in Botany	Convener
2.	Dr. E. Premalatha	CF in Chemistry	Member
3.	Dr. T. Mamatha	CF in Home Science	Member
4.	K. Bhagya lakshmi	CF in Commerce	Member
5	J.Yamini (III B.Sc B.Z.C)	Student	Member

6	M.Anuhya (I B.Sc Aqua)	Student	Member
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23. Red Ribbon Club:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	S. Fathimunnisa Begum	Lecturer in History	Convener
2.	K. Nagasyamala	CF in Statistics	Member
3.	K. Lakshmi	CF in Economics	Member
4	M.Jahnavi (III B.A HEP)	Student	Member
5	V.Prathusha II B.Sc M.P.Cs)	Student	Member

24. Value Education Committee:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr. C. Kala Priya	Lecturer in Home Science	Convener
2.	Dr. G. Padma Priya	Lecturer in Telugu	Member
3.	Dr. Md. Mahboob	Lecturer in Urdu	Member
4.	R. Sudhamani	CF in English	Member
5.	K.Nagasarayu (II B.Sc H.S)	Student	Member
6	Md. Fiza (I B.Sc H.S)	Student	Member

25. Faculty Forum:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Sk. Tamanna	Lecturer in English	Convener
2.	N. Prabhavathi	Lecturer in Mathematics	Member
3.	D.Surendra	Lecturer in Chemistry	Member
4.	Dr. E. Premalatha	CF in Chemistry	Member

26. Academic Cell & Autonomy Committee:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr. G. Varalakshmi	Lecturer in Statistics	Convener
2.	Dr. C. Kala Priya	Lecturer in Home Science	Member
3	D. Surendra	Lecturer in Chemistry	Member
4.	G. Catherine	Lecturer in Zoology	Member
5	M. Srilatha II M.S.Cs	Student	Member
7	M.Sharin Angel II B.Sc M.S.Cs	Student	Member

27. Autonomy Examination Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Suvarna	Lecturer in Mathematics	Convener

2.	K. Sai Sudha	Lecturer in BioTechnology	Member
3	Dr. P. Victoria Rani	Lecturer in Botany	
4.	S. Fathimunnisa Begum	Lecturer in History	Member

28. UGC Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. V. Guru Charan Das	Lecturer in Chemistry	Convener
2.	T. Sriranjani	Lecturer in Zoology	Member
3.	Dr.K.Karunasree	Lecturer in Telugu	Member
4.	Dr. G. Vara Lakshmi	Lecturer in Statistics	Member
5.	Dr. K. Suvarna	Lecturer in Mathematics	Member
6.	M. Emelya Rani	Lecturer in Computers	Member

29. District Resource Centre (DRC) Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Karunasri	Lecturer in Telugu	Convener
2.	P. Venkata Lakshamma	Lecturer in Physics	Member
3.	B. Anuradha	Lecturer in Computer science	Member

30. Examination Committee (to conduct internal, semester & other exams):

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr.G. Padma Priya	Lecturer in Telugu	Convener
2.	Dr.Ch.Narayan Reddy	Lecturer in Library Science	Member
3.	D.Surendra	Lecturer in Chemistry	Member
4.	K. Padma Priya	CF in History	Member

31. Website Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Ms. K. Sai Sudha	Lecturer in Bio Technology	Convener
2.	B. Vidyullatha	Lecturer in Computers	Member
3.	M. Emelya Rani	Lecturer in Computers	Member
4.	Dr. K. Padmaja	Lecturer in English	Member
5.	B. Anuradha	CF in Computers	Member
6.	G. Sowjanya	CF in Computers	Member
7.	K.Sushma swarupa III M.P.Cs	Student	Member

8.	K.Monisha III Bio Tech.	Student	Member
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32. Library Association:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Ch. Narayan Reddy	Lecturer in Library Science	Convener
2.	Dr. S. Divija Devi	Lecturer in Telugu	Member
3.	N. Nagasyamala	Lecturer in Statistics	Member
4.	K. Lakshmi	CF in Economics	Member
5	Sk Heena III M.P.Cs	Student	Member
6	K.Sushma swarupa III M.P.Cs	Student	Member

33. Endowment Prizes Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	D. Surendra	Lecturer in Chemistry	Convener
2.	S. Fathimunnisa Begum	Lecturer in History	Member
3.	Dr. E. Premalatha	CF in Chemistry	Member
4.	Dr. S. Divija Devi	Lecturer in Telugu	Member
5.	Sk. Mobeena firdowse III B.ZC	Student	Member
6	K.Haripriya III B.ZC	Student	Member

33. Garden Development Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. P. Victoria Rani	Lecturer in Botany	Convener
2.	K. Sai Sudha	Lecturer in BioTechnology	Member
3.	G. Catherine	Lecturer in Zoology	Member
4.	B.Rajarajeswari	Lecturer in Botany	Member
5.	Department of Botany - Teaching & Non-Teaching		
6	V.Prashanthi III B.Z.C	Student	Member
7	Sk. Mobeena firdowse III B.ZC	Student	Member

34.College Building & Infrastructure Maintenance Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Ch. Narayana Reddy	Lecturer in Library Science	Convener
2.	K. Joji	Lecturer in Political Science	Member

3.	Dr. Md. Mahboob	Lecturer in Urdu	Member
4.	D.Siva Sankar	Record Asst.	Member
5	N.Maneesha III B.S.C M.P.Cs	Student	Member
6	B.Akhila III B.Sc M.P.Cs	Student	Member

35.Furniture Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	K.Joji	Lecturer in Political science	Convener
2.	Dr. Vishnu Priya	CF in Chemistry	Member
3.	R. Sudhamani	CF in English	Member
4.	M. Venkata Rao	Lecturer in Telugu	Member

36.Consumer Club:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	M. Lakshmi Prasanna	Lecturer in Commerce	Convener
2.	K. Lakshmi	CF in Economics	Member
3.	K.Bhagya Lakshmi	CF in Commerce	Member
4	B.Vinodini III B.Com	Student	Member
5	M.Anisha I B.Com	Student	Member

37.Internal Quality Assurance Cell

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K. Padmaja	Lecturer in English	Co-ordinator
2.	Dr. C. Kala Priya I/C(Crit 3)	Lecturer in Home Science	Additional Coordinator
3.	Dr. G. Vara Lakshmi I/C (Crit 1)	Lecturer in Statistics	Member
4.	M.Lakshmi Prasanna I/C (Crit 6)	Lecturer in Commerce	Member
5	Dr.G.Padma Priya (Crit 3)	Lecturer in Telugu	Member
6.	T. Sri Ranjani I/C (Crit 7)	Lecturer in Zoology	Member
7.	K. Saisudha I/C (Crit 1)	Lecturer in Bio technology	Member
8.	B. Vidyullatha I/C (Crit 5)	Lecturer in Computers	Member
9.	Sk Tamanna I/C (Crit 4)	Lecturer in English	Member
10.	B. Anuradha	CF in Computers	Member
11.	K.Sushma swarupa(III M.P.Cs)	Student	Member
12	Sk.Hafsa III M.SCs)	Student	Member

38.Auction Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	T. Sri Ranjani	Lecturer in Zoology	Convener
2.	K. Joji	Lecturer in Political Science	Member
3.	B. Rajeswara Reddy	Lecturer in Physics	Member
4.	N. Sudhakar	Administrative Officer	Member

39.Time Table Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	N. Prabhavathi	Lecturer in Mathematics	Convener
2.	Dr. S. Vindyavali	Lecturer in English	Member
3.	Dr. K. Karuna Sri	Lecturer in Telugu	Member
4.	Dr. G.Varalakshmi	Lecturer in Statistics	Member
5.	Dr. C. Kala Priya	Lecturer in Home Science	Member
6.	Dr. P.Victoria Rani	Lecturer in Botany	Member
7.	K. Joji	Lecturer in Political Science	Member
8.	B. Vidyullatha	Lecturer in Computers	Member
9.	T. Sri Ranjani	Lecturer in Zoology	Member
10	M.Lakshmi Prasanna	Lecturer in Commerce	Member
11	S.Beula III M.S.Cs	Student	Member
12	K.Syamala (II MPCs)	Student	Member

40.RUSA Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Md. Mahboob	Lecturer in Urdu	Convener
2.	K. Joji	Lecturer in Political Science	Member
3.	M. Lakshmi Prasanna	Lecturer in Commerce	Member
4.	M. Venkata Rao	Lecturer in Telugu	Member
5.	Dr. Ch. Narayana Reddy	Lecturer in Library Science	Member

41.RUSA Project Monitoring Unit :

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Md. Mahboob I/C VC 1&2	Lecturer in Urdu	Convener
2	Dr. K. Padmaja	Lecturer in English	Member
3.	Dr. V. Guru Charan Das	Lecturer in Chemistry	Member
4.	K. Joji	Lecturer in Political Science	Member
5.	B. Rajeswara Reddy	Lecturer in Physics	Member

6.	T. Sri Ranjani	Lecturer in Zoology	Member
7.	Dr. K. Karuna Sri, Coordinator DCs, I/C DC1	Lecturer in Telugu	Member
8	Dr. Ch. Narayana Reddy I/C Civil works	Lecturer in Library Science	Member
9	M. Lakshmi Prasanna I/C DC2	Lecturer in Commerce	Member
10	P.Venkata Lakshamma I/C DC3	Lecturer in Physics	Member

42.CPE Committee:

Sl.No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Ch. Masthanaiah	Principal	Chairman
2.	Dr. G. Vara Lakshmi	Lecturer in Statistics	Convener
3.	Dr. K. Padmaja	Lecturer in English	Member
4.	Dr. K. Karuna Sri	Lecturer in Telugu	Member
5.	Dr. Md. Mahboob	Lecturer in Urdu	Member
6.	B. Rajeswara Reddy	Lecturer in Physics	Member
7.	Dr. V. Guru Charan Das	Lecturer in Chemistry	Member
8.	Dr. K. Suvarna	Lecturer in Mathematics	Member
9.	Dr. P.Victoria Rani	Lecturer in Botany	Member
10.	Dr. C. Kala Priya	Lecturer in Home Science	Member
11.	T. Sri Ranjani	Lecturer in Zoology	Member
12.	K. Sai Sudha	Lecturer in Biotechnology	Member
13.	K. Joji	Lecturer in Political Science	Member
14	M. Lakshmi Prasanna	Lecturer in Commerce	Member
15	B. Vidyullatha	Lecturer in Computers	Member
16	S. Fathimunnisa Begum	Lecturer in History	Member

43.Research Committee:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr. K.Karuna sri	Lecturer in Telugu	Coordinator
	Dr.K.Padmaja	Coordinator IQAC	Member
2	Dr.V.Gurucharan Das	Coordinator UGC	Member
2.	Dr. G. Vara Lakshmi	Coordinator AC	Member
3.	Dr. S.Vindyavalli	Humanities faculty	Member
4.	Dr.C.Kalapriya	Lecturer in Home science	Member
5.	Dr. P. Victoria Rani	Faculty in sciences	Member

6.	Supriya(II HS)	Student	Member
7.	Sai Priya (III Bio tech)	Student	Member

44.Alumni Committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	G. Catherine	Lecturer in Zoology	Convener
2.	Dr. G. Padma Priya	Lecturer in Telugu	Member
3.	N. Prabavathi	Lecturer in Mathematics	Member
4.	K. Aparna Devi	CF in Home Science	Member
5.	Dr.T. Mamatha	CF in Home science	Member
6.	K.Lakshmi	CF in Economics	Member

45.Feedback Committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Ch. Narayana Reddy	Lecturer in Library Science	Convener
2.	G. Catherine	Lecturer in Zoology	Member
3.	K. Padma Priya	CF in History	Member
4.	Dr. E. Premalatha	CF in Chemistry	Member
5.	K.Bhargavi III MSCs	Student	Member
6.	N.Maneesha III MPCs	Student	Member

46.Biometric Attendance & LMS Registration

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	B. Rajeswar Reddy	Lecturer in Physics	Convener
2	P.Vekatalakshamma	Lecturer in Physics	Member
3.	Dr. Vishnu Priya	CF in Chemistry	Member
4	G.Sowjanya	CF in Computers	Member
5	B.Rajasekhar	JKC Mentor	Member

47.Youth Red Cross Committee:

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	T.Sri Ranjini	Lecturer in Zoology	Convener
2.	Dr. G. Padma Priya	Lecturer in Telugu	Member
3	S. Fathimunnisa Begum	Lecturer in History	Member
3.	Dr. T.Mamatha	CF in Home Science	Member

4	K.Bhagyalakshmi	CF in Commerce	Member
4.	M.Nikith paul (III Aqua)	Student	Member
5.	C.Sai jyothi (III B.Z.C)	Student	Member

48.Swayam committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	M. Emelya Rani	Lecturer in Computers	Convener
2.	T. Sriranjani	Lecturer in Zoology	Member
3	Sk.Tamanna	Lecturer in English	Member
3.	G.Sowjanya	CF in Computers	Member
4	K.Padma Priya	CF in History	Member
4.	Sk.fiza (I MSCs)	Student	Member
5.	A.Lahari (III B.A CE)	Student	Member

49.SC welfare committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	K. Joji	Lecturer in political science	Convener
2.	Dr. P.Victoria Rani	Lecturer in Botany	Member
3	N.Vijaya kumari	Senior Assistant	Member
3.	T.Rajya Lakshmi (III B.A HEP)	Student	Member

50.BC welfare committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	D.Surendra	Lecturer in Chemistry	Convener
2.	B.Raja Rajeswari	Lecturer in Botany	Member
3	D. Vanaja	Record Assistant	Member
3.	Sk.Mobeena Firdowse III B.Sc	Student	Member

51.Minority welfare committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr. Md. Mehaboob	Lecturer in Urdu	Convener
2.	SD. Noor Mohammad	Junior Assistant	Member
3	Sk.Gousiya Akthar (II MPCs)	Student	Member
3.	Sk.Mohasina(II BTZC)		Member

52.Student Induction programme committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	M.Lakshmi prasanna	Lecturer in Commerce	Convener
2.	SK.Tamanna	Lecturer in English	Member
3	P.Venkata Lakshmamma	Lecturer in Physics	Member
4.	Dr.G.padmapriya	Lecturer in Telugu	Member
5.	B.Raja rajeswari	Lecturer in Botany	Member
6.	K Swapna II B.Com	Student	Member
7.	K Lakshmi II B.Com	Student	Member

53.Purchase committee

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr.K.Padmaja	Lecturer in library English	Convener
2.	Dr.C.Narayana reddy	Lecturer in library science	Member
3	B.Vidhyulatha	Lecturer in Computer science	Member
4.	Dr.G.Varalakshmi	Lecturer in statistics	Member
5.	Dr. Md. Mahaboob	Lecturer in Urdu	Member

54. APSSDC

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	M.Emelya Rani	Lecturer in Computer Science	Convener

55. BR. Ambedhkar Open University

Sl. No	Name (Sri./Smt.)	Designation	Post
1.	Dr.G.Padma Priya	Lecturer in Telugu	Convener

DOS AND DON'TS IN VARIOUS WINGS

Dos of College

- All the stake holders shall use only courteous and polite language and behave with decency and decorum with the faculty, staff, students and guests of the college.
- Shall be regular and punctual in attending classes and all activities connected with the college.
- Read notices/circulars displayed on the college Notice Board/Web site.
- Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained
- All vehicles should be parked in the allotted place.
- Conduct induction programs for freshers, bridge courses for different subjects & remedial classes for slow learners.
- Inculcate proper & ambitious attitude in students.
- Display amenities available in the college & goals of the college.
- Respect the Philanthropists & founder of college & parents.
- Arrange gender sensitization programs frequently
- While attending college functions, students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- The students are expected to take up all assignments, tests and examinations of this college seriously and try to perform the best.
- Each student of this college must always possess Student Identity Card with their photograph affixed on it and duly attested by the Principal.
- Use the resources of the college namely library, computers, equipment, transport, medical, communications, power etc. judiciously and effectively.
- Any genuine complaints; file to the concerned authority without fear.

Don'ts of College

- All shall desist from indulging in violence.

- Shall not talk or act in any manner in a way that would bring disrepute to the college.
- Gathering in groups at roads, entrance, exit and path ways is strictly prohibited.
- Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- Smoking, consumption of any kind of alcoholic drinks/drugs, and students using mobiles inside the college is strictly prohibited
- Damaging the building or any other property of the college in any way is strictly prohibited.
- Indulging in Ragging and Eve Teasing are crimes and strictly prohibited by an act promulgated by the Government of Andhra Pradesh

Dos of Teaching Staff

- Mark attendance in the biometric machines provided in the college
- Be well prepared before you enter the class for the students.
- Be aware of student's previous knowledge and abilities ,when planning activities.
- Maintain a proper dress code and use polite language to students and colleagues
- Use Blended mode of Learning & Student centric methods.
- Use teaching methods based on the topic & student ability.
- Inculcate interest in subject using case study methods when time permits.
- Prepare video lessons as per your student requirements & post in LMS platform of CCE.
- Maintain individual and department level academic and administrative records
- Contribute to the academic and administrative development of the college
- Inform student's progress to parents from time to time & conduct parent- teacher meetings at least twice once at the beginning of course & after midterm exams.
- Care students with pleasant smile.
- Follow the proverb “ speaking is silver , listening is gold”
- Deliver feedback according to the criteria for student success (Do Acknowledge student's positive attributes)
- Procure funds from resources available for the development of College. Introduce job oriented courses & organize job drives.

Don'ts of Teaching Staff

- Don't be rude to students
- Don't deviate much from your teaching plan & time.
- Don't be over confident
- Don't punish the whole class because of one student.
- Don't invade into student's privacy.
- Don't miss a class on the reasons of administrative work
- Don't involve in telephone conversation during the class
- Don't lose your love of learning

Dos of Non- Teaching/Class IV employees

- Maintain absolute integrity at all times.
- Maintain absolute devotion to duty at all times
- Maintain independence and impartiality in the discharge of your duties.
- Render prompt and courteous service to the students.
- Respect your Organization, fellow workers and students & avoid gossip.
- Don't share confidential data with external parties.
- If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the competent authority.
- Act in accordance with the college policies.
- In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made there under.
- Keep all records for auditing at the end of financial year
- Maintain separately the scholarship records of the students

Don'ts of Non- Teaching/Class IV employees

- Don't bribe the students
- Don't be overwhelming
- Do not undertake private consultancy work.
- Never adopt a casual attitude to work
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not appear in public place in a state of intoxication.

- Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.
- Maintain absolute devotion to duty at all times
- Maintain independence and impartiality in the discharge of your duties.
- Maintain a responsible and decent standard of conduct in private life.

Dos of Students

- Be regular to the college
- Mark attendance in the biometric machines provided in the college
- Maintain college timings
- Attend college in uniform clothes.
- Be attentive in the class.
- Interact with teacher and other students in the class
- Complete your assignments and the projects in time
- Do apply for scholarships in time.
- Pay College fees in time, which are used for your welfare.
- Collect books & material prescribed by your teacher.
- Participate in peer teaching & peer learning
- Participate in all activities in the college.
- Maintain silence while the class is going on.
- Use laboratories properly
- Handle the equipment given to you properly.
- Don't gather as groups at drinking water places.
- Switch off fans & lights while leaving classroom.
- Maintain exam timings.
- Use sports room when you are free / want to choose it as supportive career.
- Participate in NCC/NSS/RRC/YRC etc activities with full enthusiasm
- Maintain cleanliness all around on the campus
- Use dustbin for your litter and keep wash rooms neat and clean
- Used sanitary napkins should be dumped in the dust bin only
- Use the canteen for your lunch and maintain neatness
- Use JKC, ELL; MOOCs, certification programs as stepping stones of your job career including regular academics.
- Apply & participate in summer programs for UG students at prestigious

Don'ts of Students

- Don't be rude to your teachers and class IV employees.
- Don't waste your semester.
- Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the College would be seriously dealt with.
- Don't write anything on benches.
- Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study.
- Use of mobile phones/other electronic gadgets such as ipod, I phone within the classrooms, laboratories, seminar halls and auditorium is strictly banned. Violation of this rule by any student would result in impounding of the services and strict disciplinary action.

Dos of Labs

- Know the location of all safety and emergency equipment used in the lab
- Familiarize yourself with all lab procedures before doing the lab exercise.
- Be on time. At the start of the lab period, there will be a short introduction to the experiment you will perform that day.
- Be aware of all the safety devices. You should know where to find the first aid kit, the chemical spill kit, the eye wash and the safety shower.
- Report all accidents, hazards or chemical spills to the instructor (no matter how small).
- Tie back all long hair and remove dangling jewellery during lab. Always be sure that electrical equipment is turned in the off position before plugging it into a socket.
- Use extreme care when handling sharp objects.
- Dispose off all chemicals broken glass and other lab materials in to the proper containers as directed by the instructor.
- When heating liquids in a test-tube always point the test-tube away from other students.

- Keep all materials away from open flames.
- The equipment must be handled with utmost care.
- Apparatus must be washed before and after the experiment is over.
- Check your burner the rubber tube and leakage of Gas before lighting the burner.
- Heavy duty gloves must be used while using corrosive substances like strong acids and alkalis.
- Cotton laboratory coats must be worn during the entire course of the experiment.
- Walking with bare feet is not permitted in the lab. Burners must be put off immediately after the experiment is over
- If fire is observed evacuate the laboratory, turn off gas and electricity then use the fire extinguisher.
- Reagents must be replaced in their positions properly covered. Spilling of reagents must be avoided.
- Always read the labels on the reagent bottles twice Report all chemicals spills immediately to the instructor.
- In case of emergency call the lab technician for immediate first aid and then shift the students to the Doctor for expert advice.
- Sophisticated equipment must be operated only on the advice of the faculty Member.
- Wash your hands before you leave the lab for the day.
- Wear lab coat, safety goggles, protective gloves and a surgical mask when needed.
- Examine all apparatus for defects before performing any experiment. Read the upcoming experiment carefully and thoroughly, being sure to understand all the directions before entering the lab.
- In the case of chemicals spills, first remove the affected clothing and wash the affected body area with plenty of water
- In case of Sulphuric acid spills, don't wash with water. They should be washed with aqueous sodium bicarbonate solution or very dilute ammonia.

Don'ts of Labs

- Never experiment on your own
- Do not eat or drink in the lab room at any time
- NEVER smell taste or touch chemicals
- NEVER work in the lab alone

- NEVER use electrical equipment around water
- NEVER mix chemicals before asking the instructor.
- NEVER return unused chemicals to original container.
- Absolutely NO HORSEPLAY is allowed in the lab at all.
- Never leave the lab without washing your hands
- Do not work with chemicals until you are sure of their safe handling
- Don't touch any equipment or electrical supplies without specific authorization.
- Don't use damaged, cracked defective glassware.
- All organic solvents are inflammable. Never heat them directly on a naked flame. While heating them avoid working near the flame. Solvent ether is highly inflammable. Do not even open a bottle of ether in a laboratory where other students are using a flame.
- Never use ordinary glass apparatus or cracked apparatus for any reaction.
- Strong acids and alkalis should not be mouth pipetted
- Never pick up broken glasses with your bare hands.
- Never use the reagents from unmarked bottles.
- Do not perform unauthorized experiments.

Dos of Computer Labs

- Be courteous with the faculty of the Computer Lab.
- Follow their instructions scrupulously.
- Respect the Systems and use them properly.
- Always be quiet in the lab.
- Report any problem that you have with the computer to the person concerned.
- Know the location of the fire extinguisher and the first aid box and how to use them in case of emergency.
- Read and understand how to carry out an activity before coming to the laboratory.
- Report any broken plugs or exposed electrical wires to your lecturer or lab technician immediately.
- Use the keyboard gently.
- Follow the directions of the academic staff member.
- Treat fellow users and all equipment within the lab, with the appropriate level of care and respect.
- Turn off the computer once you are finished with using it.
- Always maintain an extra copy of all your important data files.

Don'ts of Computer Labs

- Do not eat or drink in the lab.
- Do not disturb your fellow students.
- Don't argue with the laboratory staff.
- Don't step on electric wires or any other computer cables.
- Don't insert metallic objects such as clips, pins and needles into the computer casings.
- Don't remove any thing from the computer lab without permission.
- Don't touch, connect or disconnect any plug or cable without your lecturer or technician's permission.
- Do not misbehave in the computer laboratory.
- Don't touch any of the circuit boards and power sockets when a device is connected to them.
- Don't touch areas in printers that are hot or that use high voltage.
- Don't change the computer settings, brightness settings.
- Occupy your allotted seat only and don't try to get out of it unless you are told to.

Dos of Virtual / Digital Class Room

- Leave your footwear outside the virtual/Digital class room
- Maintain perfect silence in the virtual/Digital class room.
- Sign in the Register that records the Class details
- Do introduce yourself to your instructor.
- Respect all the staff concerned in the virtual/digital class room.
- Do read the course or lesson expectations.
- If you have any doubt or question to be asked, wait for your turn.
- Make use of the virtual/digital class room to the fullest extent to explore your knowledge and the concept oriented subjects.
- Always take notes so that you don't forget.

Don'ts of Virtual / Digital Class Room

- Don't misbehave in the virtual/digital class room.
- Don't disturb other students.

- Don't take food items or drinks into the virtual/digital class room.
- Don't be afraid to ask to if you don't understand.
- Don't touch and meddle with any of the gadgets in the VC/DC without the permission of the In- Charge.

Dos for Players

- Do give effort in every match.
- Do know the rules before going on the court.
- Do make accurate and honest line calls.
- Do acknowledge an opponent's good shots.
- Be respectful of your opponent at all times.
- Be respectful of the officials at all times.
- Do know that only the player may request an official or monitor if the need arises.
- Be a good sport - win or lose! Do keep a positive outlook on the game
- Do remember to follow the game rules and regulations at all times.
- Do listen to and respect the teachers on duty. Follow their directions the first time they are given.
- Always play safe by being careful and showing courtesy
- Do apply sunscreen lotion while playing out door to avoid sun burns.
- Do trim your nails so that unknowingly you don't hurt others.
- Do wear proper clothing. Make sure your shoes are tied and never wear clothes that have drawstrings. Necklaces, scarves, drawstrings and very loose clothes could get tangled.

Don'ts for Players

- Don't talk during a point or purposely try to distract your opponent.
- Don't be a distraction to the court next to you.
- Don't physically abuse your equipment or verbally abuse your opponent or tournament officials.
- Don't dwell on a loss - it is by losing that you learn to win.
- Refrain from eating or chewing gums in the play ground.
- Do not dehydrate yourself.
- Do not start with high intensity exercise.

- Physical contact and verbal abuse (mean words) are not permitted.
- Don't violate the rules and regulations in the ground.
- Never run around or push and pull others in the play. Keep your hands and feet to yourself
- Do not wear watches or jewellery while participating in games and sports as they may distract you or hurt you.

Dos in Hostel

- Do stay in the room allotted to you.
- Do keep the rooms and the hostel premises clean.
- Do keep note of the fact that the Dy. Warden or any authorized member of the Institute staff can inspect the room of any student in the hostel at any time to ensure proper cleanliness and other discipline related matters
- Do maintain the room furniture and electric fittings in good condition. At the time of room allotment and while leaving the hostel.
- Do adhere to the prescribed dress code. Decency in dressing and demeanor is a must.
- Do pay your mess bills in time.
- Do attend the study hours in time and cooperate with the hostel staff.
- Do maintain queue lines in mess and in washing areas.
- Do keep your rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
- Do be mindful of the fact that you are personally responsible for safeguarding your belongings.
- Do report all disputes to the care taker or hostel Warden, and avoid all kinds of shouting, fighting, gambling, stealing, violent knocking, maltreating or abusing.
- Do refrain from ragging the junior students in any form and violation of this will be treated as a gross misconduct
- Do switch off the lights and fans, when they are not in use. Use water and electricity judiciously.
- Do take the permission of the Principal before joining or taking part in any meeting or association outside the college.

- Do make entry in the "In/Out Register" kept in the Hostel office, in accordance with the norms of the Hostel
- Do take permission of hostel authorities to attend the visitors in case of odd times.

Don'ts in Hostel

- Do not mutually exchange rooms after the completion of final allotment.
- Do not remain absent to college and stay in the hostel without prior permission of the Warden
- Do not, keeping your own interests in perspective, leave excess cash or any other valuables unguarded in your hostel rooms.
- Do not forget that Parents/relatives/friends are not allowed to stay in the hostel.
- Do not take meal or utensils to your rooms. Only under special circumstances, such as severe illness, and with prior permission from the care taker, the student may be allowed to take food into her room.
- Do not interrupt others in their studies.
- Do not organize any group activities in the room.
- Do not enter rooms of other students without permission.
- Do not self medicate yourself in times of sickness.

IMPORTANT DAYS AND EVENTS FOR CELEBRATIONS

. Apart from the national festivals birth and death anniversaries of great Indian statesmen, leaders, writers and important days are celebrated at college level and at Department level.

Date	Event
14/06/2020	World Blood Donor Day
21/06/2020	International Yoga Day
26/6/2020	International Day against Drug Abuse
29/06/2020	National Statistics Day
28/7/2020	World Nature Conservation Day
30/7 /2020	International day against human trafficking
01-08-2020 to 07-08-2020	International Breast Feeding Week celebrations
11/08/2020	National Daughters Day
15/08/2020	Independence Day
26/08/ 2020	Women's Equality Day
29/08/ 2020	Telugu Bhasha Dinotsavam& National Sports Day
01-09-2020 to 07-09-2020	National Nutrition Week
05/09/2020	National Teacher's Day
08/09/ 2020	International Literacy Day
14/09/2020	Hindi Divas celebrations
16/09/2020	National Ozone Day
24/09/ 2020	NSS Day
02/10/2020	Gandhi Jayanti & Lal Bahadur Shastri Jayanthi
20/10/2020	World Statistics Day
31/10/ 2020	National Unity Day
01/11/2020	Andhra Pradesh Formation Day
09/112020	Legal Services Day
11/11/ 2020	National Education Day
14/11/2020	Jawaharlal Nehru Jayanthi
14/11/ 2020 to 20/11/ 2020	National Library Week

26/11/2020	National Constitution Day
4 th Sunday of November	NCC day
01/12/ 2020	World's AIDS Day
07/12/2020	Indian Armed forces Day
10/12/2020	Human Rights Day
22/12/2020	National Mathematics Day
24/12/ 2020	National Consumer Rights Day
12/01/2020	National Youth Day
25/01/2020	National Voters Day
26/01/2020	Republic Day
04/02/2020	World Cancer Day
05/02/2020	World Environment Day
21/02/2020	Antarjaatiya Matru Basha Dinotsvam
28/02/2020	National Science Day
08/03/2020	International Women's Day
22/03/2020	World Water Day
05/04/2020	Babu Jagjivan Ram's Birthday
14/04/2020	Dr.B.R. Ambedkhar's Birthday

MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MoU) is a formal agreement between two or more parties. Companies and organizations can use MoUs to establish official partnerships. The Memorandum of Understanding will facilitate exchange of faculty and administrative staff, exchange of scholars, graduate and undergraduate students, short term courses visit by students on credit transfer/study abroad programme basis, conduct collaborative research projects, conduct lectures and organising seminars , workshop and symposia .

Purpose of MoU

The MoU is intended to recognize the general basis for a cooperative and a collaborative working relationship between the two parties. The purpose of MoU is to have mutual intentions to jointly work on projects required for industries and research needs, with learned faculty of good industrial experience and promising students,

jointly agree to exchange their expertise for mutual benefit and growth, on the areas specified below:

- Industrial Visits
- In-plant Training & special Technical Training to make the students industry-ready
- Guest Lectures
- Mini Projects and Main Project Work
- Research & Development
- Problem Solving
- Studies & Survey
- Placements
- Internships
- Establishing Advanced Labs

List of MOUs

Organisation	Date of MOU signed	Purpose / Activities	Number of students / Teachers Participated under MOUs
PV.Siddhartha Arts and Science College, Vijayawada (English)	06-08-2018	Curriculum Design, E - content development, Faculty exchange	2
Govt. College for Women, Guntur, (English)	10-06-2018	Text Book Production, Book Members, Material Development	102
VS University PG centre, Kavali (Zoology)	05-10-2018	Expertise to students, Sharing Information, Guest Lectures and workshops	30
LIC Branch Office , Nellore (Economics)	01-07-2018	Information about employment opportunities, Entrepreneur skills	35
Archeology and Museum (History)	01-07-2018	Organising the events of museum, Utilise the service of students at historical monuments	100
Deeksha Technologies	02-01-2018	Technical Knowledge, Internship for Degree	36

(Commerce)		students, Industrial visit , certificate corse, Teaching and Research	
Mahes Technology (Commerce)	01-07-2018	Exchange ideas on GST Conduct Job oriented training Program, Exchange academic	100
Minerva Grand Hotel (Commerce)	06-07-2018	Exchange ideas on Event management Conduct Job oriented training Program	13
Srujan Solar System (physics)	20-11-2018	Train studewnts in the installation of roof top solar systems, Servicing, Marketing and Apperentship	21
Sri Sarvodaya College (Statistics)	20-06-2018	Exchange of thoughts, Sharing ideas, guidance , BOS meetings	100
Prasad Organics Pvt. Limited, Chennai. (Chemistry)	01-07-2018	Mutual exchange of chemicals, equipment, ideas, practical exposure	11
Niha Textiles and Handicrafts, Nellore (Home Science)	10-07-2018	Jute Bag stitiching , Drafting Skills, Prepare innovative Jute Items	30
Aasish Health and Beauty Care. Nellore (Home Science)	20-04-2018	Beaty care, Diet Counselling, Placement	20
Pidilite (Fevicryl Company)(Home Science)	15-07-2018	Training in fabric, glass, canvas, Pot Painting, Tie and Dye, Bag painting, Silk threads Jewellery, craft making, Research and development in Pidilite	60
Andals Lakshmi Fertility Research and Laproscopic Surgical Centre (Home Science)	18-11-2018	Placements of Dieticians, Exchange of ideas	5

ANNUAL ACADEMIC ACTIVITY

Bridge courses

Introduction:

Bridge courses are taken up to bridge the learning gap between two academic stages. That could be at the entry level when the student enters from a lower stage of study like intermediate in the case of UG programmes. It could be at the entry into the second or third year of programme also. A two week Bridge course aims to cap the gaps that the student carries while entering the UG programme or a higher stage of learning. All the departments offer bridge course to develop skills and to help students become familiar with the academic level of courses.

This program is particularly useful and plays a vital role for students who intend to take courses across the disciplines and streams such as a maths student taking up an arts program. The foundation and the fundamentals needed for the pursuit of the programme are imparted.

Course outcomes: At the end of the course, students will have an increased confidence in all subjects and will be better prepared for particular subjects.

Remedial programs

The main objective of Remedial Teaching is to give additional help to the students who have fallen behind the rest of the class in the academic areas of reading, writing. Using various strategies and teaching tools students will be given the basic skills they need to advance to a higher academic level.

In our college remedial sessions are offered in the evening as an after class work. The sessions range between 4 pm to 5 pm with 1 or 1 and half hour individual or small group sessions depending on the need of the student. An Individual Learning Plan is made for each student and the program is carried out according to the goals set in the plan. The strategies used are mostly activity based and stress is laid on making the student understand the concepts rather than rote learning.

Guest lectures

Guest Lecture is a way of enriching our students with the latest updates of the Industries and Technicalities. The Students are bestowed with knowledge about Industry needs, latest technical updates, Avenues for Higher studies etc.

A guest speaker offers a new perspective to specific topics and exposes students to teachings drawn from real-life experiences. It is necessary to arrange guest lecturers for students to know various career opportunities in various disciplines. For this purpose our institute has been organising a series of guest lectures regularly by inviting eminent personalities from industries and top institutions to provide valuable information from their experiences to our students.

Workshops

It's a great way to teach hands-on skills, techniques for doing a particular thing and also collect valuable data and information because it offers participants a chance to try out new methods. A workshop can introduce a new concept, spurring students to investigate it further on their own, or can demonstrate and encourage the practice of actual methods. It provides a way to create an intensive educational experience and sharing ideas among students and teachers in a short time. For this purpose our institute organises workshops regularly by inviting experts and encouraging students' participation

Seminars

The student seminars are organised by all departments to enhance learning capacity in students. Student seminars are meaning full for learning the subject in depth and also it is helpful to get rid of their stage fear. Majority of the slow learners clarify their doubts through group discussion after their seminars.

Field visits

In our college every department arranges field trips regularly to various sites. On a field trip, students are more likely to retain information. Being immersed in information and being involved in visual and practical experiences, it will help students remember, learn and understand subjects. Field trips will help reinforce classroom materials, bringing lessons to life. They give students the opportunity to visualise, experience and discuss information on a subject. Going on field trips offers students a unique cultural learning experience. It has been observed that students

appear to come out of their shell on field trips, becoming creative and displaying leadership qualities. Students will submit their field visit report to lecturers concerned

Certificate courses

Certificate Course help an individual to showcase their competency, commitment for the profession, build expertise in his professional subject area, and helps with job advancement. Hence all departments of our college conduct skill based certificate courses regularly for enhance skills and talents of an individual in their professional subject area.

CONTRIBUTION TO THE COMMUNITY

NATIONAL CADET CORPS

The **National Cadet Corps** is the youth wing of Armed Forces with its headquarters at New Delhi, Delhi, India. It is open to school and college students on voluntary basis. National Cadet Corps is a Tri-Services Organisation, comprising the Army, Navy and Air Wing, engaged in grooming the youth of the country into disciplined and patriotic citizens. The NCC in India was formed the National Cadet Corps Act of 1948. NCC curriculum was extended to include community development/social service activities as a part of the NCC syllabus at the behest of Late Pandit Jawaharlal Nehru who took keen interest in the growth of the NCC. The National Cadet Corps in India is a voluntary organisation which recruits cadets from high schools, higher secondary, colleges and universities all over India. The Cadets are given basic military training in small arms and parades.

Why NCC

The NCC, is one of the premier youth organizations in our country, contributed in propagating national unity and integrity amongst youth. Its role in instilling in them the values of character, discipline and hard work and in shaping them into dynamic and responsible citizens of the country has been well recognized. NCC Cadets can join Defence services

Cardinals of NCC Discipline

- Obey with smile,
- Be Punctual
- Work hard without Fuss,
- Make no excuses and tell no lies.

NCC as an organization trains lakhs of students under its fold. Students who have undergone NCC training have self-discipline, leadership qualities and good value systems. It has played an important role in the all-round development of the youth of our country and in grooming future leaders in all fields. The contribution of the National Cadet Corps in the process of nation building and national integration has been commendable and worthy of the nation's full support and encouragement.. It instills in the cadets a sense of commitment to the values of National Integration, Nationalism and secularism.

Aims of NCC

The Aims of the NCC is to develop discipline, character, brotherhood, the spirit of adventure and ideals of selfless service amongst young citizens. Not only these, it also aims to enlighten leadership qualities among the youth who will serve the Nation regardless of which career they choose. It also motivates the young to choose a career in armed forces.

NCC Motto

The Motto of NCC is “Unity and Discipline”

NCC Flag

In 1954 the existing tricolor flag was introduced. The three colours in the flag depict the three services in the Corps, red for Army, deep blue for Navy and light blue for the Air Force. The letters NCC and the NCC crest in gold in the middle of the flag encircled by a wreath of lotus, give the flag a colourful look and a distinct identity. Each lotus represents one NCC Directorate.

NCC Pledge

“We the cadets of the national cadet corps, do solemnly pledge that we shall always uphold the unity of India. We resolve to be disciplined and responsible citizens of our nation. We shall undertake positive community service in the spirit of selflessness and concern for our fellow beings

Role of College

The college has well established NCC unit with a cadets strength of 100. A trained Associate NCC Officer is allotted to guide the cadets to attend the parades, theory and practical classes in the college. The cadets are also detailed for the regular camps and special camps allotted by the Office of NCC unit. The close association with all the activities of the sub-unit in their institution will facilitate the former doing well.

The Main Objective of NCC is to offer all Cadets

- An excellent nurturing ground for future leaders of the country.
- A great reservoir of disciplined and motivated youth to contribute to the cause of nation building, people’s care and better environment through service in all walks of life.

- Opportunity for personality development o Incentive to achieve academic excellence.
- Opportunity to participate in adventure activity.
- Monitory and Medical assistance to cover mishaps during adventure activities.
- Opportunity to travel abroad.
- No military service liability.
- A chance to serve the Armed Forces.
- A life full of adventures.
- A life style with honour, dignity and pride
- A cruise to visit foreign ports.
- Learn to care & share with your countrymen
- To be a leader and manager.

Role and Duties of ANO/ NCC Officer

- Ensure that Cadets attend two Parades a week, each of two hours duration.
- Participation of cadets in Swatch Bharat Activities
- To create awareness among the public on social issues and suggest remedial measures.
- To forward the camp documents to the NCC unit along with the allotted cadets to various camps.
- Ensure the training of cadets in theory and practicals as per the syllabus prescribed by DGG,NCC
- To attend 10 days camp along with the cadets.
- To finalize the list of cadets who are eligible to appear for B and C examination.

Enrollment of Cadets

- Citizen of India or a subject of Nepal.
- Bearing good moral character.
- Enrolled in that educational institution.
- Meets the prescribed medical standards and is physically fit.
- Senior wing (Girls at college) level can be enrolled up to 26 years.
- The enrollment period is for 3 years.

- A student desirous of being enrolled in the Senior Wing shall apply to the Officer Commanding the unit.
- Commanding officer verifies the cadets and conducts physical test with his team of officers and enrolls the cadets into NCC.
- Online mode of Enrollment is done for cadets who are selected

CAMPS FOR CADETS

- Combined Annual **Training Camp**(CATC)
- Basic leadership **Camp** (BLC)
- Pre Republic Day **Camp**(Pre-RDC)
- Advanced Leadership **Camp**(ALC)
- Course at Himalayan Mountaineering Institute, Darjeeling.
- Paratroopers **camp**.
- National Integration **Camp**(NIC)
- Attachment to regular Army/Navy. Army attachment. Hospital Attachment.
- Rock Climbing Camps.
- Thal Sainik Camps (TSC)

Benefits for NCC Cadet

- The unique chance to handle weapons and to fire live ammunitions.
- Becomes courageous, to meet any situation in life. Has good opportunity to participate in camps and courses like Annual Training Camps, Leadership courses, Rock Climbing, Trekking, Mountaineering courses, Republic Day Parade in Delhi, Para Training, Cycle expedition, etc.
- Can visit other states and countries on delegation at Government expenses
- . Can qualify them additionally by taking 'B' Certificate Examination at the end of the second year of training and 'C' Certificate Examination at the end of the third year of training.
- Can have an easy entry into Police Department, Army, Navy, and Air Force.

Scholarship from Cadets welfare society

The Society grants 500 scholarships of Rs 5,000/- each to NCC Cadets who excel in academics. The vacancies are allotted to all states based on the enrolled strength of each state.

Incentives given to cadets during recruitment in other organizations

A. For OR/Sailors/Airmen - Bonus marks/weightage/preference given in the recruitment

B. Para-Military Forces : BSF/CISF/ITBP/Coastal Guard -Bonus

marks/weightage/ preference given in the recruitment

C. Ministry of -Bonus marks/weightage/ preference given in the

Telecommunications Department of Telecommunications recruitment

D. CRPF - NCC 'B'/'C' Certificate holders are considered eligible for recruitment

to gazetted posts E.NCC - NCC 'C' certificate holders are given preference in

the recruitment of Civilian Gliding Instructors/Girl Cadet Instructors/NCC Whole

Time Lady Officers and Aero/Ship Modelling Instructors

F. State Governments - Preference given to the NCC Cadets in State

Government Services including Police.

CONTRIBUTION OF NCC CADETS TOWARDS COMMUNITY / SOCIETY

NCC cadets and youth are pillar of strength of the family, neighbourhood, town and community. They are the future of the country. It's our moral duty to mobilize this spirited group of our society in social welfare and nation building. The NCC cadets are contributing towards social welfare by providing leadership, doing community service, national & cultural integration, promoting awareness by involving in social programmes like health care & family welfare, old age care, understanding the value of physical education & adventure training, watershed and waste land development. The NCC cadets all the year around are engaged in various social service activities for spreading awareness amongst the masses. Awareness Program On Road Safety And Discipline ,International Yoga Day, Anti Trafficking And Drug Abuse, Water Pollution And Its Control, Tree Plantation, 2 K Run Rally - Nutritional Week, Rastriya Ekta Diwas, World AIDS Day, Swachh Pakawada Personal Hygiene Day, Blood Donation, 10th National Voters Day Celebrations.

NATIONAL SERVICE SCHEME

WHAT IS NSS

NSS is National Service Scheme. NSS is started by the Government of India on the occasion of Mahatma Gandhi Birth centenary celebrations as a youth programme in 1969. It is Government sponsored public service programme conducted by Ministry of Youth Affairs & Sports.

WHY NSS

The programme aims to instil the idea of social welfare in students, and to provide service the society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standards of living and lead a life of dignity.

Students can join the NSS by registering themselves via the concerned programme officer. The NSS is a voluntary scheme and students can enrol themselves from 11th standard. The MOTO of NSS is “**Not Me But You**” reflect the of domestic living and uphold the need for selfless service It help the student development and appreciation to other persons point of view and also show consideration towards other living beings.

ROLE OF COLLEGE

The college establishes NSS units by appointing Programme Officers for each unit. A unit consist of 100 students as volunteers. The college and the Programme Officers spot the service to place of need. The college will conduct the service programme designed for 120 hours per year for two years.

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 abilities.
7. Gain skills in mobilising community participation.
8. Acquire leadership qualities and democratic attitudes.
9. Develop capacity to meet emergencies and natural disasters
10. Practice national integration and social harmony.

ROLE OF COORDINATOR

One of the NSS Programme Officer is selected by Principal as College NSS Coordinator.

The overall functions of NSS coordinator are to help the students to plan, implement and evaluate the activities of NSS under their charge and give proper guidance and direction to the student volunteers.

The Programme Officer is one of the important persons in NSS organisation. He/she plays pivotal role and responsible for the organisation of NSS Unit, implementation of NSS programme under the supervision and direction of chairmen and Principal of the College.

Duties of Programme Officer:

1. Plan the NSS regular activities and special camps.
2. Ensure that NSS volunteers complete the prescribed hour
3. Divide into different groups for projects.
4. Supervise the work of NSS volunteers
5. Maintain necessary records and register.
6. Will be responsible for the equipment and stores.
7. Spend funds as per financial rules.
8. Will submit the records periodically.
9. Will submit the accounts in time.

*One P.O. will be in-charge of one unit.

ENROROLLMENT OF VOLUNTEERS

1. Principal will receive the Enrolment Circular of NSS Volunteers from University
2. Principal will circulate the letter to NSS P.Os for enrolment of Volunteers in the college.
3. NSS P.Os will prepare an internal circular with the support of principal and circulate
in the college for all students notice.
4. The interested students will come to NSS P.O.s with their willingness to join and serve
their time with National Service Scheme.
5. The NSS P.Os will select the students with respect to their interest on Social responsibility, Sincerity, Co-curricular skillset and regularity to college.

6. Each NSS P.O. will enrol 100 students and declare them as College NSS Volunteers. Principal will give the approval to the list. The enrolment list will be sent to University NSS cell through Principal.

7. The selected Volunteers will be separated as groups and a leader to each group is selected by concerned NSS P.O.

NSS volunteers work in rural areas, adopted villages and study the society through survey, education and health awareness programmes. This study involves in identifying the importance, aims and objectives of NSS in higher education which in turn create social responsibility among the students.

REGULAR PERIODICAL ACTIVITIES

1. Principal will guide NSS Coordinator in preparing the action plan for the year on Awareness Rallies, Days of National Importance, Awareness Programmes, Medical Camps, assigned by State and Central Governments programmes, Special Mega Camps, NSS formation day etc

2. Principal will receive the circular for conducting various activities from University, CCE, State Government, Central Government and registered N.G.Os.

3. Principal will forward the circular to NSS P.Os for conducting the said programme.

4. N.S.S. P.O.s will circulate the NOTICE to the Volunteers for attending the programme.

5. On the date of Event the NSS P.O. will take the attendance of listed Volunteers. Work assignment will be done by concerned P.O. to the Groups of NSS Volunteers.

6. All the Volunteers attending the programme will be given refreshments after the programme done every day.

7. The Detailed Report on the conducted programme will be prepared by Coordinator attaching the Photos taken while conducting the Programme with the support of other P.O.s

8. The Press Note will be prepared and sent with report and photos.

9. The detailed report will be forwarded to I.Q.A.C.

SPECIAL CAMP

Adoption of Village and area is a very meaningful programme in NSS. It is far better to concentrate attention on one village and take up the task for development prospective than to fritter away energy in many locations. From this point of view Village adoption programme should ensure continuity of work vis-à-vis sustain action, evolution and follow-up work. The programmes attended are like

1. Medical Camps
2. Awareness Programmes
3. Days of National Importance celebrations and conducting Rallies.
4. O D F Programmes, Cleanliness and Hygiene maintenance in houses of adopted village.
5. Solid and Liquid waste management programmes to generate power
6. Greenery Programmes by imparting of saplings.
7. Blood Donation camps.

Planning of Special Camp

1. Principal guide the P.Os to prepare Special Camp action plan of 100 hours for 7 days programme in one of the adopted village.
2. P.Os and Volunteer leaders will survey the adopted village for conducting the programme in a centrally located Gram Panchayat office with the help of Village Sarpanch, MPTC, ZPTC, VAO and VRO.
3. Selection of Volunteers for the Special Camp will be maximum of 50 along with leaders of every NSS Unit of college. Selection Importance will be given for Final Year studying Volunteers and best Volunteers.
4. P.Os will contact the non-profit and service oriented organisations like Lions Club, Rotary Club, Red cross etc. to support the cause.
5. The detailed Programme schedule will be prepared by P.Os and gets the approval of Principal.

6. The programme schedule will be circulated and announced in mika of Panchayat office every day till end of the programme.

7. The Principal and Village dignitaries will be invited for the Inaugural and Valedictory of the Special Camp.

8. Volunteers will attend household survey to identify the problems of the village residents.

NSS Units will conduct Swachhata programmes , VanamManam etc. in the adopted village.

NSS Formation day will be a mega celebration day for the college NSS Units. Essay competition, Elocution and other cocurricular activities will be conducted and the winners prizes will be given away to the Volunteers.

Students Impacting Self and Communities through NSS

Making a lasting impact in the life of a student is a very rewarding experience. Impacting that student in a way that motivates them to take their new found knowledge and apply it towards making helpful changes in their community is priceless.

The NSS Volunteers have learned while participating in various activities.

They have learned how to mingle with people while doing their activities in village and became fluence in their speech as they participated in many awareness campaigns.

While motivating the villagers on ODF program they also motivated towards cleanliness and hygiene maintenance in their houses.

Solid and Liquid waste management program has given them a good knowledge on how Waste materials can be converted for public use like Liquid waste to make Organic Compost and Solid waste to generate Power.

Clean and Green program made the student volunteers to learn the importance of keeping the surroundings clean and maintain the healthy atmosphere.

Planting of Samplings brought a lot of change in the volunteer students in owning the plants and maintaining with regular watering and securing them. They understood the importance of increasing Greenery which maintains balancing of climatic conditions in various seasons.

Participation in various Rallies brought the NSS Volunteers to understand the importance of Government and Social activities bring change in the living standards of people. Pink Ribbon Rally given them the knowledge on Breast Cancer and its control, Domalapai Dandayathra given them the knowledge on how various fevers are attacking the public and making their life miserable. Cashless Transaction Rally given them a clear understanding on how they can manage money without wastage.

After involving in various campaigns participation in Essay Writing and Elocution competitions brought the NSS Volunteers to express their ideology in in writing and in front of audience without any fear complexion.

The Blood Donation camps bring out the satisfaction in service to the students with their personal donation of blood and motivating others to give blood in the camps , as well in the community to feel service to human is service to God.

The Special Mega camps conducted in the adopted villages for 100 hours each by the college NSS teams to promote the Government Schemes like S.B.S.I. etc.. There are Awards won by the teams for their extraordinary performance on field given by State Govt. as Swatchh Award for year 2018 and 2019. This brings the encouragement and increases the spirit in the students to go for further more such activities in future.

RED RIBBON CLUB

WHAT IS RRC

Red Ribbon is a globally recognised symbol for HIV/AIDS awareness. Establishment of Red Ribbon Clubs is an important initiative undertaken by the Government of India to spread awareness about HIV/AIDS and associated myths among the youth and empower them as peer educators.

The Red Ribbon foundation is an organization founded in 1993 whose main purpose is the education about prevention of the Human Immunodeficiency Virus (HIV), Acquired Deficiency Syndrome Related Complex (ARC) and AIDS. The Red Ribbon Club in D.K. Govt. Collegefor Women (A), Nellore came into effect in the year 2014. The Red Ribbon, as an awareness ribbon, is used as the symbol for the solidarity of people living with HIV/AIDS, fight against HIV/AIDS and for the awareness and

prevention of drug abuse and drunk driving. The Red Ribbon should be used as a consciousness raising symbol not as a commercial or trademark tool.

WHY RRC

Red Ribbon Club is a movement started by the Government of India in schools and colleges through which, students will spread awareness over HIV/AIDS. It envisages instilling charity mind among all the students to extend their able help towards developing healthy life styles, donating blood to all the needy by promotion of regular voluntary blood donation.

Create and train among the youth a cadre of peer educators for spreading awareness about HIV/AIDS and its prevention in the community.

The Significance of Red Ribbon in HIV/AIDS is:

- **Red** like Love, as a symbol of passion and tolerance for those affected.
- **Red** like blood, representing the pain felt by many people who have AIDS.
- **Red** like the anger about the helplessness about which we are facing for a disease for which there is still no cure.
- **Red** is a sign of warning not to carelessly ignore one of the biggest problems of our time.

ROLE OF COLLEGE

The RED RIBBON CLUB (RRC), established at the organization level at D.K. Govt. College for Women (A), Nellore, encourages students to learn about Safe & Healthy life styles. It aims to conduct awareness Programmes with Health officers, Build student capacities with correct information on Mental Health, Nutrition, Reproductive & sexual health. The main Aim is “**Getting Zero**” in terms of HIV infection through preventive educative methods. One of the RRC Members from RRC Committee is selected by Principal as College RRC Coordinator.

The purpose of Red Ribbon Club formation in colleges is to encourage peer-to-peer messaging on HIV prevention and to provide a safe space for young people to seek clarifications of their doubts and on myths surrounding HIV/AIDS. The RRCs also

promote voluntary blood donation among youth and safe sexual behaviors. The Red Ribbon Clubs also aim to enable the targeted youth to become more conscious about HIV/AIDS and related issues to further act as change agents, in HIV/AIDS programme.

OBJECTIVES

- Educate youth with correct, concise and adequate information and heighten their level of awareness about HIV/AIDS and other related issues (thus eliminate myths and misconceptions).
- Enable youth to identify and understand situations of exploitation and abuse
- Sensitize the youth regarding care and support needs of people affected with HIV/AIDS and instil in them the spirit to reduce the stigma and discrimination against them.
- Create and train among the youth a cadre of peer educators for spreading awareness about HIV/AIDS and its prevention in the community.

MANAGEMENT STRUCTURE

STATE LEVEL:

Role of Nodal officer at Collegiate Education

- Developing overall strategy for the formation of RRCs in all Government & Pvt.Aided degree colleges in the state
- Inducting ID college principals, District (ID) NSS/RRC Coordinator and Master Trainers for the RRC programme.
- Monitoring the funds allocated for the RRC in the state
- Conducting Capacity building of the RRC ID college principals
- Monitoring, supervision and reporting of the RRC programme in state level.

DISTRICT LEVEL:

Role of ID College Principal

- Responsible for overall coordination, planning, implementation, supervision and management of RRCs in the colleges.
- Supporting and facilitating the formation of RRC in the colleges/educational institutions in the district.

- Help creating, a supportive and enabling environment in the institutions for formation of RRC.
- Liaisoning with the positive networks and other government/non- government organizations in the region for facilitating the activities of the RRC.
- Preparing a Directory for the RRCs in their areas.
- Serving as resource person to impart technical knowledge on youth related issues to RRC members and peer educators by youth friendly methods.
- Facilitating the supply of youth friendly IEC material to RRCs and supporting the development of new IEC (Information, Education, Communication) material (plays, songs, posters, slogans etc.) along with RRC members and share with DAPCU (District AIDS Prevention Control Unit)
- Providing supportive supervision to MTs/ FO/ POs and RRC members for effective planning, implementation, monitoring and review of the programme.
- Assess the need of capacity building and conduct capacity building exercises accordingly on regular basis for MTs POs, Peer educators whenever needed.
- Mobilize resources (financial and otherwise) for RRCs in the District and forge intersectoral linkages with youth organizations, NGOs, Stakeholders, Positive Networks, ICTCs, Blood Banks, and Media etc.
- Consolidating the RRC report at district level
- Handover the cheque worth Rs 350/- RRC to the Nodal person (ID College/District Coordinator) for Monitoring, Consolidation, Carrying RRC activities & Coordination (collect the receipt from the college).

Role of Master Trainers:

- Co-ordination with Programme Officer of Colleges/ Institutions to facilitate the formation and functioning of RRC. After refresher training the Master Trainer as per the action plan should visit the college and explain college management about RRC and organize awareness programme.
- At the end of awareness programme the MT should assist the college management in preparing the list of activities along with dates to be organized as part of RRC activities and submit the same.

Programme Officers (PO)/ Nodal Lecturers:

She/he is the teacher at the Institution designated as NSS Programme Coordinator, who should also be given their responsibility of the RRC in the capacity of Programme Officer/Nodal teacher. In the institutes where NSS is not available the head of such institution and advisory committee will be requested to designate one of the teachers as Programme Officer for RRC.

The PO will work closely with the Master Trainer to reach out to RRC members and other youth in the institution through RRC volunteers.

RRC Members and their Role:

Youth from colleges/ institutions between the age group of 15-29 years and registered in RRC. Role of RRC Members

- Gain in-depth knowledge about HIV/AIDS, Voluntary Blood Donation and related issues.
- Mobilizing resources for the Club's activities.
- Producing innovative BCC (Behaviour Change Communication) materials - slogans, jingles, posters, logos, handbill messages, songs and plays, etc.
- Actively participating in competitions and community outreach programs inside and outside the campus.
- Orienting the new comers about the objectives and activities of the Club and contributing to the sustainability of the Club.
- With developed life skills and leadership qualities, performing the role of peer-educators to heighten the HIV/AIDS risk perception and instill negotiation skills among the youth.
- Promoting voluntary blood donation (VBD) among the students and participate actively in blood donations.
- Sensitizing the youth regarding the rights of PLHWAs Positive speakers Session:
- Exposure Visit to –ICTC, CCC, Drop in Centers, Blood Banks and other HIV & AIDS partners.

ENROLLMENT OF VOLUNTEERS

All the students particularly the NSS volunteers, NCC Cadets, members of women Empowerment Cell, etc., are invited to become Red Ribbon Club members. As many

as one hundred members are enrolled in the RRC. The Red Ribbon Club is a voluntary on-campus intervention program for students

PROGRAMME IMPACT ON STUDENT VOLUNTEERS AND SOCIETY

- The student Volunteers after participating the programme will come to know the social problems and awakening on behavioral objectives.
- The AIDS/HIV sufferer will feel to understand the helping hands while he/she is in psychological trauma and rejections from society.
- The student Volunteer will feel proud that he/she is giving awareness and moral support to the utmost support required patient who doesn't have medicine to get cure.
- The student Volunteer works or satisfy on notion of "Serving the needy is nothing but serving the Almighty"

REGULAR PERIODICAL ACTIVITIES

1. Principal will guide RRC Coordinator in preparing the action plan for the year on Awareness Rallies, Awareness Programmes, Medical Campsetc..
2. Principal will receive the circular for conducting various activities from CCE, State Government, and registered N.G.Os.
3. Principal will forward the circular to RRC Coordinator for conducting the said programme.
4. RRC Master Trainers will circulate the notice to the Volunteers for attending the programme.
5. On the date of Event the RRC Master Trainers will take the attendance of listed Volunteers. Work assignment will be done by concerned P.O. to the Groups of NSS Volunteers.
6. The Detailed Report on the conducted programme will be prepared by Coordinator attaching the Photos taken while conducting the Programme with the support of other Master Trainers.
7. The Press Note will be prepared and sent with report and photos.

8. The detailed report will be forwarded to IQAC.

WHAT IS YRC

The YOUTH RED CROSS(YRC) is a Youth serviced operation in Red Cross Society which is a well known, universally accepted, admired and humanitarian service organisation. It is the biggest, independent non-religious, non-political, non-sectarian and voluntary relief organisation treating people equally all over the world without any discrimination as to their nationality, race and religious beliefs.

It was established in 1863 in Geneva, Switzerland by the Father of Red Cross movement and recipient of noble award for peace in 1901 "Jean Henry Dunant". The Indian Red Cross Society aims to inspire, encourage and initiate at all times, all forms of humanitarian activities so that human suffering can be minimized, alleviated and even prevented, thus contribute to creating a more congenial climate for peace.

The motto of **Youth Red Cross** (YRC) is "**to serve**". The **Youth Red Cross** is the most important constituent of its mother organization, **Indian Red Cross Society**. It is a group movement organized at the initial stages for students between 18 and 25 years of age within the colleges.

Youth Red Cross programs is one of the most integral parts of the strategic approach taken by the Indian Red Cross Society (IRCS),Andhra Pradesh State Branch(APSB), which was established in 1920 under the Indian Red Cross Society Act.

Three principles of Youth Red Cross

1. Protection of health and Life
2. Service to the Sick & Suffering
3. Promotion of National and International Friendship to develop the mental and moral capacities of the Youth.

The Seven Fundamental Principles of the Red Cross :

1. Humanity - We serve the people, but not system.

2. Impartiality - We care for everyone without discrimination but we prioritize the most needy.
3. Neutrality - We take initiatives, but never sides.
4. Independence - We bow to need, but not to any person.
5. Voluntary Service - We work round the clock, but never for personal gain.
6. Unity - We have many talents, but a single idea.
7. Universality - We respect Nations, but our work knows no bounds.

WHY YRC

The main aim of YRC is to instil human values and the spirit of social service among young people and to create a youth force of volunteers to serve society in times of need. In order to involve YRC volunteers in Nation – building and to promote the spirit of service, the spirit of service, the IRCS, APSB has instituted State Level awards for educational institutions, faculty working in them and the students, who are volunteers of YRC.

The main purpose of organizing the Youth Red Cross is participation of youth and encouraging them to contribute towards awareness on the care of their own health and that of others. Other mottos are the understanding and acceptance of civic responsibilities and acting accordingly with humanitarian concern; to fulfil the same; to enable the growth and development of a spirit of service and sense of duty with dedication and devotion in the minds of youth; and to foster better friendly relationship with all without any discrimination

ROLE OF COLLEGE

The Youth Red Cross society in our college was established in 2017 with the objective of spreading awareness among youth toward health and Community Service, Promotion of national and international friendship and carrying out of humanitarian services, including disaster relief and social welfare programs.

Under the guidance of the Nodal officer in charge the students are trained and encouraged to manage the health issues of mass and organize activities to instil in them confidence and leadership qualities. Students in colleges and those aged 18 to 25 years of age may join the Youth Red Cross as volunteers.

The main **objectives** of Youth Red Cross (YRC) are:

1. To conduct social and health awareness programmes.
2. Have awareness on the care of their own health and that of others.
3. To encourage the students to extend their humanitarian services to the society.
4. To offer First Aid Training to all the **YRC** volunteers.

ROLE OF COORDINATOR

One of the YRC Nodal Officer is selected by Principal as College YRC Coordinator. The overall functions of YRC coordinator are to help the students to plan, implement and evaluate the activities of YRC under their charge and give proper guidance and direction to the student volunteers.

The Programme Officer is one of the important people in YRC organisation. They play pivotal role in YRC Unit and in implementation of YRC programme under the supervision and direction of chairmen and Principal of the College.

Duties of Nodal Officer:

1. Plan the YRC regular activities.
2. Divide into different groups for projects.
3. Supervise the work of YRC volunteers
4. Maintain necessary records and register.
5. Will be responsible for the equipment and stores.
6. Will submit the records periodically.

ENROLLMENT OF VOLUNTEERS

1. Principal will receive the Enrolment Circular of YRC Volunteers from Regional Red Cross Authority.

2. Principal will circulate the letter to YRC Coordinator for enrolment of Volunteers In the college.

3. YRC Nodal Officers will prepare an internal circular with the support of principal and circulate in the college for all students notice.

4. The interested students will come to YRC Members with their willingness to join and serve their time with Youth Red Cross.

5. The YRC Nodal Officers will select the students with respect to their interest on Social responsibility, Sincerity, Co-curricular skillset and regularity to college.

6. Each YRC Member will enrol students and declare them as College YRC Volunteers. Principal will give the approval to the list. The enrolled list will be sent to Regional Red Cross Authority through Principal.

7. The selected Volunteers will be separated as groups and leaders to each group are selected by YRC Members concerned.

YRC volunteers work in rural areas, villages and study the society through survey, education and health awareness programmes. This study involves in identifying the importance, aims and objectives of YRC in higher education which in turn create social responsibility among the students.

REGULAR PERIODICAL ACTIVITIES

1. Principal will guide YRC Coordinator in preparing the action plan for the year on Awareness Rallies, Awareness Programmes, Medical Camps, YRC formation day etc.

2. Principal will receive the circular for conducting various activities from Regional Red Cross Authority and registered N.G.Os.

3. Principal will forward the circular to YRC Nodal Officers for conducting the said programme.

4. YRC Nodal Officers will circulate the notice to the Volunteers for attending the programme.

5. On the date of event the YRC Nodal Officers will take the attendance of listed Volunteers. Work assignment will be done by members concerned to the groups of YRC Volunteers.

6. All the Volunteers attending the programme will be given refreshments after the programme every day.

7. The Detailed Report on the conducted programme will be prepared by Coordinator attaching the Photos taken while conducting the Programme with the support of other Members.

8. The Press Note will be prepared and sent with report and photos.

9. The detailed report will be forwarded to I.Q.A.C.

10. **YRC Formation day** will be a mega celebration day for the college YRC Units. Essay competition, Elocution and other co-curricular activities will be conducted and the winners prizes will be given away to the Volunteers.

Other Activities include :

Training programme on First aid & Disaster Management, Dental camp, dermatology camp, Swachh Bharath Awareness Programmes, participation in local festivals like rottelapandaga, plantation programmes, Blood grouping tests, Blood Donation

Camps, AIDS Day Rally, Competitions like essay writing, Elocution, paintings and Sports Meets.

STUDENTS IMPACTING SELF AND COMMUNITIES BY YRC

Making a lasting impact in the life of a student is a very rewarding experience. Impacting that student in a way that motivates them to take their new found knowledge and apply it towards making helpful changes in their community is priceless.

There are few ways teachers can motivate and encourage their students to make positive impact on themselves as well as communities.

Setup a project in which students are to pick a community organisation or club to research. Service learning as it is referred to is the latest movement in education that focuses on enhancing student knowledge on the service projects that benefit local non-profit and community organisations

The YRC Volunteers have learned while participating in various activities on how to mingle with people while doing their activities in village and became fluent in their speech as they participated in many awareness campaigns.

****Our Nodal Officer and Student Volunteer** received the **YRC Award for year2019** on “Cleanliness and Hygiene and Green cover in the Campus” from Governor of Andhra Pradesh.

ACHIEVEMENTS OF STUDENTS

ACADEMIC ACHIEVEMENTS:

Prathibha Awards

Government of Andhra Pradesh always takes every possible chance to encourage youngsters of the state and in this pursuit the scheme of Prathibha awards were introduced from the academic year 2013-14. The government gives away a cash prize of Rs 20, 000/- and a tab to the meritorious students who topped their course at university level. Twenty eight students have made us proud by winning this honor till now.

2015-16

The following students received Prathiba awards during the academic year

Sl No	Name of the student	Course of the study
1	B.Ajitha	B.Sc (Bio-Tech)
2	N Gowthami	B.A EPT
3	N Prasanna	B.A HECE
4	M Mamatha	B.A HEP
5	P Naga Lakshmi	B.A EPT
6	V Sravani	B.A HECE
7	K Swapna	B.Sc(MSCs)

2016-17

P.G students from our college received Prathiba awards .

- T. Bhargavi and V. Soundarya of P.G. Zoology have made us proud by winning this honour for their outstanding performance at P.G. University Examinations.

2017-18

The following students received Prathiba awards during this academic year

Sl No	Name of the student	Course of the study
1	Kumpoti Pavani	B.A
2	Mallu Medini	B.Sc(LS)

2018-19

These are the students who received Dr. APJ Abdul Kalam Vidya Puraskar 2019 Awards for the excellence in education for the academic year **2018-19**.

Sl No	Name of the Student	Group
1	Mallembaka Udaya Sree	B.Sc Maths&Physics
2	Nune Divya	B.Sc Maths&Physics
3	Banavatula Vasantha Bhai	B.Sc Maths&Physics
4	Vellore lakshmi	BA HECE
5	Kasukhela Chaitrali	B.COM(CA)
6	Bakka Manemma	B.COM(GEN)
7	Makkana Vyshnavi	B.Sc (BioTech)
8	Lekkala VenkataVani Vijaya Durga	B.Sc (BioTech)

Students securing Jobs and qualifying APSET /NET:

- Kamanchi Aamani qualified in APSET-2017 in Life Sciences
- Thupili Geetha qualified UGC-NET 2015 in Telugu
- Marisetty Pratyusha passed in APTET 2017
- Ekambaram vasundhara qualified in APTET 2018
- Patnam Teja passed in APTET 2018
- Shaik Momina qualified in APTET 2018
- Jeti Sujitha qualified in APTET 2018
- Damai Rachana passed in APTET 2018
- Gavidu Bharathi is appointed in Clerical cadre Andhra Bank in the year 2017
- T Geetha is recruited as Teacher in AP state Government.

Summer Internship:

C. Madhavi Krishna Priya III B Sc(BioTech) and L.Venkata Vani Vijaya Durga III B.Sc (BioTech) were selected for Student Research fellowship Programme 2018 by Indian Academy of Sciences, Bangalore . L.Venkata Vani Vijaya Durga received an amount of Rs 20000/-

L.Sai Priya III B.Sc(Bio Tech) selected for Student Research fellowship Programme 2019 by Indian Academy of Sciences, Bangalore

Himika Piduri of II B.A HEP is selected for an internship with Fountainhead Prep a Bangalore based content generation company in Sept 2020

IIT, Bombay Spoken Tutorial Training Programme :

In the academic year 2017-18 IIT, Bombay conducted Spoken Tutorial Training Programme, free Online Certificate Course in various Computer Courses like PHP and MYSQL, JAVA, C and CPP and Accounting and Finance – Front Accounting . In this programme 179 of our students completed their training under the guidance of Smt. S. Vinila Kumari, Contract Lecturer in Computer Science.

275 students have enrolled themselves during 2020 in various online courses of IIT spoken tutorial and are pursuing the courses.

Achievements in Co-Curricular Activities:

Our college has always paid utmost care to the co curricular and extracurricular abilities of our students. The students have participated in various co-curricular activities and received various prizes and awards.

Sports & Games

The physical education department takes immense interest in grooming and training students in Sports and games.

2015-16

- Our students are state level winners of Kho kho and III place winners in Volley ball in the year 2015-16

2016-17

- Seven students who participated in All India interuniversity competitions received sports merit scholarship worth Rs/- 3, 000 each from the V.S. University
- The college got the Championship at V.S University Athletic meet 2016-17 and also the individual athletic championship is won by Supriya of I B.A and she received prize money of Rs/- 5000 from the university.
- The players of the college are winners in Intercollegiate Volley ball, Kho-Kho, Basket Ball, Kabbadi, Table Tennis and Badminton singles as well as doubles

2017-18

- V. Vijayamma, K. Sasikala, and P. Madhavi are kho-kho winners in south zone level event organized by Mysore University, Mysore.
- K. Kanakamma, G.Snehalatha, N.Srilekha, and V. Lavanya are volley ball winners in South Zone event conducted by Kannur University, Kannur.
- S. Srividya and T. Swapna are badminton winners in south zone event conducted by Andhra University, Vizag. M.supriya 2nd B.A is all India Athletics winner in the event organized by Acharya Nagarjuna University Guntur.
- G. SnehaLatha, V. Vijayamma, and K. Archana are basket ball winners in the events conducted by Anna University, Tamilnadu.
- K. Sasikala 3rd B.COM is a winner in Table Tennis in South zone event organized by S.R.M.University, Chennai.
- N. Srilekha, M. Supriya, and K. Ravali are the winners of ball badminton in south zone event organized by Dravidian University, Kuppam.

2018-19

- At University level our college has won overall championship for Athletics.

- In Athletics intercollegiate meet was held at VSU, PG Center Kavali, our students got seven Gold medals, two silver medals and five bronze medals in various events.
- M.Supriya III B.A received a Gold medal in National Junior Championship at Ranchi. She also stood in first and third places in South Zone Athletic Championship. She got the best Athlete Award in this championship.
- In junior state meet M.Supriya III B.A received Two Gold medals in 100m and 200 m race.
- M.Supriya III B.A also received a Gold medal in 100m race and a silver medal in 200m race at 34th National Junior Athletic championship. Overall she got Three Best Athlete awards and One Best National Athlete Award.

2019-20

- At University level our college has won overall championship for Athletics.
- M.Supriya, III B.A won 02 Gold Medals in 100m & 200m in National Level youth Games Athletics Meet conducted by Reliance Foundation in Mumbai..

NCC

Youth is the major factor that determines the overall success rate of a nation.NCC is a highly reputed body which is also a second line of defence. In India, many youngsters are trained in line with defence in case the need arises. If young students want to make it their career option, then being a NCC cadet holds a lot of weight ,as they are directly associated with the Ministry of Defence. Other than just military training the cadets also learn several other valuable things such as selflessness, honesty, discipline, hard work,leadership qualities , confidence and the sprit of adventure amongst the youth of the country.

2015-16

- P. Seetha of II B.Sc (H.Sc) and Sk.Ayesha of I B.Com have taken part in the

prestigious PM's rally at New Delhi and have won Gold medals.

- Six NCC Cadets were selected for National Kho-Kho Games Tournament at New Delhi from 06th-18th October 2015..

01.	Ch. Chandrakala	II B.Com
02.	Ch. Jayalakshmi	III B.Sc
03.	G. Divya	II B.Sc
04.	V. Panchalamma	III B.A
05.	D. Manisha	II B.A
06.	K. Manoja	II B.Sc

2016-17

- The college has NCC unit has 100 cadets 28 cadets have appeared for B examination and 26 cadets have appeared for 'C' certificate examination.
- Cadets have attended Trekking camp at Nilgiris from First May to 10th May 2016,
- Rock climbing camp at Gwalior in Madhya Pradesh from 15th -26th October 2016 and have received medals during these camps.

2017-18

- The college has 100 cadets, among them 28 cadets have appeared for 'B' Examination and 18 cadets have appeared for 'C' examination.
- NCC cadets attended CATC camps held at various places like Tirupathi, Kadapa and Chittoor and got trained in NCC activities.

2018-2019

- The college has 100 cadets. Among them 35 cadets have appeared for B' Examination and 20 cadets have appeared for 'C' examination.
- NCC cadets attended nine CATC camps held at various places in AP
- and got trained in NCC activities. Among them the notable are
- EBSB-II Ek Bharat Shreshthatha Bharath and National Integration Camp

- held at Punjab.
- Two cadets namely Sk.Sameera and S.Naga Priya Vandana participated
- in the prestigious local Independence Day camp held at Srikakulam in
- AP.

2019-20

- The college has 100 cadets. Among them 32 cadets have appeared for 'B' Examination and 29 cadets have appeared for 'C' examination. NCC cadets attended five CATC camps held at various places in AP and other states and got trained in NCC activities.
- NCC cadet R. Bindu II B.Sc Homescience got the prestigious opportunity of participating in the Republic Day Parade at Rajpath, New Delhi.

N.S.S

National Service Scheme aimed at developing student's personality through community service. The programme is to instill the idea of social [welfare](#) in students, and to provide service to society without bias. NSS volunteers learn from people in villages how to lead a good life despite a scarcity of resources. It also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster's victims.

2015-16

- N. Amulya of III B.Sc(H.Sc) selected as State best volunteer for the Academic Year 2015-16 by Indira Gandhi National award
- Ms. Swapna, III B.Sc, BZC, attended pre RDC camp at Nagapur in September 2015.
- N. Amulya of II BSc Home Science, P. Medhini, II B.Sc Micro, R. Padma, II B.Sc, Biotechnology, N. Prasanna, III HECE have participated in National Integration Camp at Naregal Karnataka. under the stewardship of programme officer Smt. P. Umamaheswari who accompanied them in December, 2015.
- Ms. Aruna III B.Sc BZC participated in national youth festival at Rayapore, Chandigarh on behalf of VSU, Nellore.
- 10 students each from 2 units attended "Capacity building training programme on life skills for SC youth" by Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Tamilnadu from 20/1/16 to 22/1/16.

2016-17

- 10-days NSS Mega camp was organized at Pallepadu village and Gollapalle with 100 **volunteers** from 07-09-2016 to 17-9-16.

2017-18

- Three of our students V. Sunita II B.sc, Bindu II B.A and Sk. Sameera of I B.A have taken part in the national youth festival of NSS held at Sri Venkateswara University, Tirupati.

2018-19

- Awareness programme on patriotism and kargil war etc., Our NSS

students also participated and got second prize Revenue Sekatam on January 26th on the occasion of Republic Day.

- Y.Manogna and her team got 2nd Prize at State Level in Swachh Bharath Internship programme for that they received an amount of 30,000 rupees as cash prize.
- Our college has also received Swachhatha award from our honorable Chief Minister Sri.N. Chandrababu Naidu garu.

2019-20

- Our College NSS units have adopted three villages namely Kondlapudi, Rajagopalapuram and Devarapalem conducted Medical camps and provided free medicines and eyeglasses .
- NSS Units have conducted and participated in Swachh Bharath Summer Internship and received Swachh Andhra Mission award 2nd place.

The following students have participated in above internship programme

Sl No	Name of the student	Course
1	K Madhavi	III B A
2	Ch.Sireesha	III B A
3	A Suvarna	III B A
4	N.Supriya	III B A
5	A.Tulasi	III B A
6	G.Sneha latha	III B A
7	Sk.Bayesha	III B A
8	K Adi Lakshmi	III B A
9	G Dhana Lakshmi	,III B A
10	C.Chandrika	III B A

YRC STUDENT ACHIEVEMENTS 2019-20

1.M. Nikith Pal- AZC received INDIAN RED CROSS SOCIETY Best Volunteer Gold Medal from Honorable Governor of Andhra Pradesh – 29th September 2019

2. 70 YRC Volunteers received Social and Emergency Response Volunteer (SERV) Certificates from District Collector for active serving during Rottela panduga from 10/9/2019 to 14/09/2019

3. 15 YRC volunteers participated and received appreciation certificate's from IRCS, Nellore on occasion of Essay Writing, Painting& Elocution 2019 in the view of 100 years of Red Cross celebrations in India

4. 100 students received certificate's on completion of training in Disaster Management & First Aid Training Programme in January and December 2019 organized in D.K. Govt College for Women(A)Nellore

5. 30 students participated and received appreciation certificates from Chairman, IRCS, Nellore for serving Spastic students at MGB Mall in October 2019

Winners of Cultural and Literary Competitions 2015-2016

The students of D.K. Government College for Women, Nellore participated in various activities at College, District, State and National level and bagged so many prizes with the motivation of Cultural Committee staff. The following students won prizes for the academic year 2015-2016.

Sl. No	EVENT	ORGANIZED BY	DATE	LEVEL	I PRIZE	II PRIZE	III PRIZE
01.	Elocution	Tourism department	27-06-2015	College	G.Venkataramanamma B.Sc (Biotech)	-	-
02.	Essay writing	Tourism department	27-06-2015	College	M. Medhini B.Sc (Microbiology)	-	-
03.	Quiz	College on the occasion of Godavari Pushkaralu	01-07-2015	College	Pavani and group B.A (EPT)	-	-
04.	Essay writing	College on the occasion of Godavari Pushkaralu	01-07-2015	College	Anusha B.Sc (M.P.Cs)	-	-
05.	Essay writing Telugu & English	Sri Ramachandra Mission	31-07-2015	National	M.L.S. Sowmya Reka B.Sc (M.P.C)	P.Sravya B.Sc (Biotech)	N. Amulya B.Sc (Home Science)

	Hindi						
06.	Essay writing	LIC	29-07-2015	College	M.L.S. Sowmya Reka B.Sc (M.P.C)	-	-
07.	Elocution	LIC Conducted by consumer club on the occasion of National Consumers Day	29-07-2015 November	College District	M.L.S. Sowmya Reka B.Sc (M.P.C) P. Sravya B.Sc secured a cash prize of Rs.4000/- also	- -	- P. Mohana also obtained a cash prize of Rs.1500/-
08.	Poem recitation	Dr. Pellakuru Ravindra Reddy Seva Samiti Service Group	25-09-	College	Sk. Momin B.Sc (M.P.Cs)	K.Kalanjali B.Sc (Biotech)	-
09.	Poem recitation	Pothuri Manikyamma Smaaraka Sahitya Puraskaara Sabha	25-09-2015	State	B. Bharathi B.A (EPT)	B.Deepika B.Sc (MPC)	-
10.	Elocution	Transport Department	25-09-2015	State	M.L.S. Sowmya Reka B.Sc (M.P.C)	-	-
11.	Quiz	Yuvatharangam	21-09-2015	College & District	M. Medhini B.Sc (Micro) G.Prathyusha B.Sc Ch. Sowjanya B.Com	-	-
12.	Essay writing in English	Yuvatharangam	21-09-2015	College & District	M. Medhini B.Sc (Micro)	-	-
13.	Elocution in English	Yuvatharangam	21-09-2015	College & District	M.L.S. Sowmya Reka B.Sc (M.P.C)	-	-
14.	Essay writing in Telugu	yuvatharangam	21-09-2015	College & District	G. Kalanjali Javeri B.Sc (Biotech)	-	-
15.	Elocution in Telugu	Yuvatharangam	21-09-2015	College & District	G. Venkataramanamma B.Sc (Biotech)	-	-
16.	Telugu Poem Recitation	Yuvatharangam	21-09-2015	College & District	G. Bharathi B.A (EPT)	-	-
17.	Spot Painting	Yuvatharangam	21-09-2015	College &	K. Dolly B.Sc (Biotech)	-	-

				District			
18.	Rangoli	Yuvatharangam	21-09-2015	College & District	V. Madhavi B.Com	-	-
19.	Essay Writing in Hindi	Yuvatharangam	21-09-2015	College & District	Sk. Reshma B.Com	-	-
20.	Essay writing in Urdu	Yuvatharangam	21-09-2015	College & District	Sk. Yasmin B.Sc	-	-

21.	One act play	Yuvatharangam	21-09-2015	College & District	Pujitha	-	-
22.	Mono action	Yuvatharangam	21-09-2015	College & District	M.L.S. Sowmya Reka B.Sc (M.P.C)	-	-
23.	Folk Song	Yuvatharangam	21-09-2015	College & District	P.Sravya and group	-	-
24.	Classical Vocal Solo	Yuvatharangam	21-09-2015	College & District	N. Aneesha	-	-
25.	Folk song group	Yuvatharangam	21-09-2015	College & District	Vineetha and group	-	-
25.	Essay writing in telugu	Yuvatharangam		State	G. Kalanjali Javeri B.Sc (Biotech)	-	-
26.	English Elocution	Yuvatharangam		State	M.L.S. Sowmya Reka B.Sc (M.P.C)	-	-
27.	Urdu essay writing	Yuvatharangam		State	Sk. Yasmin B.Sc	-	-
28.	Essay writing	Swarna Bharat Trust	November	District	P.Sravya B.Sc awarded Rs.6000/-		

The College was given an Appreciation Certificate by Sri Ramachandra Mission as 15 students of this college participated in English, Hindi and Telugu literary competitions and won I and II prizes at Zonal level.

2016-2017

The students of D.K. Government College for Women, Nellore participated in various activities at College, District, State and National level and bagged so many prizes with the motivation of Cultural Committee staff. The following students won prizes for the academic year 2015-2016.

Sl. No	EVENT	ORGANIZED BY	DATE	LEVEL	I PRIZE	II PRIZE	III PRIZE
01.	Group discussion	College on the occasion of Krishna Pushkaralu	12-08-2016	College	V.Lakshmi B.A	S.Sumathi B.A	Ch. Bindu B.A
02.	Debate	College on the occasion of Krishna Pushkaralu	13-08-2016	College	P. Malleswari B.A	N. Susisuma na B.A	A.Kalyani B.A
03.	Essay writing	College on the occasion of Krishna Pushkaralu	14-08-2016	College	A. Spandana B.Sc	Sk Afroz B.Sc	Sk. Momina B.Sc
04.	Quiz	College on the occasion of Krishna Pushkaralu	15-08-2016	College	S.Sumathi B.A	Ch. Mahitha B.Sc	P. Malleswari B.A
05.	Elocution	College on the occasion of Krishna Pushkaralu	16-08-2016	College	G. Venkataramanamma B.Sc (Biotech)	P. Malleswari B.A	-
06.	Poem writing	College on the occasion of Krishna Pushkaralu	17-08-2016	College	J.Sujitha B.Sc	G. Venkataramanamma B.Sc (Biotech)	B. Spandana B.Sc
07.	Logo on Literacy	College on the occasion of Krishna Pushkaralu	18-08-2016	College	K. Mnuja B.A	Ch. Bindu B.A	R. Padma B.A
08.	Seminar on victory on poverty	College on the occasion of Krishna Pushkaralu	19-08-2016	College	J.Sujitha B.Sc	G. Venkataramanamma B.Sc (Biotech)	B. Spandana B.Sc
09.	Elocution	College on the occasion of Krishna Pushkaralu	20-08-2016	College	M.L.S. Sowmya Reka B.Sc (M.P.C)	Ch. Mahitha B.Sc	V. Gayathri B.A
09.	Elocution	College on the occasion of Krishna Pushkaralu	20-08-2016	College	M.L.S. Sowmya Reka B.Sc (M.P.C)	Ch. Mahitha B.Sc	V. Gayathri B.A
10.	Painting	College on the occasion of Krishna Pushkaralu	22-08-2016	College	Sk. Momina B.Sc	N. Amulya B.Sc (Home Science)	M. Anusha B.Sc
11.	Caption writing	College on the occasion of	23-08-2016	College	G. Venkataramanamma B.Sc (Biotech)	p. Malleswari	B. Spandana

		Krishna Pushkaralu				ri B.A	B.Sc
12.	Essay writing	College on the occasion of celebrating 70yrs of Independence	12-08-2016	College	M.Udaysri B.Sc	M. Neeraja B.Sc	G. Venkataramanamma B.Sc (Biotech)
13.	Elocution	College on the occasion of celebrating 70yrs of Independence	13-08-2016	College	M.L.S. Sowmya Reka B.Sc (M.P.C)	Ch. Mahitha B.Sc	G. Venkataramanamma B.Sc (Biotech)
14.	Patriotic song	College on the occasion of celebrating 70yrs of Independence	13-08-2016	College	B.Sowjanya B.Sc	M. Neeraja B.Sc	M. Bhagya Lakshmi B.Sc
15.	Slogans	College on the occasion of celebrating 70yrs of Independence	14-08-2016	College	E.Subhashini B.Sc	P. Bhagyamma B.Sc	T. Supriya B.Sc
16.	Essay writing	College on the occasion of Dr. Pellakuru Ravindra Reddy smarakam	18-09-2016	District	M. Neeraja B.Sc	-	-
17.	General Knowledge	College on the occasion of Dr. Pellakuru Ravindra Reddy smarakam	18-09-2016	District		K. Manisha B.A (EPT)	-
18.	Poem writing	College on the occasion of Dr. Pellakuru Ravindra Reddy smarakam	18-09-2016	District	K. Bharathi	-	-
19.	Folk song	District Youth Welfare Organization	18-10-2016	Divisional	P. Sowjanya and group	-	-
20.	Karnatic music	District Youth Welfare Organization	18-10-2016	Divisional	K. Maheswari B.A	-	-
21.	Elocution	District Youth Welfare Organization	18-10-2016	Divisional	G. Venkataramanamma B.Sc (Biotech)	-	-
22.	Song	District Youth Welfare Organization	18-10-2016	Divisional	P. Sowjanya	-	-
23.	Fancy Dress	District Youth Welfare Organization	18-10-2016	Divisional	J. sujitha B.Sc	-	-
24.	Folk Song	District Youth Welfare Organization	20-10-2016	District	P. Sowjanya B. Sc participated	-	-
25.	Elocution	LIC	25-10-2016	District	J. Sujitha B.Sc	G. Venkatara	-

						manamm a B.Sc (Biotech)	
26.	Essay writing	State Bank of Hyderabad	03-11-2016	District	J. Sujitha B.Sc	-	-
27.	Elocution	State Bank of Hyderabad	03-11-2016	District	G. Venkataramanamma B.Sc (Biotech)	-	-

28.	Quiz	State Bank of Hyderabad	03-11-2016	District	G. Venkataramanamma B.Sc (Biotech)	-	-
29.	Essay writing	Anti Corruption Bureau	14-03-2017	District	G. Venkataramanamma B.Sc (Biotech)	-	-
30.	Poem writing	Nellore District writers Association	28-10-2016	District	Ch. Bindu B.A (HEP)	-	-
31.	Elocution	Nellore District writers Association	28-01-2017	District	Ch. Madhavi Krishna Priya B.Sc	-	-
32.	Poem reading	V.S. University on the occasion of Jashua Kavitha Peetam	25-09-2016	District	Sk. Momina B.Sc She was awarded with a cash prize of Rs.3000/-	J. Sujitha got appreciation certificate	-
33.	Debate	Power Grid Corporation of India Pvt., Ltd	05-11-2016	District	G. Venkataramanamma B.Sc (Biotech)	-	-
34.	Elocution	Road and Transport Department	27-11-2016	District	G. Venkataramanamma B.Sc (Biotech)	--	-

2017-2018

The students of D.K. Government College for Women, Nellore participated in various activities at College, District, State and National level and bagged so many prizes with the motivation of Cultural Committee staff. The following students won prizes for the academic year 2015-2016.

Sl. No	EVENT	ORGANIZED BY	DATE	LEVEL	I PRIZE	II PRIZE	III PRIZE
01.	Essay writing	LIC	October	District	M. Neeraja B.Sc	Sk. Sameera B.A	-
02.	Elocution	District Youth Welfare Organization	17-10-2017	Divisional and State	Y. Manogna B.Sc	Sk. Sofia B.A	-
03.	Folk Song	District Youth Welfare Organization	17-10-2017	Divisional and State	V.Suneetha and group	-	-
04.	Folk	District Youth	17-10-	Divisio	Ch. Bindu B. A	-	-

	dance	Welfare Organization	2017	nal			
05.	Painting	Andhra Pradesh Tourism Department	28-08-2017	Zonal		Ch. Anitha B.A	-

2018-19

S.No	Date	Name of the Event	Organaised by	No of participants	winners	remarks
01	04.07.18	Alluri seetaramaraju jayanthi	D.K.Govt College for Women(A)	100	-	-
02	23.07.18	Youth exchange programme	SETNEL	63	-	-
03	05.08.18	Charchaa vedika on Friend ship Day	Enadu & E Tv	55	-	-
04	12.08.18	All India easy writing event	UNIC& Shri Ramachandra mission	50	03	-
05	03.09.18	Essay writing & Elocution	LIC	04	01	-
06	28.09.18	District level Youth cultural	SETNEL	10	04 (Group song)	-
07	13.11.18	Global Competitiveness for capacity building	Jana bheri work shop A.P.Government	10	-	-
08	05.01.19	Elocution	D.K.Govt.College for Women	10	03	
09	02.01.19 To 09.01.19	Cultural Week	D.K.Govt.College for Women	List attached	-	

Winners LIST (2018-19)

S.NO	EVENT	STUDENT NAME	PRIZE
1	Embroidary	CH.Divya (H.S-IIIyear)	1 st prize
	No.of .Participants - 13	SK.Jareena (H.S-I year)	2 nd prize
		K.Sushmaswarupa (MPCS-II year)	3 rd prize
		Sd.Sheerim (H.S-IIyear)	Consolation
		G.Prathusha (H.S-IIIyear)	Consolation

2	Flower Arrangement	R.Bhindu (H.S-Iyear)	1 st prize
	No.of .Participants - 10	K.Susma swarupa (MPCSIIyear)	2 nd prize
		SK.Heena (MSCS-IIyear)	2 nd prize
		A.Supriya (H.S-Iyear)	3 rd prize
		G.Divya kala (MPCS-Iyear)	Consolation
3	Fabric painting	SK.Sameera (H.S-IIyear)	1 st prize
	No.of .Participants - 14	SK.Jareena (H.S-IIyear)	1 st prize
		SK.Sheerin	2 nd prize
		CH.Bindu (B.A-IIIyear)	3 rd prize
		SK.Heena (MSCS-IIyear)	3 rd prize
		M.Supriya (B.COM-IIIyear)	3 rd prize
		CH.Sindhu (H.S-Iyear)	3 rd prizeS
4	English Essay writing	SK.Sabeena (B.A-Iyear)	1 st prize
	No.of .Participants - 16	CH.Srisai sruthi (B.A-IIyear)	2 nd prize
		SK.Sofiya (B.A-IIyear)	3 rd prize
5	Telugu Essay writing	A.Tulasi (B.A-IIyear)	1 st prize
	No.of .Participants - 27	G.Danalakshmi (B.A-IIyear)	1 st prize
		B.Vinodini (B.COM-IIyear)	2 nd prize
		A.Sailakshmi (B.A-Iyear)	2 nd prize
		K.Suparna (Bio-Tec-IIyear)	3 rd prize
		I.Lavanya (MPCS-IIyear)	3 rd prize
6	Hindi Essay writing	Y.Manogna (Bio-Tec-IIyear)	1 st prize
	No.of .Participants - 06	Sk.Hafsa (B.A-Iyear)	2 nd prize
		SK.Byeesha (B.A-IIyear)	3 rd prize
	Urdu Essay writing	SK.yeesha (B.A-IIyear)	1 st prize
	No.of .Participants - 03	Sd.Gousiya akhtar(MSCS-Iyear)	2 nd prize
7	English Elocution	SK.Sofiya (B.A-IIyear)	1 st prize
	No.of .Participants - 10	Anjum (BIO-TEC-III)	2 nd prize
		Y.Manogna (BIO-TEC-III)	3 rd prize
9	Telugu Elocution	G.Varalakshmi (Micr-Bio-IIIyear)	1 st prize
	No.of .Participants -	K.Suparna (BIO-TEC-	2 nd prize

	13	IIyear)	
		P.Kavya (B.A-IIIyear)	3 rd prize
		SK.Sophiya (B.A-IIyear)	Consolation
10	Hindi Elocution	A.Sravani (H.S-IIIyear)	1 st prize
	No.of .Participants - 04	SK.Heena (MSCS-IIyear)	2 nd prize
		SK.Afroj bhanu (H.S-IIIyear)	3 rd prize
11	UrduElocution	SK.yeesha (B.A-IIyear)	1 st prize
		SK.Heena (MSCS-IIyear)	2 nd prize
12	Rangoli	M.Supriya (B.COM-IIIyear)	1 st prize
	No.of .Participants - 18	CH.Bindu (B.A-IIIyear)	2 nd prize
		R.Mounika (B.COM-IIIyear)	3 rd prize
		K.Sumalatha (B.A-Iyear)	Consolation
		J.Kalyani (B.A-Iyear)	Consolation
13	Singing (SOLO)	P.Sowjanya (M.Bi-IIIyear)	1 st prize
	No.of .Participants - 27	K.Anitha (B.A-IIyear)	2 nd prize
		B.Kaveri (B.A-Iyear)	3 rd prize
	Singing(DUET)	P.Sowjanya (M.B-IIIyear)	1 st prize
		V.Suneetha (BZC-IIIyear)	1 st prize
		Dharani (AQVA-Iyear)	2 nd prize
		T.Padma (AQVA-Iyear)	2 nd prize
		SK.Heena (MSCS-IIyear)	3 rd prize
		Vennela	3 rd prize
	Singing(GROUP)	P.Sowjanya (M.B-IIIyear)	1 st prize
		V.Suneetha (BZC-IIIyear)	1 st prize
		S pooja (M.B-IIIyear)	1 st prize
		V.Gayatri (M.B-IIIyear)	1 st prize
		.Padma (AQVA-Iyear)	2 nd prize
		Darani (AQVA-Iyear)	2 nd prize
		Kavya (AQVA-Iyear)	2 nd prize
15	Mono Action	CH.Bindu (B.A-IIIyear)	1 st prize
	No.of .Participants - 03	Swapna (B.COM-Iyear)	2 nd prize
		A.Ashritha (AQUA-	3 rd prize

		IIyear)	
		M.Durgha bhavani(B-TECIIIyear)	Consolation
16	Skit	CH.Bindu (B.A-IIIyear)	1 st prize
		B.Srivani (B.A-IIIyear)	1 st prize
		K.Nandini (B.COM-IIIyear)	1 st prize

		T.Janaki (B.COM-IIIyear)	1 st prize
		M.Durgabhavani (BSC-IIIyear)	1 st prize
		B.Vasantha bai (BSC-IIIyear)	1 st prize
		K.Sireesha (B.COM-IIIyear)	1 st prize
		K.Kalpana (BSC-IIIyear)	1 st prize
	Skit	B.Vinodini (B.COM-IIyear)	2 nd prize
		K.Lalitha (B.COM-II)	2 nd prize
		SD.Ameena sulthana(B.COM-II)	2 nd prize
		A.Divya bharathi (B.COM-IIyear)	2 nd prize
		U.Geethika (B.COM-IIyear)	2 nd prize
	Skit	G.Ramyasri (B.COM-IIyear)	3 rd prize
		M.Rojarani (B.COM-IIyear)	3 rd prize
		K.Kanchana (B.COM-IIyear)	3 rd prize
		G.Divyakala (MPC-Iyear)	3 rd prize
		P.Narmada (MPCS-Iyear)	3 rd prize
		P.Sowndarya (B.A-IIIyear)	3 rd prize
		K.chandini (B.COM-IIyear)	3 rd prize
		B.Srivani (MSCS-Iyear)	3 rd prize
		K.nandini (B.COM-IIyear)	3 rd prize
		P.Vasanthi (M-Bio-Iyear)	3 rd prize
	Skit	M.Madhuri (B.COM-IIIyear)	Consolation

	No.of .Participants -65	A.Avila (B.COM-IIIyear)	Consolation
		G.Uma (B.COM-IIIyear)	Consolation
		A.Sireesha (B.COM-IIIyear)	Consolation
		Indraja (MPCS-)	Consolation
		Ramya (BZC)	Consolation
		Anusha (BZC)	Consolation
		Kairunbe (BZC)	Consolation
18	Fashion parade	Lavanya (BZC-IIIyear)	1 st prize
	No.of .Participants -19	A.Sravani (H.S-IIIyear)	2 nd prize
		R.Bindu (H.S-Iyear)	3 rd prize
		B.Siva sahithya ((H.S-IIIyear)	Consolation
19	Fancy Dress	A.Ashritha (AQUA-IIyear)	1 st prize
	No.of .Participants -18	M.Durgha bhavani(B-TECIIIyear)	2 nd prize
		CH.Bindu (B.A-IIIyear)	3 rd prize
		SK.Heena (MSCS-IIyear)	Consolation
20	Neethi padyaalu	V.Sowjanya (EPT-Iyear)	1 st prize
	No.of .Participants -11	V.Swapna kumara (B.COMIyear)	1 st prize
		G.Varalakshmi (M.Bi-IIIyear)	2 nd prize
21		G.Susmitha (B.COMIyear)	3 rd prize
	Dance(CLASICAL,SOLO)	R.Bindu (H.S-Iyear)	1 st prize
	Dance(LITE-SOLO)	CH.Bindu (B.A-IIIyear)	1 st prize
		Durga	2 nd prize
		Kalpana (MPCS-IIyear)	3 rd prize
	Dance(DUET)	V.Gayatri (M.Bi-IIIyear)	1 st prize
		S.Puja (M.Bi-IIIyear)	1 st prize
		M.Rajyalakshmi (B.COM-Iyear)	2 nd prize
		Bargavi (B.A-Iyear)	2 nd prize
		K.Nandini (B.COM-IIIyear)	3 rd prize
		B.Vasantha bai	3 rd prize
		Rajyalakshmi	Consolation
		V.Suneetha (BZC-IIIyear)	Consolation
	Dance(GROUP)	G.Varalakshmi (M.Bi-	1 st prize

		IIIyear)	
		V.Gayatri (M.Bi-IIIyear)	1 st prize
		S.Puja (M.Bi-IIIyear)	1 st prize
		Rajyalakshmi	1 st prize
		V.Suneetha (BZC-IIIyear)	1 st prize
		P.Sowjanya (M.Bi-IIIyear)	1 st prize
	Dance(GROUP)	Pravallika (EPT-IIIyear)	2 nd prize
		Penchala pushpa (EPTIII-Iyear)	2 nd prize
		Sindhu priya (B.COM-III)	2 nd prize
		Lavanya	2 nd prize
		Supraja (B.COM-III)	2 nd prize
	Dance(GROUP)	CH.Bindu (B.A-IIIyear)	3 rd prize
	No.of .Participants -66	K.Nandini (B.COM-IIIyear)	3 rd prize
		Srilekha (MPCS-IIIyear)	3 rd prize
		Chandini (MPCS-IIIyear)	3 rd prize
		Aritha (MPCS-IIIyear)	3 rd prize
		V.Vani (MPCS-IIIyear)	3 rd prize
22	QUIZE	SK.Sofiya (B.A-IIyear)	1 st prize
		CH.Saisruthi (B.A-IIyear)	1 st prize
		M.Jahnavi (B.A-IIyear)	1 st prize
		A.Lahari (B.A-IIyear)	1 st prize
		K.Adi lakshmi (B.A-IIyear)	1 st prize
	QUIZE	K.B.Prajwala (BIO-TEC-III)	2 nd prize
		M.Vyshnvi (BIO-TEC-III)	2 nd prize
		M.Swapna ravali(BIO-TEC-III)	2 nd prize
		SK.Anjumbanu (BIO-TEC-III)	2 nd prize
		D.Hemapriya (BZC-IIyear)	2 nd prize
	QUIZE	B.Vasanthabai (MPCS-IIIyear)	3 rd prize
		N.Divya (MPCS-IIIyear)	3 rd prize
		J.Santhi (MPCS-IIIyear)	3 rd prize
		M.Udayasri (MPC-	3 rd prize

		IIIyear)	
		MPrathusha (MPC-IIIyear)	3 rd prize
	QUIZE	M.Srilakshmi (MSCS-IIyear)	Consolation
	No.of .Participants -40	U.Supriya (MPCS-IIyear)	Consolation
		G.Kinnera (MPRE-IIyear)	Consolation
		G.Maheswari (MSCS-IIyear)	Consolation
		S.Usha (MPRE-IIyear)	Consolation
23	Spot painting	Sk.Heena (M.S.Cs-II Year)	1 st prize
	No.of .Participants -10	T.Kalyani (Home.Sci II Year)	2 nd prize
		D.Chatarya (M.P.Cs-II Year)	3 rd prize
		Sk.Rihaana (Home.Sci II Year)	Consolation

2019-2020

S.No	Date	Name of the Event	Organised by	No of participants	winners	remarks
01	27-07-19	Reading Club Inauguration	English and Telugu Departments of D.K. Govt College for Women (A).	200	10	
02	23-08-2019	Andhra kesari Sri Prakasam Panthulu Jayanthi	D.K. Govt College for Women (A).	100		
03	02-10-2019	150 th Mahatma Gandhi Birth Anniversary celebrations	D.K. Govt College for Women (A).	400		
04	15-09-2019	Inter collegiate Youth festival-	D.K. Govt College for Women (A).	150		

		College level competitions				
05	30-11-19	Inter collegiate Youth festival	Vikrama Simhapuri University	60	07	Received Overall champion Ship and Running Trophy.
06	11-09-19	Inter district Youth Exchange programme	SETNAL& D.Y.W.O	48		
07	16-11-19	Divisional level Youth festival	SETNAL	30	07	
08		District level Youth festival	SETNAL	07	02	
09	09-01-20	District level Yuva Mahostav	SETNAL	20	13	
10	10-01-20	State level Yuva Mahostav	SETNAL	13		
11	08-03-2020	District level Art and Cultural Programme	Nehru Yuva Kendra	05	Mementoes & certificates	

Winners: 2019-2020

S.NO	EVENT	PLACE	NAME OF THE STUDENT	CLASS OF THE STUDENT
1.	ESSAY WRITING	1	Sk.Thamanna	IBSC- HSC
		2	Sk.Hafsa	II BA -HEP
	ENGLISH	3	Sd.Faiza	IBSC- HSC
		4	Sk.Chandini	I-BIOTECH
2	ESSAY WRITING	1	A.Tulasi	III BA EPT
		2	Sk.Karimunni	I BSC BIOTECH
	TELUGU	3	B.Soujanya	II BA EPT
		4	K.Laskshmi Devi	I BSC MSCS
3	ESSAY WRITING	1	Sk. Rizwana	I BSC HSC
		2	SK. Byeesha	III BA HEP
	URDU	3	SK. Shahina	I BSC MSCS
4	ESSAY WRITING	1	Sk.Hafsa	III BA EPT
	HINDI	2	SK. thamanna	I BSC HSC
		3	A.Haveela	I BSC HSC
5	ELOCUTION	1	K. Preethi Sharon	II BA -HECE
	ENGLISH	2	S. Gayathri	IIBSC -MPCS
		3	B. Tejasri	IBSC -AQUA
		4	A. Havila	II BSC -AQUA
6	ELOCUTION	1	A.Syamala	IIBSC MPCS
	TELUGU	2	M.Devasena	II BCOM
		3	K.Lakshmi Devi	I BSC MSCS
		4	SK.Karimunni	I BIO_TECH
7	ELOCUTION	1	Sd. Gousia akhtar	II BSC MPCS
	URDU	2	Sk. Heena	III BSC MSCS
		3	Md.Aqsa Firdose	I BSC MPC

8	ELOCUTION	1	G. Sai Jyoshna	IBSC Biotech
	HINDI	2	Y. Manogna	III BSC BIOTECH
		3	Sk. Hafsa	II BA HEP
9	FABRIC	1	Sd.Faiza	IBSC- HSC
		2	A.Tulasi	IIIBA -EPT
	PAINTING	3	A.Haveela	IIBSC- HSC
		4	Ch.Sindhu	IIBSC- HSC
10	EMBROIDARY	1	Sk.Yasminbany	IBSC- HSC
		2	Ch.Sindhu	IIBSC- HSC
		3	T.Kavya	IBSC- HSC
		4	A.Aparna	IIIBA -HEP
11	SINGING	1	K. Praharshitha	II BSC _HSC
	CLASSICAL	2	G. Sai Jyothsna	I BIO TECH
	SOLO			
12	SINGING	1	B.Kaveri	II BA HEP
	LIGHT MUSIC	2	T.Susmitha sree	III BSC-BZC
		3	G. Mahimanvitha	I BSC _HSC
		4	Y. Naga divyatha	I BSC HSC
13	SINGING	1	K.Sushma swaroopa	III BSC -MPCS
	FOLK SOLO	2	B. Sowjanya	II BA-EPT
		3	D. Navya nandini	I BSC BZC
14	SINGING	1	K.Sushma swaroopa	III MPCS
			K. Archana	IIIMPC
	FLOK GROUP		Sk.Heena	IIIMSCS
			A.Vennela	III MPCS
			N.Sireesha	IIIMPCS
		2	T. Sandhya	II MPCS
			M. Praveena	II MPCS
			G. Sai jyothsna	I BIOTECH
		3	A.Haveela	II BSC HSC
			S.Sujaya	II BSC HSC

15	DUET		K. Praharshith	II BSC HSC
		1	K.Archana	III BSC MPC
			A.Vennela	III BSC-MPC
16	WESTREN SOLO	2	B.Dharani	II-AQUA
			Y. lavanya	II -BIOTECH
		1	M. Nikhith paul	III AQUA
16	RANGOLI			
		2	Y. Manogna	III BIOTECH
		1	L.Gayathri	I MSCS
17	FLOWER ARRANGEMENT	2	R.Mounika	II BCOM
		3	K.Lakshmi devi	I MSCS
		4	Ch.Sindhu	IIHSCS
17	FLOWER ARRANGEMENT	1	K.Sushma	III BSC MPCS
		2	Sk.Sameera	III BSC HSC
		3	Sk.Heena	III BSC MSCS

18	NEETHI PADYALU		1	M.Dharani sivapriya	II BA EPT
			2	D. Navya nandini	I BSC BZC
			3	M.Madhuri	I BSC MPCS
			4	V. Swapna Kumari	II B.COM
19	MEHAN DI		1	M. Prameela	I BSC-HSC
			2	Sd.Gousya Akthar	II BSC –MPCS
			3	T.V.Pushpanjali	III BCOM
			4	Sk.Rihana	I BSC MPCS
20	SPOT PAINTING		1	Sk.Afrin	I-MPCS
			2	N.Nikithpal	III-BSC,AQUA
			3	S.Madhuri	I-BSC,AQUA
21	FASHIO N PARADE		1	D. Meghana	I BSC HSC
			2	Ch. Pravallika	II BCOM
			3	A. Supriya	II BSC HSC
			4	Sk. Rizwan	II BSC AQUA
22	FANCY DRESS		1	T. Shivani	I BSC AQUA
			2	G. Vakulananda	I BSC AQUA
			3	M. Nikith pal	III BSC AQUA
			3	D. Navyanandini	I BSC BZC
23	QUIZ	1 Group- 8	1	M. Sandhya rani	
			2	K. Kavya lakshmi	II MPC
			3	Y yasaswini	IIMPCS
			4	Sk. Asifa	II MPCS
24	SKIT	1	5	Ch. Srivalli	
			6	Sk. Sofiya	III BA HEP
			7	G. Teena	III BA HEP
			8	J.M ynamma	
			1.	N. Kavya & Group	IIMPCS
			2.	O. Lavanya	IIMPCS

			3.	K. Radhika	IIMPCS
			4.	N. Mounika	IIMPCS
			5.	V. Nagamma	IIMPCS
			6.	V. Anitha	IIMPCS
		2	1.	K.Archana & Group	III MPCS
			2.	K. Sushmaswaroopu	III MPCS
			3.	Sk. Heena	III MPCS
			4.	G.K. Pushpalatha	III MPCS
			5.	B. Gayathri	III MPCS
			6.	R. Hymavathi	III MPCS
			7.	A. Veneela	III MPCS
			8.	N. Sireesha	III MPCS
			9.	Y. Harith	III MPCS
		3	1.	B. Vinodini & Group	III BCOM
			2.	U. Geethika	III BCOM
			3.	K. Lalitha	III BCOM
			4.	A. Divya Bharathi	III BCOM
			5.	Sd. Ameena Sulthana	III BCOM
25	MOMO ACTIO N	1	1	Ch. Hema	II BZC
			2	D. Lavanya	II MPCS
26	DANCE: Classical Dance Solo		1.	B.Vakulananda	I BSC- AQUA
	Folk Dance-solo		1.	D. Navya nandini	I BSC -BZC
	Folk Dance-Duet		1.	P. Sravya	III MSCS
			1.	G. Jhansi	III MSCS
	Light Dance		1.	A. Haveela & Group Ch.Sindhu.	II BSC HSC

			A.Supriya G.Sivani N.Manjulavani G.Chandana V. Susmitha S. Sujaya Ch.Supriya K.Naga Sarayu	
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			D.Manasa A.Pujitha G.Haritha P.Mounika V.Sravva	
		2.	Sushma & Group	III BSC MSCS
		3.	N. Lavanya & Group P. Pravalika K. Sandhya P. Anitha A. Alekhya	I BA
	Light Dance- Duet	1.	V. Suvarna& Y. Nagadivvatha	I BSC HSC
		2.	Chandini & Srilekha	III BSC MPCS
		3.	Sivani & Teja	I BSC AQUA
	Light Dance- solo	1.	Ch. Kalpana	I BSC HSC
		2.	K.Archana	IIIBSC MPC
		3.	p. pAWASTHA	I BSC HSC

2019-2020

YOUTH FESTIVAL

The Vikrama Simhapuri University, Nellore. Has conducted the V.S. University first Inter Collegiate Youth Festival, 2019 Competitions on 29th & 30th of November 2019, for the academic year 2019-2020.

List of student WINNERS in 1st Inter –Collegiate Youth

Festival competitions

S.no	Name of the event	Name of the event	Place	Class
<u>1.</u>	Classical Dance	G. Vakulananda	2 nd	I BSc AquaCulture
<u>2.</u>	Classical- Karnataka solo	K.Praharshith	2 nd	II BSc HSC
<u>3.</u>	Folk Dance group	Sk. Chandini D.Srilekha B.vani Ch.kalpana B.priya Y. Sireesha	1 st	IIIBSc MPCs IIIBSc MPCs IIIBSc MPCs IIIBSc MPCs III B.Com III B.Com
<u>4.</u>	Light vocal	G.Mahimanvitha	3ed	I BSc HSC
<u>5.</u>	Folk Song	D.Navya nandini K.Anitha B.Sowjanya B.Kaveri	1st	I BSc BZC III BA HEP II BA EPT II BA HEP
<u>6.</u>	Debate	Sk.Hafsa P.Jayasri	2nd	II BA I BSc HSC
<u>7.</u>	Rangoli	T.Shivani	3ed	IBSc Aqua

Light vocal: G.Mahimanvitha ; I BSc HSC ; IIIrd prize

YUVA MAHOTSAV

conducted District level **National youth day at V.R .College. Nellore**, on 09-01-2020.

In this programme our college students participated in the following events and got prizes in District level.

DISTRICT LEVEL YOUTH FESTIVAL –WINNERS.

S.NO	NAME OF THE EVENT	PLACE	NAME OF THE STUDENT	CLASS
1.	Essay Writting	1	A. Supriya	II - BSC HSC
3.	Elocution	1	P.V.S. Meenakshi Himika	I- BA HEP
4.	Skit	1	A. Supriya A. Haveela K.Naga sarayu K.Praharshitha K. Koteswari K. Gowri padmaja S. Sujaya CH. Sindhu G.Haritha P. Mounika Ch. Supriya G.Sivani	II- Bsc Hsc
5.	Debat	1	P. Jayasri	I st B.Sc HSC

Above students attended to participate in state level competition at Vijayawada on 10-1-20.

2018-19

Ministry of Civil supplies at Vijayawada organized State level competitions on the occassion of National consumer's day. Our students M. Devasena of I B.Com had won the second prize and received a cash prize of Rs.5000 and Sk.Sofia of II B.A won the third prize and received a cash prize of Rs.3000 in those celebrations.

Our students M. Udayasri of III B.Sc (MPC), Y.Manogna of II B.Sc (BtZC) and Haveela of I B.Com received prizes in National Level Essay Writing Competition organized by Sri Ramachandran Mission from our honourable Vice President Sri M. Venkaiah Naidu Garu and our college has also received an appreciation certificate from our vice president.

2019-20

SK. Sophia of III B. A. won 2nd prize at the state level in elocution competition. The Convenor of Consumer Club is Smt. M. Lakshmi Prasanna, Lecturer in Commerce.

A. Suvarna Lakshmi of III B. A won first prize at district level in elocution competition conducted on the occasion of National Voters' Day, 2020.

Sk. Afreen I B.Sc received third prize at the state level NSS youth festival organized by Gitam University.

During this Academic year district level Mock parliament was conducted by our college. 66 participants are selected out of these 3 students are selected from our college. B.Vinodini II B.Com stood first place in state level Mock parliament. Smt. M. Lakshmi Prasanna Lecturer in Commerce is the Nodal Officer for this programme.

RESULT ANALYSIS

SEMESTER/GROUP TYPE WISE OVERALL RESULT

APRIL 2019(Regular)

Group	Appear	Passed	Pass%
B.A	31	29	93.5
B.Com	53	35	66.03
B.Sc	104	95	90.38
Total	188	159	84.57

May 2019

Group	Appear	Passed	Pass%
B.A	2	2	100
B.Com	14	14	100
B.Sc	4	4	100



GROUP WISE PASS PERCENTAGE

APRIL 2019				
II Sem				
SLNO	Group	Appeared	Passed	%
1	HEP	15	14	93.33
2	ETP	17	8	47.06
3	HECE	2	2	100.00
4	HEP(TM)	37	23	62.16
5	Bcom (CA)	50	12	24.00
6	BCom (Gen)	10	1	10.00
7	BIOTECH	17	10	58.82
8	BZC	10	7	70.00
9	HSC	25	23	88.46
10	MICRO	5	3	60.00
11	MPC	10	7	70.00
12	MPCs	47	39	82.98
13	MSCs	38	21	55.26
14	Aqua	17	15	88.24
15	BZC (EM)	31	17	53.13
Semester wise Totals:			202	60.66
IV Sem				
SLNO	Group	Appeared	Passed	%
1	HEP	44	41	93.18
2	ETP	11	10	90.91
3	HECE	2	2	100.00
4	Bcom (CA)	57	34	59.65
5	BIOTECH	22	19	86.36
6	BZC	30	25	83.33
7	HSC	10	9	90.00
8	MICRO	6	1	16.67
9	MPC	9	6	60.00
10	MPCs	30	26	86.67
11	MSCs	37	26	70.27
12	MPRe	8	6	75.00
13	Aqua	16	15	93.75
Semester wise Totals:			220	77.74

**Dodla Kousalyamma Government Degree College::Nellore**

Autonomous College with CPE Status and Re-Accredited with NAAC 'A' Grade

Affiliated to VIKRAMA SIMHAPURI UNIVERSITY

GROUP WISE PASS PERCENTAGE

VI Sem				
SLNO	Group	Appeared	Passed	%
1	HEP	20	20	95.24
2	ETP	7	7	100.00
3	HECE	4	2	50.00
4	Bcom (CA)	53	27	50.94
5	BIOTECH	18	17	94.44
6	BZC	17	14	82.35
7	HSC	14	13	92.86
8	MICRO	5	5	100.00
9	MPC	11	7	63.64
10	MPCs	23	22	95.65
11	MSCs	16	16	100.00
	Semester wise Totals:		150	79.37



OCTOBER 2019				
I Sem				
SLNO	Group	Appeared	Passed	%
1	HEP	8	5	62.50
2	ETP	13	8	61.54
3	HECE	10	9	90.00
4	HEP(TM)	37	25	64.10
5	Bcom (CA)	48	24	50.00
6	BCom (Gen)	18	6	33.33
7	BIOTECH	29	21	70.00
8	BZC	23	13	56.52
9	HSC	40	23	57.50
10	MICRO	13	5	35.71
11	MPC	21	14	63.64
12	MPCs	46	31	67.39
13	MSCs	46	33	70.21
14	Aqua	20	14	66.67
15	BZC (EM)	24	14	56.00
	Semester wise Totals:		245	60.64
III Sem				
SLNO	Group	Appeared	Passed	%
1	HEP	14	11	78.57
2	ETP	13	5	35.71
3	HECE	1	1	100.00
4	HEP(TM)	33	29	87.88
5	Bcom (CA)	45	39	86.67
6	BCom (Gen)	7	6	75.00
7	BIOTECH	16	9	56.25
8	BZC	8	4	50.00
9	HSC	23	17	70.83
10	MICRO	3	2	66.67
11	MPC	10	8	80.00
12	MPCs	44	39	88.64
13	MSCs	34	22	64.71
14	Aqua	16	10	62.50
15	BZC (EM)	28	14	48.28



GROUP WISE PASS PERCENTAGE

	Semester wise Totals:		216	72.24
V Sem				
SLNO	Group	Appeared	Passed	%
1	HEP	44	44	100.00
2	ETP	10	9	90.00
3	HECE	2	2	100.00
4	Bcom (CA)	57	55	96.49
5	BIOTECH	21	19	90.48
6	BZC	28	23	82.14
7	HSC	10	10	100.00
8	MICRO	6	3	50.00
9	MPC	10	7	70.00
10	MPCs	29	29	100.00
11	MSCs	36	19	52.78
12	MPRe	8	7	87.50
13	Aqua	15	13	86.67
	Semester wise Totals:		240	86.96

GOVERNING BODY

- 3 members, Educationist, industrialist, professional one of them, to be chairperson: Persons of proven academic interest with at least PG level to be professional qualification: Nominated by the state government
- 2 members Teachers of the college: Nominated by the Principal based on seniority.
- Educationist or industrialist: Nominated by the Principal based on seniority for two years
- 1 member UGC nominee: Nominated by the UGC
- 1 member University nominee : Nominated by the UGC
- 1 member State government nominee : Nominated by the State government
- University nominee: Nominated by the university
- Principal of college: Ex-officio.

Functions: Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the Governing Body of the colleges shall have powers to: - Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee. 23 - Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council - Approve institution of new programmes of study leading to degrees and/or diplomas. - Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.

Sl.No	Category	Name &Designation
1.	Chairman and State Government Nominee	Sri. M.M.Nayak, I.A.S. , Special commissioner of collegiate Education, AP., Vijayawada
2.	Educationalist	Smt. Moyaila Gowri, M.Sc.,M.Phil.,(9704080092)
3.	Industrialist	Dr.Koduru Pradeep Kumar Reddy, MBBS(Business and Industrialist)(9618932219)
4.	University Nominee	Dr. L. Vijaya Krishna Reddy, Registrar V.S. University, Nellore.

5.	Teachers of college	Dr. K. Padmaja, Professor in English, Dr. K.Karunasri, Assistant Professor in Telugu D.K.W. Government College (A),Nellore.
6.	Educationalist (Nominated by principal).	Dr. P. Radhika, Rtd. Principal, V.R. College, Nellore. & EC Member, V.S. University, Nellore.
7.	UGC Nominee	Dr. Purna Banerjee, Presidency University, Kolkata.
8.	State Government Nominee	Dr. V.Rama Jyostna Kumari, M.Com., Ph.D., RJDCE (FAC), ZONE-III, Guntur.
9.	Principal and Ex-officio	Dr. CH. Masthanaiah, Principal, D.K.W. Government College (A), Nellore.

ACADEMIC COUNCIL

COMPOSITON OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the 11 basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

TERM: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions of the Academic Council:

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

S. No	Name	Position
1.	Dr. Ch.Masthanaiah, Principal D.K.Autonomous Govt College (W)	Chair Person
2	Dr. L. Vijaya Krishna Reddy, Registrar V.S. University, Nellore.	Ex Officio Member University Nominee
3	Prof. G. Vijay Ananda Kumar Babu Dean, College Development Council Vikrama Simhapuri University, Nellore Mobile : 9701661371	University Nominee
4	Prof. K.V.S.N. Jawahar Babu Principal, University college Vikrama Simhapuri University, Nellore Mobile:9440494141	University Nominee
5	Dr.G.Varalakshmi, Lecturer in Stastics D.K.Govt College for Women (A), Nellore	Member Secretary Academic Coordinator (Principal Nominee)
6	Dr.C. Kalapriya, Lecturer in Home Science, N.C.C., ANO D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
7	Dr.P.Victoria Rani , Lecturer in Botany, Coordinator, Women Empowerment Cell D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
8	Dr. S. Divija Devi, Lecturer in Telugu NSS Programme Officer, NSS Unit II D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
9	Sri.B.Rajeswara Reddy, Lecturer in Physics D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
10	Sri.Dodla Sesha Reddy Chairman, Dodla dairy , Nellore Mobile : 09849982478	Expert from outside the college representing the field of Trade and Commerce (G B Nominee)
11	Dr.V.Krishna Kumar Retired Principal Falt No. 201, Dega DRK paradise, AK Nagar	Expert from outside the college representing the field of Education (G B Nominee)

	Near Current Office centre Nellore 524004 Mobile :9849562910	
12	Dr. S.Chaitanya, MD., Gynacology, Srichaitanya Hospital, Gandhi nagar , Nellore. Mobile: 9440709249	Expert from outside the college representing the field of Medicine (G B Nominee)
13	Sri.Srihari Reddy (Chartered Accountant) Santhi Sweets , Vijayamahal Centre , Nellore Mobile: 9246825663	Expert from outside the college representing the field of Business law (G B Nominee)

THE FINANCE COMMITTEE.

Composition: (a) The principal (Chairman).

(b) One person to be nominated by the Governing Body of the college for a period of two years.

(c) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Functions of Finance committee

The Finance Committee will be an advisory body to the Governing Body, and will meet at least twice a year to consider: (a) budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and (b) audited accounts for the above.

S. No	Name	Position
1.	Dr. Ch.Masthanaiah, Principal D.K. Govt College for women (A), Nellore	Chair Person
2	Dr. G. Sujay Kumar Assistant Registrar Vikrama Simhapuri University, Nellore Mobile : 9866805985	University Nominee
3	Smt.K. Kusuma Kumari, M.Com, M.Phil Chairman NEHA Textile & Handicrafts 6th lane Postal colony A.K.Nagar Nellore	Principal Nominee
4	Smt. M.Lakshmi Prasanna Lecturer in Commerce D.K.Govt College for Women (A),Nellore	Principal Nominee
5	Sri N.Sudhakar, Adminisstrative Officer D.K.Govt College for Women (A),Nellore	Principal Nominee
6.	Smt.N. NagaPadmavalli Superintendent D.K.Govt College for Women (A),Nellore	Principal Nominee

BOARD OF STUDIES

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal.

The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt: (a) Experts from outside the college whenever special courses of studies are to be formulated. (b) Other members of staff of the same faculty.

TERM: The term of the nominated members shall be three years.

MEETINGS: The Board of Studies shall meet at least twice a year.

FUNCTIONS: The Board of Studies of a Department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.

The College has 18 boards of Studies, that are constituted as per the UGC guidelines, formulating Curriculum for various courses.

INTERNAL QUALITY ASSURANCE CELL

Internal Quality Assurance cell is a college level nodal agency that plans, monitors and ensures the implementation of quality bench marks that are set up by self and the external agencies. The Cell is constituted as per the guidelines of NAAC and UGC and is annually revised as per the latest guidelines. The Constitution of the Cell for the academic year 2020-2021 is the following

*Composition of the IQAC as per NAAC **Version 7 dated 20-02-2020***

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- 1. Chairperson: Head of the Institution*
- 2. Teachers to represent all level (Three to eight)*
- 3. One member from the Management*
- 4. Few Senior administrative officers*
- 5. One nominee each from local society, Students and Alumni*
- 6. One nominee each from Employers /Industrialists/Stakeholders*
- 7. One of the senior teachers as the coordinator/Director of the IQAC*

S.No	Name	Designation	Role
1	Dr.Ch. Masthanaiah	Principal	Chair Person
2	Dr.C. Kalapriya	Assistant Professor of Home Science	Teacher to represent all level
3	Dr. G. Varalakshmi	Assistant Professor of Statistics	Teacher to represent all level
4	Dr. PMV Prasad	Professor of Mathematics	Teacher to represent all level
5	T. Sriranjani	Assistant Professor of Zoology	Teacher to represent all level
6	N. Lakshmi Prasanna	Assistant Professor of Commerce	Teacher to represent all level

7	Dr.G.Padma Priya	Assistant Professor of Telugu	Teacher to represent all level
8	K.Sai Sudha	Assistant Professor of Biotechnology	Teacher to represent all level
9	B.Vidyullatha	Assistant Professor of Computers	Teacher to represent all level
10	Sk.Tamanna	Assistant Professor of English	Teacher to represent all level
11	Dodla Sesha Reddy	Chairman and Non executive Director, Dodla Dairy Limited 9849982478	Member from the Management
12	N.Sudhakar	Administrative Officer, D.K. Govt. College for Women, Nellore	Senior Administrative officer
13	G. Sarath Kumar Reddy	Managing Director, Coastal Aqua Industries, 401, Sai Padam Apartments 9 th cross street, MSR Nagar, Nellore, 524003 8019790027 gskreddy1968@gmail.com	Nominee from local society
14	Himika, VSM Piduri	II B.A HEP(E.M)	Nominee from Students
15	K. Suneetha	Lecturer in History (Retd.) and Alumnus of College, 9440719130	Nominee from Alumni
16	Dr. P. Anil Kumar	Academic officer, office of CCE, Govt.of Andhra Pradesh, Vijayawada, 7032639184, 9441257827	Nominee from Employers
17	N.V. Ramana Reddy	Managing Director, High Tech Pharmaceuticals, Pothireddypalem, SPSR Nellore District	Nominee from Industrialists

		9000022555	
18	Pulukuri Rachel Suhagini	Designation: MA.B Ed Door no: 26-16-386/2, Swarnamukhi nagar, Vanamthopu, Nellore. Phone Number: 8985580793 Email id: rachelsuhagini777@gmail.com	Nominee from Stakeholders(Parent)
19	Dr.K.Padmaja	Professor of English	Senior teacher as the Coordinator of the IQAC

Strategies

IQAC evolves mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions of the IQAC are:

- a) Development and application of quality benchmarks
- b) Laying parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required

- knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
 - d) Dissemination of information on various quality parameters to all stakeholders;
 - e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
 - f) Documentation of the various programmes/activities leading to quality improvement;
 - g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
 - h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
 - i) Periodical conduct of Academic and Administrative Audit and its follow-up
 - j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

COLLEGE BEST PRACTICE

Best Practice 1

EMPOWERING GIRLS WITH THE ACQUISITION OF LIFE SKILLS THROUGH STUDENT MANAGED HOSTEL

Objectives

- Exhibition of leadership qualities.
- Display of managerial skills.
- Financial Management through planning, monitoring and checking of expenditure.
- Acquisition of modern day workspace skills like-cooperation and collaboration by students.
- Planning, monitoring and running the daily routine of the hostel management.
- Learning to be accountable for the responsibility shouldered.
- Ability to plan and monitor the logistics of the physical facilities in the hostel.
- Display of soft skills like adaptability, empathy, negotiation skills, problem solving skills, and communication skills.

Context/Introduction:

The college has hostel for the students, who are women students in this context. The hostel is managed by the women students themselves under the guidance of staff. A management model designed, participated and implemented by the hostel inmates themselves trains students to be managers and leaders. At the beginning of the academic year students with right kind of abilities for various types of responsibilities in managing the hostel are identified and motivated to volunteer to shoulder these responsibilities.

Practice:

The management method is deployed by formulating various committees such as Provisions, Vegetables, Milk, Gas cylinders, Entertainment, Health, Cleanliness

and Sanitation, Waking up committee and House-keeping. The members of the committee look after the work related to their committee.

Before the students plunge into the management of hostel affairs an orientation programme is conducted at the beginning of the year on the rules, regulations and responsibilities that they will have to carry out by being the members of hostel and as well as the members and co-ordinators of the committee. The duty chart of various committees is discussed with the members and it is handed over to them. The same is displayed on the hostel notice board. Weekly meetings of the committee members are held with the Deputy Warden for ensuring transparency of various transactions and grievance redressal. The finalisation of monthly mess bill, account checking, stock and voucher verification is taken up in the monthly review meeting of the members of hostel managing committees, hostel committee members, Deputy Warden and Warden on the 5th of every month. The whole procedure of management which is done by the students under the guidance of the faculty teaches them the skill of strategic planning, executing the plan and handling the contingencies that arise in the process. The qualities of leadership and team membership which are already manifest in them are brought out for the benefit of the student as well as the institution.

The participation of various members of the committees in all the works ensures transparency of financial transactions, accountability of responsibility to both the sides i.e., the hired staff and students. Simultaneously students also get to know the consumer affairs of everyday world. This inculcates dignity of labour in students and minimises the cost of mess bill that is incurred to a limited extent.

In the context of Higher Education in India either in Academics or in Academic Administration a set of curriculum or a set of administrative rules and regulations are formed by the administrators and are handed down to the main stakeholders who are the primary receivers of the benefits. This model, though has its own advantages, does not fully empower the partners in a democratic way. The current global models of management which have been experimented and proved to be efficient enough are considered and adapted to the Indian context. This model of management encourages the primary stakeholders to be the major decision makers as well. The present day students have a say in choosing their courses in suggesting the content for the courses and conducting and managing various events on the college campuses. The same model of participative management is extended to the maintenance of the hostel as well. This approach empowers the students to be more autonomous in choosing and deciding things and thus become better managers of life in the future course of their lives.

Evidence of Success

This method of student participative management is initiated to achieve certain objectives like cost management, transparency, accountability and self sustained empowerment. The fact that this method has been going on without any obstruction for the last 10-15 years and there has never been a need for the college management to intervene and take over the responsibility itself is a proof of success. Students are strongly motivated to follow a transparent mechanism as it ensures their control on economized mess bill. There has been an 85% of committed work by students because their involvement in every area of management will empower them with the control on what they want and how much they want to spend on it.

1. An average monthly bill of approximately Rs.1000/- towards three meals a day costing nearly Rs.35/- per day in these days of sky touching prices is a concrete example of students' control. By their participation students learn to manage the means to their needs by decision making and economising without compromising on the quality of life. Another achievement that the hostel mates can be proud of is the fact that there has never been a major incident of fraudulent behaviour, misuse of goods and money or pilferage. This fact tells that students exhibit basic values and principles and through the course of their stay in the hostel, these values are reinforced.

2. The self management of affairs is done in a very friendly and collaborative ambience. There is never any scope for animosity, rivalry or competition. Students share warmth and bonhomie and we are proud to share that no single case of teasing, bullying or ragging has been reported in the recent past and this outcome is also possible because of regular involvement of students in decision making at every level.

Problems Encountered and Resources Required

When it comes to the day to day execution of student management of hostel there are bound to be problems but most of these problems could be resolved using soft skills and life skills. One of the common problems encountered is slackness on the part of not just the volunteering committee members but all the inmates as well. This is addressed by having 06 member hostel committee. Added to this all the women teachers are drafted for a regular visit to the hostel both in the mornings and

evenings. The discipline committee in the hostel is responsible towards monitoring the maintenance of code of conduct. When any breach is identified committee members themselves counsel the students who break the norm. This happens for the initial one or two times and later it is taken to the notice of hostel committee, in the case of habitual offenders. Members counsel and thus resolve the issue. When there is conflict among the student committee members over an issue open discussion and resolution of conflict is taken up resulting in success in most of the cases. This academic year the committee members of various committees found it difficult to handle issues related to physical facilities, environment and cleanliness. This has happened because one of the resident blocks has come under severe repairs and so all the students had to be accommodated in a single block leading to overcrowded rooms as well as washrooms. So, renovation of the block in repair is taken up under RUSA funds following the due procedural guidelines.

Best Practice 2

Building The Abilities of Adolescent Girls: Becoming Agents of Change – Investigating, Improving The Self And Reflecting on The Mirror Image In Adolescent Girls By Training Them In Social And Life Skills

Objectives:

Following are the objectives that are aimed to be realized in the student community

- Equipping students with knowledge regarding hygiene, gender, nutrition etc.
- Inculcation of leadership qualities.
- Acquisition of meta-learning skills.
- Becoming change makers by empowering adolescent girls to resolve their confusions about courses, career, relationships etc.,
- Realization of the efficacy of social skills and life skills.
- Ability to gain access to resources and technologies in achieving personal tasks.
- Engagement with various social activities for realizing the significance of adolescence for healthy and wealthy society.

Context/Introduction:

The faculty of the college, with adolescent learners in the first year of their undergraduate programmes, felt the dire need to address the pervasiveness of negative

social norms such as gender discrimination, early marriages, domestic violence etc., as these norms are directly linked to high risk for maternal, infant and under-5 mortality rates. To make students involve in extending social service and as responsible citizens of India the college has stepped in to incept “Kishori Vikasam” scheme to UG level students. The scheme is a motivational training given to adolescent girls in the areas of health, child rights, acts, career guidance, life skills etc. Having received the training the students in turn educate adolescent girls and make them strong in multifaceted areas of their lives. As Peer Group Trainers (PGTs) the students of DKW College initially trained and motivated the students of the college and then went to many residential girl hostels like KGBVs, Welfare Hostels and other government residential institutions to create awareness and empower them. The students managed the resources very well in carrying the action plan. The students are trained on several aspects such as

1. Gender awareness and equity
2. Peer pressure
3. Nutrition
4. Relations, values and customs
5. Changes in adolescence
6. Menstruation, menstrual health and hygiene
7. Impact of child marriages
8. Sexual abuse and harassments
9. Child trafficking and related acts
10. Differences between love and attraction
11. Life skills and
12. Career guidance

Practice:

The students of DKW college extended the benefits of the training that they have had, to the adolescent girls in a phased manner. A staff member, Smt. K. Aparna Devi from the department of Home Science, acted as district resource person and monitored the program. In the first phase 40 undergraduate students from the college, representing all programmes of study, were trained in the respective modules. The students were instructed to choose topics of their choice. They collected material for the chosen topics as to enhance their cognition and confidence. In the first phase, a batch of 10 students were placed in Kasturba Gandhi Balika Vidyalayam , Musunur, kaavali to attain the goal. They stayed there for 2 days and one night. This program brought students to be together to discuss and express their feelings. They understood

the group dynamics. They expatiated the contents to the inmates of the hostel. Adolescent girls shared the problems they are experiencing. PGTs came to know of their many problems and they have made use of their knowledge of self and of community. They have introspected thus on the first hand experiences that they have had and utilized the knowledge they gained in helping the adolescent girls. They identified the following problems.

1. Health- anemia, nutrient deficiencies, thyroid problems
2. Hygiene- menstrual problems, no proper water facilities in hostels
3. Gender discrimination at home
4. Confusion about their career
5. Lack of knowledge on child rights and acts
6. Child marriages
7. Many are in love etc.,

The students made efforts in changing the mindset of the adolescent girls. The wrongs done by the adolescent girls were also shared with the Peer Group Trainers. This has thrown the door wide open to prevent the future moral disasters. PGTs created awareness with the help of audiovisual aids like laptops, charts, mobiles etc and explained the real success stories of women to motivate adolescent girls. In the second, third and fourth phases total 80 students took part in this program voluntarily. They went to various government and non- governmental residential hostels covering SPSR Nellore district and had given motivational training nearly to 10,000 adolescent girls which is a tumultuous achievement. The areas they visited include Kovur, Podalakur, S.R Puram, Atmakur, Udayagiri, Marripadu, Nandipadu, A.S. Peta, Kondapuram, Kaligiri, Sangam, SC Puram, Buchi, Golagamudi. The wiser responses from the Peer Group Trainers to these sensitive issues are that they

1. Patiently sat with the children
2. Understood the motivating factors
3. Gave sensitive and sensible moral rehabilitation
4. Made them realize their ability to disconnect from the rotten segments of society.
5. Developed deep connection, some emotional and intellectual attachment which was crucial in changing the attitudes.

Evidence of success:

The impact of PGTs' interaction with adolescent girl's honestly elucidated productive results which happened because of the manoeuvring efforts of PGTS. The success evidenced in the adolescent girl's promises to

1. Pursue higher studies
2. Saying no to child marriages
3. Adopt hygienic and safety measures by using sanitary napkins
4. Eat healthy and nutritious food
5. Set goals
6. Choose best career options according to their strengths
7. Enhance cognitive abilities
8. Learn and fight for their rights by knowing child rights and acts promulgated by the government etc.,

The PGTs have taken the phone numbers of adolescent girl's parents and counselled them about the future of their children. The PGTs are in constant contact with the adolescent girl's and hostel authorities to find out the welfare of children. . The efforts of PGTs are recognized by the government of Andhra Pradesh and certificates are awarded to the best PGTs by Women and Child Welfare Minister Smt. Paritala Sunitha garu on Nov 14th2017 at Vijayawada.

The Joint Collector of SPSR Nellore District Sri Imtiyaz garu honoured the staff and PGTS with memento on Nov 22nd2017 on the occasion of International Child Rights Day. The district Collector Sri Mutyala Raju garu awarded certificates to the honourees on March 8th2018 on the eve of International Women's Day.

Problems encountered and resources required:

One of the main problems was our college students' missing their regular class work in the busy schedule of semester system. It was also one of the reasons for the initial shying away of many students from the activity. However all the faculty supported the students by giving them additional classes on their return to college. Others problems included selection of the topics by PGTs, selecting the placement area, collecting and distributing the material, adjusting to the food and environment at the work place, getting to know each other etc., To quell students fears,the staff employed only one strategy that is counselling, to unravel these problems. Counselling was done on the following aspects

Resources Required:

Human resources:

1. Energy
2. Social skills

3. Commitment
4. Attitude
5. Leadership qualities
6. Empathy
7. Problem solving skills
8. Intelligence etc

Nonhuman Resources:

Time Money(met with the support from the district authorities who sponsored the programme) Vehicle (met with the support from the district authorities who sponsored the programme)

BEST PRACTICES OF THE DEPARTMENT

S. No.	Name of the Department	Best Practices
1.	Botany	Vermicompost Unit
2.	Botany	Solid Waste Management
3.	Zoology	Technology Enabled Teaching.
4.	Bio technology	Using Bioinformatics Tools In Teaching And Learning
5.	Mathematics	Impart Aptitude And Reasoning Skills
6.	Statistics	Statistical Support To Research
7.	Chemistry	Learn And Earn Program

8.	Chemistry	Clinical Laboratory Tests
9.	Physics	Counseling On Superstitions
10.	Commerce	Student Career Counseling
11.	Computers	Industry Mentor Ship
12.	Home Science	Productive Learning To Earn
13.	Home Science	Building Bricks To Finance
14.	Economics	Preparation Of Question Bank On Economic Growth Indicators
15.	Political Science	Preparation Of Question Bank
16.	History	History Question Bank For Competitive Exams
17.	English	Assessment As Learning Strategy: Use Of Projects And Real World Writing In Formative Assessment Lalitha Ramakrishna Memorial Endowment Lectures Established in 2019.
18.	Urdu	Question Bank Preparation
19.	Telugu	బోధనలో సాంకేతికత
20.	Telugu	రోజుకో మంచి మాట
21.	Telugu	పద్య పఠనం

ISO TEAM MEMBERS

S.No.	Name of the Team Members	Position
1.	Dr. Ch. Masthanaiah, Principal	Chair Person
2.	Dr. K.Padmaja, Prof. In English ,Vice Principal	Advisory Member
3.	Dr. C.Kalapriya, Lecturer in Home Science	Co-ordinator
4.	Dr. G.Varalakshmi, Lecturer in Statistics	Member
5.	Smt. M.Lakshmi Prasanna, Lecturer in Commerce	Member
6.	Dr. P.Victoria Rani, Lecturer in Botany	Member
7.	Smt. T. Sri Ranjani, Lecturer in Zoology	Member
8.	Dr. PMV. Prasad, Lecturer in Mathematics	Member
9.	Dr. S. Vindhyavali, Lecturer in English	Member
10.	Smt. B. Vidhyulatha, Lecturer in Computer Science	Member
11.	Sri. N. Sudhakar, Administrative Officer	Member
12.	Smt. Naga Padmavalli, Office Superintendent	Member

Colleges under section 2 (f)& 12(B) of the UGC Act 1956

- List of Colleges pending to include under Section 2(f)/12(B) of the UGC Act 1956 due to non completion of documents from the Colleges

The University Grants Commission (UGC) provides financial assistance to eligible colleges which are included under Section 2(f)* and declared fit to receive central assistance (UGC grant) under Section 12 (B)** of UGC Act, 1956 as per approved pattern of assistance under various schemes. The number of colleges included under Section 2(f)/12(B) of UGC Act 1956 as on 31.3.2006 is 6014. Out of these, 5449 colleges have been declared eligible to receive central assistance, including UGC grants under Section 12(B)** of UGC Act 1956. Remaining 565 colleges are recognized under Section 2(1) of UGC Act 1956 but not yet declared fit for receiving central assistance as they do not fulfill the conditions laid down for such status.

* The UGC had notified Regulations for recognition of colleges under Section 2(f) of the UGC Act, 1956. The colleges are brought under the purview of UGC in terms of these Regulations as and when the proposals are received from the colleges for inclusion under Section 2(f) and they are found fit for inclusion as per the provisions contained in the Regulations.

** Apart from inclusion of colleges under Section 2(f), the UGC includes the Colleges under Section 12(B) of its Act in terms of Rules framed under the Act. This makes the colleges eligible for central assistance from the Government of India or any organization receiving funds from the Central Government.

Colleges Search by State Grants Released to colleges
Colleges Search by State

67 D.K. Govt. College for
Women
Nellore, Dist.,
Nellore, 524 003
Andhra
Pradesh 524003

Under Section : 2(f)&12(B)

[Signature]
PRINCIPAL
D.K. Govt. Degree College for Women
NELLORE.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Dodla Kousalyamma Government Degree College for Women
Durgamilla Nellore, affiliated to Vikrama Simhapuri University,
Andhra Pradesh as
Accredited
with CGPA of 3.07 on four point scale
at A grade
valid up to December 31, 2021*

Date : December 04, 2018



S. C. S. S.
Director



ज्ञान-विज्ञान विमुक्तये
डॉ. निसार अहमद मीर
संयुक्त सचिव
Dr. Nisar Ahmad Mir
Joint Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बहादुर शाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002
दूरभाष Phone : 011-23212027 फ़ैक्स Fax : 011-23219719
e-mail : nisar@ugc.gov.in

Speed post

No. F.12-1/2010/2015(NS/PE)

May, 2016

The Principal,
D. K. Government College for Women,
Dargamitta, Near-S.P. Office, Nellore – 524001.

27.5.2016

Sub:- Award of "Colleges with Potential for Excellence "(CPE) Status during XII Plan period under the CPE Scheme.

Sir/Madam,

This is with reference to the Interface meeting held in the UGC office from 27.01.2016 to 30.01.2016 with the Expert Committee on "Colleges with Potential for Excellence "(CPE) to approve the action plan and budget of colleges during the XII Plan period under the CPE Scheme.

I am pleased to inform you that UGC has approved the College with Potential for Excellence "(CPE) Status to your college under the CPE Scheme for a period of five years. The CPE status will be effective from 1st April, 2016 to 31st March, 2021 subject to submission of following certificates/undertaking from the college:-

- 1) Declaration that the salary of teaching and non-teaching staff is being paid by the State Government (along with documentary evidence).
- 2) Undertaking that CPE funds will not be used on un-aided/Self-financing departments/ courses of the college.
- 3) Certificate to the effect that provisions laid down in the CPE guidelines will be strictly adhered to.
- 4) Delinking the plus-2 courses, in case of composite colleges.

Pertinent to mention here that during Interface meeting it was observed that some of the colleges have ambiguity about delinking the plus-2 courses from the colleges. In this connection, it is to inform you that as per the XII Plan CPE guidelines, If a college is a composite college, it should take immediate steps to delink the plus-2 courses from the college.

It is reiterated that 1st instalment of grant under the Scheme will be released to the college only after submission of above documents.

With warm regards,

Yours sincerely,

(Dr. Nisar Ahmad Mir)
Joint Secretary



डॉ. मंजू सिंह
संयुक्त सचिव
Dr. Manju Singh
Joint Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

मानव संसाधन विकास मंत्रालय, भारत सरकार
(Ministry of Human Resource Development, Government of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002

Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Phone : कार्यालय Off : 011-23238876

Fax : 011-23232297 E-mail : manjusingh.ugc@nic.in

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BY SPEED POST

No.F. 22-1/2016(AC)

March, 2016

The Registrar,
Vikrama Simhapuri University,
Dargamitta Nellore-524 003
(Andhra Pradesh)

5 MARCH 2016

Sub:- Conferment of Fresh Autonomous Status to Dodla Kausalyamma College for Women, Dargamitta, Near S.P. Office, Nellore-524 001 (AP) Vikrama Simhapuri University, Nellore

Sir/Madam,

This is with reference to the proposal submitted by Dodla Kausalyamma College for Women, Dargamitta, Near S.P. Office, Nellore-524 001 (AP) Vikrama Simhapuri University, Nellore under the UGC scheme for autonomous colleges.

On the basis of the report of the UGC Expert Committee and on the basis of the recommendations of the Standing Committee, the Commission at its meeting held on 29.02.2016 decided to grant autonomous status to Dodla Kausalyamma College for Women, Dargamitta, Near S.P. Office, Nellore-524 001 (AP) Vikrama Simhapuri University, Nellore under the UGC scheme for autonomous colleges for a period of six years w.e.f. 2016-2017 to 2021-2022.

Vikrama Simhapuri University, Dargamitta Nellore-524 003 (Andhra Pradesh) may now go ahead and issue necessary orders in this regard by endorsing a copy of the same to this office for our records. The admissible grant under this scheme will be released to the College as per its eligibility, according to the norms as laid down in the XII Plan Guidelines for Autonomous Colleges by the Joint Secretary, UGC – South-Eastern Regional Office, PB No. 152, APSFC Building, 5th Floor,,5-9-194, Chirag Lane, Hyderabad - 500 001

Yours faithfully,

(MANJU SINGH)

Cont.....



GOVERNMENT OF ANDHRA PRADESH
ABSTRACT



Higher Education - Constitution of Governing Body for conferment of Autonomous Status to D.K. Govt. Degree College for Women, Nellore - Orders - Issued.

HIGHER EDUCATION (CE) DEPARTMENT

G.O.Rt No.214

Dated:24.12.2019
Read:

From the Spl.CCE, A.P., Lr.No. 11/Autonomy/DK GDC(W)/Nellore- AC-08/2019-20, Dated: 11.09.2019.

--oOo--

ORDER:

The Special Commissioner of Collegiate Education, A.P., Vijayawada in the reference read above, has furnished proposal to the Government for constitution of Governing Body by nominating the persons in four Categories namely Educationalist, Industrialist, Professional and State Govt. Nominee as per the guidelines issued by the UGC for functioning of D.K. Govt. Degree College for Women, Nellore as Autonomous College.

2. After careful examination of the matter, Government hereby order to constitute the Governing Body by nominating the persons in four Categories namely Educationalist, Industrialist, Professional and State Govt. Nominee as per the guidelines issued by the UGC for functioning of D.K. Govt. Degree College for Women, Nellore as Autonomous College as follows:-

Category	Nomination
Educationist	Smt Moyilla Gowri, M.Sc, M.Phil (9704080092, 8008012125)
Industrialist	Dr. Koduru Pradeep Kumar Reddy, MBBS (Business & Industrialist - 9618932219).
Professional	Dr. Mastaniah, Principal DKW Government College for Women, Nellore (9492689967)
State Government Nominee	Special Commissioner of Collegiate Education , A.P, Vijayawada.

3. The Special Commissioner of Collegiate Education, A.P., Vijayawada shall take further action in the matter accordingly.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Spl. Commissioner of Collegiate Education, A.P., Vijayawada .
Copy to:-
The Individuals concerned. (Through the Spl. Commissioner of Collegiate Education, A.P., Vijayawada
SF/SCs.

//FORWARDED:: BY ORDER//

SECTION OFFICER

Deep
9/1/2020
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35
AEO
10/1/2020

D.O
69

Proceedings of the Special Commissioner of Collegiate Education,
Andhra Pradesh, Vijayawada
Present: Sri. M.M. Nayak, I.A.S.

Rc.No.63/GDC-CS/2019-3

dated 15.07.2020

Sub:-Government Degree Colleges – Implementation of Employable Courses in Under Graduate Level and P.G.Courses in addition to the existing courses in 13 Government Degree colleges proposed to develop as Centres of Excellence from the academic year 2020-21 – Orders – issued.

###

The Government of AP proposed to develop 13 Government Degree Colleges, one Government Degree College in Each district as a Centre of Excellence with an objective to guide them to get better NAAC grade and NIRF ranking and to prepare the students to compete at national level. These colleges will be strengthened by faculty support and trainings, sanctioning of additional funds for renovation and construction of buildings, establishment of laboratories with equipment and other infrastructural facilities. The Courses were selected after taking feedback from Industry, Placement Agencies, AP State Skill Development Corporation, Academicians, and P.G. Students. The Principals are requested to take all necessary steps to enhance quality and to impart skill-based education to the students.

Further, the principals of these 13 Government Degree Colleges mentioned in the Annexure appended to these proceedings were permitted to start the following new Market Oriented Courses, Hons courses and P.G. Courses in addition to the existing courses from the academic year 2020-21. The uneconomic courses shall be restructured to strengthen the colleges. The fee structure and expenditure procedures will be as in the case of other Restructured Courses that are in existence. The Principals are also requested to obtain necessary affiliation from the Universities concerned and please ensure that the said courses will commence from this academic year.

The receipt of these proceedings should be acknowledged.

M.M. Nayak
Special Commissioner of Collegiate Education

To

The Principals of 13 Government Degree Colleges as per Annexure.

Copy to Spl. Chief Secretary to Government, Department of Higher Education

Copy to The Chairman, APSCHE, Govt. of AP, Vijayawada

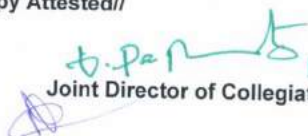
Copy to all the Regional Joint Directors of Collegiate Education.

Copy forwarded to the Registrars of Universities concerned.

Copy to A.G.O. of this Office.

Spare.1

//True Copy Attested//


15.7.2020
Joint Director of Collegiate Education

ANNEXURE							
List of courses sanctioned in 13 CoE colleges							
(Spl.CCE's Proc's Rc.No.63/GDC-CS/2019, dated 15.07.2020)							
S. No	Zone	District	Name of the College	Course	Group combination	Sanctioned strength	Medium
1	I	Srikakulam	GDC (M) Srikakulam	B.Sc.	Mathematics, Chemistry & Analytical Chemistry	30	English
				B.Sc.	Chemistry, Zoology, Paramedical Technology	30	English
				B.B.A	BBA	30	English
				B.Sc.	(Hons) Physics	30	English
2	I	Vizianagaram	GDC, Salur	B.Sc.	Mathematics, Statistics, Computer Science,	30	English
				B.Sc.	Chemistry, Zoology, Aquaculture Technology	30	English
				B.Com	Computer Applications	30	English
				B.A.	History Economics, Tourism and Travel Management	30	English
3	I	Visakhapatnam	Dr. VSK GDC(A) Visakhapatnam	B.Sc.	Mathematics, Statistics, Computer Science	30	English
				B.Sc.	(Hons) Physics	30	English
				B.Sc.	(Hons) Chemistry	30	English
				B.Com	Computer Applications	30	English
				B.Com	Accounting & Taxation	30	English
				BA	(Hons) Economics	30	English
4	II	East Godavari	PR GDC(A), Kakinada	B.Sc.	Mathematics, Electronics, Internet Things	30	English
				B.A.	Economics, Politics, Office Management and Secretarial Practice	30	English
				M.Sc.	Botany	30	English
5	II	West Godavari	GDC, Tanuku	B.Sc.	Mathematics, Electronics, Computer Science	30	English
				B.Sc.	Chemistry, Botany, Aquaculture Technology	30	English
				B.Com	Computer Applications	30	English
				B.Com	Taxation & Accounting	30	English
				B.A.	English Literature	30	English
6	II	Krishna	SRR & CVR GDC, Vijayawada	B.Sc.	Computer Science, Statistics, Data Science	30	English
				B.Sc.	Mathematics, Economics, Statistics	30	English
				B.Sc.	Food Technology, Microbiology, Biochemistry	30	English
				B.Com	Hons	30	English
				B.A.	(Hons) Psychology	30	English
				M.A.	Counselling Psychology	30	English
7	III	Prakasam	GDC, Kandukur	B.Sc.	Chemistry, Zoology, Aquaculture Technology	30	English
				B.Sc.	Computer Science, Statistics, Data Science	32	English
8	III	Guntur	GDC(W), Guntur	B.Sc.	Computer Science, Statistics, Data Science	30	English
				B.Sc.	Chemistry, Zoology, Aquaculture Technology	30	English
				B.Sc.	Food Technology, Microbiology, Biochemistry	30	English
				B.Com	Accounting & Taxation	30	English
				B.Sc.	(Hons) Chemistry	30	English
				M.A.	English	30	English

ANNEXURE							
List of courses sanctioned in 13 CoE colleges							
(Spl.CCE's Proc's Rc.No.63/GDC-CS/2019, dated 15.07.2020)							
S. No	Zone	District	Name of the College	Course	Group combination	Sanctioned strength	Medium
9	III	Nellore	DK GDC(W), Nellore	B.A.	(Hons) Economics	30	English
				B.Sc.	(Hons) Mathematics	30	English
				B.Sc.	Mathematics, Physics, Data Science	30	English
				B.Com	Professional	30	English
				BBA	DigitalMarketing	30	English
10	IV	Anantapur	Govt. Arts College(A), Anantapur	B.Sc.	(Hons) Statistics	30	English
				B.Sc.	(Hons) Geology	30	English
				B.Sc.	(Hons) Chemistry	30	English
				B.Sc.	(Hons) Zoology	30	English
				B.Com	B.Com (Hons)	30	English
11	IV	Kadapa	GDC(A), Kadapa	B.Sc.	Mathematics, Cloud Computing, Computer Science	30	English
				B.Sc.	Mathematics, Accountancy, Statistics	30	English
				B.Com	Banking, Insurance & Financial Services	30	English
				B.Sc.	(Hons) Mathematics	30	English
12	IV	Kurnool	GDC, Nandyal	B.Sc.	Mathematics, Statistics, Computer Science	30	English
				B.Sc.	Botany, Chemistry, Seed Technology	30	English
				B.A.	Economics, Commerce, Computer Science	30	English
				B.Com	Accounting & Taxation	30	English
				M.Com	M.Com	30	English
13	IV	Chittoor	GDC(M), Chittoor	M.Sc.	Botany	30	English
				B.Sc.	Chemistry, Botany, organic Farming	30	English
				B.Sc.	Mathematics, Computer Science, Cloud Computing	30	English
				B.Sc.	Mathematics, Chemistry, Industrial Chemistry	30	English
				B.com	Banking, Insurance & Financial Services	30	English
				B.Sc.	Physics(Hons)	30	English

M.M. Nayak
Special Commissioner of Collegiate Education

//True Copy Attested//

[Signature] 15.7.2020
Joint Director of Collegiate Education

UNIVERSITY GRANTS COMMISSION Bahadur Shah Zafar Marg New Delhi-110002 Approval of new skill based courses to institutions under NSQF for the academic year 2020-21					
S.No	State Name	Name of the Institution	Address	Details	
1	Andhra Pradesh	A M A L College	Anakapalli, District Visakhapatnam - 531 001		Trade/Course
				Certificate	DAIRYING & ANIMAL HUSBANDRY
				B.VOC. Degree	DAIRYING & ANIMAL HUSBANDRY
				Certificate	Agriculture
2	Tamil Nadu	A Veeriyar Vendar Memorial Sri Pushpam College	Poondi, District Thanjavur		Trade/Course
				Diploma	Edible mushroom cultivation Technology
				Diploma	Ornamental fish culture
				Diploma	Bio fertilizer
3	Tamil Nadu	A.D.M. College for Women	Nagapattinam, District Quaide-E-Milleth		Trade/Course
				B.VOC. Degree	Management and Entrepreneurship/Modern Office Practices
				B.VOC. Degree	Apparel/Fashion Technology
				B.VOC. Degree	Healthcare/Nutrition and Dietetics
4	Andhra Pradesh	A.N.R. College	Guduvada, District Krishna - 521 301		Trade/Course
				Certificate	IT/ITES/WEB TECHNOLOGIES
				Certificate	Management and Entrepreneurship/ GOODS & SERVICES TAX (GST)
				Certificate	Chemical and Petrochemicals/ ANALYTICAL CHEMISTRY
5	Tamil Nadu	A.P.C. Mahalaxmi College for women	Tuticorin, District Tuticorin - 628 016		Trade/Course
				Diploma	IT/ITES/Data Science
				Diploma	Media and Entertainment/Advertising and Public Relations
				Diploma	Beauty & Wellness/Herbal Beauty Care
6	Maharashtra	A.R. Burla Mahila Varishtha	City Survey No. 9705/9/A/2A, Raviwar		Trade/Course
				B.VOC. Degree	Theatre and Stage Craft
7	Maharashtra	A.T.S.P.M. Arts & Commerce College	Ashti, District Beed		Trade/Course
				Diploma	Agriculture/Organic Farming
				Diploma	IT/ITES/Computer Application and Information Technology
				Diploma	IT/ITES/Web Page Designing & Web development
8	Telangana	A.V.V. Degree & P.G. College	S.V.N. Road, Warangal - 506 002		Trade/Course
				B.VOC. Degree	Banking & Financial Service/ACCOUNTING AND TAXATION
				B.VOC. Degree	Management and Entrepreneurship/ENTREPRENEURSHIP DEVELOPMENT
9	Uttar Pradesh	Aadith College of Education	Vill. Maharra, Lalitpur - 284 403		Trade/Course
				B.VOC. Degree	Agriculture
				B.VOC. Degree	IT/ITES
				B.VOC. Degree	Office Management
10	Uttar Pradesh	Aala Hazrat Degree College	Nainital Road, Deorani Baheri, Dist. Bareilly - 234 203		Trade/Course
				Certificate	Food Processing/Assistant System Manager
				Diploma	Food Processing/Food Safety Manager
				Advanced Diploma	Food Processing/Packaging and Labeling Associate
				B.VOC. Degree	Food Processing/Food Processing Engineer
				Certificate	Retail/store operations assistant
				Diploma	Retail Management/Cashier
				Advanced Diploma	Retail Management/Sales Associate
11	Maharashtra	Abasaheb Parvekar Mahavidyalaya	New Power House, Pandharkawada Road, Yavatmal - 445 001		Trade/Course
				Diploma	IT/ITES/Information Communication Technology
				Diploma	Hotel Management
12	Maharashtra	Abeda Inamdar Senior College of Arts, Science & Commerce	2390-B, K.B. Hidayatullah Road, Azam Campus, Pune - 411 001		Trade/Course
				B.VOC. Degree	Green Jobs/Renewable Energy
				B.VOC. Degree	Retail Management
				B.VOC. Degree	Data Science and Data Analytics
13	Assam	Abhayapuri College	Abhayapuri, District Bongaigaon		Trade/Course
				B.VOC. Degree	Food Processing
				B.VOC. Degree	Retail Management and Information Technology
14	Uttar Pradesh	Acharya Naendra	Babhanan, District Gonda		Trade/Course

185	Andhra Pradesh	D.K. Govt. College for Women	Nelloor, District Nelloor - 524 003	Programme	Trade/Course
				Diploma	Beauty & Wellness
				B.VOC. Degree	Agriculture/AQUA CULTURE
				Advanced Diploma	IT/Ites/DATA SCIENCE
				Advanced Diploma	Media and Entertainment/DIGITAL MARKETING
186	Manipur	D.M. College of Commerce	Imphal, District Imphal	Programme	Trade/Course
				B.VOC. Degree	IT/Ites/Information Technology Enable Services
				B.VOC. Degree	Healthcare/Patient Care Management
				B.VOC. Degree	Retails Management
				B.VOC. Degree	Tourism & Hospitality Management
187	Andhra Pradesh	D.R. Goenka	Tadipalligudem, District	Programme	Trade/Course

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	Pradesh	Women's Degree College	West Godavari - 534 101	Diploma	Media and Entertainment/Broadcasting & Journalism
				Diploma	Electronics/Electrician / Electrical & Electronics
				Diploma	IT/Ites/Hardware & Networking
				Diploma	Healthcare
				Diploma	Plumbing
				Diploma	Sports, Physical Education and Fitness/Yogic Science
188	Maharashtra	Daar-ul-Rehmat Trust's A.E. Kalsekar Degree College	Near Bharat Gear Factory, Post Dawla, Kausa, Mumbra, Dist. Thane - 400 612	Programme	Trade/Course
				B.VOC. Degree	Food Processing
				B.VOC. Degree	Tourism and Hospitality/Travel & Tourism Management
				B.VOC. Degree	Retail Management
				B.VOC. Degree	Healthcare/Nutrition & Healthcare
189	Maharashtra	Dadasaheb Bidkar College (Arts & Commerce)	Peth, Tal. Peth, Dist. Nashik - 422 208	Programme	Trade/Course
				Certificate	IT/Ites/Software Developer
				Certificate	Banking & Financial Service/Banking, financial services and insurance (BFSI)
				Certificate	Life Sciences/ Production-Supervisor
190	Andhra Pradesh	Damacherla Sakkubayamma	BHAGYANAGAR 4TH LINE, 11TH CROSS	Programme	Trade/Course
				Certificate	Apparel/fashion designing

Proceedings of the Commissioner of Collegiate Education, A.P., Hyderabad,
Present: Smt. B. Chavalaram, IAS

Proc. Re No. 1, CCE- RUSA AO 12, Dated: 06-04-2016

Sub: CCE- RUSA Infrastructure Grants under Component 7- Administrative Sanction Orders Issued.

Ref: 1. CCE Proc Re No 1 SPD RUSA AO 2015, Dated: 5-5-2015
2. Proc. Re No 42 SPD RUSA AO 2015, Dated: 27-01-2016
3. Proc. Re No 42 SPD RUSA AO 2015, Dated: 04-04-2016
4. Circular No 1 CCE RUSA 2016, Dt: 16-04-2016
5. e-Mail from CCE's Office, dt: 24-04-2016
6. Letters from Principals of GDCs along with DPRs
7. G.O. Ms No. 148 Fin & Plg (In ADMN. TTR) dt: 21-10-2001
8. G.O. MS No. 178 Fin (TTR) Dept dt: 19-08-2011
9. G.O. MS No. 489 Fin (TTR) Dept Dt: 8-12-2008

ORDER:

With references to the subject cited and in accordance with the guidelines issued by the Commissionerate, 56 GDCs submitted Detailed Project Report (DPR) proposals to RUSA for utilizing the financial assistance for setting up of infrastructure facilities in the Colleges. The PAB, RUSA has approved 56 Government Degree Colleges and sanctioned an amount of Rs. 200 Crores each towards Infrastructure Grants under RUSA Component 7. Out of this total sanction of Rs. 200 Crores, Rs. 70.00 Lakhs was earmarked for construction of new buildings, Rs. 70.00 Lakhs for renovation/upgradation of the existing facilities and Rs. 60.00 Lakhs for purchase of equipment, and the same was submitted in the DPR proposing detailed estimate of each category. The financial support is to be utilized by the colleges under the guidance and monitoring of the Commissionerate of Collegiate Education, AP as shown below.

Sno	Category	Allocated Amount, Rs. in Lakhs
1	Construction of new buildings	70.00
2	Upgradation/Renovation of existing facilities	70.00
3	Purchase of equipment	60.00
	Total	200.00

Keeping in view of above, the Principal of the College (Annexure enclosed) is hereby accorded administrative sanction for an amount of Rs. 200.00 Lakhs for utilizing the amount sanctioned and released by RUSA under the guidelines as mentioned above and following guidelines issued by the department.

Sd/- B. Chavalaram, IAS
Commissioner, Collegiate Education

For Commissioner of Collegiate Education

Copy to:

- The Principals of the Colleges (Annexure Enclosed)
- The FFs of the Concerned Executing Agencies for taking necessary action
- The CEs of the Concerned Executing Agencies for taking necessary action
- The SPD RUSA, AP
- The Nodal Officer, RUSA, AP
- The Principal Secretary to Govt., H. Dept, AP

**Proceedings of the Principal
D.K.Govt. College for Women (Autonomous), Nellore
Present: Dr. CH. Masthanaiah, M.Com., Ph.D.**

Rc.No. DKW / Academic/ Const. of Governing Body / 2020.

Dated: 20-06-2020

Sub: D.K. Govt. College Autonomous for Women Nellore-Constitution of Governing Body.

Ref: 1. RC.No.F.22-1/2016 (AC), dt. 09.03.2016 of the Joint Secretary U.G.C., New Delhi.

2. GO Rt. No. 214 dated 24-12-2019 of Govt. of Andhra Pradesh

As the Govt. of Andhra Pradesh has constituted the Governing Body vide GO no 214 as shown in the reference no.2 given above, Governing Body is constituted in our college from the academic year 2019-20. This reconstituted body is valid for three years from the date of constitution. The following members are nominated by the State Government, University or by the Principal of the College as per the latest guidelines of the U.G.C. issued in 2018,

S.No	Category	Name	Designation
1	Chairman and State Govt. Nominee	Sri. MM. Nayak, IAS.	Special Commissioner of Collegiate Education, Govt. of Andhra Pradesh, Vijayawada
2	Educationalist nominated by State Govt.	Smt. Moyaila Gowri, M.Sc, M.Phil, 9704080092	Educationalist
3	Industrialist nominated by State Govt.	Dr. Koduru Pradeep Kumar Reddy, MBBS, 9618932219	Business and Industrialist
4	University Nominee	Dr. L. Vijaya Krishna Reddy, M.A., Ph.D. 9490467484	Registrar, V. S University, Nellore
5	Teachers of College nominated by the Principal	Dr. K. Padmaja, Professor of English, M.A, M.Phil. Ph.D.	Vice Principal, Coordinator IQAC D.K. Govt. College for Women (A), Nellore
6	Teachers of College nominated by the Principal	Dr.K.Karuna Sri, M.A.Ph.D	Lecturer in Telugu D.K. Govt. College for Women (A), Nellore
7	Educationalist or Industrialist nominated by the Principal	Dr. P. Radhika, M.A., Ph.D., Ph.No. 9949711599 radhika.palanki@gmail.com	Retd. Principal, V.R. College, Nellore Former EC member, V S university, Nellore
8	UGC Nominee	Dr. Purna Banerjee, M.A., Ph.D.9051903999	Professor of English, Presidency University, Calcutta
9	State Govt. Nominee	Dr.V. Rama Jyosthna Kumari, M.Com, Ph.D.	RJDCE(FAC) Zone III, Govt., Degree Collegiate Campus, Guntur. Guntur (Dt.) Ph.No. 0863-2220292
10	Principal and Ex-officio	Dr. Ch. Masthanaiah M.Com, M.Phil, Ph.D.	Principal, D.K. Govt. College for Women (A), Nellore



Principal 20.06.2020

**PRINCIPAL
D.K. Govt. Degree College for Women
NELLORE.**

Office of the Principal
D.K.Govt. College for Women (Autonomous), Nellore
Present: Dr. CH. Masthanaiah, M.Com., Ph.D.

Rc.No. DKW / Academic/ Reconst. of Academic Council / 2019.

Dated: 30-01-19

Sub: D.K. Govt. College Autonomous for Women Nellore-Reconstitution of Academic Council from 2018-19.

Ref: 1. RC.No.F.22-1/2016 (AC), dt: 09.03.2016 of the Joint Secretary U.G.C., New Delhi.

2. College letter to the University dated :22.11.2018

3.Letter Rc. No. VSU/DKW/Nominee/2018-19 dated : 07-01-2019, of the Registrar VS University, Nellore

As the college has completed two years of its existence as an Autonomous institution and the time period of the initially constituted Academic council came to an end in the month of August 2018, a request letter was sent to the University for the reconstitution of Academic Council as per reference No.2. As per the reference no 3 given above, **Academic Council** is reconstituted in our college from the academic year 2018-19.This reconstituted body is valid for three years from the date of reconstitution. The following members are nominated by the University or by the Principal of the College as per the latest guidelines of the U.G.C. issued in 2018.

S. No	Name	Position
1.	Dr. Ch.Masthanaiah, Principal D.K.Autonomous Govt College (W)	Chair Person
2	Prof. A. Durga Pasada Rao Registrar Vikrama Simhapuri University, Nellore Mobile : 9885050829, 9100058607	Ex Officio Member University Nominee
3	Prof. G. Vijay Ananda Kumar Babu Dean, College Development Council Vikrama Simhapuri University, Nellore Mobile : 9701661371	University Nominee
4	Prof. Ande Prasad Principal, University college Vikrama Simhapuri University, Nellore Mobile : 9885934309, 8186946021	University Nominee
5	Dr.G.Varalakshmi, Lecturer in Stastics D.K.Govt College for Women (A), Nellore	Member Secretary Academic Coordinator (Principal Nominee)
6	Dr.C. Kalapriya, Lecturer in Home Science, N.C.C., ANO D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
7	Dr.P.Victoria Rani , Lecturer in Botany, Coordinator, Women Empowerment Cell	Teacher representing different categories

	D.K.Govt College for Women (A), Nellore	(Principal Nominee)
8	Dr. S. Divija Devi, Lecturer in Telugu NSS Programme Officer, NSS Unit II D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
8	Sri.B.Rajeswara Reddy, Lecturer in Physics D.K.Govt College for Women (A), Nellore	Teacher representing different categories (Principal Nominee)
9	Sri.Dodla Sessa Reddy Chairman, Dodla dairy , Nellore Mobile : 09849982478	Expert from outside the college representing the field of Trade and Commerce (G B Nominee)
10	Dr.V.Krishna Kumar Retired Principal Falt No. 201, Dega DRK paradise, AK Nagar Near Current Office centre Nellore 524004 Mobile :9849562910	Expert from outside the college representing the field of Education (G B Nominee)
11	Dr. S.Chaitanya, MD., Gynacology, Srichaitanya Hospital, Gandhi nagar , Nellore. Mobile: 9440709249	Expert from outside the college representing the field of Medicine (G B Nominee)
12	Sri.Srihari Reddy (Chartered Accountant) Santhi Sweets , Vijayamahal Centre , Nellore Mobile: 9246825663	Expert from outside the college representing the field of Business law (G B Nominee)

All the I/Cs of Departments are the members of the Academic council


Principal 30.01.19
Principal
D.K.Govt. College for Women (A)
NELLORE.

Office of the Principal
D.K.Govt. College for Women (Autonomous), Nellore
Present: Dr. CH. Masthanaiah, M.Com., Ph.D.

Rc.No. DKW / Academic/ Reconst. of Finance Committee / 2019.

Dated: 30-01-19

Sub: D.K. Govt. College Autonomous for Women Nellore-Reconstitution of Finance Committee from 2018-19.
Ref: 1. RC.No.F.22-1/2016 (AC), dt: 09.03.2016 of the Joint Secretary U.G.C., New Delhi.
2. College letter to the University dated :22.11.2018
3. Letter Rc. No. VSU/DKW/Nominee/2018-19 dated : 07-01-2019, of the Registrar VS University, Nellore

As the college has completed two years of its existence as an Autonomous institution and the time period of the initially constituted Finance Committee came to an end in the month of August 2018, a request letter was sent to the University for the reconstitution of Finance Committee as per reference No.2. As per the reference no 3 given above, Finance Committee is reconstituted in our college from the academic year 2018-19. This reconstituted body is valid for three years from the date of reconstitution. The following members are nominated by the University or by the Principal of the College as per the latest guidelines of the U.G.C. issued in 2018.

S. No	Name	Position
1.	Dr. Ch.Masthanaiah, Principal D.K. Govt College for women (A), Nellore	Chair Person
2	Dr. G. Sujay Kumar Assistant Registrar Vikrama Simhapuri University, Nellore Mobile : 9866805985	University Nominee
3	Smt.K. Kusuma Kumari, M.Com, M.Phil Chairman NEHA Textile & Handicrafts 6th lane Postal colony A.K.Nagar Nellore	Principal Nominee
4	Smt. M.Lakshmi Prasanna Lecturer in Commerce D.K.Govt College for Women (A),Nellore	Principal Nominee
5	Sri N.Sudhakar, Adminisstrative Officer D.K.Govt College for Women (A),Nellore	Principal Nominee
6.	Smt.N. NagaPadmavalli Superintendent D.K.Govt College for Women (A),Nellore	Principal Nominee


Principal 30.01.19
PRINCIPAL
D.K. Govt. Degree College for Women
NELLORE.

Awards received by the Faculty

Sl. No.	Name the Faculty	Designation	Department	Award received	Year
1	Dr.Ch.Masthanaiah	Principal	Commerce	Member of State Higher Education of RUSA	
2	Dr.Ch.Masthanaiah	Principal	Commerce	AP State Swatch award	02-10-2018
3	Dr.Ch.Masthanaiah	Principal	Commerce	Swatch award from AP State Govt.&MHRD	02-10-2018
4	Dr.S.Divija Devi	Asst.Professor	Telugu	Saavitreebaipule Stree Shakti Puraskar	08-03-2015
5	Dr.S.Divija Devi	Asst.Professor	Telugu	AP State Swatch award	02-10-2018
6	Dr.S.Divija Devi	Asst.Professor	Telugu	AP State Swatch award	02-10-2018
7	Dr.S.Divija Devi	Asst.Professor	Telugu	Humanity Award From Indian Red Cross Society	08-03-2020
8	Dr.G.Padma Priya	Asst.Professor	Telugu	Saavitreebaipule Stree Shakti Puraskar	08-03-2020
9	Smt.T.Sriranjani	Asst.Professor	Zoology	State Best Nodal Officer from Hon'ble Governor of AP for her contributions to Indian Red Cross Society	29-09-2019
10	Smt.T.Sriranjani	Asst.Professor	Zoology	Dist.Best Nodal Officer Award from the Collector,SPSR Nellore dist.	2018
11	Sri Sk. Sabjan	Asst.Professor	Physics	District level award for Best services in Education by the District Collector, SPSR Nellore dist.	2018
12	Dr. K. Suvarna	Asst.Professor	Mathematics	District level award for Best services in Education by the District Collector, SPSR Nellore dist.	26-01-2017
13	Smt.SK. Almas begum	Asst.Professor	Hindi	District level award for Best services in Education by the District Collector, SPSR Nellore dist.	2017
14	Sri B. Udaya Bhaskar	Asst.Professor	Economics	District level award for Best services in Education by the District Collector, SPSR Nellore dist.	2016

15	Sri N. Sudhakar Smt.P.Naga	Administrative officer		District level award for Best services in Education by the District Collector, SPSR Nellore dist.	26-01-2017
16	Padmavalli	Superintendent		District level Best services award	15-08-2019
17	Dr.Md.Mahaboob	Asst.Professor	Urdu	Best Urdu Teacher Award from Govt. of AP	2015-16
18	Dr.K.Padmaja	Professor	English	E-teacher Fellowship, Regional English Language Office ,US Embassy	2015-16

Faculty development Programe Attended by staff

January to September 2020

S.No	Name of the faculty	Designation	Department	No of FDPs attended
1	Dr. K. Padmaja	Professor	English	21
2	Dr. S. Vindhyavali	Assistant Professor	English	10
3	Sk. Tamanna	Assistant Professor	English	18
4	Dr. K. Karunasri	Assistant Professor	Telugu	20
5	Dr. S. Divija devi	Assistant Professor	Telugu	24
6	Dr. G. Padmapriya	Assistant Professor	Telugu	20
7	Sri. M. Venkata rao	Assistant Professor	Telugu	47
8	Dr. Md. Mahaboob	Assistant Professor	Urdu	33
9	Sri. Joji kamatham	Assistant Professor	Political Science	05
10	Smt. S. Fathimunissa Begum	Assistant Professor	History	20
11	Smt. M. Lakshmi prasanna	Assistant Professor	Commerce	06
12	Smt. N. Prabhavathi	Assistant Professor	Mathematics	15
13	Dr. K. Suvarna	Assistant Professor	Mathematics	28
14	Dr.P.M.V Prasad	Professor	Mathematics	16
15	Dr. G. Varalakshmi	Assistant Professor	Statistics	08
16	Sri B. Rajeswara reddy	Assistant Professor	Physics	07
17	Sri. N. Sarath babu	Assistant Professor	Chemistry	0
18	Smt. D. Surendra	Assistant Professor	Chemistry	15
19	Dr. P. Victoria Rani	Assistant Professor	Botany	20
20	Smt. B. Raja Rajeswari	Assistant Professor	Botany	38
21	Smt. K. Sai Sudha	Assistant Professor	Biotechnology	16

22	Smt. T. Sri Ranjani	Assistant Professor	Zoology	25
23	Smt. G. Catherin	Assistant Professor	Zoology	08
24	Dr. C. Kalapriya	Assistant Professor	Home science	15
25	Smt. B. Vidyullata	Assistant Professor	Computer Sciences	08
26	Ms. M. Emelya Rani	Assistant Professor	Computer Sciences	04
27	Dr. Ch. Narayana Reddy	Associate professor	Library Sciences	13
28	Smt. P. Venkata Lakshamma	Assistant Professor	Physics	20
29	Smt. N. Naga Syamala	Contract Lecturer	Statistics	12
30	Smt. K. Sreelakshmi	Contract Lecturer	English	01
31	Smt. R. Sudhamani	Contract Lecturer	English	06
32	Smt. K. Padma Priya	Contract Lecturer	History	17
33	Smt. K. Lakshmi	Contract Lecturer	Economics	14
34	Dr. T. Mamatha	Contract Lecturer	Home science	23
35	Smt. K. Aparna devi	Contract Lecturer	Home science	57
36	Dr. M. Vishnu priya	Contract Lecturer	Chemistry	16
37	Dr. E. Premalatha	Contract Lecturer	Chemistry	33
38	Smt. B. Anuradha	Contract Lecturer	Computer Science	5
39	Smt G.Sowjanya	Contract Lecturer	Computer Science	11
40	Smt K.Bhagya Lakshmi	Contract Lecturer	Commerce	11

Learning Management System

Content generator list

S.No	Name of the faculty	Designation	Department	Paper	LMS Modules
1.	Dr. K. Karunasri	Assistant Professor	Telugu	Special Telugu SEM-V	5
5	Dr. S. Divija devi	Assistant Professor	Telugu		
6	Dr. G. Padmapriya	Assistant Professor	Telugu	Artha parinaamam Samgnaa paricchedam	2 3
8	Dr. Md. Mahaboob	Assistant Professor	Urdu	Sem. 3	2
21	Smt. K. Sai Sudha	Assistant Professor	Biotechnology	Biotechnology semester V Molecular Biology	6
22	Smt. T. Sri Ranjani	Assistant Professor	Zoology SEM-V	Animal Biotechnology	4
23	Smt. T. Sri Ranjani	Assistant Professor	SEM-V	Aquaculture Technology	2
37	B.Rajsekar	Contract Lecturer	Computer Science	SEM-V Software Engineering	7

S . N o	Name of the Department	Name of the staff	Title of the Seminar attended	Title of the paper Presented (If Any)	Place of the seminar	Date & Year (From - to)	If Functioned as Resource person or mention
1	Telugu	Dr K.Karunasri	జాతీయ భాషగా తెలుగు	జాతీయ స్థాయిలో తెలుగు ఔన్నత్యం	S.V.U,Tirupathi	13.06.2015	
2	Telugu	Dr K.Karunasri	సాహిత్యంలో బాల్య చిత్రణ	ఆధునిక మహాభారతంలో బాలల సమస్యలు	P.V.R.College, Malikipuram	10.10.2015	
3	Telugu	Dr K.Karunasri	EPICS IN DRAVIDIAN LANGUAGE	మహాభారతం వాక్స్వరరూప వివరణం	University of Madras	27.11.2015	
4 5	Telugu	Dr K.Karunasri	Gurajaadas Literature his multifaceted contribution to Modern society	గురజాడ గేయాలు తులనాత్మక పరిశీలన	Central Institute of INDIAN Languages, Mysore	29.12.2015	
6	Telugu	Dr K.Karunasri	సమాజము – ఆధ్యాత్మిక భక్తి సాహిత్యం	అన్నీ వేదాల్లోనే ఉన్నాయప	Matrusri Oriental College,Jill ellamudi	30.01.2016	
7	Telugu	Dr K.Karunasri	సాహిత్యంలో సంస్కృతిలో రామతత్వం	కల్పవృక్షంలో కైకేయి	S.V.Oriental College,Tirupathi	04.02.2016	
8	Telugu	Dr K.Karunasri	గురజాడ సాహితీ సమాలోచన	కన్యాశుల్కం – తెలుగు నాటకాల ప్రభావం	V.S.University,Nellore	22.02.2016	
9	Telugu	Dr K.Karunasri	Comparative study of language and	హిందీ తెలుగు సాహిత్యాలలో మొదటి	Dr.S.R.College,Yanam	23.02.2016	

			literary elements in English,Hindi ,Tamil and Telugu	కథానికలు (ఇందుమతి – దిద్దుబాటు)			
1 0	Telugu	Dr K.Karu nasri	RAMAs philosophy in Indian Literature	ఆర్ష ధర్మసారం –రాముని జీవన విధానం	Andhra University, Vizag	24.03.2 016	
1 1	Telugu	Dr K.Karu nasri	ఆధునిక సాహిత్యం – స్త్రీ చైతన్యం	గురజాడ లేఖల్లో స్త్రీ	D.R.W.Col lege,Gudur	15.03.2 016	
1 2	Telugu	Dr K.Karu nasri	Devotional Literature in Dravidian Languages	భక్తి సాహిత్యం- చరణవైభవం	S.V.U,Tiru pathi	16.04.2 016	
1 3	Telugu	R. Lakshmi Kantha mma	Jaashuvaarac hanalu –oka parishilana	Jashuva sahitya samalochana	Jashuva kavitapitam (netional(	25.7.20 15	
1 4	Telugu	R. Lakshmi Kantha mma	Kaadambarilo ramakrustanai hapatra chiteana	Ravuri bharadwaja sahiti yshistaym	Varrachenn areddycolle ge, palamaneru , (netional(	22.8.20 15	
1 5	Telugu	R. Lakshmi Kantha mma	Chowdeshawri jyoti nrutyam	Dravida bhashallo bhakti sahityam	Veniyamba adi bharati tamilasamg am vellooru	16.4.16	
1 6	Telugu	R. Lakshmi Kantha mma	Gurajada rachanallo strichitanyam	Gurajada sahiti samalochana	Tikkana sahiti pitam (netional(	22.2.20 16	
1 7	Telugu	R. Lakshmi Kantha mma	Ramganayaka mma kathallo mahila abhudayam ramganayaka mma katallo mahilabyouda yam	Adunika sahityam stri chitanyam	Duvuri ramanamm a womans college ,guduru (netional)	15.3.20 16	
1 9	Telugu	Dr G.Pad ma Priya	Epics in Dravidian Languages		University of madras, Chennai	27, Nov 2015	N I L
2 0	Telugu	Dr G.Pad ma Priya	RAMAS Philosophy in Indian Literature		Andhra University Vizag.	5,6 March 2016	N I L

2 1	Telugu	Dr G.Pad ma Priya	Devotional Literature in Dravidian Languages		Sri Venkatesw ar university , Tirupathi.	16,17 April 2016	N I L
2 2	Telugu	Dr G.Pad ma Priya	జాషువా సాహిత్య సమాలోచన	జాషువ - ఓటుసమాజం	జాషువ కవితాపీ టం Nellore SPSR Nellore Dist.	25 July 2015	N I L
2 3	Telugu	Dr G.Pad ma Priya	రావూరి భరద్వాజ సాహితీ వైశిష్ట్యం	లోకం కోసం లో లోకం తీరు	Sri Varra Chenna Reddy Govt College Palamaneru ,chithoor Dist.	21,22, Aug 2015	N I L
2 4	Telugu	Dr G.Pad ma Priya	Portrait of in Literature	జాషువా సాహిత్యం లో బాల్య చిత్రణ	MVN,JS & PVR College of Arts &Science Mlikipura m, East Godavari Dist.	9,10 Oct.20 15	N I L
2 5	Telugu	Dr G.Pad ma Priya	Gurajada's Literature his multi faced contribution to modern society	సాహిత్యం - సమాజం - గురజాడ	GBR Degree college , Anathapur	29,30 dec 2015	N I L
2 6	Telugu	Dr G.Pad ma Priya	Rama tatwa depicted inLiterature Arts and culture of Andhra Pradesh	కార్య నిర్వహణాధి కారిగా మార్గదర్శకత్వం వహించగల మూర్తి -తార	S.V. Oriental Degree &P.G college, Thirupathi.	4,5 Feb 2016	N I L
2 7	Telugu	Dr G.Pad ma Priya	గురజాడ సాహితీ సమాలోచన	సంస్కరణ దిశగా గురజాడ సాహిత్యం	V.S.Univer siy ,Nellore SPSR Nellore Dist.	22,23 Feb 2016	N I L
2	Telugu	Dr	ఆధునిక	కొత్తబాటలు	DRW	15	N

8		G.Padma Priya	సాహిత్యం – స్త్రీ చైతన్యం	వేస్తున్న మహిళా మార్గం కథలు	College , Gudur SPSR Nellore Dist.	March 2016	I L
29	Telugu	Dr. S. Divija Devi	Jaashuva Saahitya Samalochana	Naakatha-Teepi Chedu Gnapakaala Jaashuva	Jaashuvaa Kavitha Peetam, Nellore	25,July 2015	
30	Telugu	Dr. S. Divija Devi	Raavuri Bharadwaja Saahitee Vaisistyam	Raajakeeyapu Yettugadala - Kaadambarddy	SriVarra Chenna Reddy GDC Palamaneru	21,22 August 2015	
31	Telugu	Dr. S. Divija Devi	Saahityam Lo Bhalya Chitrana	Bharatam Lo Bhalya Chitrana	MVN,JS&PVRCollege of Arts And Science College Malkipura m, East Godavari Dist.	9,10 October 2015	
32	Telugu	Dr. S. Divija Devi	Epics In Dravidian Languages	Kavitraya Bharatam Sree Krushnudi Dharma Swarupam	Univesity of Madras&Vaniyambadi Bharathi Tamil Sangam	27,November 2015	
33	Telugu	Dr. S. Divija Devi	Gurajada Saahitee Samalochana	Gurajada Kathallo Stree Chaitanyam	Vikrama Simhapuri University	22,23 February 2016	
34	Telugu	Dr. S. Divija Devi	Adhunika Saahityam – Stree Chaitanyam	Stree Chaitanya Saaradhi Noorella Panta	DRW College Gudur, Nellore Dist.	15,March 2016	
35	Telugu	Dr. S. Divija Devi	Devotional Literature In Dravidian Languages	Madhuraati Madhuram Alvaarula Divya Charitam	SV University & Vinayambadi Bharathi Tamil Sangam	16,17 April 2016	
	Telugu	M. Venkat Rao	తిక్కన సాహితీ	గురజాడ సాహితీ సమాలోచన	నెల్లూరు	23-16	nil

			పీఠం				
			One day state level lecture-workshop	Steps towards improvement of quality in Higher education	Nellore	31-3-16	ni l
			Devotional literature in Dravidian Languages	వేమన్న గారి మతం	తిరుపతి	17-4-16	ni l
36	Urdu	Dr. Mahabob	Urdu rubayi riwayat aur imkanaat		SVU Tirupathi	10-2-2016 to 11-2-2016	S a h e l i A n d h r a m a i n U r d u r u b a y i
37	Urdu	Dr. Mahabob	Quality enhancement in Govt degree colleges-Role of teachers		Andhra University ,Vizag	10-10-2015	
38	Economics	K. Lakshmi	Plight of working women:Remedies	Gave a talk	DRW Women's college, Gudur, SPSR NELLORE	20.11.2015	
39	Economics	K. Lakshmi	Quality in Higher Education at Under graduate level: A review	-	GDC, Naidupet, SPSR NELLORE	6 th January, 2016	
4	Economics	K.	Examination	Gave a talk	Vikrama		

0	ics	Lakshmi	Reforms: Measures & Strategies		Simhapuri University	01.02.2016	
41	Political Science	K. JOJI	Problems of the elderly : Challenges and strategic Interventions	Participat-ed	V.S.University NELLORE	21 st & 22 nd March, 2016	
42	Commerce	Shaik. Nagur saheb	Quality enhancement in Govt. Degree Colleges role of Teachers	No	Andhra University, Vishakhapatnam	10 th , October 2015	No
43	Commerce	M. Lakshmi Prasanna	Quality Enhancement in Govt. degree colleges - Role of teachers	No	Andhra University, Visakhapatnam	10 th , Oct 2015	No
44	Commerce	M. Lakshmi Prasanna	Quality in Higher Education at Under graduate level: A Review	No	Government Degree College, Naidupet	6 th Jan 2016	No
45	Mathematics	Smt. N.Prabhavathi	International Publication	Effect of Thermo-Diffusion and dissipation On Non-Darcy Convective Heat and mass Transfer flow in A vertical Channel with Temperature Dependent heat Sources	Vijayawada	November 2015	Participant
46	Mathematics	Dr.K.Suvarna	International Publication	Effect of Thermo-Diffusion and dissipation On Non-Darcy Convective Heat and mass Transfer flow in A vertical	Vijayawada	November 2015	Participant

				Channel with Temperature Dependent heat Sources			
47	Mathematics	Dr.K.Suvarna	State Level Seminar	Economy and Environment sustainable development	GDC, Venkatagiri	23 September 2015	Participant
48	Statistics	Dr.G.V aralaks hmi.	Quality enhancement in govt. Degree colleges role of teachers		Andhra university vishakapat nam	10 October, 2015	
49	Statistics	N. Naga syamal a	Quality enhancement in govt. Degree colleges role of teachers		Andhra university vishakapat nam	10 October, 2015	
50	Statistics	N. Naga syamal a	Protection & Promotion of Human Rights: Role of Civil Society		Govt.College (UG&PG), Ananthapur am	30 th November 2015	
51	Physics	Sri. Sk.Sabjan	Quality Enhancement in Govt. Degree Colleges Role of Teachers		Andhra University, Visakhapat nam	10-10-2015	
52	Physics	Sri. B.Rajeswara Reddy	Quality Enhancement in Govt. Degree Colleges – Role of Teachers		Andhra University, Visakhapat nam	10-10-2015	
53	Physics	Sri. B.Rajeswara	Recent trends in applied	EPR and optical studies	K.R.K Govt. College,	16-12-2015 to	

		Reddy	Physics		Addanki,Prakasam Dt	17-12-2015	
54	Physics	Sri. B.Rajeswara Reddy	Advances in Mathematical sciences	Phase transitions	K.B.N College, Vijayawada.	28-11-2015	
55	Chemistry	Dr. E. Premalatha	Female feticide – recosons&percussioni		Govt degree college kovur.	20.01.2015	NO
56	Chemistry	Dr. E. Premalatha	Use of Radiation Technology in agriculture and reaserch		University of Hyderabad-bhabha atomic reaserch centre	13.11.2015	NO
57	Chemistry	Dr. E. Premalatha	Role of Students and civil society in disaster management in india		GOVT Degree college kovur.	28.11.2015	NO
58	Chemistry	Dr M.Vishnu priya	Indian Diaspora		VGDC,Venkatagiri	26-2-2015 to 27-2-2015	
59	Chemistry	Dr M.Vishnu priya	Human values in women through education		VGDC,Venkatagiri	10-2-2016	
60	Botany	Dr. E.K. Dorcus Joy	QUALITY ENHANCEMENT IN GOVERNMENT DEGREE COLLEGES –ROLE OF TEACHERS	-	Andhra University, Visakhapatnam	10.10.2015	-
	Botany	B. Raja Rajeswari	International Conference on Advances in Plant and	Oral Presentation on” Screening of Anti – Diabetic and Wound	Acharya Nagarjuna University. Guntur	March 6 th – 8 th 2016.	

			Microbe Research (ICAPMR 2016),	healing activities from Pithecellobium dulce (ROXB). BENTH. And Cassia occidentalis LINN			
	Botany	Vasundhara Devi	National seminar on Green chemistry for a sustainable and Healthy Economy.		V.S.R & N.V.R. College, Tenali.	23 rd Jan, 2016.	
	Zoology	T. Sri Ranjani	UGC Sponsored National Conference on “Recent Trends in Animal Physiology, Biotechnology and Medical Research”	Reproductive toxicity of cypermethrin in Zebrafish: fecundity, Vitellogenin, gonadal histology and Estrogen receptor-ligand docking studies	Sri Venkateswara University, Tirupati	29-30 th March, 2016	
61	Home Science	Dr C.Kala Priya	International Conference on perspective of green energy ,Climate change and sustainable development and environment policies	“Forest Management and climate change”	SPMVV, Tirupati.	21-22 Aug 2015	
62	Home Science	Dr C.Kala Priya	National Seminar on Socio-Economic factors Influencing – Environmental Pollution, Biodiversity and Sustainable	“Air pollution and its effects on health”	Department of History, GDC, Nagiri, AP.	25 th -26 th July 2015	

			Development				
	English	Dr. K.Padmaja	Higher Education	Role of Higher Education in Empowering Women	D.K Govt. College for Women, Nellore	4&5 November 2016	
	English	Dr. K.Padmaja	National Seminar on Higher Education and presented	Interactive PowerPoint-an Invaluable tool for English Language Teaching in Student Centred Classroom	Govt. College for Women, Guntur	21-22-12-2016	
	English	Dr. K.Padmaja	National Seminar on “overcoming challenges in the implementation of blended learning in ELT’		GDC SriKalahasti	19 04-2017	moderator for a panel discussion
	English	Dr S.Vindhya	Role of Education	Education-Knowledge Generation	Department of Zoology, D.K. Govt. College for Women (A), Nellore	August, 2016	National
	English	Smt.R. Sudha Mani	Higher Education: Changing Relationship between Teachers and Students		GDC,Venkata giri	8-11-2016	NO
	English	Smt.R. Sudha	Emerging Trends in	Emerging Trends in English	GDC,Vidavalur	21-2-2017	NO

		Mani	English Language Teaching-the trans-National scenario	Language Teaching-The Trans-National scenario			
	English	K. Srilakshmi	Role of Education In Human Development	---	D.K.Govt. College for Women , Nellore	04.11.2016 & 05.11.2016	-- -
	Telugu	Dr K.Karunasri	నదీ ప్రాశస్త్యం-పర్యావరణ చైతన్యం	తెలుగు సాహిత్యంలో నదీ ప్రాశస్త్యం	Siddardha womens college,vijayawada	04.08.2016	
	Telugu	Dr K.Karunasri	Multi Disciplinary Research	నరకాసుర వధలో ఖగోళ రహస్యాలు	Vanyambadi abhaarati Tamila samgham	20-08-2016	
	Telugu	Dr K.Karunasri	Dramatical Literature in Dravidian Languages	గురజాడవారి కొండుభాట్టియంలో గిరీశం	Yelagiri Bhaarati TAMILASAMGHAM,Aadi kavi Nannayya university.	09-12-2016	
	Telugu	Dr K.Karunasri	Challenges in Teach Languages	తృతీయ భాషగా తెలుగు	SRR&CVR GOVT .Degree&P G College	17-12-2016	
	Telugu	Dr K.Karunasri	Traditional Foods in nature care in Dravidian Languages	శ్రీనాథుని చాటువుల్లో తెలుగు వంటకాలు	Yalagiri Bhaarati TAMILASAMGHAM,Vellore.	18,19 march 2017	
	Telugu	Dr K.Karunasri	తెలుగు పరిశోధన నాడు -నేడు	తెలుగు పరిశోధన నాడు -నేడు	AadikaviNannayya University, Raajaman dry.	27-01-2017	
	Telugu	Dr K.Karunasri	తేనెలోలుకు బాష నాతెలుగు భాష	తేనెలోలుకుబాష నాతెలుగు భాష	D.K.W college,Nellore.	21-2-2017	
	Telugu	R. Lakshmi Kantha	Sahityamulo paakashastm	Traditional poods &neturu kere Dravidian langwejas	Yalagiri bharati tamilasamgham melloru	19.3.2017	

		mma			)intarnetion al)		
	Telugu	R. Lakshmi Kantha mma	Drusya drusyamlo adrusya mowtunna prakruti	Nadipradanyata- paryavaranachita nyam	Sri durga malleswara sidharda mahila college vijayavada (netional	4.8.201 6	
	Telugu	R. Lakshmi Kantha mma	Viswanarudu jashuva	Jashuva sahiti samalochana	Tikkana sahiti pitam (netional(	29.9.20 16	
	Telugu	R. Lakshmi Kantha mma	Bhatruhari subhashitalu -vidya pradanyata	Rol of eduketion in howman development	D.k.wgot(A)womans college (netional)	4.11.20 16	
	Telugu	Dr. G. Padma Priya	Dramitital Literature in Dravidan Languages		Adikavi nanaaya University, Rajamandri	9 Dec 2016	
	Telugu	Dr. G. Padma Priya	Traditional Foods And Nature Care in Dravidian Languages		DKM Women”co llege Tamil Deparment Vellore	18 ,19 march 2017	
	Telugu	Dr. G. Padma Priya	Multi disciplinary research	విశిష్టాద్వైతప్రప ర్తకులు రామానుజాచ ర్యులు	Vinayamba di tamil sangamDep artment of tamilVoorh ees college , vellorer	20 Aug 2016	N I L
	Telugu	Dr. G. Padma Priya	తెలుగు భాషోద్యమ పితామహు డు శ్రీ గిడుగు రామమూర్తి పంతులు	బాలకవి శరణ్యం	Telugu bhasah mitra mandali Kadapa,	29Aug 2016	N I L
	Telugu	Dr. G. Padma Priya	జాషువా సాహితీ సమాలోచన	జాషువా మానవతా వాదం	V.S.Univer siy ,Nellore SPSR Nellore Dist.	28,29S ep 2016	N I L
	Telugu	Dr. G.	ధూర్జటిసాహి	ధూర్జటిసాహి	Govt	28 Dec	N

		Padma Priya	త్యం- శ్రీకాళహస్తీశ్వర ప్రాశస్త్యం	త్యం- శ్రీకాళహస్తీశ్వర ప్రాశస్త్యం	degree & P.G women college , srikala hathi	2016	I L
	Telugu	Dr. G. Padma Priya	నదీ ప్రాశస్త్యం – పర్యావరణ చైతన్యం	వేదపురాణాలు పర్యావరణ ప్రశస్తి	Sri Durga Malleswara siddarha women college ,Vijayawada	4 Aug 2016	N I L
			తేనెలొలుకు భాష - నా తెలుగు భాష	తేనెలొలుకు భాష - నా తెలుగు భాష	DK W College, Nellore	21 Feb 2017	N I L
	Telugu	Dr. G. Padma Priya	Role of Education In Human development	మానవాభివృద్ధిలో ప్రాచీన భారతీయ విద్యావిదానం	D.K.Govt college for women, Nellore, SPSR Nellore Dist.	4,5 Nov 2016	N I L
	Telugu	Dr. G. Padma Priya	Human values in vaishnava devotional literature	అన్నమయ్యసం కీర్తనల్లో జీవన విలువలు	S.V. Oriental Degree &P.G college, Thirupathi	6,7Feb 2017	N I L
	Telugu	Dr S.Divija Devi	Naadee Prashastyam-Paryavarana Chaitanyam	Veda Puraanaalu – Paryavarana Prashasti	Durga Malleswara Siddartha Mahila Kalaashala a-Vijayawada	4,Augu est 2016	
	Telugu	Dr S.Divija Devi	Jaashuvaa Saahitee samalochana	Jaashuvaa-Kavitwam, Kavitwam	VSU, Jashuva Kavitha Peetam , Nellore.	28,29 Septem ber 2016	
	Telugu	Dr S.Divija Devi	Roll of Education in Human Development a Perspective foundation for Holistic	AArsha Medho Sampatti	APSCHE, DKW College, Nellore.	4,5 Novem ber 2016	

			Responcebuli ty				
	Telugu	Dr S.Divij a Devi	Drametical Literature in Dravidian Language	Munivaahanudu - Naatakeekarana	Yelagiri Bharathi Tamil Sangam,Aa dikavi Nannaya University	9.Dece mber2 016	
	Telugu	Dr S.Divij a Devi	Teneloluku Bhasha naa telugu Bhasha	Telugu Bhasha Padya Soundharyam	DKW College Nellore.	21.02.2 017	
	Telugu	Dr S.Divij a Devi	Dr.AAshavaa di Prakaash Rao gaari Saaraswata Samyagveeks hanam	Aashavadi Kathalu – Stree paatra Chitrana	KVR , GDC Kurnool	9,10.Fe bruary 2917	
	Telugu	Dr S.Divij a Devi	Traditional Foods and Nature care in Dravidian Languages	Sreenaadhuni Kaavyallo Vantala Prasakthi	Yalagiri Bharathi Tamil Sangam&V IT,DKM. Woman's College, Vellore.	18,19. march 2017	
	Telugu	M.venk ata Rao	జాషువా సాహితీ సమాలోచన	జాషువా సాహిత్యం- సామాజిక దృక్పథం	నెల్లూరు	29-9- 16	ni l
	Telugu	M.venk ata Rao	Hapiness intiative for youth empowermen t	workshop	nellore	16-11- 16	ni l
	Telugu	M.venk ata Rao	అంతర్జాతీ య తెలుగు పరిశోధన సిఖాన శిబిరం – international seminar	తెలుగు పరిశోధన- నాడు నేడు	చెన్నై	27-1- 17	ni l
	Telugu	M.venk ata Rao	జిల్లాస్థాయి సదస్సు	తేనెలొలుకు భాష – నా తెలుగు భాష	నెల్లూరు	21-2- 17	ni l
	Telugu	M.venk	జాతీయ	నిర్వహణ	నెల్లూరు	22-7-	ni

		ata Rao	సదస్సు- అంతర్జాలం లో తెలుగు సాహితీ సౌరభం	విభాగం		17	l
	Urdu	Dr.Moh aboob	Urdu nazm in soth india:post 1960		SVU Tirupathi	29-3- 2017 to 30-3- 2017	U rd u n a z m i n c o a s t a l A n d h r a
	Urdu	Dr.Moh aboob	Teneloluku bhasha na telugu bhasha		D.K.Govt.c ollege for women(A) Nellore	21-2- 2017	N o
	Urdu	Dr.Moh aboob	Role of education in human development	Health and Hygiene		4-11- 2016 to 5- 11- 2016	
	Econo mics	K. Lakshm i	Inculcating National Integration in youth through Higher Education	-	GDC, Naidupet, SPSR NELLORE	19.10.2 016	
	Politic al Science	K. JOJI	Role of Education in Human development	Participat-ed	D.K. Govt. College for Women, Nellore(A).	4 TH & 5 TH Novem ber 2016	
	Politic al Science	K. JOJI	Impact of Socio - Economic development schemes of schedule	Participat-ed	Visvodaya, Govt Degree College, Venkatagiri t, SPSR	21 st & 22 nd Februa ry, 2017	

			tribes in India		NELLORE		
	Comm erce	Shaik. Nagur saheb	Quality in Higher Education at under Graduation level : A. review	No	Govt. Degree College , Naidupet	10 th , June 2016	St u d e n t c e n t r a l l e a r n i n g i n t h e c l a s s r o o m
	Comm erce	Shaik. Nagur saheb	Role of education in human development a perspective foundation for holistic responsibility	No	D.K. Govt. Degree College for women (A), Nellore.	4 th and 5 th , Novem ber 2016	N o
	Comm erce	Shaik. Nagur saheb	Impact of Socio - Economic development schemes of scheduled Tribes in India	No	Govt. Degree College , venkatagiri	21 st & 22 nd , Februa ry 2017	N o
	Comm erce	M. Lakshm i Prasann a	Role of education in human development a perspective foundation for holistic responsibility	No	D.K. Govt. Degree College for women (A), Nellore.	4 th and 5 th , Novem ber 2016	N o
	Mathe matics	Smt.	International	Effect of hall currents on	Mahila	6 th to 7 th	P ar

		N.Prabhavathi	Publication	conductive heat and mass transfer flow of viscous electrically conducting fluid with chemical reaction under inclined magnetic field	University, Tirupati	march 2017	ti ci p a nt
	Mathe matics	Smt. N.Prabhavathi	National Seminar	Education-Enlightment	DKW(A), Nellore	4 th and 5 th November 2016	P a r t i c i p a nt
	Mathe matics	Dr. K. Suvarna	International Publication	Effect of hall currents on conductive heat and mass transfer flow of viscous electrically conducting fluid with chemical reaction under inclined magnetic field	Mahila University, Tirupati	6 th to 7 th march 2017	P a r t i c i p a nt
	Mathe matics	Dr. K. Suvarna	National Seminar	Education-Enlightment	DKW(A), Nellore	4 th and 5 th November 2016	P a r t i c i p a nt
	Mathe matics	Dr. K. Suvarna	National Seminar	Human Trafficking in Asian Countries Dynamics and Dimensions	Govt. College, Ananthapuram	10 th and 12 th August 2016	P a r t i c i p a nt
			National Workshop	Examination Reforms	VS university, Nellore	1 st , 2 nd December 2016	P a r t i c i p a nt

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	Statistics	Dr.G.V aralaks hmi.	Role of education in human development	A comparative study of human development index of selected Indian states using in statistical tools	D.K Government college for women(A) Nellore	4 -5 November, 2016	
	Statistics	N. Naga syamala	Impact of Demonitization on Indian Economy		JKC College (A), Guntur.	19 December 2016	
	Statistics	N. Naga syamala	Recent Research Developments in Higher Education		Andhra Christian college , Guntur.	6 th & 7 th December 2016	
	Statistics	N. Naga syamala	Changing Relationship between Teachers and Students		Visvodaya Govt Degree College,Venkatagiri.	8 th November 2016	
	Statistics	N. Naga syamala	Role of education in human development	Importance of environmental awareness and protection for primary and higher school children	D.K Government college for women(A) Nellore	4 -5 November, 2016	
	Statistics	N. Naga syamala	Cancer Biology		S J Govt.College (A),Kurnool	9 -10 December 2016	
	Computer Science	B.Anuradha	Role of Education In Human Development	The impact of Digital Technology in Education	D.K.Govt. College for Women , Nellore	04.11.2016 & 05.11.2016	
	Computer Science	B.Anuradha	Teneloluku Basha – Naa Telugu Basha	---	D.K.Govt. College for Women , Nellore	21.02.2017	
	Computer Science	S.Vinila Kumari	International Conference on Computational, Mathematical	Role of Bigdata Analytics in Agriculture	Sri Padmavathi Mahila Viswavidyalayam, Tirupati	25.03.2016 & 26.03.2016	-- -

			and Biological Modelling				
	Computer Science	S.Vinila Kumari	Role of Education In Human Development	The impact of Digital Technology in Education	D.K.Govt. College for Women , Nellore	04.11.2016 & 05.11.2016	-- -
	Computer Science	S.Vinila Kumari	Science & Technology for Health – APSC 2016	Climate Based Crop Yield Prediction using Bigdata analytics	P.B.Siddhartha College of Arts & Science, Vijayawada	07.11.2016 to 09.11.2016	-- -
	Computer Science	S.Vinila Kumari	Improving the Quality of Education by Effective use of ICT	The Impact of Mana Tv Programmes on Students in Collegiate Education	Govt.Degree College for Women , Guntur	20.12.2016 & 21.12.2016	-- -
	Physics	Sri. Sk.Sabjan	Role of education in human development		D.K Govt. College for Women, Nellore	04-11-2016 to 05-11-2016	
	Physics	Sri. Sk.Sabjan	Luminisence and materials		D.S Govt. College for women, Ongole	07-01-2017	
	Physics	Sri. B.Rajeswara Reddy	Role of education in human development	Role of edn.. health & hygiene	D.K Govt. College for Women, Nellore	04-11-2016 to 05-11-2016	
	Physics	Sri. B.Hari Prasad	Role of education in human development		D.K Govt. College for Women, Nellore	04-11-2016 to 05-11-2016	
	Physics	Sri. B.Hari Prasad	Luminisence and materials		D.S Govt. College for women, Ongole	07-01-2017	

	Physics	Kum. P.Venkata Lakshammamma	Sustainable energy technologies for smart and clean cities	Erbium doped aluminosodium silicate glasses for optical temperature sensors.	Amarraja Auditorium Karakambadi, Ttipati	27-07-2016 to 29-07-2016	
	Chemistry	Dr.V.Gurucharana das	Role of education in human development	Health and Hygiene	D.K.Govt.college for women(A) Nellore	4-11-2016 to 5-11-2016	
	Chemistry	Dr.V.Gurucharana das	International seminar on Luminescence and materials		D.S.government college for women ongole	7.1.2016 to 8.1.2016	No
	Chemistry	Dr. E. Premalatha	Role of Education in Human Development		D.K. GOVT Degree college Nellore	04.11.2016-05.11.2016	
	Chemistry	Dr. E. Premalatha	State level work shop on Dyanamics of teaching Learning		Sri Dasari narayana Rao govt degree college	11.11.2016	NO
	Botany	Dr. E.K. Dorcus Joy	ROLE OF EDUCATION IN HUMAN DEVELOPMENT	Women empowerment through education	D.K.Govt. College for Women, Nellore	4 and 5 th November, 2016.	
	Botany	Dr.P.Victoria Rani	ROLE OF EDUCATION IN HUMAN DEVELOPMENT	-	D.K.Govt. College for Women , Nellore	4 and 5 th November, 2016.	
			104 INDIAN SCIENCE CONGRESS ASSOCIATION	Studies on the growth of development of V1 mulberry variety	S.V. University, Tirupati	3 to 7 January, 2017	
	Botany	B. Raja Rajeswari	National Seminar on "ROLE OF EDUCATION IN HUMAN	Significance of Environmental Education in India.	D.K.Govt. College for Women	04- 11-2016 and 05-11-2016	

			DEVELOPMENT”		Nellore		
	Zoology	T.SRI RANJANI	ICSSR Sponsored International Conference on “ Human Trafficking in Asian Countries: Dynamics and Dimensions”	“ Addressing the Importance of Mental Health in the Survivors of Human Trafficking’	Govt. College(U G & PG-Autonomous) Anathapuram	10-12, August 2016	
	Zoology	R. Nirupama	APSCHE Sponsored National Seminar on “Role of Education in Human Development ”	Perspectives on Blended Learning in Higher Education in India	D.K.Govt College for Women(A) Nellore	4 th -5 th November , 2016	
	Zoology	R. Nirupama	APSCHE Sponsored National Seminar on “Role of education in Human development. ”	No	D.K.Govt. Autonomus Degree College For women.Nellore.	04-11-2016 & 05-11-2016	
	Zoology	R. Nirupama	Government Degree colleges SPSR Nellore “Workshop on Happiness Initiative for Youth Empowerment”	No	D.K.Govt. Autonomus Degree College For women.Nellore.	16-11-2016	
	Zoology	R. Nirupama	District level Seminar on “Taynyloluku Basha –Na Telugu Basha”	No	D.K.Govt. Autonomus Degree College For women.Nellore.	21-02-2017	

	Zoology	R. Nirupama	ICSSR-SRC Sponsored National seminar On “Impact of Socio-Economic Development schemes of Scheduled tribes in India”.		Visvodaya Government degree College, Venkatagiri, SPSR Nellore dist.	22-02-2017	
	Home Science	Dr C.Kala Priya	10th annual convention of ABAP	“Human Health and Environment”	S.V University, Tirupati.	21 to 23 Dec, 2016	
	Home Science	Dr C.Kala Priya	National Seminar on Holistic Approach To Health And Wellness	“ Nutritional Needs During Adolescence”	A.S.D. Govt. Degree College For women (A), Kakinada.	23 rd and 24 th sep 2016,	
	Home Science	Dr C.Kala Priya	National Seminar on Role of Education in Human Development	“ Education and Need of women Empowerment”	D.K. GDC (W), Nellore.	04-05 Nov 2016	
	Home Science	Dr C.Kala Priya	“Impact of Climate Change On Environment”		Jawahar Bharathi Degree College ,Kavali, Nellore District	9 th and 10 th Nov 2016	
	Home Science	Dr C.Kala Priya	“ Happiness Initiative For Youth Empowerment”		Government Degree Colleges, Nellore District.	16 th Nov 2016	
	Home Science	K.Aparna Devi	Role of Education In Human Development	Painting Enhances Motor Skills	D.K.Govt. College for Women , Nellore	04.11.2016 & 05.11.2016	
	Home Science	K.Aparna Devi	Teneloluku Basha – Naa Telugu Basha	---	D.K.Govt. College for Women , Nellore	21.02.2017	

	Telugu	Dr K.Karu nasri	జాషువ సాహితీసమాలోచన	సర్వధర్మసంగమం జాషువ అంతరంగం	VSU,Nellore	28,29 sep 2017	
	Telugu	Dr K.Karu nasri	అంతర్జాలంలో తెలుగు సాహిత్యం	ఆకాశవీధిలో	D.K.W college,Nellore	22.07.2017	
	Telugu	Dr K.Karu nasri	జాషువా సమగ్రరచనలు సమాలోచన	సర్వధర్మ సంగమం- జాషువా	Jashuva kavita peetham,Nellore	07.10.2017	
	Telugu	Dr K.Karu nasri	గురజాడ సమగ్ర సాహిత్యం- సంఘసంస్కరణ కృషి	గురజాడ- సాహిత్యం- సంఘసంస్కరణ	Adikavi Nannaiah University, rajamandry	15,16 th Feb 2018	
	Telugu	R. Lakshmi Kanthamma	Sahityamulo vilavalu	Bioatics for thi miliniyam	D.k.wgot(A)womans college (netional)	15-9-2017	
	Telugu	R. Lakshmi Kanthamma	Teneloluku bhasha na telugu bhasha	Teneloluku bhasha na telugu bhasha	D.k.wgot(A)womans college (didtict)	21.2.2017	
	Telugu	R. Lakshmi Kanthamma	Srivemkateswara swami divya mahimalu	Avatara purushulu sriramudu ,krustnudu,sri venkateswarudu ybhavam ,- vishistata	Srivemkateswara oriental degree&p.g college	-9-2 2018	
	Telugu	R. Lakshmi Kanthamma	Tikkana natakiyata	Nellore distict sahiti sarvaswam	Vikrama simhapuri (netional (	7.4.2018	
	Telugu	G.Padma Priya	Dynamic of Feminist writers : Global perspectives	విలక్షణ దృక్పథాల విమర్శ	St. Josephs college for Women Visakapatnam	14,15 July 2018	
	Telugu	G.Padma Priya	Indiyan tribals & Folk lore	ఆంధ్రప్రాంతంగిరిజన - స్త్రీల పాటలు	Vinayam baadi tamil sangam Adiyamaan Women”co	15 Sep 2018	

					Illegu uthangari ,Chennai		
	Telugu	G.Pad ma Priya	అంతర్జాలం లో తెలుగు సాహితీ సారభం	గళం నుంచి జాలం వరకు బాల సాహిత్యం	D.K.Govt college for women, Nellore, SPSR Nellore Dist.	21,22 July 2017	N I L
	Telugu	G.Pad ma Priya	Bio Ethics for New millennium	సాహిత్యం లో జీవ వైవిధ్య విలువలు	D.K.Govt college for women, Nellore, SPSR Nellore Dist.	15,16 Sep 2017	N I L
	Telugu	G.Pad ma Priya	జాషువా సమగ్ర రచనలు – సమాలోచన	జాషువ రచనలు –పరిశీలన	Jaashuva kavitha peetam Nellore.	7 Oct 2017	N I L
	Telugu	G.Pad ma Priya		విద్యావ్యవస్థమా తృభాషా ఆవశ్యకత			N I L
	Telugu	G.Pad ma Priya	నెల్లూరు జిల్లా సాహితీ సర్వస్వం	కనపర్తి వరలక్ష్మమ్మ – జీవితానుశీలన	V.S.Univer siy ,Nellore SPSR Nellore Dist.	6-7 Apr 2018	N I L
	Telugu	G.Pad ma Priya	అవతార పురుషులు శ్రీరాముడు, శ్రీ కృష్ణుడు &కలియుగ దైవం శ్రీవేంకటేశ్వ ర స్వామి వైభవం,	అన్నమయ్యసం కీర్తనల్లో గోవిందుడు	S.V. Oriental Degree &P.G college, Thirupathi.	9,10 Feb 2018	N I L
	Telugu	G.Pad ma Priya	Law as an instrument of social changes	ఆధునిక కాలం లో న్యాయవివస్థ తీరు తెన్నులో	Ykr&KGo vernment Degree College Kovur Nellore District	10 Nove 2017	N I L
	Telugu	G.Pad ma	Avadhana vidhya -	అవధాన ప్రక్రియ –	PRR &VS Govt	16 Feb 2018	N I

		Priya	avagaahana	వైశిష్ట్యం	College, via davalur, SPSR Nellore Dist.		L
	Telugu	Dr. S.Divija Devi	Antharjaalam lo TELUGU Saahitee Sourabham.	Antharjaalam lo Notla Kalakala	DKW College Nellore.	21,22.July 2017	
	Telugu	Dr. S.Divija Devi	Jashuvaa Kavithwam	Jaashuvaa Darshinchina Taajmahal	VSU & Jashuvaa Kavitha Peetham	September 2017	
	Telugu	Dr. S.Divija Devi	Bio Ethics for New millennium	Telugu Saahityamlo Maanaveeya Vilivalu	DKW College (Zoology Dept.)Nellore.	September 2017	
	Telugu	Dr. S.Divija Devi	Nellore jilla Kavulu	Sheshendra Kavitha Dharshanam	Vikrama Simhapuri University	6,7.April 2018	
	Telugu	Dr. S.Divija Devi	AVATHAAR A PURUSHULU SREERAMUDU, SREEKRISHNUDU, KALI YUGADAIVAM SREEVENKATESWARASWAMY VAIBHAVAM,	GeetaacharyulaMarga Dharshanam	S.V.University	9,10.February 2018	
		M. Venkat Rao	Planning student centered classrooms - workshop	workshop	nellore	5-3-18	Nil
			Higher Education the light of Reorganisation of the states.— National seminar	Higher Education -changes	vijayawada	11-3-18	Nil

	Urdu	Dr.Moh aboob	Bioethics for the new millennium		D.K.Govt.c ollege for women(A) Nellore	15.9.17 ...16.9. 17	N o
	Econo mics	K. Lakshm i	Special Economic Zones-Boon or Bane to Indian Economy	Special Economic Zones - Boon	VSSC Governmen t Degree college,sull urpet, SPSR NELLORE	29 th , Novem ber, 2017	
	Comm erce	Shaik. Nagur saheb	అంతర్ జాలంలో తెలుగు సాహితీ సౌరభం	No	D.K. Govt. Degree College for women (A), Nellore.	21 st & 22 nd , July 2017	N o
	Comm erce	Shaik. Nagur saheb	Panel discussion on Goods and Services Tax DRC Seminar	No	Govt. Degree College , Naidupet	21 st , Septem ber 2017	P a n e l m e m b e r (s p e a k e r)
	Comm erce	Shaik. Nagur saheb	Special Economic Zones- A Boon or Bane to Indian Economy	SEZ	Sri VSSC Govt. Degree College, Sullurpet, Nellore	29 th and 30 th , Novem ber 2017	P a p e r p r e s e n t a t i o n (S E Z)
	Comm erce	M. Lakshm i	అంతర్ జాలంలో	No	D.K. Govt. Degree College for	21 st & 22 nd , July	N o

		Prasanna	తెలుగు సాహితీ సౌరభం		women (A), Nellore.	2017	
	Commerce	M. Lakshmi Prasanna	Bio Ethics For The New Millennium	No	D.K. Govt. Degree College for women (A), Nellore.	15 th and 16 th September 2017	No
	Commerce	M. Lakshmi Prasanna	Recent innovation in commerce, management , Skill Development and E-Commerce	No	Pithapur Rajah's Govt. College, kakinada	5 th and 6 th December 2017	No
	Commerce	M. Lakshmi Prasanna	Special Economic Zones- A Boon or Bane to Indian Economy	SEZ	Sri VSSC Govt. Degree College, Sullurpet, Nellore	29 th and 30 th , November 2017	Paper presentation(SEZ)
	Commerce	M. Lakshmi Prasanna	Planning student centred classrooms	No	D.K. Govt. Degree College for women (A), Nellore.	5 th March 2018	No
	Statistics	Dr.G.V aralakshmi.	Issues and challenges of digital payment systems in India	Exponential increase in digital payments by 2020	Government degree and P.G college, puttur	18-19 August ,2017	
	Statistics	Dr.G.V aralakshmi.	Bio Ethics for the new millennium	Bio statistics tools	D.K Government college for women(A)	15September, 2017	

					Nellore		
	Statistics	N. Nagsyamala	Bioethics for the New Millennium	Bioethics Animal & Human Rights	D.K. Govt. College for Women(A), Nellore.	15 September, 2017	
	Computer Science	B.Anuradha	Bio- Ethics for the New Millennium	---	D.K.Govt. College for Women , Nellore	15.09.2017 & 16.09.2017	
	Computer Science	S.Vinila Kumari	The Impacts of Social Media in Quality Enhancement and Quality Assurance in Higher Education	The Impact of Virtual Class In Higher Education	Sri Padmavathi Mahila Viswavidyalayam, Tirupati	23.02.2018 & 24.02.2018	-- -
	Physics	Sri. Sk.Sabjan	Bio Ethics for the New Millennium		D.K Govt. College for Women, Nellore	15-09-2017	
	Physics	Sri. Sk.Sabjan	Telugu literature in internet		D.K Govt. College for Women, Nellore	21-07-2017 to 22-07-2017	
	Physics	Sri. Sk.Sabjan	Renewable energy technology in power generation		D.K Govt. College for Women, Nellore	09-02-2018	
	Physics	Sri. B.Rajeswara Reddy	Bio Ethics for the New Millennium		D.K Govt. College for Women, Nellore	15-09-2017	
	Physics	Sri. B.Rajeswara Reddy	Renewable energy technology in power generation		D.K Govt. College for Women, Nellore	09-02-2018	
	Physics	Sri. B.Rajes	Telugu literature in Internet	Use of probability	D.K Govt. College for Women,	21-07-2017 to 22-	

		wara Reddy			Nellore	07-2017	
	Physics	Sri. B.Hari Prasad	Bio Ethics for the New Millennium		D.K Govt. College for Women, Nellore	15-09-2017	
	Chemistry	Dr. V.G urucharana das	Bioethics for the new millennium		D.K.Govt.college for women(A) Nellore	15.9.17 ...16.9.17	N o
	Chemistry	Dr. E. Premalatha	Bioethics for the new millennium		D.K. GOVT Degree college Nellore	15.09.2017	N O
	Chemistry	Dr. E. Premalatha	Antharjallamulo telugu sahithi sourabham		D.K. GOVT Degree college Nellore	21.07.2017	N O
	Chemistry	Dr. E. Premalatha	Recent trends in Laser Technology		Visvodaya Govt Degree college venkatagiri	27.10.2017	N O
	Chemistry	Dr .Vishnu priya	Bioethics for the new millennium		D.K.Govt.college for women(A) Nellore	15.9.17 ...16.9.17	N O
	Chemistry	Dr .Vishnu priya	Antharjallamulo telugu sahithi sourabham		D.K.Govt.college for women(A) Nellore	15.09.2017	N O
	Chemistry	Smt.D. Surendra	Bioethics for the new millennium		D.K.Govt.college for women(A) Nellore	15.9.17 ...16.9.17	N O
	Chemistry	Smt.D. Surendra	Antharjallamulo telugu sahithi sourabham		D.K.Govt.college for women(A) Nellore	15.09.2017	N O
	Botany	Dr. Victoria Rani	LIFE SCIENCE: RESEARCH, PRACTICES AND	Studies on morpho, Physiological changes in mulberry infested	Bharathiar University, Coimbatore .	7 and 8 September, 2017	

			APPLICATIONS FOR SUSTAINABLE DEVELOPMENT	with root knot nematode <i>Meloidogyne incognita</i> (KOFOID WHITE) CHITWOOD.			
	Botany	Vasundhara devi	National seminar on Bioethics for the new millennium.	The role of transgenic plants in Bioethics.	D.K.Govt. College For women, Nellore.	15 th & 16 th September, 2017.	
	Botany	Vasundhara devi	National Conference on “Coastal & Marine Biodiversity of India: Prospects, Threats & Conservation Strategies”		Vikrama Simhapuri University, Nellore	16 th -17 th September, 2017	
	Zoology	T.SRI RANJANI	UGC Sponsored National Seminar on “Aantharjalam lo sahiti sourabham”	“Aantharjalam-Bala Sahithyam”	D.K.Govt College for Women(A) Nellore	21-22 nd July 2017	
	Zoology	T.SRI RANJANI	UGC Sponsored National Seminar on “Bioethics for the new Millennium”	Alternatives to use of animals in scientific research and animal testing	D.K.Govt College for Women(A), Nellore	15-16 th Sept 2017	
	Zoology	R.Nirupama	Orientation Programme on “Recent Advances And Practical Applications of applied Biological Sciences”		Vikrama Simhapuri University, Kakatur, SP SR Nellore.	07-08-2017 to 11-08-2017	
	Zoology	R.Nirupama	UGC Sponsored National	Bio ethics in Medicine	D.K.Govt. Autonomus Degree	15-09-2017 &	

			seminar on “Bioethics for the New Millennium”		College For women.Nel lore.	16-09- 2017	
	Zoology	R.Niru pama	One day Workshop on “Planning Student Centered Classrooms”		D.K.Govt. Autonomus Degree College For women.Nel lore.	05-03- 18	
	Home Science	Dr C.Kala Priya	“ Contemporar y Trends in Health Psychology: Role of Psychologists ”	“Treatment Of Behavioural Disorders In Children”	S.V.Univer sity, Tirupati.	25th and 26th Sep, 2017	
	Home Science	Dr C.Kala Priya	National Seminar on Issues and challenges Of Digital Payment systems In India	“Exponential Increase In Digital Payments By 2020”	Govt. Degree and PG college, Puttur.	18-19 Aug 2017	
	Home Science	Dr C.Kala Priya	National Seminar on Bioethics for the New Millenium	“Moral Significance Of Animal Rights”	D.K. GDC (W), Nellore.	15-16 sep 2017	
	Home Science	K.Apar na Devi	Better Health and Fitness Management through Physical Education	Nutrition and Fitness	JMJ College for Women, Tenali	10th August 2017	
	Home Science	K.Apar na Devi	Bio- Ethics for the New Millenium	---	D.K.Govt. College for Women , Nellore	15.09.2 017 & 16.09.2 017	
	Telugu	Dr. K. Karuna Sri	Dynamics of Feminist writers: Global perspective	Need to be entered in telugu	St. Josephs college for women, Visakhapat nam	14.07.2 018 & 15.07.2 018	
	Telugu	Dr. K. Karuna	Indian Tribals and Folklore	Need to be entered in telugu	Athiyamaa n Womens	15.09.2 018	

		Sri			College, Uthangarai		
	Telugu	Dr. K. Karuna Sri	Mana Janapadam-Manaveeya Drukpadam	Need to be entered in telugu	N.B.K.R Science and Arts College, Vidyanagar ,Nellore dist.	24.09.2018	
	Telugu	Dr. K. Karuna Sri	Need to be entered in telugu	Need to be entered in telugu	Sir C R Reddy College, Eluru	14.12.2018 & 15.12.2018	
	Telugu	Dr. K. Karuna Sri	Environments in Indian Literature	Need to be entered in telugu	Athiyamaan Womens College, Uthangarai	29.12.2018 & 30.12.2018	
	Telugu	Dr. K. Karuna Sri	Need to be entered in telugu	Need to be entered in telugu	DRW College	05.02.2019	
	Telugu	Dr. G. Padma Priya					
	Telugu	Dr. G. Padma Priya					
	Telugu	Dr. G. Padma Priya	Disaster Management and First Aid training		Indian Red Cross Society, Nellore	03.01.2019 to 05.01.2019	
	Commerce	M. Lakshmi Prasanna	The prospects of commerce education in the wake of Globalisation		D.K Government college for Women (A), Nellore	28.08.2018	
	Commerce	M. Lakshmi Prasanna	Faculty Development workshop on Rural Community Engagement/ Rural Immersion Camp		VSU, Nellore	19-03-2019	
	Telugu	Dr. S. Divija Devi	Faculty Development workshop on Rural		VSU, Nellore	19-03-2019	

			Community Engagement/ Rural Immersion Camp				
	Telugu	Dr. K. Karuna Sri	స్వీవాద రచయితల ప్రగతిశీల ధోరణులు (International)	ఓల్గా పౌరాణిక కథల్లో అభ్యుదయ దృక్పథం.	St. Joseph's College for Women(A), Visakhapatnam.	14, 15 th July 2018	
	Telugu	Dr. K. Karuna Sri	మన జానపదం – మానవీయ దృక్పథం	నెల్లూరు జిల్లా జానపద కథల్లో మానవీయత.	N.B.K.R. cience & Art College(A), Vidhyaanagar, SPSR Nellore Dit.	24.09.2018	
	Telugu	Dr. K. Karuna Sri	ఆధునిక కథా సాహిత్యంలో స్త్రీ	హిందీ తెలుగు సాహిత్యాలలోని మొదటి కథల్లో స్త్రీ.	Duvvuru Ramanamma Women's College(A), Gudur, Nellore Dist.	05.02.2019	
	Telugu	Dr. K. Karuna Sri	Indian Tribals & Folklore (International)	నెల్లూరు జిల్లా జోలపాటలు.	Yelagiri Bharati Tamil Sangam, Institute of Tamil Studies and Indian Cultural Center, Donbosco College. Yelagiri Hills, Chennai.	15.09.2018	
	Telugu	Dr. K. Karuna Sri	సాహిత్యం - సంస్కరణ దృక్పథం	మంగిపూడి వేంకటశర్మ.	Sir C.R. Reddy College(A), Eluru, West Godavari Dist.	14, 15 th December 2018	
	Telugu	Dr. K. Karuna Sri	Environments in Indian Literature.	ఆధునిక తెలుగు సాహిత్యంలో సముద్రం.	Yelagiri Bharati Tamil Sangam, Institute of Tamil Studies and Indian	29,30 December 2018	

					Cultural Center, Donbosco College. Yelagiri Hills, Chennai.		
	Telugu	Dr. G. Padma Priya	స్వీవాద రచయితల ప్రగతిశీల ధోరణులు (International)	విలక్షణ దృక్పథాల విమర్శ.	St. Joseph's College for Women(A), Visakhapatnam.	14, 15 th July 2018	No
	Telugu	Dr. G. Padma Priya	మన జానపదం – మానవీయ దృక్పథం	జానపద కథలు – తాత్విక విశ్లేషణ.	N.B.K.R. Science & Art College(A), Vidhyaanagar, SPSR Nellore Dist.	24.09.2018	No
	Telugu	Dr. G. Padma Priya	ఆధునిక కథా సాహిత్యంలో స్త్రీ	అమరావతి కథా జగతిలో లోకైక స్త్రీ.	Duvvuru Ramanamma Women's College(A), Gudur, Nellore Dist.	05.02.2019	No
	Telugu	Dr. G. Padma Priya	Indian Tribals & Folklore (International)	దేవానగుల ప్రత్యేక పండుగలు.	Yelagiri Bharati Tamil Sangam, Institute of Tamil Studies and Indian Cultural Center, Donbosco College. Yelagiri Hills, Chennai.	15.09.2018	No
	Telugu	Dr. G. Padma Priya	సాహిత్యం - సంస్కరణ దృక్పథం	వ్యావహారిక భాషోధ్యమం – గిడుగు, గురజాడలు.	Sir C.R. Reddy College(A), Eluru, West Godavari Dist.	14, 15 th December 2018	No
	Telugu	Dr. G. Padma Priya	Environments in Indian Literature.	ఒంటరి నవల – పర్యావరణ స్పృహ	Yelagiri Bharati Tamil Sangam, Institute of Tamil	29,30 December 2018	No

					Studies and Indian Cultural Center, Donbosco College. Yelagiri Hills, Chennai.		
	Telugu	Dr. G. Padma Priya	జానపద విజ్ఞానం – భావితరాలకు ప్రయోజనం	చేనేత కుల వరప్రదాయిని – చౌడేశ్వరీదేవి	తెలుగు జానపద సాహిత్య పరిషత్తు, హైదరాబాద్, శ్రీవేంకటేశ్వర విశ్వవిద్యాలయం, తిరుపతి	17, 18 d Decem ber 2018	N o
	Telugu	Dr. G. Padma Priya	తెలుగు సాహిత్యం - ప్రాథమిక హక్కులు, మానవ హక్కుల ప్రతిఫలనం.	శ్రీ శ్రీ కవితా ప్రస్థానం – ప్రాథమిక హక్కులు.	శ్రీ పద్మావతీ మహిళా విశ్వవిద్యాలయం, తిరుపతి.	18,19 Decem ber 2018	N o
	Telugu	Dr.S. Divija Devi	స్త్రీవాద రచయితల ప్రగతిశీల ధోరణులు (International)	స్ఫూర్తి ప్రదాతలు – చిట్టగాంగ్ విప్లవ వనితలు.	St. Joseph's College for Women(A), Visakhapatnam.	14, 15 th July 2018	N o
	Telugu	Dr.S. Divija Devi	మన జానపదం – మానవీయ దృక్పథం	జానపదుల జీవన శైలి.	N.B.K.R. cience & Art College(A), Vidhyaanagar,SPSR Nellore Dit.	24.09.2018	N o
	Telugu	Dr.S. Divija Devi	ఆధునిక కథా సాహిత్యంలో స్త్రీ	ముదిగొండ శివప్రసాద్ గారి కథల్లో స్త్రీ వ్యక్తిత్వ ఔన్నత్యం .	Duvvuru Ramanamma Women's College(A), Gudur, Nellore Dist.	05.02.2019	N o
	Telugu	Dr.S. Divija Devi	Indian Tribals & Folklore (International)	శ్రమైక్య జీవన సాందర్యాలు లంబాడీ పాటలు.	Yelagiri Bharati Tamil Sangam, Institute of	15.09.2018	N o

					Tamil Studies and Indian Cultural Center, Donbosco College. Yelagiri Hills, Chennai.		
	Telugu	Dr.S. Divija Devi	సాహిత్యం - సంస్కరణ దృక్పథం	సంస్కరణాచార్యులు - శ్రీ రామానుజాచార్యులు.	Sir C.R. Reddy College(A), Eluru, West Godavari Dist.	14, 15 th December 2018	N o
6	Botany	V. Vasundhara Devi	Bioplastics offer better alternative to conventional plastics to reduce environmental pollution		VSU, Nellore	15,16 February 2019	
	Botany	V. Vasundhara Devi	Remidiation of aquaculture waste water with moringa olifera seed powder		Osmania university, Hyderabad	24 th June 2018	
	Botany	V. Vasundhara Devi	Factors that effect student behavior in Higher Education		VSR&NVR College Tenali	19 th December 2018	
	Economics	K. Lakshmi	Role of people in sustainable agriculture		PRR&VS Government College, Vidavalur	2 nd February 2019	
	Botany	P. Victoria Rani	Bioplastics and its advantages		VSU, Nellore	15,16 February 2019	
	Home Science	C. Kalapriya	Challenges and remedies for Elementary Education system in India		Hariprasad Institute of behavioural studies, Agra	1, 2, 3 October 2018	
	Home Science	C. Kalapriya	Hands on training on clinical laboratory techniques		Padmavathi Mahila Vidyalayam	12, 13 December 2018	
	Home Science	C. Kalapriya	Role of women in protecting			28, 29 th	

		a	Environment			Decem ber 2018	
	English	Smt.R. Sudha Mani	Uses of Literature for Mankind		GDC,Kovu r	30-11- 2018	N O
	Telugu	Lakshmi Kantha m	Vimala sahityam – samajikaspru ha	Stri vada rachaitala pragati shila doranulu	S.T.josaps ucollege,vi shakha pattanam .)netional (	14.7.20 18	
	Telugu	Lakshmi Kantha m	Janapadula yvidya jivanam	Mana janapadam manaviya drukpadam	N.B.K.Rsc ience&arts collegevid yanagar,ne llore)netional(	24.9.20 18	
	Telugu	Lakshmi Kantha m	Janapadamulo – patamkhatalu	Indian tribs&Folk Lore	Veniyamb aadi bharati tamilasam gam (intar netional)	15.9.20 18	
	Telugu	G. Padma priya	గురజాడ సమగ్ర సాహిత్యం – సంఘ సంస్కరణ కృషి	అడుజాడ గురజాడ	Adikavi Nannaya University, Rajamandr i E.Godhavr i	15 th and 16 Feb	N I L
	Telugu	G. Padma priya	తెలుగు నవలా సాహిత్యం – సామాజిక స్పృహ	రాయలసీమ జీవన చిత్రణ– నేలదిగిన వాన	Sri Durga Malleswar a women College, Vijayawad a, Krishna Dist.		N I L
	Comm erce	Shaik. Nagur saheb	The prospects for Commerce Education in the wake of Globalization	No	D.K. Govt. Degree College for women (A), Nellore.	28 th , August 2018	O rg a ni se r
	Comm erce	M. Lakshm i Prasann a	The Prospects for commerce Education in the Wake of Globalization	No	D.K. Govt. Degree College for women (A), Nellore.	28 th ,Augus t 2018	N o
	Englis	Dr.	NIRF			17-10-	

	h	K.Pad maja	Works hop,			2019	
	Englis h	Dr. K.Pad maja	ANU Workshop on ELL Software			23-12- 2019	
	Statistic s	Dr. G. Varalak shmi	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore.	06-02- 2020 to 07-02- 2020	
	Statistic s	Dr. G. Varalak shmi	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore.	02-01- 2020	
	Statistic s	Dr. G. Varalak shmi	IPR Works hop		D.K. Govt. Degree College for women (A), Nellore	16-11- 2019	
	Statistic s	Dr. G. Varalak shmi	IQAC Works hop		D.K. Govt. Degree College for women (A), Nellore	06-02- 2020 to 07-02- 2020	
	Statistic s	Dr. G. Varalak shmi	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01- 2020	
	Comput er Science	Emelya Rani	MOO CS Works hop	under DRC Platform at DKW		23-01- 2020	
	Comput er Science	Emelya Rani	MOO CS Works hop	under DRC Platform at DKW		25-01- 2020	
	Physics	Rajeswa ra Reddy		DRC, Vidavalur		03-01- 2020	
	Comput er	Vidyulla tha	IQAC worksh		D.K. Govt. Degree	06-02- 2020 to	

	Science		op		College for women (A), Nellore	07-02-2020	
	Computer Science	Vidyulla tha	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01-2020	
	Computer Science	Vidyulla tha	IPR Workshop		D.K. Govt. Degree College for women (A), Nellore	16-11-2019	
	Computer Science	B.Anura dha	IQAC workshop		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	Computer Science	B.Anura dha	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01-2020	
	Computer Science	B.Anura dha	IPR Workshop		D.K. Govt. Degree College for women (A), Nellore	16-11-2019	
	Mathematics	Dr. PMV. Prasad	IQAC workshop		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	Mathematics	Dr. PMV. Prasad	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01-2020	
	Mathematics	Dr. PMV. Prasad	IPR Workshop		D.K. Govt. Degree College for	16-11-2019	

					women (A), Nellore		
	English	S. Vindhya valli	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	English	S. Vindhya valli	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01-2020	
	English	S. Vindhya valli	IPR Works hop		D.K. Govt. Degree College for women (A), Nellore	16-11-2019	
	English	Tamann a	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	English	Tamann a	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01-2020	
	English	Tamann a	IPR Works hop		D.K. Govt. Degree College for women (A), Nellore	16-11-2019	
	English	Tamann a	ANU Workshop on ELL Software			23-12-2019	
	Econom ics	Lakshmi	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	Econom ics	Lakshmi	National seminar in His,		D.K. Govt. Degree	02-01-2020	

			Eco & Pol Dept		College for women (A), Nellore		
	Economics	Lakshmi	IPR Workshop		D.K. Govt. Degree College for women (A), Nellore	16-11-2019	
	TELUGU	M. Venkat Rao	IPR Workshop		D.K. Govt. Degree College for women (A), Nellore	16-11-2019	
	TELUGU	M. Venkat Rao	IQAC workshop		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	TELUGU	M. Venkat Rao	UBA Workshop			October 2019	
	TELUGU	M. Venkat Rao	Prapancha Telugu			27-12-2019 to 29-12-2019	
	Commerce	Lakshmi Prasanna	IQAC workshop		D.K. Govt. Degree College for women (A), Nellore	06-02-2020 to 07-02-2020	
	Commerce	Lakshmi Prasanna	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01-2020	
	Commerce	Lakshmi Prasanna	Workshop on Depositor Education and Awareness	GDC kovur		24-06-2019	
	Commerce	Lakshmi Prasanna	Workshop on Child Protection issues for co-ordinators and			11-12-2019 to 13-12-2019	

			officers of National Service Scheme				
	History	S. Fathimu nnisa Begum	DRC Seminar	GUDUR			
			IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02- 2020 to 07-02- 2020	
	History	S. Fathimu nnisa Begum	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01- 2020	
	Zoology	Catherin	IPR Works hop		D.K. Govt. Degree College for women (A), Nellore	16-11- 2019	
	Zoology	Catherin	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02- 2020 to 07-02- 2020	
	History	K. Padmap riya	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02- 2020 to 07-02- 2020	
	History	K. Padmap riya	National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01- 2020	
	History	K. Padmap riya	IPR Works hop		D.K. Govt. Degree College for women (A),	16-11- 2019	

					Nellore		
	Commer ce	K. Bhagya Lakshmi	IQAC worksh op		D.K. Govt. Degree College for women (A), Nellore	06-02- 2020 to 07-02- 2020	
			National seminar in His, Eco & Pol Dept		D.K. Govt. Degree College for women (A), Nellore	02-01- 2020	
			IPR Works hop		D.K. Govt. Degree College for women (A), Nellore	16-11- 2019	

Sl. No.	Name of the teacher	Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / International	Year of publication	ISBN/ISSN number of the proceeding	Affiliating Institute at the time of publication	Name of the publisher
1	Dr. K. Padmaja	Critical Readings of the Fictional World of Manju Kapur	Polarized Women of Manju Kapur in Difficult Daughters and Home			0	2015-16	978-93-82630-88-3		D Aadi Publications, Jaipur, India
2	Dr. K. Padmaja	Skill Pro- A Course in communication skills and soft skills	Pronunciation 1, Pronunciation 2, Writing Skills			0	2015-16	978-93-84361-36-5		D UNESCO Books, Mysorewode
3	Dr. K. Padmaja		The Role of Higher Education in Empowering Women	Role of education in human development- a perspective foundation for holistic responsibility	Role of education in human development- a perspective foundation for holistic responsibility	National	2015-16	978-1-5397-3676-9	D. K. Govt. college for Women (A), Nellore	Dr. Y. Dayakar, Nellore
4	Dr. K. Padmaja		Interactive PowerPoint - an invaluable tool for English Language Teaching in Student Centered Classroom	Improving the quality of Education by effective use of information and communication technology	Improving the quality of Education by effective use of information and communication technology	National	2015-16	978-93-85132-12-4	Govt. College for women Guntur	Govt. College for women Guntur
5	Dr. S. Vindhyaavali		The impact of MANA TV programmes on students in collegiate education	Improving the quality of education by effective use of information and communication technology	Improving the quality of education by effective use of information and communication technology	National	2015-16	978-1-5397-3676-9	Govt. College for women Guntur	Govt. College for women Guntur
6	Dr. S. Vindhyaavali		Education knowledge generation	Role of education in human development foundation for holistic responsibility	Role of education in human development foundation for holistic responsibility	National	2015-16	978-1-5397-3676-9	D. K. Govt. college for Women (A), Nellore	Dr. Y. Dayakar, Nellore
7	Dr. G. Padmapriya	Telugu bharathi Sahitee prasthanam	Maha bharatam Gharna prabodhini			0	2015-16	978-81-926185-7-9		D Dr. D. Udaya Kumara, Dravidian University,
8	Dr. G. Padmapriya		Mukti prayasni Tiruppavai	Devotional literature in Dravidian languages	Devotional literature in Dravidian languages	International	2015-16	978-81-930882-7-2	Dr. B. Sivaraj S.V.N. Madras university	Dr. B. Sivaraj S.V.N. Madras university
9	Dr. G. Padmapriya	Pournami	Ohaga chesina sumamukuna nela			0	2015-16	978-93-5265-699-8		D Dr. K. Lakshmi Narayana reddy, VSU
10	Dr. G. Padmapriya		Viswananudu Jashuva	Jashuva sahithi samalochanam	Jashuva sahithi samalochanam	National	2015-16	978-935254-324-3	Yeshuvakavitha peetam	Yeshuvakavitha peetam
11	Dr. G. Padmapriya		Mamnavabharuddilo Prachina Bharatheweya Vidyaudhanam	Role of Education in human development	Role of Education in human development	National	2015-16	978-1-5397-3676-9	D. K. Govt. college for Women (A), Nellore	Dr. Y. Dayakar, Dr. W, Nellore
12	Dr. G. Padmapriya		Telugulo Harisachandra natikalu	Dramatical literature in Dravidian languages	Dramatical literature in Dravidian languages	International	2015-16	978-81-930882-9	Dr. P. Sivaraj and Nannaya University	Dr. P. Sivaraj and Nannaya University
13	Dr. G. Padmapriya	Jeevanadibhu	Panneti prasthanam			0	2015-16	978-93-85132-10-0	Govt college for women, guntur	Govt college for women, guntur
14	Dr. S. Divya Devi	Lalitha kala darshini	Telangana jana padala samkruithi pratibimbam bonalu - bharthukamulu			0	2015-16	978-81-8342-373-1		D Cersent publication New delhi-1110002
15	Dr. S. Divya Devi	Darshini (prapacham prayataka dinodhava prathika sanchika)	Nellore jilla prasidi divya kavetralalu			0	2015-16	978-81-8342-372-4		D Dr. P. visudev singh
16	Dr. S. Divya Devi	Venela (Adhunik sahithya vyasalu)	Gangiredu kavya vaibhavam			0	2015-16	978-81-931212-52		D Dr. Kumertho lakshmi narayana
17	Dr. S. Divya Devi		Govithya bharatham- Sri krishnudu bhavarame svaroopam	Dravida bhashalo kavyalu	Dravida bhashalo kavyalu	International	2015-16	978-81-930882-6-5	Dr. P. Sivaraj Madarasu v.v	Dr. P. Sivaraj Madarasu v.v
18	Dr. S. Divya Devi		Madharathi madharam alvarala divya charitham	Dravida bhashalo bhakti sahithyam Volume -1	Dravida bhashalo bhakti sahithyam Volume -1	International	2015-16	978-81-930882-7-2	Dr. P. Sivaraj Madarasu v.v	Dr. P. Sivaraj Madarasu v.v

19	Dr.S.Divija Devi	Jeervanadulu	Kalsina mansula prema varadhi mushkundan	0	0	0	2015-16	978-93- 52656-99-8	Guntur Mahila katasala Guntur	Guntur Mahila katasala Guntur
20	Dr.S.Divija Devi		Tipichedu gnipakulu joshua na kadha	Jashuwa sahithibi samalodhanam	Jashuwa sahithibi samilodhanam	NATIONAL	2015-16	978-93-5254- 324-3	Vsu Nellore	Jashuwa kavitha preetam & VSU
21	Dr.S.Divija Devi		Manivahanodu -natakakerana	Dravida bhasalo nataka sahithyam	Dravida bhasalo nataka sahithyam	International	2015-16	978-81- 930882-9-6	Dr.P.shiva Raji Naraya v.v Volume -II	Dr.P.shiva Raji Naraya v.v Volume - II
22	Dr.S.Divija Devi	A role on education in human development	Aarshamedho sampathi	0	0	0	2015-16	978-1-5397- 3676-9		D.K.W.College ,Nellore .Dr.Y.Dayak ar
23	Dr.S.Divija Devi		Bharathando balya chitrana	Sahithyamlo balya chitrana	Sahithyamlo balya chitrana	National	2015-16	978-93-5212- 012-3	MVN IS &RVR College Adikavi naranyya university Rajamahendravaram	MVN IS &RVR College Adikavi naranyya university Rajamahendravaram
24	Smt.R.Lakshminikantham		Choudeswaridevi jyothi neuthyam	Dravida bhaskhallo bhakshi sahithyam	Dravida bhaskhallo bhakshi sahithyam	International	2015-16	978-81- 930882-7-2	Madras university	Devotional literature in Dravidian languages ,Madras university
25	Smt.R.Lakshminikantham	Pornami- adbanika sahithya vyasalu	Matti marishi navala	0	0	0	2015-16	978-93-5265- 699-8		Dr.K.Lakshmi narayana
26	Smt.R.Lakshminikantham	Jeerva nadulu	Godavari theranilo velsina divyathredtram sri bhadrachala ramlayam	0	0	0	2015-16	978-93- 85132-10-0		Govt. college for women, guntur
27	Smt.R.Lakshminikantham	Saheti prasthanam	Chiramaniyudu Vemana	0	0	0	2015-16	978-81- 926185-7-9		Dr.Udaykumari
28	Smt.N.NagaSyamala	0	Importance of Environmental awareness and protection for primary and higher school children	Role of Education in human development - A perspective foundation for holystic responsibility	Role of Education in human development - A perspective foundation for holystic responsibility	national	2015-16	978-1-5397- 36769	D.K.Govt. college for Women (A),Nellore	D.K.Govt. college for Women (A),Nellore
29	Dr.G.Varalakshmi	0	A Comparative study of human development index selected Indian states using statistical tools	Role of Education in human development - A perspective foundation for holystic responsibility	Role of Education in human development - A perspective foundation for holystic responsibility		2015-16	978-1-5397- 36769	D.K.Govt. college for Women (A),Nellore	D.K.Govt. college for Women (A),Nellore
30	T.SirRanjani	0	Perspectives and challenges on blended learning in higher education	Role of Education in Human development	Role of Education in Human development	National	2015-16	978-1-5397- 3676-9	D.K.Govt. college for Women (A),Nellore	D.K.Govt. college for Women (A),Nellore
31	T.SirRanjani	0	Addressing the importance of mental health in the survivors of humanttrafficking	Human Trafficking in Asian Countries : Dynamics and Dimensions	Human Trafficking in Asian Countries : Dynamics and Dimensions	International	2015-16	978-93-1071- 100-1	GDC Ananthapur	Research India Press New Delhi
32	S.Vinila kumari & B.Anuradha	0	The impact of digital technology on education	Role of Education in human development - A perspective foundation for holystic responsibility	Role of Education in human development - A perspective foundation for holystic responsibility	National	2015-16	978-1-5397- 3676-9	D.K.Govt. college for Women (A),Nellore	D.K.Govt. college for Women (A),Nellore
33	S.Vinila kumari	0	Role of Bid data analytics in agriculture	International conference on Computational, Mathematical and Biological sciences	International conference on Computational,Mathe matical and Biological sciences	International	2015-16	2349-8339	Sri padmasavithi mahila viswa vidyalayam,Tirupati	Sri padmasavithi mahila viswa vidhyalayam,Tirupati
34	S.Vinila kumari	0	Improving the quality of education by effective use of information and communication technology	The impact of MANA TV Programmes on students in collegiate education	The impact of MANA TV Programmes on students in collegiate education	National	2015-16	978-93- 85132-12-4	Govt. College for women Guntur	Govt. College for women Guntur
35	K.Joy	Academic Research voice of Intellectuals	Religious identity in the Indian politics			0	2015-16	2348-7666		0 Sucharitha publications

36	K.Joji	Multidisciplinary Educational Research	Welfare programmes of Dr.Y.S.Rajasekhara Reddy as CM of AP	0	0	0	0	2015-16	2277-7881		Sucharitha publications
37	K.Joji	International journal of Business management and allied sciences	Globalization -its impact on political structure in India	0	0	0	0	2015-16	2349-4638		K.Y.Publishers
38	K.Joji	0	Ethical Values in Educational & Society	Role of Education in human development - A perspective foundation for holistic responsibility	Role of Education in human development - A perspective foundation for holistic responsibility	National	0	2015-16	978-1-5397-3676-9	D.K.Govt college for Women (A),Nellore	D.K.Govt college for Women (A),Nellore
39	M.Lakshmi prasanna	Role of Education in human development -A perspective foundation for holistic responsibility	Education for economic development	0	0	0	0	2015-16	978-1-5377-3696-9	D.K.Govt college for Women (A),Nellore	D.K.Govt college for Women (A),Nellore
40	Dr.K.karunasri	Saahithi Sourabham	Saahithi Sourabham	0	0	0	0	2015-16	978-93-84361-33-4		Maruthi publishers
41	Dr.K.karunasri	0	Hindi, telugu sahiyam lo modati kadhanikulu	Comparative study of languages	Comparative study of languages	national	0	2015-16	978-81-910738-8-1	SKR Arts College Yanam	SKR Arts College Yanam
42	Dr.K.karunasri	0	Gurajada vaari kondi bhattiyam	Dravida bhadrulo natataka sahiyam	Dravida bhadrulo natataka sahiyam	international	0	2015-16	978-81-930882-9-1	Dr. P. Sivaraj	Dr. P. Sivaraj
43	Dr.K.karunasri	0	Aadhunika mahabharatan lo brabala samasyalu	Saahityam lo baalya chitrana	Saahityam lo baalya chitrana	National	0	2015-16	978-93-5212-012-3	MVNJS of PVR College East Godavari	MVNJS of PVR College East Godavari
44	Dr.K.Padmaja	Critical spectrum , The short stories of P.Raja	the Fictional world of P.Raja " A critical study of mu fathers bicycle"			national	0	2016-17	978-93-87281912		Authors Press, New Delhi
45	Dr.S.Vindhyavali	Common wealth literature	Confessional style of writing in the poems of kamala das	0	0	0	0	2016-17	978-93-5207-485-3		Dr.A.Ramesh babu , Authors Press, New Delhi
46	Dr.S.Vindhyavali	Post colonial literature : Conroversial concepts of silence and violence	Expatriation in selected poems of yasmine gooneratne	0	0	0	0	2016-17	978-81-935368-2-7		Dr.A.Ramesh babu ,JTS publications ,Delhi
47	Dr.G. Padmapriya	0	Antarjalamlo bala sahiyam	Antarjalamlo telugu Sahitee Sourabham	Antarjalamlo telugu Sahitee Sourabham	national	0	2016-17	978-81-933256-2-9	Dr. G. Padmapriya D.K.W. college,nellore	Dr. G. Padmapriya D.K.W. college,nellore
48	Dr.G. Padmapriya	0	Galam nunchi jalam Varaku Bala Sahithyam	Conference Proceedding Nannaya University		0 National	0	2016-17	978-9352126123		
49	Dr.G. Padmapriya	0	Sahityamlo Balyam prasthavana	Sahityamlo balyachitrana	Sahityamlo balyachitrana	national	0	2016-17	978-93-5212-012-3	MVN,JS PVR college and Adikavi Nannaya University .	MVN,JS PVR college and Adikavi Nannaya University .
50	Dr.S.Divija Devi	0	Samajika madhyamalalo motla kalakala	Telugu sahiti Sourabham	Telugu sahiti Sourabham	national	0	2016-17	978-81-933256-2-9	Dr.G.Padmapriya	Dr.G.Padmapriya
51	Dr.S.Divija Devi	Sahiti Vysa manipusalu	Nalgonda Jilla Divya Seshtalu			National	0	2016-17	9.781980x12	Dr.T.Malakondaiah	Dr.T.Malakondaiah
52	Dr.S.Divija Devi	Pouramami (prachina adunika sahiya vyasam)	Aadurtha prema kavayam -himabindu	0	0	0	0	2016-17	978-93-52656-99-8		Dr.Kumetha lakshmi narayana
53	Smt.R.Lakshminaksham	0	Anchorjalam lo merci Margaret kavitha sala	Anchorjalam lo telugu sahithi Sourabham	Anchorjalam lo telugu sahithi Sourabham		0	2016-17	978-81-933256-2-9	D.K.Govt college for Women (A),Nellore	Dr.G.Padma priya
54	Dr.G.Varalakshmi		A Comparative study of human development index of selected Indian states using statistical tools	Conference Proceeding		national	0	2016-17	ISBN:474-9-53	D.K.Govt college for Women (A),Nellore	D.K.Govt college for Women (A),Nellore
55	P.Victoria Rani		Studies on morpho,physiological changes in Mulberry				0	2016-17	978-93870-0007-0		
56	K.Joji	Impact of Socio-Economics development schemes of Scheduled tribes in India	Different central and state government schemes for development of ST's	0	0	0	0	2016-17	978-93-85132-19-3		vagdevi Publishers,Hyderabad

57	M.Lakshmi prasanna	Antarjalamlu telugu Sahitee sourabam	Telugu literature in internet	0	0	0	2016-17	978-81-933256-2-9	D.K.Govt college for Women (A),Nellore	D.K.Govt college for Women (A),Nellore
58	Dr.K.Karunasri		Aakasa veechilo	Antharjalum lo telugu saahithi	Antharjalum lo telugu saahithi	National	2016-17	978-81-933256-2-9	D.K.W.College Nellore	D.K.W.College Nellore
59	Dr.K.Karunasri		Adunika Mahabharatham lo Bhalla simasaylu	Conference Proceeding Nannaya University		National	2016-17	978-93-5212012-3		
60	M.Venkata Rao		Antharjalum lo akshara doshalu		Antharjalum lo akshara doshalu	National	2016-17	978-81-933256-2-9	D.K.Govt college for Women (A),Nellore	Dr.G. Padma priya
61	Dr.E.Dorcas Joy	Role of Education in Human development	Women empowerment through education			National	2016-17	978-1-5397-3676-9	D.K.W.College Nellore	D.K.W.College Nellore
62	B.Rajeswarreddy	Role of Education in Human development	Health and Hygiene			National	2016-17	978-1-5397-3676-9	D.K.W.College Nellore	D.K.W.College Nellore
63	Dr.K.Padmaja	The Poetry of T V Reddy	A Critical exploration of pastoral panorama of TV reddy's Poetry	0	0	International	2017-18	978-1-6154993710		Modern History press, Michigan , USA
64	Dr.K.Padmaja	The Nativist vision of life in the works of Basara; Naicker	Role of songs in the portrait of sharif saheb as mystic balladeer in "Light in the house"	0	0	National	2017-18	978-93-87281554		Authors Press, New Delhi
65	Dr.S.Vindhyavali	Expatriate sensibility		0	0	National	2017-18	978-9386598493		Mark Publisher, Jaipur
66	Dr.S.Divija Devi		Seshandra Kavitha Darshanam	Seshandra Kavitha Darshanam		National	2017-18		VSU Nellore	
67	Dr.S.Divija Devi		Geetha charyula Magadardhanam	Geetha charyula Magadardhanam		National	2017-18		Oriental college , SV University	
68	Dr.K.Karunasri	Dwi sashra sabba simham - B.V Narasimham	Kruthi Parkruthi, Dwi sashra sabba simham	0		International	2017-18	978-1987577228		Padhyakala parishit , Nellore

69	P.Victoria Rani		Studies on Morpho , Physiological changes in Mulberry infested with root Knot Nematode Meloidogyne Incognita (Kofoid white) chitwood			National	2017-18	ISBN- 978-93870-0007-0	Sri padmevathi mahila viswa vidyalayam,Tirupati	Macmillan
70	K.Padmapiya	Antarjalamlu telugu Sahitee sourabam	Antharjalame bharetha sahithya churilika oderelu			National	2017-18	978-81-933256-2-9	D.K.Govt college for Women (A),Nellore	D.K.Govt college for Women (A),Nellore
71	Dr. G. Padma Priya	Telugu bhasha Sahithyam- Samajam	Telugu bhasha Sahithyam- Samajam			National	2017-18	ISBN 978-93-87281-55-4	D.K.Govt college for Women (A),Nellore	D.K.Govt college for Women (A),Nellore
72	V.Vasundhara Devi, Lecturer in Botany.		Remediation of aquaculture waste water with <i>Moringa oleifera</i> seed powder.		International conference on Arts Humanities and Social Sciences-2018	International	2018	ISBN-978-93-87433-27-4.	Osmania University Campus, Hyderabad.	
73	Dr. k. Karuna sri	BOOK – జీవన చోట సాహిత్యం టీ.వి.సరోజియా	జీవన చోట సాహిత్యం టీ.వి.సరోజియా				2018	978-1987577228		
74	Dr. S. Vindhyavali	Expatriate Sensibility	-----	-----	-----	-----	2018	ISBN-978-93-86598-49-3	-----	Mark Publishers, Jaipur
75	Dr.C.Kalapriya	Reproductive health issues among adolescent girls	-	-	-	International	2018	ISBN- 978-3-659-96719-1	-	Lap Lambert Academic publishing
76	Dr. K.Padmaja	Sleeping with the Rainbow	-----	-----	-----	National	2019	ISBN: 978-93-83596-19-5		Samatha Books

Name of the faculty	Date(s)	Topic/Area and Venue	The beneficiaries	Honorarium received
Dr. K.Padmaja Professor of English	8-8-15 and 9-8-15	workshop in CLT techniques at Navodaya leadership Institute, Guntur	Navodaya Post graduate Teachers	Rs. 6,000/-
S. Vinila Kumari Contract faculty in Comput	20.08.2015	The Role of Cryptography in Secure Data Transmission at MANA TV Live Program, SAPNET Studio, Dr	UG students in the state of A.P	Rs. 4,000/-
S. Vinila Kumari Contract faculty in Comput	01.10.201	Excel Functions at MANA TV Live Program, SAPNET Studio, Dr.B.R.Ambedkar University, Hyderabad.	UG students in the state of A.P	Rs. 4,000/-
C. Suresh. Guest faculty in Computers	2/11/2015	Computer Skills at DRW College, Gudur	UG & PG students	Rs. 500/-
S. Vinila Kumari Contract faculty in Comput	12.11.2015	Applets in Java at MANA TV Live Program, SAPNET Studio, Dr.B.R.Ambedkar University, Hyderabad.	UG students in the state of A.P	Rs. 4,000/-
S. Vinila Kumari Contract faculty in Comput	07.01.2016	Packages in Java at MANA TV Live Program, SAPNET Studio,	UG students in the state of A.P	Rs. 4,000/-
Dr. K. Padmaja Professor of English		E content generation for Acharya Nagarjuna University Distance Education P.G Courses	Post Graduate students	Rs., 12,000/-
Dr. K. Padmaja Professor of English	9-2-16 & 10-2-16	workshop on Activity Based language Teaching at JNTUCEV vizianagaram	English faculty of JNTU Kakinada	Rs. 10,000/-
Dr. K. Padmaja Professor of English	09-2016 to 09-05-20	Skill genie – Students Handbook commissioned by Commissioner of Collegiate Education, Govt of A	For the professional and non professional undergraduate students	
Dr. K. Padmaja Professor of English	Aug-16	12 steps towards Swarnandhra Pradesh		Rs. 1,000/-
Dr. K. Padmaja Professor of English	5/11/2016	Judge at the debate competition by V S University on account of vigilance awareness week		
Dr. K. Padmaja Professor of English	19-04-2017	moderator for a panel discussion on "challenges in the implementation of blended learning in ELT"	Faculty	Rs. 2,500/-
Dr. C. Kalapriya Assistant professor of Home Science		* life skills" at RASS Tirupathi		Rs. 1,000/-
S. Vinila Kumari Contract faculty in Comput	30.06.2017	Communication Skills at District Training Center, Nellore	For Govt. Administrative Staff of various departme	Rs. 500/-
S. Vinila Kumari Contract faculty in Comput	22.07.2017	Effective Power Utilization and conservation in smart homes using IOT, at APHRDI Regional Center,	For Govt. Administrative Staff of various departme	Rs. 2,500/-
S. Vinila Kumari Contract faculty in Comput	29.08.2017	Internet of Things, at District Training Center, Nellore	For Govt. Administrative Staff of various departme	Rs. 500/-
S. Vinila Kumari Contract faculty in Comput	25.11.2017	Internet of Things, at District Training Center, Nellore	For Govt. Administrative Staff of various departme	Rs. 500/-
K. Aparna Devi Contract faculty in Home Sc	10/10/2017	Best Practices, at District Collectorate Nellore	For Govt. Administrative Staff of various departme	Rs. 500/-
K. Aparna Devi Contract faculty in Home Sc	17-10-17	Communication Skills, at District Collectorate Nellore	For Govt. Administrative Staff of various departme	Rs. 500/-
K. Aparna Devi Contract faculty in Home Sc	2/11/2017	Differences between love and attraction Life skills and career guidance at DRW College Gudur	UG students in the state of A.P	
K. Aparna Devi Contract faculty in Home Sc	2/11/2017	Communication Skills, at District Collectorate Nellore	For Govt. Administrative Staff of various departme	Rs. 500/-
K. Aparna Devi Contract faculty in Home Sc	14-12-17	Differences between love and attraction, life skills and career guidance DRW College Gudur	UG students	
K. Aparna Devi Contract faculty in Home Sc	15-12-17	Differences between love and attraction, life skills and career guidance DRW College Gudur	UG students	
K. Aparna Devi Contract faculty in Home Sc	16-12-17	Differences between love and attraction, life skills and career guidance DRW College Gudur	UG students	
K. Aparna Devi Contract faculty in Home Sc	23-12-17	Differences between love and attraction, life skills and career guidance DRW College Gudur	UG students	
C. Suresh. Guest faculty in Computers	29.06.2017	Office Tools at District Training Center, Nellore	Govt. Administrative Staff	Rs. 500/-
C. Suresh. Guest faculty in Computers	22.07.2017	IOT & tools, at APHRDI Regional Center, Srialahasti	Govt. Administrative Staff of SPS Nellore District	Rs. 1,500/-
C. Suresh. Guest faculty in Computers	29.08.2017	Internet of Things, at District Training Center, Nellore	Govt. Administrative Staff of SPS Nellore District	Rs. 500/-
C. Suresh. Guest faculty in Computers	17-10-2017	Office Skills, at District Training Center, Nellore	Govt. Staff (Sr. Asst./Jr. Asst./Clerk/Typist)	Rs. 500/-
C. Suresh. Guest faculty in Computers	25.11.2017	Office Automation, at District Training Center, Nellore	Govt. Administrative Staff of SPS Nellore District	Rs. 500/-
S. Vinila Kumari Contract faculty in Comput	23.02.2018	Leadership Skills, at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	For Govt. Administrative Staff of various departme	Rs. 1,500/-
S. Vinila Kumari Contract faculty in Comput	26.02.2018	IT Enabled services in AP, at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	For Govt. Administrative Staff of various departme	Rs. 1,500/-
Dr. K. Padmaja Professor of English	16-2-18	workshop at GCW(A) Guntur on Student Centered Methodology	for all Subject lecturers	Rs. 5,000/-
Dr. K. Padmaja Professor of English	17-02-18	workshop on "Employability Skills" at GCW(A) Guntur	for students	Rs. 5,000/-
Dr. K. Padmaja Professor of English	27-04-18	workshop on Designing Effective student Centered Classrooms" at Learners PU College, Mysore	for all subject Pre University College lecturers	Rs. 5,000/-
Dr. K. Padmaja Professor of English	26-04-18	workshop on soft skills and life skills with a special focus on Skill Genie	for students of PU College, Mysore	Rs. 5,000/-
Dr. K. Padmaja Professor of English	12/5/2018	workshop in CLT techniques at Navodaya leadership Institute, Guntur	Navodaya Post graduate Teachers	Rs. 24,000/-
K. Aparna Devi Contract faculty in Home Sc	19-02-18	Motivation at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	For Govt. Administrative Staff of various departme	Rs. 1,000/-
K. Aparna Devi Contract faculty in Home Sc	21-02-18	Problem solving at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	For Govt. Administrative Staff of various departme	Rs. 1,500/-
K. Aparna Devi Contract faculty in Home Sc	28-02-18	Change management at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	For Govt. Administrative Staff of various departme	Rs. 3,000/-
C. Suresh. Guest faculty in Computers	23.02.2018	E-Governance, at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	Govt. Administrative Staff of SPS Nellore District	Rs. 1,000/-
C. Suresh. Guest faculty in Computers	26.02.2018	IT Enabled services in AP, at Bhagavan Venkaiah Swamy Ashramam, Golagamudi	Govt. Administrative Staff of SPS Nellore District	Rs. 1,000/-
V. Vasundhara Devi, Lecturer in Bota	29.1.2019 to 31.1.19	INSPIRE MANAK, Science Exhibition at St. Joseph's Telugu Medium Girls High School,	High School Students	Rs 6000/-
	27-04-18 to 28-04-2018	Resource person at a workshop on developing Soft Skills at Learners Pre University College, Mysore	Pre University Students	Rs. 5,000
Dr. K. Padmaja Professor of English	28-04-18	Resource person at a workshop on student centered methods and Skill Genie Learners Pre U	Pre University Students	Rs. 5,000
Dr. K. Padmaja Professor of English	09.10-02-2020	Resource person at a workshop on student centered methods to the faculty at GCWA Guntur	Faculty of Government Degree Colleges and engineering colleges	7,000
Dr. K. Padmaja Professor of English	08-05-2018 to 11-05-2018	Resource person for training in CLT and Student centered methods at Navodaya Leadership institute Guntur from 08-05-2018 to 11-05-18	Post Graduate Teachers of Navodaya Vidyalayas	Rs. 24,000
Sk. Sabjan, Lecturer in Physics	29.1.2019 to 31.1.19	INSPIRE MANAK, Science Exhibition at St. Joseph's Telugu Medium Girls High School,	High School Students	Rs 6000/-
T. SriRanjini	29.1.2019 to 31.1.19	INSPIRE MANAK, Science Exhibition at St. Joseph's Telugu Medium Girls High School, Santhapet, NELLORE.	High School Students	Rs 6000/-
Lecturer in Zoology	2/1/2019	Presenter of lesson on PHP at Mana TV, Educational channel for Undergraduates	UG Students	Rs. 2,500.00
Dr. K. Padmaja Professor of English	24&25-06-2020	Resource person at a workshop on NAAC Preparation for Affiliated Colleges, GDC (W) Ongole	Faculty of Government Degree Colleges	4000

Title of paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISSN number	Link of the recognition in UGC enlistment of the Journal
Influence of estradiol and 17 α – Hydroxyprogesterone on carbohydrate metabolism of fresh water paddy field crab <i>Oziotelphusa senex senex</i> (Fabricius)	A.Sujathamma and Y .Dayakar	Zoology	International Journal of science and research	2015-16	ISSN - 2319-7064 : Impact factor : 5.611	
Telugu kavityam lo samudram	Dr.Karunasri	Telugu	International Journal of Indian languages and literature	2015-16	ISSN - 2455-1678	
Effect of thermo diffusion and dissipation on NON darcy connective heat and mass transfer flow in a vertical channel with temperature depended heat sources	Dr.Suvarna & Smt.N.Prabhavathi	Mathematics	International journal of scientific and innovative mathematical research	2015-16	ISSN 2347-307X Vol -3	-
Voltammetric Determination of Pioglitazone in pharmaceutical and human urine samples using carbon paste electrode	Dr.M.Vishnu priya	Chemistry	International journal of Bioassays IJBIO	2015-16	ISSN - 2278-778X	-

Socio economical status of reservoir fisherman in Tribal area , Visakhapatnam District ,AP	Y.Dayakar	Zoology	Online International inter disciplinary research journal	2015-16	ISSN-2249-9598	-
Studies on physio chemical parameter of konam reservoir in Visakhapatnam dt,AP ,INDIA	Y.Dayakar and N.lalitha	Zoology	International Multi disciplinary educational research	2015-16	ISSN-2277-7881	-
Liquid crystals phase transitions (By Computational methods)	B.Rajeswarreddy and Dr.C.Nageswara rao , Dr.J.lakshmi Kumari	Physics	international o Journal of Scientific and Innovative Mathematica l Reseach (IJSIMR)	2015-16	ISSN 2347-307X Volume 3 , Special issue 5	
Viswanaadhavaari kaikei	Dr.Karunasri	Telugu	International Journal of Indian languages and literature	2015-16	ISSN-2455-1678	
Smruthulu-aadhunika jeevana saili	Dr.S.Divija devi	Telugu	International Journal of Indian languages and literature	2015-16	ISSN-2455-1678	
Kadhaa yajikudu—KARRA	Dr.S.Divija devi	Telugu	International Journal of Indian languages and literature	2015-16	ISSN-2455-1678	
Kolakaluri yinaak gaari kadhala mugimpu-vysalashana	Dr.G.Padmapriya	Telugu	International Journal of Indian languages and literature	2015-16	ISSN -2455-1678	
RP HPLC method for the estimation of ceftriaxone and cefdinir third generation cephalosporin	Dr.V.Gurucharan Das	Chemistry	International journal of modern chemistry and applied science	2015-16	ISSN -2349-0594	-

in dosage form						
Role of big data analysis in agriculture	S. Vinila kumari	Computerscience	International Journal of computerscience mathematics and biology (IJCSME)	2015-16	ISSN 2349-8439	http://www.ijcsme.com/
Thermal structural and spectroscopic properties of Pr ³⁺ + doped lead Zinc borate glasses modified by alkali metal ions	B.Rajeswarreddy and MV sasikumar, S. Babu and Y.C. Ratnakumar	Physics	Journal for Science of Taibah University	2015-16	ISSN - 2211-3797	
Pradhamaandhra asprusyathaa nivaaranodyama Kavi	Dr.Karunasri	Telugu	International Journal of Indian languages and literature	2016-17	ISSN-2455-1678	
Varna samamnayam	Dr.G.Padmapriya	Telugu	International Journal of Indian languages and literature	2016-17	ISSN - 2455-1678	
Effect of chemical reaction and radiation of viscous flow through porous material	Dr.Suvarna	Mathematics	National journal of pure physics	2016-17	ISSN - 978-1-5397-3679	
Impact of yoga on stress management of adolescent boys and girls	Dr.C.Kalapriya	Homescience	International Journal of Homescience	2016-17	ISSN-2395-7476	www.homesciencejournal.com
Nutritional needs during Adolescence	Dr.C.Kalapriya	Homescience	International Journal of Academic research	2016-17	ISSN - 2348-7666	www.ijar.org.in

Effectiveness of school based yoga program on high school students	Dr.C.Kal apriya	Homesc ience	International Journal of applied research	2016-17	ISSN - 2394-7500	www.allresearchjournal.com
Multiobjective fractional programming under (P,B) convex function	Dr.G.Varalakshmi	Statistic s	North asian international research journal of multidiscipli nary	2016-17	ISSN - 2454-2326 Coperni cus value : 58.12	http://www.nairjc.com/
Study of structural and spectroscopic behaviour of Sm ³⁺ ions in lead -zinc borate glasses containig alkali metal ions	B.Rajesw areddy and MV sasikuma r , S. Babu and Y.C. Ratnaku mar	Physics	Indian journal of Physics	2016-17	ISSN - 0973-1458	
Haala leelavathula parinaya gaadha-vasantha gowtami	Dr.S.Divi ja devi	Telugu	International Journal of Indian languages and literature	2016-17	2455-1678	
Effects of hall currents on convective heat and mass transfer flow of viscous electrically conducting fluid with them reaction under inclined M.F	Dr.Suvar na & Smt.N.Pr abhavathi	Mathem atics	International journal of research in science and engineering	2016-17	ISSN 2394-8299	-
RP HPLC method for the estimation of AMIKACIN, Aminoglycosi de , Antibiotic	Dr.V.Gur ucharanD as	Chemist ry	International journal of development research	2016-17	ISSN 2230-9926 Vol -7	-

Studies on effects root knot nematode Meloidogyne incognita chitwood on the growth and development of VI Mulberry variety and silk worm Bombyx mori L	P.Victoria Rani	Botany	International Journal of applied agriculture research	2016-17	0973-2683	
Partial vector η connectivity and convexity non differentiable MO fractional Minimax problem	Dr.G.Varalakshmi	Statistics	North asian international research journal of Eng, IT	2016-17	ISSN - 2454-7514 : Copernicus value : 52.88	http://www.nairjc.com/
Kavitrigaa vengamanba	Dr.Karunasri	Telugu	JOILL International Journal	2016-17	2455-1678	
Knowledge attitude and practice regarding reproductive health among adolescent girls in Nellore district	Dr.C.Kalapriya	Homescience	International Journal of Homescience	2016-17	2395-7476	www.homesciencejournal.com
Smart Materials	B.Rajeswarreddy and Dr.C.Nageswara rao	Physics	International Journal of luminescence and applications	2016-17	ISSN 2277-6362	
A critical focus on teaching Pronunciation at undergraduate level	Dr.K.Padmaja	English	Lang Lit an international peer reviewed open access journal	2017-18	ISSN-2349-5189	-
A review on 'shall we splash the colours thus?' <i>ilaa</i>	Dr.K.Padmaja	English	Lang Lit an international peer reviewed open access	2017-18	ISSN - 2349-5189	

<i>Ruvvudaamaa rangulu</i>			journal			
Spectrophotometric methods for the estimation of 3 rd & 4 th generation cephalosporins in dosage form	Dr.V.Gurucharan Das	Chemistry	International journal for research in applied science and engineering technology	2017-18	ISSN 2321-9653 Vol -5 Issue -6	-
Isolation and characterization of Pro biotic bacteria from the soil samples of the coastal areas of gudur division ,Nellore dt for utilisation in Shrimp farming	K. Lavanya and Y .Dayakar	Zoology	International Journal of fisheries and aquatic studies	2017-18	IJFA, Impact Factor 5.6 ISSN 2347-5129	-
Awareness of HIV/AIDS among rural adolescent girls	Dr.C.Kalapriya	Home science	International Journal of science and research	2017-18	ISSN : 2319-7064	www.ijsr.net
Nutrition and fitness	R. Krishna murthy and K. Aparna Devi	Home science	International Journal of law, Education Social and Sports studies	2017-18	IJLESS, 6.3 ISSN : 2455 0418	
On Minimax multi objective fractional optimality conditions withn convexity	Dr.G.Varalakshmi	Statistics	North asian international research journal of multidisciplinary	2017-18	ISSN : 2454-2326 Copernicus value : 58.12	http://www.nairjc.com/
Drought in AP impacts and adaptions strategies with reference to the all mandals of prakasam district based	Dr.G.Varalakshmi	Statistics	North asian international research journal of multidisciplinary	2017-18	NAIRJC , Index Copernicus value 58.12 ISSN : 2454-2326	http://www.nairjc.com/

on 2011 agricultural year						
Phytochemical analysis and anti Bacterial activities of pimpinella tirupatiensis against bacillus subtilis, klebsiella pneumoniae,p roteus vulgaris and pseudomonasa aeruginosa	Dr.E. Dorcus Joy	Botany	International Journal of science and research IJSR	2017- 18	ISSN 2319- 7064	www.ijsr.net
Phytochemical analysis and anti Bacterial activities of terminalia pallid against bacillus subtilis, klebsiella pneumoniae,p roteus vulgaris and pseudomonasa aeruginosa	Dr.E. Dorcus Joy	Botany	International Journal of scientific research IJSR Index Copernicus value 2016: 79.57 , Impact factor : 6.391	2017- 18	ISSN 2319- 7064	www.ijsr.net
Stree Chaitanya saradhi - Noorella panta	Dr. S. Divija Devi	Telugu	International Journal of Indian languages and literature	2017- 18	2455- 1678	
sahithya lo Jeeva vaividhyam	Dr.G.Pad mapriya	Telugu	International Journal of Indian languages and literature	2017- 18	2455- 1678	

Asprusya ganga	R.Laksh mikantha m	Telugu	International Journal of Indian languages and literature	2017- 18	2455- 1678	
Nematode meloidogyne incognita chitwood induced biotic stress on the phytochemical composition of mulberry leaves	P.Victori a Rani	Botany	International research Journal of pharmacy	2017- 18	ISSN - 2230- 8407	-
Studies on anti Oxidant response , Immune efficiency and Decease compatibility of the marine Shrimp	K. Lavanya and Y .Dayakar	Zoology	International Journal of recent scientific research	2017- 18	IJRSR ISSN - 0976- 3031	-
A Study on Anxiety levels of Adults	K.Aparn a Devi	Homesc ience	International Journal of Innovative science and research technology	2017- 18	ISSN - 2456- 2165	
Maruthuna samagika villuvala chirunama - pandita prameshwara sashtri villunama	Dr.K.Kar una Sri	Telugu	International Journal of Indian languages and literature	2017- 18	2455- 1678	
Painting Enhance Motor skills	K.Aparn a Devi	Homesc ience	Journal for advanced research in applied sciences	2017- 18	2394- 8442	
Buddhist philosophy - Dr.Babasaheb Ambedkar	K.Padma priya	History	Current global reveiwer	2017- 18	ISSN - 2319- 8648	
Antharjalamlo bharathadesa sahithya, charitraka	K. PADMA PRIYA	HISTO RY	Antharjalaml o telugu sahithi sowrabham	2017	ISBN 978-81- 933256- 2-9	

aadharalu						-
Lifeskills education on Knowledge , Attitude and practice regarding reproductive health among Adolescent girls	Dr.C.Kal apriya	Homesc ience	International Journal of applied social science	2018-19	ISSN - 2394-1405	www.scientificresearchjournal.com
Remidiation of aquaculture waste water with <i>Moringa oleifera</i> seed powder.	V.Vasun dhra Devi	BOTAN Y	JETIR	Jun-18	2349-5162	www.jetir.org
Vector convex functions for differentiable multiobjective fractional	Dr.G.Var alakshmi	Statistic s	International Journal of Multidiscipli nary Research and Development Online ISSN: 2349-4182, Print ISSN: 2349-5979; Impact Factor: RJIF 5.72 www.allsubj ectjournal.co m	Jan-19	ISSN: 2349-4182, Print ISSN: 2349-5979; Impact Factor: RJIF 5.72 Accepted: 17-12-2018	
programming problem			Volume 6; Issue 1; January 2019; Page No. 99-102			
Dual programming under the concept of B-invexity in non-linear	Dr.G.Var alakshmi	Statistic s	International Journal of Academic Research	Aug-18	ISSN: 2348-7666,; Impact Factor: RJIF 6.023 2018	
programming problem,			Volume 5 issue-8			
A Comparative study of Human						

Development index of selected Indian states using statistical tools	Dr.G.Varalakshmi	Statistics	North Asian International research journal of social science and Humanities	Dec-18	ISSN:2454-9827	
			Vol.4,issue12		Index Copernicus:57.07	
Buddhist Philosophy- Dr. Babasaheb Ambedkar	K.PADMAPRIYA	HISTORY	BUDDHIST PHILOSOPHY : WAY OF LIFE	2018	ISSN 2319-8648 IMPACT FACTOR- 2.143 Sr. No. 64310	CURRENT GLOBAL REVIEWER
Female Foeticides	K.PADMAPRIYA	HISTORY	AJANTA	2018	ISSN 2277-5730 IMPACT FACTOR- 5.5 Sr. No. 40776	PEER REVIEWED REFERRED JOURNAL
Spphurthi pradaathaluChittagaang viplava vanithalu (స్పూర్తి ప్రదాతలు-చిట్టగాంగ్ విప్లవవనితలు)	Dr. S.DIVIJADEVI	TELUGU	VIMAL VIMARSH	2018	2348-5884	UGC JN NO - 47676
Vilakshna drukupadaala vimuktha (విలక్షణ దృక్పదాల విముక్తి)						
Life skills education on knowledge, attitude and practice regarding reproductive health among	Dr. C. Kalapriya	Home Science	International Journal of Applied Social Sciences	Aug-18	2394-1405 Impact factor- 5.734	www.homesciencejournal.com

adolescent girls						
Rain and I	Dr. K.Padma ja	English	Lang Lit	2018 May Vol4, issue 4	ISSN 2349-5189 Impact factor 4.23	https://langlit.org/vol-4-issue-4/
Youth Empowers Youth	Smt. K. Aparna Devi	Home Science	International Journal of Pure and Applied Bioscience	Aug-18	2320-7051 Impact factor-6.327 NAAS score-4.74	www.ijpab.com
Effect of cypermethrin on reproductive efficacy in Zebrafish (Danio rerio : in –vivo and in – silico studies	Smt.T. Sriranjani	Zoology	Journal of Environmental Biology	April , 2019	p- ISSN0254-8704 e-ISSN 2394 - 0379	Impact factor-1.4 UGC Approved List-0254-8704
ప్రకృతి ఒడిలోకి'ఒం టరి' పయనం)Prakruthi odiloki 'Ontari'payanam)	Dr.S.Divija Devi	Telugu	Bhaava Veena	June, 2019	ISSN :2456 - 4702	UGC Approved List-42500
Role of Parents Education on Parenting Styles in late Childhood	Dr.C.kala Priya	Home science	International Journal of research and Analytical Reviews (IJRAR)	June, 2019	E-ISSN 2348-1269 P -2349 – 5138	IJRAR19K7314
చారిత్రక వేద పురాణాల్లో చేనేత మూలాలు (chaarithraka veda puraannaalllo chenetha moolaalu)	Dr.G.Padma Priya	Telugu	Bhaava Veena	July, 2019	ISSN :2456 - 4702	42500-UGC Approved List

Moringa Olifera along with other herbs,the best remedy for heel pain	Dr.C.kala Priya	Home science	International Journal of science & Engineering development research (IJS DR)	July, 2019	ISSN :2455- 2631	IJS DR 1907027
మహావేద – రస సిద్ధాంతం)Maha veda- Rasa Siddhantham)	Dr.S.Divi ja Devi	Telugu	International Journal of Multidiscipli nary Educational Research	Augu st ,2019	ISSN- 2277- 7881	UGC Approved List-41602
					Impact Factor :6.014	
					Index Copernicus value 5.16 ,International Scientific Indexing value 2.286,Research unique number 17.7.2013.49	
దేవాంగుల వరప్రదాయ ని – చౌడేశ్వరిదేవి (Devangula vara pradaayani – choedeswari Devi)	Dr.G.Pad ma Priya	Telugu	Bhaava Veena	Aug, 2019	ISSN :2456 - 4702	42500-UGC Approved List
Non- differentiable multi objective fractional minimax optimization with support function under (V,P,-) convexity	Dr.G.Var alakshmi	Statistic	International Journal of Advanced Research (IJAR)	16.Oc t.201 9	ISSN 2320- 5407	DOI : 10.21474/IJAR0 1/10119
అడవిని జయించిన యోధుడు)Adavini Jayanchina yodhudu)	Dr.S.Divi ja Devi	Telugu	International Journal of Multidiscipli nary Educational Research	Nov, 2019	ISSN- 2277- 7881	UGC Approved List-41602
					Impact Factor :6.014 Index Copernicus value 5.16 ,International Scientific Indexing value 2.286,Research unique number 17.7.2013.49	
ఊతం – గిడుగు బాలకవి శరణ్యం)utham –	Dr.G.Pad ma Priya	Telugu	International Journal of Multidiscipli nary Educational Research	Nov, 2019	ISSN- 2277- 7881	UGC Approved List-41602
					Impact Factor :6.014 Index Copernicus value 5.16	

Gidugu Balakavi samyam)					,International Scientific Indexing value 2.286,Research unique number 17.7.2013.49	
Non-differentiable multi objective fractional minimax programming problem under convex function	Dr.G.Varalakshmi	Statistic	International Journal of Multidisciplinary Research and Development	26. Nov. 2019	2349-4182	Impact Factor : RJIF 5.72
					(online)	
					2349-5979 (print)	
ముంతాజ్ మహల్-విప్రలబ్ధ శృంగారం)Munthaj Mahal - Vipralabda srungaaram)	Dr.S.Divija Devi	Telugu	International Journal of Multidisciplinary Educational Research	Jan,2 020	ISSN-2277-7881	UGC Approved List-41602
					Impact Factor :6.014	
					Index Copernicus value 5.16 ,International Scientific Indexing value 2.286,Research unique number 17.7.2013.49	
చేనేత సాహిత్యం లో (చేనేత saahithyam lo sthree)	Dr.G.Padma Priya	Telugu	International Journal of Multidisciplinary Educational Research	Jan,2 020	ISSN-2277-7881	UGC Approved List-41602
					Impact Factor :6.014	
					Index Copernicus value 5.16 ,International Scientific Indexing value 2.286,Research unique number 17.7.2013.49	
Phenotypic and transcriptomic change in Zebrafish (Danio rerio)embryos/larvae following cypermethrin exposur.		Zoology	Chemosphere	7Feb, 2020	Chemosphere. 2020.12 6148	Impact factor- 5.108
						UGC Approved List-0045 – 6535

S.No	NAME OF THE FACULTY	TITLE OF MOOCS PROGRAM	DURATION
1	Dr.G.Varalakshmi	MOOCS: Research Methodology In Population studies	August 23 to October 23
2			
3	Smt.T.Sri RANJANI	MOOCS- NPTEL ONLINE CERTIFICATION	AUG- OCT 2018
4			
5	KUM.H.SWATHI	MOOCS- NPTEL ONLINE CERTIFICATION	AUG- OCT 2018

6		ON “WILDLIFE CONSERVATION”	
7	SmtT.VEENA HEPSIBA	MOOCS- NPTEL ONLINE CERTIFICATION	AUG- OCT 2018
8		ON “WILDLIFE CONSERVATION”	
9	B.Vidyullatha	MOOCs online Course on ICT in Teaching and Learning	07-01-2019 to 01-02- 2019
10	M.Emelya Rani	MOOCs online Course on ICT in Teaching and Learning	07-01-2019 to 01-02- 2019
11	S.Vinila Kumari	MOOCs online Course on ICT in Teaching and Learning	07-01-2019 to 01-02- 2019
12	B.Anuradha	MOOCs online Course on ICT in Teaching and Learning	07-01-2019 to 01-02- 2019
13	Dr. G. Varalakshmi	Online MOOCS – Introduction to Biostatistics	29-07-2019 to 29-09- 2019
14	Dr. S. Vindhyavali	RC – English Language and Literature	23-12-2019 to 04-01- 2020
15	Dr. S. Vindhyavali	Online Annual Refresher Programme - ARPIT	01-10-2019 to 31-12- 2019
16	Dr. K. Karunasri	RC - ARPIT	01-09-2019 to 31-12- 2019
17	Dr. G. Padmapriya	RC – Language and Literature	23-12-2019 to 04-01- 2020
18	Dr. K. Suvarna	RC -	
19	M. Emelya Rani	Refresher course in Computer Science	10/1/2019 to
20	B. Vidyullatha	Refresher course in Computer Science	10/2/2019 to
21	Dr. Mohd. Mahboob	Refresher course in Urdu-ARPIT	10/3/2019 to
22	Dr. G. Varalakshmi	Data Analysis for social science teachers	10/1/2019 to 20/01/2020
23	Dr. G. Varalakshmi	introduction to Bio-Statistics	7/20/2019 to 20-09- 2019
24	Dr. S. Vindhyavali	annual refresher programme in english	10/1/2019 to 16/02/2020
25	Sk. Tamanna	introduction to ELT	10/1/2019 to12/01/2019
26	N. SarathBabu	refresher course in chemistry	9/1/2019 to 31/12/2020
27	Dr T. Mamatha	Early Childhood care and education	6/14/2019 to 11/9/2019
28	Dr. C. Kalapriya	Early Childhood care and education	7/15/2019 to11/9/2019
29	Dr. P. VictoriaRani	DiasterManagement	7/30/2019 to19/10/2019
30	T. SriRanjani	Genetic Engineering	7/18/2019 to16/11/2019
31	Dr K. KarunaSri	Literary Criticism	7/22/2019 to

Organisation with which MoU is signed	Name of the institution/ industry/ corporate house	Year of signing MoU	Duration	List the actual activities under each MoU year wise	Number of students/teachers participated under MoUs
Andals Laksmi Fertility Research & Laproscopic Surgical Centre	Department of Home Science	2015	04 Years	As Nutritionist in the Hospital for Pregnant Ladies	02 Students
Aasish Health & Beauty Care	Department of Home Science	2015	04 Years	Diet Councillors	03 Students
Govt college for women ,Guntur	IQAC	2016	4 years	1) Designing the feedback forms 2) Planning data cllection formats for NAAC SSR 3) Workshop on student centered methods for lecturers	15 teachers
PB Siddharatha College of arts and science, Vijayawada	Dept of English	2016	4 years	1)Faculty exchange 2)Workshops	07 teachers and 600 students
Govt college for women ,Guntur	Dept of English	2016	4 years	1) Membership in BOS and desgining Curriculum, designing lesson plans, designing materails for students, collaboration in text book preparation, workshops and guest lectures	12 teachers and 700 students
Sarvodaya C ollege,	Dept of Statistics	2017	2 years	1) Bos Members,	3 teachers and 100 students

Nellore				Syllabus framing, , Curriculum designing,	
District Archealogy Museum of SPSR Nellore Dt	Dept of Archealogy	2017	2 years	1) extending technical expertise in decoding incsriptions	03 staff and 80 students
VSU Nellore	Dept of Chemistry	2017	01 Year	1) Interactive Discussion on Cluster 2) Orientation on Research and Employment opportunities in Chemistry	10teachers and 50 students 06 teachers and 30 students
LIC of India,	LIC ,Brundavanam,Nellore	2017	2 years	1) Professional advice to student on life insurance	5 staffs and 35 students
Niha Textiles & Handicrafts	Dept. Home Science	2017	03 Years	Jute Bags Stiching	03 Students
Kishori Vikasam Scheme Started By Gov. Of A.P		2017		Training Adolescents girls in Nutrition ,Life Skills, Personality Development	02 Teachers and 60 Students were Trained
Deeksha Educational Society		2018	01 Year	1) Technical knowledge by using Tally	4 staff and 63 students

INFRASTRUCTURE FACILITIES

SL.N	Room Description	Length	Width	Total
1	Library Staff Room	19.9	28.1	559.19
2	Main Library	49.2	28.1	1382.52
3	Reading Hall	61	28.1	1714.1
4	Physics Lab	49.5	27	1336.5
5	BRAOU Office	9.2	27	248.4
6	Staff Room Physics	9.2	27	248.4
7	Physics Lab	29	27	783
8	Physics Store Room	9	27	243
9	Inter Physics Lab	40.6	27	1096.2
10	Physics Dark Room	19.2	27	518.4
11	Computer Lab 2 Digital	29.4	27	793.8
12	Computer Lab 1 Digital	18.2	27	491.4
13	Statistics Lab	19.7	27	531.9
14	Statistics Staff Room	29.7	27	801.9
15	Physical education	20	35.3	706
16	Gents Toilet	10.8	27	291.6
17	Ladies Toilet	18.9	27	510.3
18	University Room	28	27	756
19	Chemistry Lab 1	39.2	27	1058.4
20	Chemistry Balance Room	9.2	27	248.4
21	Inter Chemistry Lab	39.2	27	1058.4
22	Chemistry Staff Room	20.9	27	564.3
23	Home Science Staff room	9.3	27	251.1
24	JKC Office	9.1	27	245.7
25	Chemistry Store Room	18.1	27	488.7
26	Chemistry Balance Room	9.2	27	248.4
27	Chemistry lab 2	49.2	27	1328.4
28	Home Science Nutrition Lab	39.3	27	1061.1
29	Zoology + Biotechnology Staff	29.3	27	791.1
30	Biotechnology Staff Room not	9.3	27	251.1
31	Toilet	17.2	27	464.4
32	Zoology Store	12.3	27	332.1
33	Zoology Lab 2	51	27	1377
34	Biotechnology Lab	19.2	27	518.4
35	Zoology Lab 1	34.2	27	923.4
36	Inter Zoology Lab	41	27	1107
37	Botany Lab	39.1	27	1055.7
38	Inter Botany Lab	41	27	1107
39	Botany Culture Room	9.3	27	251.1
40	Botany Store Room	9.3	27	251.1
41	Botany Lab	39.7	27	1071.9
42	Botany + Microbiology Staff	32.1	27	866.7
43	Microbiology lab	29	27	783
44	PG Zoology lab	38.1	27	1028.7
45	English Department	29.5	27	796.5
46	43 Class Room	49.1	25	1227.5
47	JKC English Lab	30	25	750
48	Virtual Class Room 1	42.5	25	1062.5
49	Virtual Class Room 2	24.1	25	602.5
50	Mathematics Department	9.3	24.11	224.223
51	Steps	9.4	24.11	226.634
52	Controller of Examination Cell	19.8	27.6	546.48
53	78 Class Room	28.5	27.6	786.6
54	79 Class Room	28.5	27.6	786.6
55	College Store Room	28.5	27.6	786.6
56	Assembly Hall	99.8	27.6	2754.48
57	77 Class Room	30	27.6	828
58	76 Class Room	30	27.6	828
59	75 Class Room	28.8	27.6	794.88

60	NR IV Class Room	51.8	27.8	1440.04
61	IOAC	19.4	27.8	539.32
62	NR II Class Room	24	27.8	667.2
63	E-Class Room	39.5	27.8	1098.1
64	74 Class Room	39.2	27.8	1089.76
65	73 Class Room	39.8	27.8	1106.44
66	72 Class Room	9.3	27.8	258.54
67	Intter 71 Class Room	9.3	27.8	258.54
68	Inter CGT Lab	39.7	27.8	1103.66
69	Telugu + Hindi + Urdu	32.1	27.8	892.38
70	Textiles Lab	29	27.8	806.2
71	Home Science Lab	38.1	27.8	1059.18
72	Politics + Eco + His Department	29.5	27.8	820.1
73	65 Class Room	49.1	25.6	1256.96
74	64 Class Room	30	25.6	768
75	63 Class Room	42.5	25.6	1088
76	62 Class Room	24.1	25.6	616.96
77	58 Class Room	42.5	25.6	1088
78	Commerce Department	9.3	25.6	238.08
79	50 Class Room	49.1	24.11	1183.801
80	Computer Lab	30	24.11	723.3
81	48 Class Room	42.5	24.11	1024.675

Sl.N	Room Description	Length	Width	Total Feet
1	43 Class Room	49.1	25	1227.5
2	Virtual Class Room 1	42.5	25	1062.5
3	Virtual Class Room 2	24.1	25	602.5
4	48 Class Room	42.5	24.11	1024.675
5	50 Class Room	49.1	24.11	1183.801
6	58 Class Room	42.5	25.6	1088
7	78 Class Room	28.5	27.6	786.6
8	79 Class Room	28.5	27.6	786.6
9	77 Class Room	30	27.6	828
10	76 Class Room	30	27.6	828
11	75 Class Room	28.8	27.6	794.88
12	NR IV Class Room	51.8	27.8	1440.04
13	NR II Class Room	24	27.8	667.2
14	74 Class Room	39.2	27.8	1089.76
15	73 Class Room	39.8	27.8	1106.44
16	72 Class Room	9.3	27.8	258.54
17	65 Class Room	49.1	25.6	1256.96
18	64 Class Room	30	25.6	768
19	63 Class Room	42.5	25.6	1088
20	62 Class Room	24.1	25.6	616.96
Total				18504.956

Hostel Measurements

	Sq.Ft	Sq.Mtrs
Main Block	21936.47	2038.71
SW Block	3354	311.71
Another block	2310	214.68
Old shed	25.25	20.01
Ramanaujam	21556.59	2004.33
TV Hall	3440	319.7
Donor Block	30951	2876.49
First floor	46426.5	4314.73

SLN	Room Description	Length	Width	Total Feet
1	Physics Lab	49.5	27	1336.5
2	Physics Lab	29	27	783
3	Computer Lab 2 Digital	29.4	27	793.8
4	Computer Lab 1 Digital	18.2	27	491.4
5	Statistics Lab	19.7	27	531.9
6	Chemistry Lab 1	39.2	27	1058.4
7	Chemistry Balance Room	9.2	27	248.4
8	Chemistry Balance Room	9.2	27	248.4
9	Chemistry lab 2	49.2	27	1328.4
10	Home Science Nutrition Lab	39.3	27	1061.1
11	Zoology Lab 2	51	27	1377
12	Biotechnology Lab	19.2	27	518.4
13	Zoology Lab 1	34.2	27	923.4
14	Botany Lab	39.1	27	1055.7
15	Botany Culture Room	9.3	27	251.1
16	Botany Lab	39.7	27	1071.9
17	Microbiology lab	29	27	783
18	PG Zoology lab	38.1	27	1028.7
19	JKC English Lab	30	25	750
20	Textiles Lab	29	27.8	806.2
21	Home Science Lab	38.1	27.8	1059.18
22	Computer Lab	30	24.11	723.3
Tota				18229.18

DEPARTMENT OF HOME SCIENCE LAB EQUIPMENT DETAILS

NUTRITION LAB

SL.NO	NAME OF THE	QUANTITY(nos)	DATE OF	COST OF
01.	Micro oven (Panasoni)	01	25-06-2012	Rs.11,350.00
02.	Butterfly LPG Stove	01	26-02-2007	Rs.1550.00
03.	Panasonic Rice cooker	01	28-06-2012	Rs.2900.00
04.	Counter scale	04	15-12-1975	Rs.374.00
05.	Dinners et	02	30-01-	Rs.4300.00
06.	Kelvinator Refrigerato	01	21-02-1972	Rs.3251.21
07.	Samsung 192 lts Refrigerator	01	11-01-2018	Rs.17800.00
08.	Micro oven	01	30.01.2001	Rs.4199.00
09.	Sunflame	10	17.09.1985	Rs.8750.00
10.	Gas Stoves	03	11.01.2018	Rs.13500.00

TEXTILES LAB

SL. NO	NAME OF THE	QUANTITY(nos)	DATE OF	COST OF
01.	Merit sewing machines	02	22-09-1979	Rs.1879.00
02.	Merit zigzag overlock embroider	01	28-06-2012	Rs.10750.00
03.	Tailor master	02	25-03-	Rs.2341.54
04.	Usha tailor model	02	30-01-	Rs.5600.00
05.	Usha roopa	01	26.03.197	RS.660.00
06.	Usha roopa	01	05-07-	RS.660.00
07.	Usha flora	01	22-03-	Rs.873.00
08.	89 ND Tailor	01	25-03-1980	Rs.1170.77
09.	Usha machine	10	30.01.2001	RS.29500.00
10.	Usha tailor model	06	21-03-	Rs.2058.00

HOME MANAGEMENT LAB EQUIPMENT

SL/NO	NAME OF THE	QUANTITY(nos)	DATE OF	COST OF
01.	Steel almirah's	03	10.03.198	Rs.7005.00
	double door			

02.	Flannel boards	01	20-03-1990	Rs.1000.00
03.	Wooden show case	02	14-03-2006	Rs.3500.00
MICROBIOLOGY LAB EQUIPMENT				
SL.NO	NAME OF THE	QUANTITY(nos)	DATE OF	COST OF
01.	Autoclave	01	10-04-	Rs.2425.00
02.	Incubator	01	18-03-	Rs.1184.50
03.	Microscope(oil immersion objectives)	02	21-03-1977	Rs.936.00
04.	Microscope(oil immersion objectives)	04	19-02-1981	Rs.2704.00
05.	Microscope(oil immersion objectives)	02	22-03-1991	RS.4200.00
06.	Microscope(oil immersion objectives)	03	21-03-2005	RS.7800.00
07.	Microscope(oil immersion objectives)	03	21-03-2005	Rs.1800.00
08.	Microscope(oil immersion objectives)	03	21-03-2005	RS.1425.00
09.	Medico-centrifug	01	18-03-1978	Rs.538.76
10.	Microscope (Std clinical)	02	22-03-1978	Rs.3419.85
11.	Microscopes	04	05.03.197	Rs.4176.00
12.	Microscopes(Std)	01	05-03-	Rs.1085.00
13.	Laboratories type muffle	01	24-03-1972	Rs.1350.00
14.	Mechanical stage Olympus	03	22-03-1991	RS.840.00
15.	LG 175 lts refrigerato	01	31-01-2001	Rs.10300.00

DEPARTMENT OF BOTANY - LAB EQUIPMENT DETAILS 2018-19

S.No	Name of the Equipment	Make	Number/Quantity	Date of purchase	Cost of the Equipment	Whether working condition (Yes/No)
1	Compound-Microscopes	Vijaya scientific equipments, Vijayavada.	20	1971 to 2012	1,60,000.00	Yes
2	Dissection - Microscopes	Vijaya scientific equipments, Vijayavada.	15	1978 to 2005	30,000.00	Yes

3	Museum Mounted specimen jars	Pennar scientific works, Nellore.	50	1979 to 2011	10,000.00	Yes
4	Permanent slides	Pennar scientific works, Nellore.	30	1980 to 2005	1500.00	Yes
5	Biovisual charts cabin	Srinivasa scientific traders, Tirupathi	01	26.03.1991	3450.00	Yes
6	Herbarium cabin	Srinivasa scientific traders, Tirupathi.	02	28.02.2005	19200.00	Yes
7	Biovisual charts		100	28.02.2005	40,000.00	Yes
8	Photos of scientists	Himalaya scientific works, Nellore.	03	26.02.2005	600.00	Yes
9	Test tube stands	A.G.Agencies, Hyderabad.	05	25.02.2005	630.00	Yes
10	Mortor and pestle	A.G.Agencies, Hyderabad.	01	25.02.2005	80.00	Yes
11	Deluxe water soil analysis kit	Bharath scientific work, Nellore.	01	13.3.2006	23150.00	Yes
12	Ph. Meter (Pen type)	New Himalaya scientific works, Nellore.	01	5.3.2007	1800.00	Yes
13	DNA model sets	Bharath scientific work, Nellore.	04	23.02.2008	2520.00	Yes
14	Over Head Projector	Lab line scientifics, Tiruathi	01	25.01.2010	18720.00	Yes
15	Micro wave oven (20 liters)	Siva swaraj scientifics, Tiruathi	01	06.02.2012	8800.00	Yes
16	Binocular-Microscope	Lab line scientifics, Tiruathi	01	1.3.2012	19845.00	Yes
17	Computer cum Printer-UPS	Mars computers opp. Town Hall, Nellore	01	27.07.2013	41,370.00	Yes
18	Thermostatic Bacteriological Incubator	Indian scientific company. Tirupathi	01	05.03.2018	17,500.00	Yes

02.	Flannel boards	01	20-03-1990	Rs.1000.00
03.	Wooden show case	02	14-03-2006	Rs.3500.00
MICROBIOLOGY LAB EQUIPMENT				
SL.NO	NAME OF THE	QUANTITY(nos)	DATE OF	COST OF
01.	Autoclave	01	10-04-	Rs.2425.00
02.	Incubator	01	18-03-	Rs.1184.50
03.	Microscope(oil immersion objectives)	02	21-03-1977	Rs.936.00
04.	Microscope(oil immersion objectives)	04	19-02-1981	Rs.2704.00
05.	Microscope(oil immersion objectives)	02	22-03-1991	RS.4200.00
06.	Microscope(oil immersion objectives)	03	21-03-2005	RS.7800.00
07.	Microscope(oil immersion objectives)	03	21-03-2005	Rs.1800.00
08.	Microscope(oil immersion objectives)	03	21-03-2005	RS.1425.00
09.	Medico centrifug	01	18-03-1978	Rs.538.76
10.	Microscope (Std clinical)	02	22-03-1978	Rs.3419.85
11.	Microscopes	04	05.03.197	Rs.4176.00
12.	Microscopes(Std)	01	05-03-	Rs.1085.00
13.	Laboratories type muffle	01	24-03-1972	Rs.1350.00
14.	Mechanical stage Olympus	03	22-03-1991	RS.840.00
15.	LG 175 lts refrigerato	01	31-01-2001	Rs.10300.00

DEPARTMENT OF BOTANY - LAB EQUIPMENT DETAILS 2018-19

S.No	Name of the Equipment	Make	Number/ Quantity	Date of purchase	Cost of the Equipment	Whether working condition (Yes/No)
1	Compound-Microscopes	Vijaya scientific equipments, Vijayavada.	20	1971 to 2012	1,60,000.00	Yes
2	Dissection - Microscopes	Vijaya scientific equipments, Vijayavada.	15	1978 to 2005	30,000.00	Yes

3	Museum Mounted specimen jars	Pennar scientific works, Nellore.	50	1979 to 2011	10,000.00	Yes
4	Permanent slides	Pennar scientific works, Nellore.	30	1980 to 2005	1500.00	Yes
5	Biovisual charts cabin	Srinivasa scientific traders, Tirupathi	01	26.03.1991	3450.00	Yes
6	Herbarium cabin	Srinivasa scientific traders, Tirupathi.	02	28.02.2005	19200.00	Yes
7	Biovisual charts		100	28.02.2005	40,000.00	Yes
8	Photos of scientists	Himalaya scientific works, Nellore.	03	26.02.2005	600.00	Yes
9	Test tube stands	A.G.Agencies, Hyderabad.	05	25.02.2005	630.00	Yes
10	Mortar and pestle	A.G.Agencies, Hyderabad.	01	25.02.2005	80.00	Yes
11	Deluxe water soil analysis kit	Bharath scientific work, Nellore.	01	13.3.2006	23150.00	Yes
12	Ph. Meter (Pen type)	New Himalaya scientific works, Nellore.	01	5.3.2007	1800.00	Yes
13	DNA model sets	Bharath scientific work, Nellore.	04	23.02.2008	2520.00	Yes
14	Over Head Projector	Lab line scientifics, Tiruathi	01	25.01.2010	18720.00	Yes
15	Micro wave oven (20 liters)	Siva swaraj scientifics, Tiruathi	01	06.02.2012	8800.00	Yes
16	Binocular-Microscope	Lab line scientifics, Tiruathi	01	1.3.2012	19845.00	Yes
17	Computer cum Printer-UPS	Mars computers opp. Town Hall, Nellore	01	27.07.2013	41,370.00	Yes
18	Thermostatic Bacteriological Incubator	Indian scientific company. Tirupathi	01	05.03.2018	17,500.00	Yes

19	Soil pH Meter	Indian scientific company. Tirupathi	01	05.03.2018	8,000.00	Yes
20	Clinical Centrifuge	Indian scientific company. Tirupathi	01	05.03.2018	7,900.00	Yes
21	Digital pH Meter	Indian scientific company. Tirupathi	01	05.03.2018	4,200.00	yes
22	Digital Balance	Indian scientific company. Tirupathi	01	05.03.2018	8,20.00	yes
23	Colorimeter	Indian scientific company. Tirupathi	01	05.03.2018	11,100.00	yes
24	Autoclave	Indian scientific company. Tirupathi.	01	05.03.2018	6,400.00	yes
25	Wilmots Bubbler	Indian scientific company. Tirupathi	01	05.03.2018	2,800.00	Yes
26	Saxlate apparatus	Indian scientific company. Tirupathi	01	05.03.2018	5,900.00	Yes
27	Kjuldhal distillation unit -500ml	Indian scientific company. Tirupathi	01	05.03.2018	6,955.00	Yes
28	Garden tools	Indian scientific company. Tirupathi	03 sets	05.03.2018	6,000	Yes

Lab Equipment details:Dept.of Chemistry DKW College

S.No	Name of the Equipment	Make	Number/ Quantity	Date of purchase	Cost of the EquipmentRS.	Whether working condition (Yes/No)
1.	Transport number apparatus	Technico	01	7-11-90	35	No
2.	Molecular wt. apparatus	Technico	01	17-2-91	90	No
3.	Victor mayer appt.	Technico	01	2-10-02	95	No
4.	Drying oven	Technico	01	18-2-71	200	No
5.	Electrical dryer	Philips	01	27-2-71	280	No
6.	Soxet extraction heater	Technico	01	27-2-71	100	No
7.	Resistance bridge	Pico	01	24-2-71	459	No
8.	Gas analyser	Elixir	01	26-2-71	725	No
9.	Distillation apparatus	Technico	01	25-2-71	95	Yes
10.	Head phones	Sony	01	3-3-71	140	No
11.	Hot cold blower	Philips	01	15-2-71	175	No
12.	Electric water bath	Technico	01	15-2-71	100	No
13.	Platinum crucible & lid	ANTS	01	15-2-71	198	Yes
14.	Atomic models	Tarsons	01	26-3-71	200	Yes
15.	First aid box	St.Johns	01	26-3-71	75	Yes
16.	Meaker burner	Thomos	01	26-3-71	22	No
17.	Analytical balance	Keroy	06	24-11-71	4850	Yes
18.	Hot air oven	Technico	01	30-12-02	11,900	Yes
19.	P ^H meter	Elico	01	30-12-07	8000	Yes
20.	Magnetic stirrer	Elico	01	30-12-07	1000	Yes
21.	Stop clocks	General	02	14-2-72	165	Yes
22.	Single pan ele.balance	Dhona	01	18-2-72	3200	No
23.	Titration potentiometer	Elico	01	25-2-72	3300	No
24.	stalgnometers	Borosal	10	30-12-02	75	Yes
25.	Visco meters	Borosal	12	30-12-02	180	Yes
26.	Air condenser	Technico	10	30-12-02	100	Yes
27.	Iodine flasks	Borosal	05	30-12-02	20	Yes
28.	Electric burner	Technico	08	8-9-06	245	Yes
29.	Tripod stand	SH	53	8-9-06	20	Yes
30.	Bunsen burner	SH	10	29-3-05	110	Yes
31.	Vacuum distillation	Technico	01	30-12-02	245	Yes
32.	Analytical weight box	Keroy	12	4-9-80	180	Yes
33.	Stop watch	General	02	24-12-05	60	Yes
34.	Heating element	Vijay	04	30-12-02	75	Yes
35.	LPG cylinders	Indane	06	30-12-02	198	Yes
36.	Burret stands	General	13	29-7-13	300	Yes
37.	Conductivity meter	Elico	06	29-7-13	8250	Yes
38.	Potentio meter	Elico	06	17-1-15	8000	Yes
39.	Electronic balance	callon	01	3-2-12	36,750	Yes
40.	colorimeter	Elico	02	2-2-12	8000	Yes
41.	spectrophotometer	Elico	01	29-7-13	48,000	Yes
42.	tongs	SH	12	9-9-06	90	Yes

Lab Equipment details:Dept.of Chemistry DKW College

43.	Melting point appt.	Technico	05	16-3-09	2670	Yes
44.	Conical flasks	Borosol	35	10-10-07	108	Yes
45.	Projector	E gate	01	28-2-18	18,500	Yes
46.	Electric hot plate	Kemi	01	24-11-71	142	No
47.	Photo colorimeter	Elico	01	24-11-71	198	Yes
48.	Cock boring machine	General	01	27-9-05	84	No
49.	Burets	Borosol	05	30-12-02	71.50	Yes
50.	Pipettes	Borosol	12	15-7-05	55	Yes
51.	Paper chromatography	aceme	01	31-1-18	4025	Yes

Lab Equipment details: Department of Biotechnology

S.No	Name of the Equipment	Make	Number/ Q uantity	Date of purchas e	Cost of the Equipme	Whether working condition
1.	Digital Ph Meter	ELICO	01	07-07-2015	10,000/-	working
2.	Digital electronic weighing balance,	INFRA	01	07-07-2015	8,000/-	Working
3.	Digital Colorimeter Model CM-	ELICO	01	-	11,620/-	Working
4.	Laborato ry centrifug	Hettich	01	-	13,300/-	Working
5.	Incubator	GUNA	01	-	27,300/-	Not- Working
6.	Microscopes	Quasini	05	-	4,500/- each	2 Working
7.	Hot Air Oven	Guna	01	-	6,975/-	Not- Working
8.	Micro Pipettes 2-20ul	Himedia	01	-	5,000/-	Working
9.	Micro Pipettes 40-200ul	Himedia	01	-	4,980/-	Working
10	Transilluminat or	Biotech	01	-	12,500/-	Working
11	Horizontal electrophoresis	Biotech	01	-	6,550/-	Not- Working
12	Refrigerator	LG	01	19-02-2010	10,600/-	Working

DEPARTMENT OF STATISTICS - LAB EQUIPMENT DETAILS 2018-19

S.No	Name of the Equipment	Make	Number/ Quantity	Date of purchase	Cost of the Equipment	Whether working condition (Yes/No)
1	Calculators	FX -350TL	18	25-03-2003		Not working

2	Calculators	FX-4500ORPAT	32	31-12-2003		Not working
3	Calculators	2768 ORPAT ot-500	36	11-03-2002		Not working
4	Calculators	2769 ORPAT DTC 712 solar	10	11-03-2002		Not working
5	Calculators	ORPAT DTC 0712 Desktop calculators	04	08-04-2002		Not working
6	11 Desktop computers, 2 printers , 1 UPS	1361,1147,2757,1143		29-01-2005 , 24-01-2006,30-12-2006,04-01-2007		Writing off
7	2 Printers	HP DJ 3550 HPDJ 4355		29-01-2005 & 30-12-2006		Writing off
8	UPS	500VA, 1361/HWP		22/1/05		Writing off
9	Calculators	VR No 1 17-18 AS VS Model VR No 1 17-18 CASIO VS Model	8	11-01-2018	1000*8 =8000/-	Working
10	Calculators	Casio MS Mod 37BOP PA	7	11-01-2018	⁷ *500=3500/ -	Working

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DEPARTMENT OF MICROBIOLOGY - LAB EQUIPMENT DETAILS 2018-19

S.No	Name of the Equipment	Make	Number/ Quantity	Date of purchase	Cost of the Equipment	Whether working condition (Yes/No)
1	Digital ph meter	Indian scientific	01	05-03-2018	4,950	Yes
2	calorimeter	Indian scientific	01	05-03-2018	12,570	Yes
3	Mono cular	Indian scientific	01	05-03-2018	18,000	Yes

4	Digital balance	Indian scientific	01	05-03-2018	9,100	Yes
5	Hot air oven	Guna company	01	02-04-2007	16,500	Yes
6	autoclave	Fisher company	01	02-04-2007	4,200	Yes
7	centrifuge	Remi	01	02-04-2007	25,000	Yes
8	Laminar air flow	Fisher and guna	02	02-04-2007	70,500	Yes
9	Incubation		01	31-03-2006	4,448	Yes
10	Incubator	tempo.	01	31-03-2006	11,250	Yes
11	Digital colony	Guna company	01	02-04-2007	6,000	Yes
12	Water bath		01	02-04-2007	4,450	Yes
13	refrigerator	Nirmala agencies	01	17-03-2005	16,400	Yes
14	Electrophoresis		01	02-04-2007	40,000	Yes

ZOOLOGY DEPT-LAB EQUIPMENT DETAILS

<u>S. N O</u>	<u>NAME OF THE</u>	<u>MAKE</u>	<u>NUMBER/QUANTITY</u>	<u>DATE OF PURC</u>	<u>COST OF THE</u>	<u>WHE THE R WOR</u>
1	DIGITAL WEIGHING	ESSA E	1	28-03-2002	16,875/-	Y E S
2	LABORATORY CENTRIFUGE	REMI	1	28-03-2002	8,390/-	Y E S
3	PH. METER WITH COMBINED ELECTRODE	ELICO	1	28-03-2002	7,250/-	Y E S

4	SPECTROPHOTO METER	ELICO	1	28-03-2002	34900/-	YES
5	EGG INCUBATOR	TECHNICO	1	12-09-2002	5,172/-	YES
6	LCD PROJECTOR	SONY	1	10-03-2003	2,00,000	
7	TRINOCULAR MICROSCOPE	QUASMO	1	8-03-2004	30,000	
8	REVOLUTION HIGH SPEED CENTRIFUSE(COOLING)	REMI	1	9-02-2005	1,12,600/-	
9	LAMINAR AIR FLOW HORIZONTAL MODEL	(CAH)1200	1	14-02-2005	69,500/-	
10	MICRO CONTROLLER BASED PH METER	ELICO	1	28-02-2018	12,100/-	
11	AUTOCLAVE	LOCAL MADE	1	28-02-2018	6,400/-	
12	SPIN WIN TMMC-006, MICRO CENTRIFUGE.	TARSONS	1	28-02-2008	8,818/-	
13	WATER TESTING KIT	OLYMPUS	1	28-02-2008	8,100/-	
14	SOIL TESTING KIT	OLYMPUS	1	28-02-2008	9,000/-	
15	PRINTER	CANON MF3010	1	28-02-2008	12,161/-	
16	VISIBLE SPECTRA PHOTOMETER	ELICO	1	29-02-2012	60,200/-	
17	MINI ELECTROPHORESIS GEL APPARATUS	BIOTECH	1	30-07-2012	32,050/-	
19	TRINOCULAR MICROSCOPI CAMERA	NIKON	1	27-04-2013	58,0000/-	
22	TRANS ILLUMINATOR	BIOTECH	1	21-02-2005	12,500/-	

Computer / JKC LAB Equipment details:

S.No	Name of the Equipment	Date of purchase with Specifications (configuration) along with MAKE/Model	Cost of the Equipmen t	Whether working conditio n /Yes/No	Quantity
1	Wipro linux operating Systems	25-03-2008 Intel Pentium dual core inside Monitor Model no:- WLSI50W CPU model no :- 08CANJ09800705 Windows server 2003	16415 *30 = 4,92,450	25 are in working conditio n	30
2	Dell Operating system	31-03-2008 Dell AMD 64bit opteron	42552.88	NO	01
3	Printer HPOJ5610	31-03-2008 Model no:- ML-1610 Mono Laser printer	10096.14	NO	01
4	Dell Projector	31-03-2018	43269.23	YES	01
5	Maxcell Head Phones	16-04-2008	407.69*31 = 12638.39	20 are in working conditio n	31
6	1.5 Tonnes Voltas A/c's	19-04-2018		YES	2
7	HP Laptop	13-06-2008, S.no. 8/76/JKCMC/2008, Company S.no. CNU8192SD2	Allotted by CCE, Vijayawada	YES	1
8	Logitech webcam	21-06-2014	1700	YES	01
9	UPS	12-06-2017 15KVA on-line UPS with three phase input and single phase output with 12V,65AH, 30nos, quanta make SMF batteries with	301905+C ST (5%) 15,095= 3,17,000	YES	01
10	Samsung mobile	6-09-2017 SM-B310EZWD	1700	YES	01

11	Wireless USB Adapter	21-12-2017 DG-WN3150N 150Mbps	500	YES	01
12	Hard disk seagate	21-12-2017 STEA100040 1Tb SATA US HDD	4700	YES	01
13	Canon laser printer	11-01-2018 Multicolor laser printer Model no : MF4820D multi function laser printer	17,500	YES	01
14	Dell PC Desktop	26-03-2018 DELL Vastro 3268	28,250	YES	01
15	Dell 20inches LED monitor	26-03-2018 Cn0173y9fcc007b1DMBU	6,000	YES	01
16	Notice Board	11-01-2018 , 4X6 – inches x width	3,500	YES	01

Laboratory equipment

S.No	Name of the equipment	Make	No./quantity	Date of purchase
1	Effect of tilt angle on the efficiency of Solar voltaic panel	Mikron	1	6/2/2018
2	study on solar photo voltaic panel in series and parallel combination	Mikron	1	6/2/2018
3	Measurement of I-V Characteristics of Solar Cell	Mikron	1	6/2/2018
4	Study the effect of input light intensity on the performance of Solar Cell	Mikron	1	6/2/2018
5	Study of charge and discharge characteristics of storage Battery	Mikron	1	6/2/2018
6	Study of charging and discharging behaviour of a capacitor	Mikron	1	6/2/2018
7	Study of charging characteristics of a Ni-Cd Battery using solar photovoltaic panel	Mikron	1	6/2/2018
8	Vibration magnetometer	Mikron	2	17/2/2012
9	Over head projector(OHP)	L.V	1	17/2/2012
10	Stewart gee's galvanometer	pico	3	30/7/2013
11	Ammeters	S.H	6	17/2/2012
12	voltmeters	jaysee	5	17/2/2012
13	Rectifier kit	T.S	4	17/2/2012
14	Exide battery	exide	2	17/2/2012
15	Digital stop watches	Taksun	25	17/2/2012
16	Vacuum cleaner	Forbes	1	17/2/2012
17	Sodium lamp with transformer	D.V	5	17/2/2012
18	FET characteristics	Triode	2	24/7/2013
19	A.F Generator	Triode	3	24/7/2013
20	Hallow glass prisms	parco	4	30/7/2013
21	Spectrometers prisms		6	30/7/2013
22	Standard capacitors 0.1 mfd	pico	2	30/7/2013

23	Standard capacitors 0.2 mfd	pico	2	30/7/2013
24	Plano convex lenses		6	30/7/2013
25	Cary foster's bridge	pico	2	30/7/2013
26	Potentiometer with jokey	pico	2	30/7/2013
27	Rheostats	Metronic	3	30/7/2013
28	galvanometers	S.H	15	17/2/2012
28	Mercury lamp with transformer	Philips	4	17/2/2012
29	Travelling microscopes	Quasmo	1	19/3/2009
30	Transistor apparatus kit	vision	2	19/3/2009
31	Compass box		5	19/3/2009
32	Resistance box plug type	Mikron	4	19/3/2009
33	Multimeters	mastech	3	19/3/2009
34	Rheostats	Inco	4	19/3/2009
35	Signal generator	triode	1	19/3/2009
36	Tuning fork set of 8 No.	parco	4	19/3/2009
37	DPDT Switch	Pico	4	7/2/1998
39	Mercury lamp	Philips	6	7/2/1998
39	Lees disc		3	6/4/1996
40	Torsional pendulum		4	15/4/1995
41	Bar magnets		10	15/4/1995
42	Bifilar pendulum		6	15/4/1995
43	D.C Power supply	Pico	8	15/4/1995

Computer Lab Equipment Details

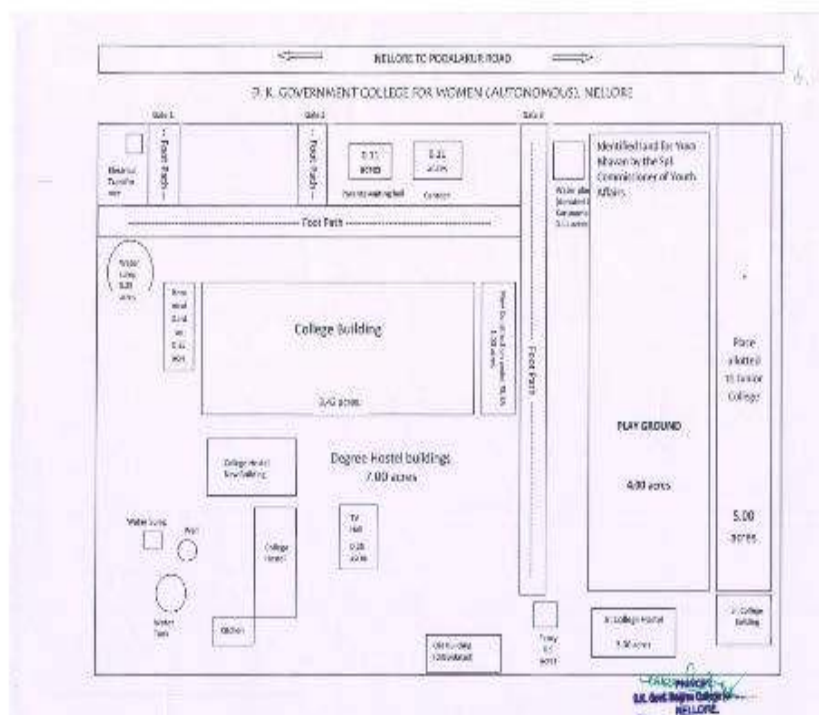
S.No	Name of the Equipment	Date of purchase with Specifications (configuration) along with MAKE/Model	Cost of the Equipmen	Whether working condition	Quantity
1	DESKTOP PC	29.10.2008 DELL -	25990	YES	6
2	DESKTOP PC	1.2.2010 HP -	33875	YES	4
3	DESKTOP PC	4.2.2015 HCL -	29750	YES	25
4	DESKTOP PC	4.2.2012 (DC/2GB/500GB/DVD/	22750	YES	10
5	LASER PRINTER	4.2.2012 HP LASERJET 2007	7500	YES	01
6	LASER PRINTER	18.11.2010 CANON 3000	7500	YES	01
7	Air Conditioner	27.8.2011 Voltas Split AC	35000	YES	01
8	Air Conditioner	27.8.2011 Voltas Split AC	35000	NO	01
9	Air Conditioner	27.8.2013 - Window AC - Voltas	25000	YES	01
10	Air Conditioner	27.8.2013 Window AC - Voltas	25000	NO	01
11	Table Fan	14.2.2015 Table Fan - Ekvira	3500	YES	01
12	LCD Projector	Sony - 4.8.2004	4250	NO	01

PHYSICAL EDUCATION EQUIPMENT - 2018-19

S. NO	NAME OF THE	MAKE	VENDOR	QTY.	DATE OF	COST OF THE	WHETHER WORKING
1	Home GYM		Sports Bonza	1	23.3.200	32,000	NO
2	Power Steppes		Sports Bonza	2	23.3.200	13800	YES
3	Table Tennis Board		Sports Bonza	1	23.3.2001	13600	YES
4	Carrom Boards		Anuradha Sports	2	9.3.2005	7800	YES
5	Carrom Stands		Anuradha Sports	2	9.3.2005	1100	YES
6	High Jump Poles		Sports Bonza	2	23.3.200	1875	YES
7	Height Measuring stand			1	18.7.198		YES
8	Jogges		Sports Bonza	4	23.3.200	38000	NO
9	Stepper with		Sports Bonza	2	23.3.200	10800	NO

10	Shoppur		Anuradha Sports	4	24.1.200	880	YES
11	Starting Blocks		Sports Bonza	2	23.03.200	460	YES
12	Vibrator		Sports Bonza	2	23.03.200	15800	NO
13	Victory Stand				18.7.198		YES
14	Weighing Machine		Anuradha Sports Nell	2	9.3.2005	1400	YES
15	Weight Training		Sports Bonza	1	23.3.200	6900	YES
16	Exercise cycles		Sports Bonza	2	23.3.200	7900	YES
17	Ball Badminton				18.7.198		YES
18	Discuss Throw		Anuradha Sports	2	9.3.2005	450	YES
19	Tennicoit post			1	18.7.198		YES
20	Air pump		Anradha Sports	1	24.4.201	550	YES
21	Flag poles		SLV	30	15.9.201	6750	YES
22	Measurement Tape		Anuradha Sports	1	15.9.201	620	YES
23							
24							
25							

PHYSICAL EDUCATION ARTICLES - 2018-19							
S. NO	NAME OF THE	MAKE	VENDOR	QTY.	DATE OF	COST OF THE	WHETHER WORKING
1	Volley Balls		Surya Sports	3	21.7.201	2,250	YES
2	Ball Badminton		Surya Sports	5	21.7.201	15000	YES
3	Ball Badminton		Surya Sports	1	21.7.201	600	YES
4	Shuttle Bats		Surya Sports	4	21.7.201	5160	YES
5	TT Bats		Surya Sports	2	21.7.201	1400	YES
6	TT Balls		Anuradha	4	18.9.201	640	YES
7	Ball Badminton Net		Anuradha	1	14.9.201	475	YES
8	Basket Ball		Surya Sports	1	27.8.201	800	YES
9	Chess Board		Surya Sports	1	21.7.201	190	YES
10	Cricket Bat		Anuradha	1	22.1.200	1500	YES
11	Cricket bating pads		Anuradha	1	22.1.200		YES
12	Cricket batting glows		Anuradha	1	22.1.200	600	YES
13	Cricket Tie pads		sports bonaza	1	23.3.200	225	YES
14	Cricket elbo gard		sports bonaza	1	23.3.200	116	YES
15	Cricket stems		Anuradha	6	22.1.200	420	YES
16	Cricket wicket keeper pads		Anuradha	1	22.1.200	350	YES
17	Running spaik		sports bonaza	1	23.3.200	375	YES
18	Rilay badmintons		sports bonaza	1	23.3.200	200	YES
19	Skiping rops		Surya Sports	3	21.7.201	540	YES
20	stop lauch		Surya Sports	2	21.7.201	750	YES
21	Tennikoit rings		mega sports	1	25.9.200	160	YES
22	Tennikoit net		Anuradha	1	11.12.200	250	YES
23	Valley ball net		Anuradha Sports	1	18.9.2017	950	YES
24	Ankle caps		Anuradha Sports	10	18.9.2017	80	YES
25	Hand ball		Surya Sports	2	21.7.2018	1200	YES
26	Tennis rackets		Anuradha Sports	3	10.5.201	7500	YES



PHYSICAL EDUCATION EQUIPMENT - 2018-19							
S. NO	NAME OF THE	MAKE	VENDOR	QTY.	DATE OF	COST OF THE	WHETHER WORKING
1	Home GYM		Sports Bonza	1	23.3.200	32,000	NO
2	Power Steppes		Sports Bonza	2	23.3.200	13800	YES
3	Table Tennis Board		Sports Bonza	1	23.3.2001	13600	YES
4	Carrom Boards		Anuradha Sports	2	9.3.2005	7800	YES
5	Carrom Stands		Anuradha Sports	2	9.3.2005	1100	YES
6	High Jump Poles		Sports Bonza	2	23.3.200	1875	YES
7	Height Measuring stand			1	18.7.198		YES
8	Jogges		Sports Bonza	4	23.3.200	38000	NO
9	Stepper with		Sports Bonza	2	23.3.200	10800	NO
10	Shoppur		Anuradha Sports	4	24.1.200	880	YES
11	Starting Blocks		Sports Bonza	2	23.03.200	460	YES
12	Vibrator		Sports Bonza	2	23.03.200	15800	NO
13	Victory Stand				18.7.198		YES
14	Weighing Machine		Anuradha Sports Nello	2	9.3.2005	1400	YES
15	Weight Training		Sports Bonza	1	23.3.200	6900	YES
16	Exercise cycles		Sports Bonza	2	23.3.200	7900	YES
17	Ball Badminton				18.7.198		YES
18	Discuss Throw		Anuradha Sports	2	9.3.2005	450	YES
19	Tennicoit post			1	18.7.198		YES
20	Air pump		Anradha Sports	1	24.4.201	550	YES
21	Flag poles		SLV	30	15.9.201	6750	YES
22	Measurement Tape		Anuradha Sports	1	15.9.201	620	YES
23							
24							
25							

PHYSICAL EDUCATION ARTICLES - 2018-19							
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1	Volley Balls		Surya Sports	3	21.7.201	2,250	YES
2	Ball Badminton		Surya Sports	5	21.7.201	15000	YES
3	Ball Badminton		Surya Sports	1	21.7.201	600	YES
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5	TT Bats		Surya Sports	2	21.7.201	1400	YES
6	TT Balls		Anuradha	4	18.9.201	640	YES
7	Ball Badminton Net		Anuradha	1	14.9.201	475	YES
8	Basket Ball		Surya Sports	1	27.8.201	800	YES
9	Chess Board		Surya Sports	1	21.7.201	190	YES
10	Cricket Bat		Anuradha	1	22.1.200	1500	YES
11	Cricket bating pads		Anuradha	1	22.1.200		YES
12	Cricket batting gloves		Anuradha	1	22.1.200	600	YES
13	Cricket Tie pads		sports bonaza	1	23.3.200	225	YES
14	Cricket elbow guard		sports bonaza	1	23.3.200	116	YES
15	Cricket stems		Anuradha	6	22.1.200	420	YES
16	Cricket wicket keeper pads		Anuradha	1	22.1.200	350	YES
17	Running spike		sports bonaza	1	23.3.200	375	YES
18	Rilay badmintons		sports bonaza	1	23.3.200	200	YES
19	Skipping ropes		Surya Sports	3	21.7.201	540	YES
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23	Valley ball net		Anuradha Sports	1	18.9.2017	950	YES
24	Ankle caps		Anuradha Sports	10	18.9.2017	80	YES
25	Hand ball		Surya Sports	2	21.7.2018	1200	YES
26	Tennis rackets		Anuradha Sports	3	10.5.201	7500	YES

College Extension Activities

Name of the activity	Organising unit/ agency/ collaborating agency	Year of the activity	Number of students participated in such activities
Combined Annual Training Camp -III	NCC	2013-14	30
Combined Annual Training Camp -V	NCC	2013-14	35
Combined Annual Training Camp -XI	NCC	2013-14	15
Save Electricity drive	NCC	2013-14	40
NCC Day	NCC	2013-14	100
Cancer awareness programme	NCC	2013-14	45
Orientation progrme in communicaton skills	NSS	2013-14	180
Health and hygiene	NSS	2013-14	160
NSS day	NSS	2013-14	200
One day sensitzation workshop	RRC	2013-14	100
Voter Enrolment	NSS	2013-14	200
RRC Competitions	RRC	2013-14	25
Combined Annual Training Camp -I	NCC	2014-15	40
TRECKING CAMP -Himachal	NCC	2014-15	5
Combined Annual Training Camp -III	NCC	2014-15	35
NATIONAL INTEGRATION CAMP-Orrisa	NCC	2014-15	2
NATIONAL INTEGRATION CAMP-Bihar	NCC	2014-15	2
L-INDEPENDENCE DAY CAMP	NCC	2014-15	12
Adult education program	NCC	2014-15	20
Combined Annual Training Camp -IX	NCC	2014-15	14
NATIONAL INTEGRATION CAMP-Warangal	NCC	2014-15	2
NCC Day	NCC	2014-15	100
Awareness on Blood donation	NSS	2014-15	180
Voter Enrolment	NSS	2014-15	185
Blood donation camp	NSS	2014-15	33
NSS day	NSS	2014-15	200
International youth day	RRC	2014-15	430
International yoga day	NCC/NSS	2014-15	215

Combined Annual Training Camp-I	NCC	2015-16	25
Combined Annual Training Camp-V	NCC	2015-16	15
International yoga day	NCC	2015-16	40
Combined Annual Training Camp-VI	NCC	2015-16	6
IGC	NCC	2015-16	2
L-IDC	NCC	2015-16	6
Combined Annual Training Camp-IX	NCC	2015-16	5
Combined Annual Training Camp-XI	NCC	2015-16	2
National level Sports Camp-Delhi	NCC	2015-16	6
National integration camp-Kodagu	NCC	2015-16	4
NCC Day	NCC	2015-16	100
PM's Rally-New Delhi	NCC	2015-16	2
National integration camp	NSS	2015-16	40
Cancer awareness programme	NSS	2015-16	100
Red ribbon	RRC	2015-16	425
Enrollment of voters	NSS	2015-16	411
International youth day	RRC	2015-16	370
TREKKING CAMP-Ooty	NCC	2016-17	7
Combined Annual Training Camp-II	NCC	2016-17	12
Combined Annual Training Camp-III	NCC	2016-17	12
International Yoga day	NCC/NSS	2016-17	205
Combined Annual Training Camp-IX	NCC	2016-17	8
Anti Dengue day	NCC/NSS	2016-17	290
Rock climbing training camp	NCC	2016-17	11
NCC Day	NCC	2016-17	100
Blood app introduction	NSS	2016-17	270
Cashless Transaction Rally	NSS	2016-17	280
NSS Day	NSS	2016-17	300
Combined Annual Training Camp-I	NCC	2017-18	15
International Yoga day	NCC/NSS	2017-18	135
Blood donation camp	NCC/NSS	2017-18	65
Combined Annual Training Camp-X	NCC	2017-18	21

Mega Job Mela	NCC	2017-18	20
National Voters Day	NCC	2017-18	30
Combined Annual Training Camp-XVI	NCC	2017-18	18
NCC Day	NCC	2017-18	100
Awareness programme on differently abled students	NSS	2017-18	282
Awareness on voter enrollment	NSS	2017-18	276
NSS Day	NSS	2017-18	300
Janamabhoomi	College	2017-18	659
International Yoga day	NCC/NSS/YRC/WE C	2018-19	400
Combined annual Training Camp IV	Central Govt. Of India	2018-19	30
Combined annual Training Camp VII	Central Govt. Of India	2018-19	2
Combined annual Training Camp VIII	Central Govt. Of India	2018-19	34
Local Independence Day Camp, Srikakulam	Central Govt. Of India	2018-19	2
Combined annual Training Camp IX	Central Govt. Of India	2018-19	2
Save Water Rally	NCC/NSS	2018-19	40
Independence Day	Central Govt. Of India	2018-19	40
Inaguration of V.S.University Inter Collegiate Games	NCC/NSS/YRC	2018-19	250
Swachta Hi Sewa	NCC/NSS	2018-19	350
Swatcha Pakhwada	NCC/NSS	2018-19	400
world AIDS day rally	NCC/NSS/WEC/YR C	2018-19	600
HEALTH AWARENESS PROGRAMME	RRC	2019-20	50
TREE PLANTATION	RRC	2019-20	
WORLD AIDS DAY	RRC	2019-20	
ZONAL LEVEL RRC ORIENTATION PROGRAMME	RRC	2019-20	30
Awareness Program On Road Safety And Discipline	NCC	2019-20	20 Cadets
Combined Annual Training Camp - I	NCC	2019-20	30 Cadets
International Yoga Day	NCC	2019-20	35 Cadets
Anti Trafficking And Drug Abuse	NCC	2019-20	35 Cadets
Water Pollution And Its Control	NCC	2019-20	50 Cadets

Independence Day Celebration	NCC	2019-20	35 Cadets
Independence Day Celebration	NCC	2019-20	35 Cadets
Tree Plantation	NCC	2019-20	30 Cadets
2 K Run Rally - Nutritional Week	NCC	2019-20	40 Cadets
Army Attached Camp	NCC	2019-20	01 Cadet
Debate On Swatch Bharath	NCC	2019-20	40 Cadets
Combined Annual Trainning Camp – Xi	NCC	2019-20	08 Cadets
Rastriya Ekta Diwas	NCC	2019-20	70 cadets
Ncc Day Celebrations	NCC	2019-20	100 Cadets
World Aids Day	NCC	2019-20	40 Cadets
Swacch Pakawada Personal Hygine Day	NCC	2019-20	30 Cadets
Combined Annual Trainning Camp – Xiii	NCC	2019-20	18 Cadets
Blood Donation	NCC	2019-20	09 cadets
Ekbharat Shrest Bharat Camp	NCC	2019-20	08 cadets
10 th National Voters Day Celebrations	NCC	2019-20	100 NCC
Republic Day Camp At New Delhi	NCC	2019-20	01 Cadet
Republic Day Celebrations	NCC	2019-20	32 Cadets
Republic Day Celebrations	NCC	2019-20	35 Cadets
Training By Pi Staff	NCC	2019-20	35 Cadets
ROTI FESTIVAL (ROTTALA PANDUGA- 2019)	YRC	2019-20	69



VIKRAMA SIMHAPURI UNIVERSITY NELLORE – 524 003.

ACADEMIC SCHEDULE (ALMANAC) UNDER CBCS PATTERN IN SEMESTER SYSTEM FOR THE YEAR 2016-17

(For B.A./B.Sc./B.Com Degree Course and Oriental Courses)

S.No	Particulars of Commencement of the Classes for Under Graduate (U.G) Courses	I year / II Years	
		I Semester & III Semester	II Semester & IV Semester
1	Re-opening of the College after Summer Vacation and Commencement of II year III Semester	20.06.2016	-
2	Commencement of classes for First Year Course (I Semester)	11.07.2016	-
3	Dasara Vocation	08.10.2016 to 16.10.2016	
4	I st Internal Examinations	12.09.2016 to 19.9.2016	
5	II nd Internal Examinations	01.11.2016 to 08.11.2016	
6	Last working day for I Sem & III Semester	10.11.2016	-
7	Commencement of theory examinations for I & III Semesters	15.11.2016 to 30.11.2016	-
8	Commencement of Class work for II & IV Semesters	-	05.12.2016
9	Sankranti holidays	11.01.2017 to 17.01.2017	
10	I Internal Examinations for II & IV Semesters	01.02.2017 to 08.02.2017	
11	II Internal Examinations for II & IV Semesters	24.03.2017 to 31.03.2017	
12	Commencement of II & IV Semester End theory examinations	-	10.04.2017 to 24.04.2017
13	Last Working day for academic year 2016-17	-	22.04.2017
14	College reopening after summer vocation 2017-18	14.06.2017	

Yearly pattern III Year for the Academic Year 2016-17 (For B.A./B.Sc./B.Com Degree Course and Oriental Courses)

1. Commencement of Class work : 20.06.2016
2. Dasara Vocation : 08.10.2016 to 16.10.2016
3. Pongal Holidays : 11.01.2017 to 17.01.2017
4. Commencement of Theory examinations for Annual system : 03.03.2017
5. Last Working day for 2016-17 : 22.04.2017
6. Summer Vocation : 23.04.2017 to 13.06.2017
7. Reopening of the College : 14.06.2017

Note:

1. The last date for the submission of return of matriculates for the academic year 2016-17 is 30.08.2016.
2. The dates relating to the commencement of semester end examinations will be decided by the controller of examinations & Dean of examinations.

**D. K. GOVERNMENT COLLEGE FOR WOMEN
(AUTONOMOUS) :: NELLORE.**

ACADEMIC CALENDAR 2017-18

PARTICULARS OF I / III / V

Reopening of the College	19.06.2017
Commencement of the classes for III & V Semester	19.06.2017
Commencement of the classes for I Semester	03.07.2017

Month	Working Dates	Total Working Days
June, 2017	19, 20, 21, 22, 23, 24, 27, 28, 29, 30.	10
July, 2017	1, 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29, 31.	25
August, 2017	1, 2, 3, 4, 7, 8, 9, 10, 11, 16, 17, 18, 19, 21, 22, 23, 24, 26, 28, 29, 30, 31.	22
September, 2017	1, 4, 6, 7, 8, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23.	17
October, 2017	3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 16, 17, 18, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31.	23
November, 2017	1, 2, 3, 4, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 20.	16
TOTAL		113

Continuous Internal Assessment (First & Second)	-	17 th August to 13 th October
Dussehra Vacation	-	24.09.2017 to 02.10.2017
I & III Semesters Internal Practicals	-	Last week of October
Commencement of III Semester End Examinations	-	30.10.2017 to 06.11.2017
Commencement of I Semester End Examinations	-	13.11.2017 to 20.11.2017

PARTICULARS OF II / IV / VI

Commencement of the classes for IV Semester	13.11.2017
Commencement of the classes for II Semester	27.11.2017

Month	Working Dates	Total Working Days
November, 2017	13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30.	16
December, 2017	2, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30.	23
January, 2018	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 22, 23, 24, 25, 27, 29, 30, 31.	19
February, 2018	1, 2, 3, 5, 6, 7, 8, 9, 12, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28.	22
March, 2018	1, 3, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 31.	24
April, 2018	2, 3, 4, 6, 7, 9, 10, 11.	08
TOTAL		112

Pongal Vacation	-	13.01.2018 to 21.01.2018
Continuous Internal Assessment (II & IV Semester)	-	23 rd January to 10 th March
Commencement of External Practical Examinations	-	12 th March
Commencement of IV Semester End Examinations	-	24.03.2018 to 31.03.2018
Commencement of II Semester End Examinations	-	02.04.2018 to 10.04.2018
Last Working Day	-	11.04.2018 (Wednesday)
Summer Vacation	-	11.04.2018 to 10.06.2018
Reopening of the College	-	11.06.2018 (Monday)

D. K. GOVERNMENT COLLEGE FOR WOMEN
(AUTONOMOUS) :: NELLORE.

ACADEMIC CALENDAR 2018-19

PARTICULARS OF I / III / V

Reopening of the College	: 05.06.2018
Commencement of the classes for III & V Semester	: 07.06.2018
Commencement of the classes for I Semester	: 13.06.2018

Month	Teaching Dates	Total Teaching Days
June, 2018	7,8,11,12,13,14,15,18, 19, 20, 21, 22, 23, 25,26, 27, 28, 29, 30. <i>IQAC first quarter review meeting during the last week</i>	19
July, 2018	2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 21,23, 24, 25, 26, 27, 28, 30, 31.	25
August, 2018	1, 2, 3, 4,6, 7, 8, 9, 10, 13,14, 16, 17, 18, 20, 21, 22, 23, 24, 25,27, 28, 29, 30, 31.	25
September, 2018	1, 4, 5, 6, 7, 10, 11, 12, 14, 15, 17, 18, 19, 20, 22,24,25,26,27,28,29. <i>IQAC 2nd quarter review meeting during the last week</i>	21
October, 2018	1,3, 4, 5, 6, 8, 9, 10, 11, 12,22. (feedback on curriculum of sem. 1,3, & 5)	11
TOTAL		101

Continuous Internal Assessment I for Sem III & V	-	16-07-2018 to 20-07-2018
Continuous Internal Assessment I for Sem I	-	26-07-2018 to 31-07-2018
Continuous Internal Assessment II for Sem III & V	-	30-08-2018 to 05-09-2018
Continuous Internal Assessment II for Sem I	-	10-09-2018 to 15-09-2018
Dussehra Vacation	-	13-10-2018 to 21-10-2018
Commencement of & III & V Semester End Examinations	-	23-10-2018 to 06-11-2018
Commencement of I Semester End Examinations	-	05-11-2018 to 13-11-2018
I Semester Internal Practical's	-	01-11-2018 to 03-11-2018
III & V Semesters Internal Practical's	-	08-11-2018 to 13-11-2018

PARTICULARS OF II / IV / VI

Commencement of the classes for II & IV & VI Semester : 14-11-2018

Month	Teaching Dates	Total Teaching Days
November, 2018	14, 15, 16, 17, 19, 20, 22, 23, 24, 26, 27, 28, 29, 30.	14
December, 2018	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 26, 27, 28, 29, 31. <i>IQAC 3rd quarter review meeting during the last week</i>	23
January, 2019	1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 21, 22, 23, 24, 25, 28, 29, 30, 31.	19
February, 2019	1, 2, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28.	23
March, 2019	1, 2, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 18, 19, 20, 22, 23, 25, 26, 27, <i>IQAC 4th quarter review meeting during the last week</i> (feedback on curriculum of sem. 2, 4, & 6)	20
TOTAL		91

Continuous Internal Assessment I	-	26-12-2018 to 31-12-2018
Pongal Vacation	-	12-01-2019 to 20-01-2019
College Annual day celebrations	-	22-02-2019 & 23-02-2019
Continuous Internal Assessment II	-	15-02-2019 to 20-02-2019
Commencement of External Practical Examinations	-	11-03-2019 to 13-03-2019
Last Instruction day	-	12-03-2019 (Tuesday)
Commencement of II & IV & VI Semester End Examinations	-	18-03-2019 to 04-04-2019
Last Working Day	-	04-04-2019 (Thursday)
Summer Vacation	-	05-04-2019 (Friday)
Reopening of the College	-	05-06-2019 (Wednesday)

**D. K. GOVERNMENT COLLEGE FOR WOMEN
(AUTONOMOUS) :: NELLORE.**

ACADEMIC CALENDAR 2019-20

PARTICULARS OF I / III / V

Reopening of the College	: 06.06.2019
Commencement of the classes for III & V Semester	: 10.06.2019
Commencement of the classes for I Semester	: 17.06.2019

Month	Teaching Dates	Total Teaching Days
June, 2019	10,11,12,13,14,15,17,18, 19, 20, 21, 22, 24, 25,26, 27, 28, 29 <i>IQAC first quarter review meeting during the last week</i>	18
July, 2019	1,2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 22,23, 24, 25, 26, 27, 29, 30, 31.	26
August, 2019	1, 2, 3, 5,6, 7, 8, 9, 13,14, 16, 17, 19, 20, 21, 22, 24, 26,27, 28, 29, 30, 31.	23
September, 2019	3,4, 5, 6, 7, 9, 11, 12, 13, 16, 17, 18, 19, 20, 21,23, 24,25,26,27,28,30 <i>IQAC 2nd quarter review meeting during the last week</i>	22
October, 2019	1,3,4,5,14, 15, 16,17,18,19(feedback on curriculum of sem. 1, 3, & 5)	10
TOTAL		99

Continuous Internal Assessment I for Sem III & V - 22-07-2019 to 25-07-2019

Continuous Internal Assessment I for Sem I - 29-07-2018 to 1-08-2019

Continuous Internal Assessment II for Sem III & V - 9-09-2019 to 13-09-2019

Continuous Internal Assessment II for Sem I - 19-09-2019 to 23-09-2019

Dussehra Vacation - 6-10-2019 to 12-10-2019

Commencement of & III & V Semester End Examinations - 21-10-2019 to 06-11-2019

Commencement of I Semester End Examinations - 31-10-2019 to 15-11-2019

I Semester Internal Practicals - 28-11-2019 to 29-10-2019

III & V Semesters Internal Practicals - 08-11-2019 to 11-11-2019

PARTICULARS OF II / IV / VI

Commencement of the classes for II & IV & VI Semester : 18-11-2019

Month	Teaching Dates	Total Teaching Days
November, 2019	18, 19, 20,21, 22,23,25,26, 27, 28,29.	11
December 2019	2,3, 4, 5, 6,7, 9, 10, 11, 12, 13, 16, 17, 18, 19, 20, 21, 23, 24,26, 27, 28, 30,31. IQAC 3 rd quarter review meeting during the last week	24
January, 2020	1, 2, 3, 4, 6, 7, 8, 9, 10, 20, 21,22, 23, 24, 25,27, 28, 29-, 30, 31.	20
February, 2020	1, 3,4, 5, 6, 7, 10,11, 12, 13, 14, 15, 17,18, 19, 20, 22, 24,25, 26, 27, 28,29	23
March, 2020	2, 5, 6, 7, 9,10,11, 12, 13, 16, 17,18, 19 IQAC 4 th quarter review meeting during the last week (feedback on curriculum of scm. 2,4, & 6)	13
TOTAL		91

Continuous Internal Assessment I	-	27-12-2019 to 31-12-2019
Pongal Vacation	-	11-01-2020 to 19-01-2020
College Annual day celebrations	-	22-02-2020 & 23-02-2020
Continuous Internal Assessment II	-	18-02-2020 to 22-02-2020
Commencement of External Practical Examinations	-	11-03-2020 to 13-03-2020
Last Instruction day		12-03-2020
Commencement of II & IV& VI Semester End Examinations-		20-03-2020 to 04-04-2020
Last Working Day	-	04-04-2020
Summer Vacation	-	05-04-2020
Reopening of the College	-	05-06-2020