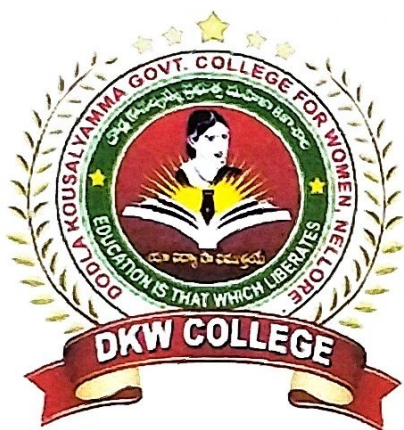


ACADEMIC COUNCIL MEETING-7

13-12-2022



College with Potential for
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D.K. Govt. College for Women(Autonomous), Nellore

Academic Council Meeting - 7

As per the Guidelines for Autonomous colleges given by the UGC on 19-01-2018, the Academic Council for **D. K. Government College for Women (Autonomous)** comprising the following members meet for the academic year 2022-23. The Seventh Academic Council meeting is conducted on 13.12.2022 at 2:00 P.M. in the Principal's Chamber.

Constitution of Academic Council

Chairman:

1. Dr. D.Giri, M.Sc. Ph.D.

Principal

All Heads of the Departments in the College

S. No.	Name of the Lecturer	Head of the Department	Mobile Number
1	Dr. Ch.Krishna Murthy, M.A., Ph.D.	English	9912417780
2	Dr. Y. Divya, M.A., M.Phil., Ph.D.	Telugu	9848278788
3	Sri. S.Surendra, M.A.	Hindi	8522077060
4	Dr. Md. Mahboob, M.A., M.Phil., Ph.D.	Urdu	9849097916
5	Ms. S. Fathimunnisa Begum, M.A.	History	9440263683
6	Dr.V.Chenchu Ramaiah, M.A., Ph.D.	Economics	9441046474
7	Sri. Joji Kamatham, M.A., M.Ed.	Political Science	9618891779
8	Smt.M.LakshmiPrasanna, M.Com.,M.Phil	Commerce	9490143245
9	Dr.K.Suvarna, M.Sc., Ph.D	Mathematics	9985039953
10	Dr.K.Srinivasulu, M.Sc., Ph.D	Statistics	9948870696
11	Smt.D. Surendra, M.Sc.	Chemistry	9490125530
12	Dr.A.V.Ramana Rao, M.Sc.,Ph.D.	Physics	9440090838
13	Dr. P. Victoria Rani , M.Sc., Ph.D.	Botany	9494492589
14	Smt,V.Kanya Kumari, M.Sc.	Microbiology	9704691625
15	Smt. K. Sai Sudha, M.Sc.	Biotechnology	9493128470
16	Dr. T. Sri Ranjani, M.Sc., M.Phil. Ph.D.	Zoology	9490279458

17	Smt. B. Vidyullatha, M.Tech.,	Computer Science	9849073645
18	Dr. C. Kala Priya, M.Sc., Ph.D.	Home Science	9290715595
19	Dr. Ch. Narayana Reddy	Library	9949086599
20	Dr. C. Vijaya Kala	Physical Education	9398160236

Senior Lecturers Representing different categories

1. Dr. A. V. Ramana Rao, Lecturer in Physics, Vice Principal
2. Dr. P. M. V. Prasad, lecturer in Mathematics, IQAC Coordinator
3. Sri. D. Rama Krishna Reddy, Lecturer in Economics, Controller of Examinations
4. K. Sai Sudha, Lecturer in Biotechnology, Academic Coordinator

Experts from outside the College:

1. Sri Dodla Sessa Reddy, Chairman, Dodla Dairy, Nellore. Mobile: 09849982478 (Expert from outside college representing the field of Industry)
2. Dr. V. Krishna Kumar, Retired Principal, Flat No. 201, AK Nagar, Current Office Centre, Nellore. Mobile 9849562910 (Expert from outside college representing the field of Education)
3. Dr. S. Chaitanya MD, Gynecology, Sri Chaitanya Hospital, Nellore, Mobile: 9440709249 (Expert from outside college representing the field of Medicine)
4. Sri. Sri Hari Reddy, Chartered Accountant, Vijaya Mahal Centre, Nellore, Mobile: 9246825663 (Expert from outside college representing the field of Trade and Commerce)

University Nominees:

S.No	Name & Designation
1	Dr. P. Ramachandra Reddy, M.Sc., Ph. D Registrar, Vikrama Simhapuri University, Nellore
2	Dr. Ch. Vijaya Dean, CDC, Vikrama Simhapuri University, Nellore
3	Dr. G. VijayAnand, M.Sc., Ph. D. Principal, University College of Arts & Sciences Vikrama Simhapuri University, Nellore

Member Secretary:

Smt. K Sai Sudha

Faculty

Nominated by the Principal

Principal & Chairman

Academic Council

D. K Govt. College for Women (A), Nellore

ACADEMIC COUNCIL: As per the UGC guidelines dated 19-01-2018

COMPOSITION 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 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, 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).

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, curricular, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there 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 programs 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. Advise the Governing Body on suggestions(s) pertaining to academic affair made by it.
- (f) Perform such other functions as may be assigned by the Governing Body.

D. K. Govt. College for Women (Autonomous), Nellore

Academic Council Meeting- 7

2022-23

AGENDA

1. Approval of ATR on the resolutions of previous AC Meeting of 2021-22
2. Adapting New Education Policy (NEP) as per the norms laid down by the Govt. Of India
3. Implementation of Autonomous Status for UG programmes.
4. Approval and implementation of Revised CBCS as per the norms of the APSCHE (W.E.F 2020-21) for all UG Programmes.
5. Approval of Syllabus of different Board of Studies.
6. Conduct of at least one certificate course per academic year by all Departments.
7. Approval of Academic Calendar 2022-23.
8. Approval of community service project/Internship/apprenticeship as per revised CBCS system (10 months duration)
 - (a) 1st Internship (CSP) after the end of 2nd Semester Examinations (2 months)
 - (b) 2nd Internship/ apprenticeship on Job training after the end of 4th Semester (2months)
 - (c) 3rd and final Internship/apprenticeship on Job training in 5th and 6th semesters (6 months)
9. Approval of additional credits for Co-curricular and extracurricular activities

- (a) To award **1 credit per academic year** for attending all the three National Festivals like Independence day, Gandhi Jayanti and Republic day, after duly attending weekly college assembly with more than 75% attendance.
- (b) To award **1 credit** for Offline certificate courses conducted by the departments/ Online certificate courses like Swayam, MOOCs, NPTEL, IIT Spoken Tutorials etc.
- (c) To award **1 credit** on submission of a certificate recording 100 hours of service in any **ONE** of the following activities NCC/ NSS/ YRC/ RRC
- (d) To award **1 credit** for state level achievement in literary and cultural activities.
- (e) To award **1 credit** for winners at inter university and state level participation in Sports and Games, **2 credits** for winners at National level Sports and Games.

10. Approval of Rules on attendance requirements.

11. Implementation of Continuous Internal Assessment procedure given by Commissionerate of Collegiate Education, Andhra Pradesh.

12. Approval of field work or Project are the modes of internal assessment for all LSCs and SDCs w.e.f 2020-2021

13. Computation of Grades.

14. Proposal for moderation with grafting of marks.

15. Approval of expenditure on BOS, AC and GB meeting remunerations paid by COE from Examination Cell funds.

16. Approval of Fee structure and other remunerations in the Examination Cell

17. Approval of college and library timings.

18. Approval of proposed seminars/workshops/conferences, certificate courses, Celebration of Important days, field trips etc for the academic year 2022-23.

19. Approval of Re-constitution of Statutory and Non- Statutory Bodies

(Academic Council and Controller of Examinations)

20. Introduction of new UG Programmes from 2022-23

- (a) B.Sc (Mathematics, Chemistry, Computer Science)
- (b) B.Sc (Computer Science, Statistics, data Science)
- (c) B.A (History, Economics, Communicative English)

21. Approval of MOUs

22. Approval of LSCs and SDCs w.e.f 2022-23

Semester	Life Skill Courses	Department Dealing This Course
I	Human Values & Professional Ethics	English
II	Information & Communication Technology	Computer Science
III	Analytical Skills	Mathematics
	Environmental Education	Botany/Bio-Technology/Chemistry

Semester	Skill Development Courses	Group To Which The Course Is Offered	Department Dealing This Course
I	Tourism Guidance	B.Sc (All Streams)	History
	Insurance Promotion	BA	Commerce
	Electrical Appliances	B.Com	Physics
II	Survey & Reporting	B.Sc	Economics
	Logistics & Supply Chain Management		Commerce
	Solar Energy	BA	Physics
	Business Communication		English
	Dairy Techniques	B.Com	Zoology/Bio-Technology
	Social Work Methods		Political Science
III	Financial Markets	B.Com	Economics
	Retailing	B.Sc	Commerce
	Poultry Farming	BA	Zoology

23. Approval to provide Seed Money to the faculty for research

24. Approval for departments who have opted for Consultancy

25. Approval of Policies

Principal & Chairman
Academic Council
D. K Govt. College for Women (A)
Nellore

DISCUSSION NOTES FOR AGENDA

Agenda Item No. 1: Approval of ATR on the resolutions of previous AC Meeting minutes of 2021-2022.

Annexure 1

The matter is placed before the committee for approval

Agenda Item No. 2: Adapting New Education Policy (NEP) as per the norms laid down by the Govt. of India

NEP 2020 is the first education policy of the 21st century and replaces the thirty-four year old National Policy on Education (NPE), 1986. Built on the foundational pillars of Access, Equity, Quality, Affordability and Accountability, this policy is aligned to the 2030 Agenda for Sustainable Development and aims to transform India into a vibrant knowledge society and global knowledge superpower by making both school and college education more holistic, flexible, multidisciplinary, suited to 21st century needs and aimed at bringing out the unique capabilities of each student.

The aim will be to:

- Increase GER in higher education to reach at least 50% by 2035.
- Holistic Multidisciplinary Education
- undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications- a certificate after completing 1 year in a discipline or field including vocational and professional areas, or a diploma after 2 years of study, or a Bachelor's degree after a 3-year programme.

Hence the matter is placed before the committee for approval

Agenda Item No.3: Implementation of Autonomous status to the Existing UG programmes

The U.G.C. declared Autonomous status to the college from the Academic year 2016. So the college has constituted various Academic and Administrative bodies such as Governing Body, Academic Council, Finance Committee, Controller of Examinations that are needed for the smooth functioning of Autonomy. As per the guidelines of the U.G.C.

the college seeks the approval of the Academic Council for the implementation of Autonomy in all the existing UG programmes for the seventh Academic year 2022-23.

A proposal for the extension of autonomy from the academic year 2022-23 onwards for a period of 10 years has been submitted to Autonomy Extension Cell, UGC, New Delhi.

Hence the matter is placed before the committee for approval.

Agenda Item No. 4: Approval and implementation of Revised CBCS as per the norms of the APSCHE (W.E.F 2020-21) for all the UG Programmes.

APSCHE has revised the CBCS frame work from the year 2020-21 by introducing the following new aspects

- Life Skill Courses and Skill development courses are offered in 1st, 2nd and 3rd semesters.
- Skill Enhancement Courses are introduced in the final year syllabus
- All the UG programmes shall be 3/4year programmes.
- There will be exit points at the end of third year and fourth year as per the willingness of the students.
- Students will have to undergo 2 months internship at the end of the second semester and fourth semester.
- 6 months Internship/Apprenticeship (12 credits) is mandatory for the students for the completion of Course.

The same are placed for approval.

Agenda Item No. 5: Approval of syllabus of different Board of Studies

Eighteen Boards of Studies for various subjects, which were constituted as per the as per revised autonomous guidelines of the UGC, and approved syllabus for third year UG course along with panel of Paper Setters and Examiners.

The same are placed for approval.

The Principal on the recommendations of the Chairpersons as approved by the respective Boards of Studies places before the council, the syllabus for various subjects in the UG programmes offered by the college for its consideration and approval.

the college seeks the approval of the Academic Council for the implementation of Autonomy in all the existing UG programmes for the seventh Academic year 2022-23.

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Eighteen Boards of Studies for various subjects, which were constituted as per the as per revised autonomous guidelines of the UGC, and approved syllabus for third year UG course along with panel of Paper Setters and Examiners.

The same are placed for approval.

The Principal on the recommendations of the Chairpersons as approved by the respective Boards of Studies places before the council, the syllabus for various subjects in the UG programmes offered by the college for its consideration and approval.

The Chairman places before the Academic Council for consideration and approval with or without modifications the following proposals of

5.a.Dr. K. Krishna Murthy, Head of the Dept. of English.

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in English for General English, Communicative English, LSC for Personality development and Leadership and SDC in Journalistic Reporting and Business Communication

Dr. K. Krishna Murthy will move the matter.

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.b.Dr. Y. Divya, Head of the Dept. of Telugu

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in General Telugu, Special Telugu and

Dr. Dr. Y. Divya will move the matter.

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.c.Dr. S. Surendra, I/C of the Dept. of Hindi

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Hindi

Dr. S. Surendra will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.d.Dr. Md. Mahboob, Head of the Dept. of Urdu

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Urdu

Dr. Md. Mahboob will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.e.S. Fathimunnisa Begum, Head of the Dept. of History

- (a) Syllabus

- (b) Model Papers
- (c) Scheme of Valuation in History and Indian Culture and Science (sem 2 LSCs) Tourism Guidance (sem 1 SDCs)

S. Fathimunnisa Begum, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.f.Dr.V.Chenchu Ramaiah Head of the **Dept. of Economics**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Economics and Indian Culture and Science Survey & Reporting (SDCs Sem 2) , Financial Markets (sem 3 SDCs).

Dr.V.Chenchu Ramaiah, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.g.Sri. K. Joji, Head of the **Dept. of Political Science**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Political Science and Public Relations (sem 1 SDCs) Social Work Methods (sem 2 SDCs)

Sri. K. Joji, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.h.Smt.M.Lakshmi prasanna, Head of the **Dept. of Commerce**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Commerce , Entrepreneurship (Sem 1 LSCs) , Insurance Promotion, Secretary Ship(Sem 1 SDCs) , Agricultural Marketing,Advertising,Logistics& Supply Chain (Sem 2 SDCs), Online Business (Sem 3, SDCs)

Smt.M.Lakshmi Prasanna move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.i.Dr. P. Victoria Rani, Head of the **Dept. of Botany**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Botany and Environmental Education (sem 2 LSCs), Plant Nursery (SDCs in sem 1), Fruit & Vegetable Preservation ((SDCs in sem 2)

Dr. P. Victoria Rani will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.j.Smt. T. Sri Ranjani, Head of the **Dept. of Zoology**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Zoology, Health and Hygiene (Sem 2 in LSCs) and Dairy Techniques (sem 2 SDCs)

Smt. T. Sri Ranjani, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.k.Smt. T. Sri Ranjani, Head of the **Dept. of Zoology**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Embedded Course in Aqua Culture Technology

Smt. T. Sri Ranjani, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.l.Dr.A.V.Ramana Rao, Head of the **Dept. of Physics**

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Physics ,Electrical Appliances (SDCs Sem 1), Solar Energy (SDCs Sem 2)

Dr.A.V.Ramana Rao will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.m.Smt. D. Surendra, Head of the **Dept. of Chemistry**

- (a) Syllabus
- (b) Model Papers

- (c) Scheme of Valuation in Chemistry and Food Adulteration (sem 2 SDCs),
Environmental audit (Sem 3 SDCs)

Smt. D. Surendra will move the matter.

The Chairman places before the Academic Council for consideration and approval with or without modifications the following proposals of

5.n.Dr. K.Suvarna, Head of the **Dept. of Mathematics**

- (a) Syllabus
(b) Model Papers
(c) Scheme of Valuation in Mathematics and Analytical skills (Sem LSCs)

Dr. K.Suvarna, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.o.Dr.K.Sreenivasulu, I/C of the **Dept. of Statistics**

- (a) Syllabus
(b) Model Papers
(c) Scheme of Valuation in Statistics and Elementary Statistics (Sem 2 LSCs)

Dr. K.Sreenivasulu, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.p.Ms. K. Sai Sudha, Head of the **Dept. of Biotechnology**,

- (a) Syllabus
(b) Model Papers
(c) Scheme of Valuation in Biotechnology

Ms. K. Sai Sudha, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.q.Smt.V.Kanya Kumari, Head of the **Dept. of Microbiology**,

- (a) Syllabus
(b) Model Papers
(c) Scheme of Valuation in Microbiology

Smt.V.Kanya Kumari, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.r.Dr. C. Kalapriya, Head of the Dept. of Home Science

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Home Science

Dr. C. Kalapriya, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

5.s.B.Vidyullatha Head of the Dept. of Computer Science

- (a) Syllabus
- (b) Model Papers
- (c) Scheme of Valuation in Computer Science, Computer Applications, Data Science and Information and Communication Technology (Sem 1 LSCs)

B.Vidyullatha, will move the matter

The Chairman places before the Academic Council for consideration and approval with or without modifications.

Agenda Item No.6: The Principal on the recommendations of the Chairpersons as approved by the respective Boards of Studies placed before the council, the syllabus for various certificate courses in some subjects in the UG programmes offered by the college for its consideration and approval.

The following certificate courses are offered in various departments during this academic year with Nominal fee

- “MS Excel and SPSS” by Department of Statistics
- “Tally ERP9.0” by Department of Commerce
- “Vermicomposting and management” by Department of Botany
- “Research methods and structural interpretation of organic compounds” by Department of Chemistry
- “Hindi Language Proficiency” course by Department of Hindi
- “Python Programming” by Department of Computer Science
- “Food and Nutrition” by Department of Home Science
- “Hands-on training in Bioinformatics” by Department of Biotechnology
- “Journalism & Translation” by Department of Telugu
- “Certificate Course on YOGA” by Department of Physical Education
- “Ornamental Fisheries” by Department of Zoology
- “Financial Literacy” by Department of Economics

- The proposal is placed for approval*
- Every student is expected and advised to do certificate courses during their UG programme, which would get them additional 1 credits for each course

The proposal is placed for approval

Agenda Item No 7: Approval of Academic Calendar for the Academic year 2022-23

The college academic calendar marking the schedule for the teaching and examination activities including the internal assessment and vacations is planned and prepared.

(Annexure-2)

The proposal is placed for approval

Agenda Item No 8: Approval of Community Service Project/Internship/apprenticeship as per the revised CBCS system (10 months duration)

- (a) 1st Internship (CSP) after the end of 2nd Semester Examinations (2 months)
- (b) 2nd Internship/ apprenticeship on Job training after the end of 4th Semester (2months)
- (c) 3rd and final Internship/apprenticeship on Job training in 5th and 6th semesters (6 months)

The proposal is placed for approval

Agenda Item No.9: Approval of additional credits for Co-curricular and extracurricular activities

- To award **1 credit per academic year** for attending all the three National Festivals like Independence day, Gandhi Jayanti and Republic day, after duly attending weekly college assembly with more that 75% attendance.
- To award **1 credit** for Offline certificate courses conducted by the departments/ Online certificate courses like Swayam, MOOCs, NPTEL, IIT Spoken Tutorials etc.

- To award **1 credit** on submission of a certificate recording 100 hours of service in any **ONE** of the following activities NCC/ NSS/ YRC/ RRC
- To award **1 credit** for state level achievement in literary and cultural activities, **2 credits** for National Level Achievements.
- To award **1 credit** for winners at inter university and state level participation in Sports and Games, **2 credits** for winners at National level Sports and Games.

Approval is requested for the proposed structure

Credits are awarded at the time of completion of the Programme.

The proposal is placed for approval

Agenda Item No 10: Rules on Attendance requirements

Regular attendance to classes improves the learning achievement among students and instills a sense of discipline as well. However as there will be students with genuine health and other such problematic issues, a set of rules is proposed with reference to student attendance. Minimum attendance for a semester is placed at 75% which will be 67 days of the total number of 90 teaching days per semester. Students with attendance percentage between 50 to 75% are allowed to attend Semester End examinations by paying the Condonation Fee.

The proposal is placed for approval

Agenda Item No 11: Implementation of Continuous Internal Assessment procedure given by the Commissionerate of Collegiate Education, Andhra Pradesh.

The Examination Cell which is constituted following the revised Guidelines of the U.G.C., with one Controller of Examinations and one Assistant Controllers of Examinations, proposes to conduct examinations for the students of all the three years.

- i) Implementing Continuous Internal Assessment procedure given by the Commissionerate of Collegiate Education, Andhra Pradesh. The allotment of External and Internal Assessment is proposed to

be 70% and 30 % respectively. The internal assessment is as per CIA pattern i.e for 50 marks and then it scale down to 30 marks.

(Annexure-3)

The proposal is placed for approval.

- ii) In various Boards of Studies the allotment of External and Internal Assessment is proposed to be 70% External and 30% Internal

The proposal is placed for approval.

- iii) The Examination notification period is proposed for 40 or 45 days before the commencement of external examination.

The proposal is placed for approval.

- iv) Following the guidelines of CBCS, 40% is considered as minimum pass percentage in External evaluation and

This is placed for approval.

- v). Evaluation scheme for Practical is proposed to be; (i) Internal evaluation for 50 marks in odd Semester (ii) External evaluation for 50 marks in even Semester.

The matter is placed for approval

- vi. Special external examination will be conducted for the students who have to miss their examinations in order to attend important NCC, NSS, Sports and Cultural events.

The scheme is placed for approval

- vii. Instant examination will be conducted to the backlogs in 5 and 6 semesters for final year regular students who cleared 1 to 4 semesters.

The proposal is placed for approval.

- viii. After completion of the Programme maximum of three attempts are permitted for the supplementary.

The proposal is placed for approval.

ix. Detained students will rejoin in the next year for the detained semester.

The proposal is placed for approval.

x. In order to ensure fair conduct of examinations a team of observers shall be appointed by senior most faculties who are nominated by the committee constituted by the college. The team plays the role of internal squad in the conduct of internal as well as external examinations. If any case of malpractice is identified, then the candidate is debarred from that paper and will be allowed to write other exams. The level of punishment will depend on the severity of malpractice which will be decided by the committee.

The proposal is placed for approval

xi. Students representing National Sports and Games and who are selected for training in specialized institutions are allowed to write the examinations after the submission of attendance certificate from the respective body.

The proposal is placed for approval

Agenda Item No.12: For all LSCs and SDCs field work or Project are the modes of internal assessment w.e.f 2020-2021. In LSCs and SDCs will not have any written examination in the Internals. Assessment will be done by way of project or fieldtrip.

The matter is placed before the committee for approval

Agenda Item No 13: Computation of Grades

Computation of grade per each semester is carried out following SGPA (Semester Grade Point Average) which is shown below.

Marks	Letter grade	Performance classification	Class
95-100	O	Outstanding	Distinction
85-94	E	Excellent	
75-84	A	Very good	
60-74	B	Good	First
50-59	C	Average	Second
40-49	D	Pass	Third
<40	F	Fail	Fail

Computation of grade will be carried out at the end of sixth semester, following the CGPA (Cumulative Grade Point Average) formula when the candidate gets through all the six semesters. A student is eligible for the award of a grade only when the student completes all the subjects within three more academic years after the completion of their programme.

CGPA	Classification
7.5<CGPA	A Grade
6.0<CGPA	B Grade
5.0<CGPA	C Grade
4.0<CGPA	D Grade
<4.0	Fail

The proposal is placed for approval

Agenda Item No 14: Proposal for moderation with grafting of marks

The moderation by grafting is considered two papers in which the pass percentage is less than 40 with a maximum of three marks for both papers.

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 three marks from the high scored paper of that student. (Ex: for an MPC candidate, if she has failed with two marks in mathematics she will be benefited from the other subjects where she scored higher marks). Grafting allows transfer of marks from donor paper/s to make up the deficiency of marks in the failed paper/s. The first potential donor paper is that in which highest marks have been obtained. If other donor papers are required, those will be considered on the basis

of descending order of marks. It is to be noted that grafting will not change the aggregate marks obtained by the student. After the grafting, the failed paper will be marked as passed.

- a. The maximum number of marks that can be transferred from any donor paper is **three** marks only.
- b. Grafting procedure is limited to **two papers**.
- c. The transfer of the marks will be allowed **from theory to theory or practical to practical** papers.
- d. Grafting is allowed **within the parts** only:
 - i. Part-A - Languages.
 - ii. Part-B - Foundation Courses.
 - iii. Part-C -Subjects.

The proposal is placed for approval

Agenda Item No 15: Approval of expenditure on BOS, AC and GB meetings, remuneration paid by COE

The following remuneration structure is proposed in connection with the conduct of BOS,AC and GB meetings and examinations

BOS meetings

- ✓ Travel allowance(actual paid by the outstation visiting members)
- ✓ Sitting allowance of Rs.500/- per each external member
- ✓ Typing charges will be paid to the departments for the Programme, Specific Courses which are allotted to the departments. To pay 200/- rupees as typing charges separately for LSCs and SDCs.

AC meetings

- ✓ Travel allowance(actual paid by the outstation visiting members)
- ✓ Honorarium of Rs.1000/- per each external member

FC meetings

- ✓ Travel allowance(actual paid by the outstation visiting members)

- ✓ Honorarium of Rs.1000/- per each external member

Agenda Item No 16: Approval of Fee structure and other remunerations in the Examination Cell

The following fee structure and remuneration structure is proposed in connection with the Examination Cell.

Conduct of examinations:

Fee structure for examinations

Semester End (semester I to semester V)

- ✓ B.A- Rs.700/-
- ✓ B.Sc. / B.Com- 800/-

Supplementary

- ✓ Single paper- Rs.250/-
- ✓ Two papers- Rs.400/-
- ✓ Three Papers- Rs.800/-
- ✓ Above three papers-Rs. 800/- (B.Sc./B.Com)
- ✓ Above three papers- Rs.700/- (B.A)

Semester VI

- ✓ B.A.- 1200/-(700 + 500)
- ✓ B.Sc. / B.Com- 1300/- (800 +500)
- ✓ (for Consolidated Marks Memorandum& Provisional CertificateRs.500/-)
- ✓ Original Document charge (convocation Memo Inabsentia Rs.1000/- and Inpresent Rs.900/-)

Revaluation Fees(Revaluation is permitted for only two papers)

- ✓ Each paper- Rs.450/- (per each paper)

Instant Examination fees

- ✓ One paper –Rs.1500/-(per each paper)
- ✓ Sitting allowance for each paper Rs 100/- (Instant and Final revaluation)
- ✓ COE sitting Allowance- Rs 200/-

Remuneration for paper setting

- ✓ Setting- Rs. 300 /- per each set
- ✓ Key- Rs 100/- per each set
- ✓ Translation into Telugu- Rs. 100/- per set
- ✓ DTP Charges- Rs. 25/- per page (maximum Rs 200/-)
- ✓ Postal charges for sending question paper may be claimed.

Examination Remuneration

- ✓ Chief Superintendent- Rs.200/-(Per Session)
- ✓ Observer - Rs. 150/-
- ✓ Invigilator - Rs. 130/-
- ✓ Clerk/Typist – Rs. 100/-
- ✓ Office Attender- Rs. 100/-
- ✓ Water Women / Attender- Rs.80/-
- ✓ Scribe for Blind/PH Candidate- Rs. 70/-
- ✓ TA or local allowance- Rs.100/- Per day

Evaluation charges

- ✓ Rs.15/- per Script (60/70 marks)
- ✓ Rs.10/-per script (practical)
- ✓ Rs.10/- per script (40/50 marks)
- ✓ Up to 5 Scripts Rs 100/- minimum
- ✓ Bundle handling charges (COE)- Rs.40/-
- ✓ Bundle handling charges for Attender - Rs.20/-

Scrutiny

- ✓ Coding and Decoding Rs.2/- Per Script
- ✓ For scrutiny Rs. 3/- per Script

The proposal of payment structure is placed for approval (Annexure)

Agenda Item No.17: Approval of college and library timings

The college timings are from 10. 00 A.M to 5. P.M

- ✓ Classes run from 10-4 with a lunch break of one hour from 1.00 A.M to 2.P.M
- ✓ Library timings are from 9.00 A.M to 1. P.M and from 3.00 P.M to 5. P.M

The matter is placed for approval

Agenda Item No.18: Approval of proposed seminars/workshops/conferences, certificate courses, Celebration of Important days, field trips etc for the academic year 2022-23.

The proposed Activities like Seminars, Workshops, Conferences, Celebration of important days and field trips are placed for approval of the council.

Annexure-4

The matter is placed for approval

Agenda Item No. 19. Approval of Re-constitution of Statutory and Non- Statutory Bodies (Academic Cell and Controller of Examinations)

Constitution of Academic Cell with the following Members

Smt. K. Sai Sudha, Lecturer in Biotechnology D.K.Govt College for Women (A), Nellore	Academic Coordinator
Dr. Y. Divya, Lecturer in Telugu D.K.Govt College for Women (A), Nellore	Academic Member
Dr.K.P.P.R.Mohana Reddy, Lecturer in Chemistry D.K.Govt College for Women (A), Nellore	Academic Member
Dr. D. Srujana, Lecturer in Commerce D.K.Govt College for Women (A), Nellore	Academic Member
Smt.Md.Sameera, Lecturer in Computer ScienceD.K.Govt College for Women (A), Nellore	Academic Member

Re-constitution of Examination Cell with the following Members:

Dr.K. Rama Krishna Reddy, Lecturer in Economics D.K.Govt College for Women (A), Nellore	Controller of Examination
Dr.D. Ramesh Babu, Lecturer in Chemistry D.K.Govt College for Women (A), Nellore	Assistant Controller of Examination

Agenda Item No. 20: Introduction of new UG Programmes from 2022-23

The following are the Programmes to be introduced during the academic year 2022-23

- (a) B.Sc (Mathematics, Chemistry, Computer Science)
- (b) B.Sc(Data Science, Statistics, Computer Science)
- (c) B.A (History, Economics, Communicative English)

The matter is placed for approval

Agenda Item No. 21: Approval of MOUs

- Alpha Marine Group, Nellore
- Lotus hospital-Pogathota, Nellore, AP
- SEMBCORP ENERGY INDIA LTD, Nelatur, Nellore
- Penna Rachayithala Sangam, Nellore
- Heartfulness Institute, Hyderabad
- Hitech Pharma, Nellore
- KCT Group Trust Laboratories, Nellore (Proposed)

The matter is placed for approval

Agenda Item No. 22: Approval of LSCs and SDCs w.e.f 2022-23

The following are the list of LSC and SDC courses to be implemented in the academic year 2022-23:

SEMESTER	LIFE SKILL COURSES	DEPARTMENT DEALING THIS COURSE
I	Human Values & Professional Ethics	English
II	Information & Communication Technology	Computer Science
III	Analytical Skills	Mathematics
	Environmental Education	Botany/Bio-Technology/Chemistry

SEMESTER	SKILL DEVELOPMENT COURSES	GROUP TO WHICH THE COURSE IS OFFERED	DEPARTMENT DEALING THIS COURSE
I	Tourism Guidance	B.Sc (All Streams)	History
	Insurance Promotion	BA	Commerce
	Electrical Appliances	B.Com	Physics
II	Survey & Reporting	B.Sc	Economics
	Logistics & Supply Chain Management		Commerce
	Solar Energy	BA	Physics
	Business Communication		English
	Dairy Techniques	B.Com	Zoology/Bio-Technology
	Social Work Methods		Political Science
	Financial Markets	B.Com	Economics
III	Retailing	B.Sc	Commerce
	Poultry Farming	BA	Zoology

The matter is placed for approval

Agenda Item No. 23:. Approval to provide Seed money to the Faculty for Research

- To promote Research activities, the College decided to provide Seed Money to the Faculty from the academic year 2022-23.
- The proposals are called for from the staff in the prescribed format. Research committee scrutinizes the proposals and grants an amount of 1 lakh per department. A total of 3 lakhs for 3 departments will be granted with seed money per year.

Annexure-5

The matter is placed for approval

Agenda Item No. 24. Approval for departments who have opted for Consultancy

- Approval of consultancy policy
- Approval of consultancies proposed by different departments

Agenda Item No. 25: Approval of Policies

S.No.	Policy	Link
1	Student Admission Policy	https://docs.google.com/document/d/18QcNw5TmW16TymaSMZ1_V0o1RsHtzmRpoEwjskmlGxE/edit?usp=share_link
2	Equal Opportunity Policy	https://docs.google.com/document/d/1dWopGjz2AFgsDDYz_cjAFS6SrsY7BuItZrWfPZOUg/edit?usp=share_link
3	College Timings Policy	https://docs.google.com/document/d/14BKkdQpTjnnNbwocen_0A_qEhecydo2A_Veh8t8feyoo/edit?usp=share_link
4	Discipline Policy	https://docs.google.com/document/d/1GdQummsBqsJ0JKfTzxySaxKY/edit?usp=share_link
5	Holidays Policy	https://docs.google.com/document/d/1GdQummsBqsJ0JKfTzxySaxKY/edit?usp=share_link
6	Infrastructure Development Policy	https://docs.google.com/document/d/1bVjNzgHhQXinUHxmxGKzEYvUvshHHcXql3FYtGjGW5o/edit?usp=share_link
7	Administration Policy	https://docs.google.com/document/d/1qdzPk4Y35zKfthcCaVTwdobu8qgHketFLt3p0Db77Kc/edit?usp=share_link
8	Leave Policy	https://docs.google.com/document/d/1u3t6KsTFX0o2o_ENmGxyQY5LyKAyVweImqvR9jRBKnzm/edit?usp=share_link
9	Policy on conduct of academic events in the departments	https://docs.google.com/document/d/1d8ygehR8tce98tWey5MYG05Yz4q4KE-F3CtEUjADOWA/edit?usp=share_link
10	Banath/Dharma Policy	https://docs.google.com/document/d/1rVn8tWXXRstvgFN_O_0l63gXYN84A_nQo4geUeNCSBw/edit?usp=share_link
11	Biometric Attendance Policy	https://docs.google.com/document/d/16Ezz_DRfechlaChJisNPBFYie66Pof6oMUpIayYfw/edit?usp=share_link
12	Computer / Laptop Policy	https://docs.google.com/document/d/1dEzSPtmMunpE7CDAYtSnIXqAlc-GepkEc5fLPauOo/edit?usp=share_link
13	Maintenance and Repair Policy	https://docs.google.com/document/d/1JwmyY4GvRtKbl7ZMCG9ZQwODgCdnqWPbFKtbNjinvYtw/edit?usp=share_link
14	College Assests Lending Policy	https://docs.google.com/document/d/1EBr39w6PWdMzDQHHAoYKRWGXq4FpyM_BChkPTXC8l/edit?usp=share_link
15	District Resource Centre Policy	https://docs.google.com/document/d/1s29tP6o-f48IYCTLGY4Z6ECgBY5-XFAU8Gcydm_im5SM/edit?usp=share_link
16	Hostel Admission and Management Policy	https://docs.google.com/document/d/1BtLEl_IhbNQHunjmY12ZV3r-Oey7OjO9Q8uWMahIZYTM4/edit?usp=share_link
17	Sharing Resources Policy	https://docs.google.com/document/d/1K9UlpmsB2e1HeWzYxg9-

		https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
18	Research Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
19	Grievance Redressal Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
20	Anti Ragging Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
21	Welfare of SC, ST and Minority students policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
22	Women Empowerment Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
23	Community Awareness Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
24	Environmental Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
25	Library Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
26	Policy on introduction of certificate courses	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
27	Examination Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
28	Waste Management Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
29	Scribe Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
30	Staff Club Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
31	Time Table Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
32	Sports Policy	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link
33	Policy on Students Induction Programme	https://docs.google.com/document/d/1m=share-link-xOekNpkiKpyvmSI04RkXOfzIk/edit?usp=share-link

The matter is placed for approval

7TH ACADEMIC COUNCIL RESOLUTIONS

13-12-2022

The Seventh Academic Council meeting was held on 13-12-2022 under the chairmanship of Dr. D. Giri, Principal, D.K. Govt. College for Women in the Virtual Class room- 2 at 2pm. The committee, with its full strength with the university nominees, experts from the society in various fields is presented and has taken up the agenda for discussion. The committee has passed the following resolutions unanimously.

Resolutions Item No. 1: Resolved to approve of ATR on the resolutions of previous AC Meeting minutes of 2021-2022.

Resolutions Item No. 2: Resolved to Adapt National Education Policy (NEP)- 2020 as per the norms laid down by the Govt. of India

Resolutions Item No.3: Resolved to Implement Autonomous status to the Existing UG programmes

Resolved for the approval of the implementation of Autonomy in all the existing UG programmes for the seventh Academic year 2022-23.

Resolved to approve Proposal for the extension of autonomy from the academic year 2022-23 onwards for a period of 10 years, has been submitted to Autonomy Extension Cell, UGC, New Delhi.

Resolutions Item No. 4: Resolved to Approve and implement Revised CBCS as per the norms of the APSCHE (W.E.F 2020-21) for all the UG Programmes.

Approved CBCS frame work by APSCHE from the year 2020-21 by introducing the following new aspects

- Life Skill Courses and Skill development courses are offered in 1st, 2nd and 3rd semesters.
- Skill Enhancement Courses are introduced in the final year syllabus
- All the UG programmes shall be 3/4year programmes.
- There will be exit points at the end of third year and fourth year as per the willingness of the students.

- Students have to undergo 2 months internship at the end of the second semester and fourth semester.
- 6 months Internship/Apprenticeship (12 credits) is mandatory for the students for the completion of Course.

Resolutions Item No. 5: Resolved to Approve the syllabus of different Board of Studies

Resolved to approve the syllabus of Eighteen Boards of Studies for various subjects constituted as per the revised autonomous guidelines of the UGC and approved syllabus for third year UG course along with panel of Paper Setters and Examiners. The same is recommended to the GIB for approval.

- 5. a. On the basis of the resolutions moved by **Dr. K. Krishna Murthy**, Chairman, Board of studies in **English**, **The Academic Council approved the Syllabus**, Model Papers, Scheme of Valuation in General Telugu, Special Telugu and
- 5. b. On the basis of the resolutions moved by **Dr. Y. Diya**, Chairman, Board of studies in **Telugu**, **The Academic Council approved the Syllabus**, Model Papers, Scheme of Valuation in General Telugu, Special Telugu and
- 5. c. On the basis of the resolutions moved by **Dr. S. Surendra**, Chairman, Board of studies in **Hindi**, **The Academic Council approved the Syllabus**, Model Papers, Scheme of

Valuation in Hindi

- 5. d. On the basis of the resolutions moved by **Dr. Md. Mahboob**, Chairman, Board of studies in **Urdu**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in

Urdu

- 5. e. On the basis of the resolutions moved by **S. Fathimunnisa Begum**, Chairman, Board of studies in **History**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in History and Indian Culture and Science (semester 2 LSCs) Tourism Guidance (semester 1 SDCs)

- 5. f. On the basis of the resolutions moved by **Dr.V.Chenchu Ramaiah**, Chairman, Board of studies in **Economics**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in Economics and Indian Culture and Science Survey & Reporting (SDCs Semester 2), Financial Markets (semester 3 SDCs).

- 5.g. On the basis of the resolutions moved by **Sri. K. Joji**, Chairman, Board of studies in **Political Science** , the Academic Council approved the Syllabus, Model Papers, Scheme of

Valuation in Political Science and Public Relations (sem 1 SDCs) Social Work Methods (sem 2 SDCs)

5.h. On the basis of the resolutions moved by **Smt. M. Lakshmi prasanna**, Chairman, Board of studies in **Commerce**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Commerce**, Entrepreneurship (Sem 1 LSCs), Insurance Promotion, Secretary of Valuation in **Commerce**, Agricultural Marketing, Advertising, Logistics & Supply Chain (Sem 2 Ship) (Sem 1 SDCs), Agricultural Marketing, Advertising, Logistics & Supply Chain (Sem 2 SDCs), Online Business (Sem 3, SDCs)

5.i. On the basis of the resolutions moved by **Dr. P. Victoria Rani**, Chairman, Board of studies in **Botany**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Botany** and Environmental Education (sem 2 LSCs), Plant Nursery (SDCs in sem 1), Fruit & Vegetable Preservation (SDCs in sem 2)

5.j. On the basis of the resolutions moved by **Smt. T. Sri Ranjani**, Chairman, Board of studies in **Zoology**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Zoology**, Health and Hygiene (Sem 2 in LSCs) and Dairy Techniques (sem 2 SDCs)

5.k. On the basis of the resolutions moved by **Smt. T. Sri Ranjani**, Chairman, Board of studies in **Zoology**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in Embedded Course in Aqua Culture Technology

5.l. On the basis of the resolutions moved by **Dr. A. V. Ramana Rao**, Chairman, Board of studies in **Physics**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Physics**, Electrical Appliances (SDCs Sem 1), Solar Energy (SDCs Sem 2)

5.m. On the basis of the resolutions moved by **Smt. D. Surendra**, Chairman, Board of studies in **Chemistry**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Chemistry** and Food Adulteration (sem 2 SDCs), Environmental audit (Sem 3 SDCs)

5.n. On the basis of the resolutions moved by **Dr. K. Suvarna**, Chairman, Board of studies in **Mathematics**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Mathematics** and Analytical skills (Sem LSCs)

5.o. On the basis of the resolutions moved by **Dr. K. Srinivasulu**, Chairman, Board of studies in **Statistics**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Statistics** and Elementary Statistics (Sem 2 LSCs)

5.o. On the basis of the resolutions moved by **Ms. K. Sai Sudha**, Chairman, Board of studies in **Biotechnology**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Biotechnology**

5.p. On the basis of the resolutions moved by **Smt V.Kanya Kumari**, Chairman, Board of studies in **Microbiology**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Microbiology**

5.q. On the basis of the resolutions moved by **Dr. C. Kalapriya**, Chairman, Board of studies in **Home Science**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Home Science**

5.r. On the basis of the resolutions moved by **B.Vidhyulatha**, Chairman, Board of studies in **Computer Science**, the Academic Council approved the Syllabus, Model Papers, Scheme of Valuation in **Computer Science**, **Computer Applications**, **Data Science** and **Information and Communication Technology (Sem 1 LSCs)**

Resolutions Item No.6: Resolved to approve the syllabus for various certificate courses offered by the college.

The following certificate courses are approved in various departments during this academic year with Nominal fee

- “MS Excel and SPSS” by Department of Statistics
- “Tally ERP9.0” by Department of Commerce
- “ Vermicomposting and management” by Department of Botany
- “Research methods and structural interpretation of organic compounds” by Department of Chemistry
- “Hindi Language Proficiency” course by Department of Hindi
- “Python Programming” by Department of Computer Science
- “Food and Nutrition” by Department of Home Science
- “Hands-on training in Bioinformatics” by Department of Biotechnology
- “Journalism & Translation” by Department of Telugu
- “Certificate Course on YOGA” by Department of Physical Education

- Resolved that every student is expected and advised to do certificate courses during their UG programme, which would get them additional 1 credits for each course

Resolutions Item No 7: Resolved to Approve the Academic Calendar for the Academic year 2022-23

The college academic calendar marking the schedule for the teaching and examination activities including the internal assessment and vacations is planned and prepared.

The proposal is placed for approval

Resolutions Item No 8: Resolved the Approval of Community Service Project/Internship/apprenticeship as per the revised CBCS system (10 months duration). The same is recommended for the GB for approval.

- (a) 1st Internship (CSP) after the end of 2nd Semester Examinations (2 months) (4 credits)
- (b) 2nd Internship/ apprenticeship on Job training after the end of 4th Semester (2months) (4 credits)
- (c) 3rd and final Internship/apprenticeship on Job training in 5th and 6th semesters (6 months) (12 credits)

Resolutions Item No.9: Resolved to Approve the additional credits for Co-curricular and extracurricular activities

- To award **1 credit per academic year** for attending all the three National Festivals like Independence day, Gandhi Jayanti and Republic day, after duly attending weekly college assembly with more than 75% attendance.
- To award **1 credit** for Offline certificate courses conducted by the departments/ Online certificate courses like Swayam, MOOCs, NPTEL, IIT Spoken Tutorials etc.
- To award **1 credit** on submission of a certificate recording 100 hours of service in any **ONE** of the following activities NCC/ NSS/ YRC/ RRC
- To award **1 credit** for state level achievement in literary and cultural activities, **2 credits** for National Level Achievements.
- To award **1 credit** for winners at inter university and state level participation in Sports and Games, **2 credits** for winners at National level Sports and Games.

Credits are awarded at the time of completion of the Programme.

Resolutions Item No 10: Resolved to approve the Rules on Attendance requirements

Regular attendance to classes improves the learning achievement among students and instills a sense of discipline as well. However as there will be students with genuine health and other such problematic issues, a set of rules are proposed with reference to student attendance. Minimum attendance for a semester is placed at 75%, which will be 67 days of the total number of 90 teaching days per semester. Students with attendance percentage between 50 to 75% are allowed to attend Semester End examinations by paying the Condonation Fee.

Resolutions Item No 11: Resolved to implement the Continuous Internal Assessment procedure given by the Commissionerate of Collegiate Education, Andhra Pradesh.

The Examination Cell which is constituted by following the revised Guidelines of the U.G.C., with one Controller of Examinations and one Assistant Controller of Examinations, proposes to conduct examinations for the students of all the three years.

- i) Resolved to Implement Continuous Internal Assessment procedure given by the Commissionerate of Collegiate Education, Andhra Pradesh. The allotment of External and Internal Assessment is proposed to be 70% and 30 % respectively. The internal assessment is as per CIA pattern i.e for 50 marks and then it scale down to 30 marks.
- ii) Resolved the allotment of External and Internal Assessment is proposed to be 70% External and 30% Internal
- iii) Resolved that the Examination notification period is proposed for 40 or 45 days before the commencement of external examination.
- iv) Resolved to follow the guidelines of CBCS, 40% is considered as minimum pass percentage in External evaluation and
- v). Resolved the Evaluation scheme for Practical is proposed to be; (i) Internal evaluation for 50 marks in odd Semester (ii) External evaluation for 50 marks in even Semester.
- vi. Resolved to conduct Special external examination for the students who have to miss their examinations in order to attend important NCC, NSS, Sports and Cultural events.

- vii. Resolved to conduct Instant examination to the backlogs in 5 and 6 semesters for final year regular students who cleared 1 to 4 semesters.
- viii. Resolved to allow a maximum of three attempts for the supplementary after completion of the Programme.
- ix. Resolved that the detained students will rejoin in the next year for the detained semester.
- x. Resolved to appoint senior most faculty as team of observers who are nominated by the committee constituted by the college in order to ensure fair conduct of examinations. The team plays the role of internal squad in the conduct of internal as well as external examinations. If any case of malpractice is identified, then the candidate is debarred from that paper and will be allowed to write other exams. The level of punishment will depend on the severity of malpractice which will be decided by the committee.
- xi. Resolved that the Students representing National Sports and Games and who are selected for training in specialized institutions are allowed to write the examinations after the submission of attendance certificate from the respective body.

Resolutions Item No.12: Resolved that for all LSCs and SDCs field work or Project is the mode of internal assessment w.e.f 2020-2021. There will be no any written examination in the Internal Examinations of LSCs and SDCs. Assessment will be done by way of project or fieldtrip.

Resolutions Item No 13: Resolved the Computation of Grades

Computation of grade per each semester is carried out following SGPA (Semester Grade Point Average) which is shown below.

Marks	Letter grade	Performance classification	Class
95-100	Q	Outstanding	Distinction
85-94	E	Excellent	
75-84	A	Very good	
60-74	B	Good	First
50-59	C	Average	Second
40-49	D	Pass	Third
<40	F	Fail	Fail

Computation of grade will be carried out at the end of sixth semester, following the CGPA (Cumulative Grade Point Average) formula when the candidate gets through all the six semesters. A student is eligible for the award of a grade only when the student completes all the subjects within three more academic years after the completion of their programme.

CGPA	Classification
7.5<CGPA	A Grade
6.0<CGPA	B Grade
5.0<CGPA	C Grade
4.0<CGPA	D Grade
<4.0	Fail

Resolutions Item No 14: Resolved to approve the Proposal for moderation with grafting of marks

The moderation by grafting is considered two papers in which the pass percentage is less than 40 with a maximum of three marks for both papers.

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 three marks from the high scored paper of that student. (Ex: for an MPC candidate, if she has failed with two marks in mathematics she will be benefited from the other subjects where she scored higher marks). Grafting allows transfer of marks from donor paper/s to make up the deficiency of marks in the failed paper/s. The first potential donor paper is that in which highest marks have been obtained. If other donor papers are required, those will be considered on the basis of descending order of marks. It is to be noted that grafting will not change the aggregate marks obtained by the student. After the grafting, the failed paper will be marked as passed.

- a. The maximum number of marks that can be transferred from any donor paper is **three** marks only.
- b. Grafting procedure is limited to **two papers**.
- c. The transfer of the marks will be allowed **from theory to theory or practical to practical** papers.
- d. Grafting is allowed **within the parts** only:
 - i. Part-A - Languages.

ii. Part-B - Foundation Courses.

iii. Part-C -Subjects.

Resolutions Item No 15: Resolved to take the expenditure incurred on BOS, AC and GB meetings, from COE Funds

Resolved to follow the given remuneration structure in connection with the conduct of BOS, AC and GB meetings and examinations.

BOS meetings

- ✓ Travel allowance(actual paid by the outstation visiting members)
- ✓ Sitting allowance of Rs.500/- per each external member
- ✓ Typing charges will be paid to the departments for the Programme, Specific Courses which are allotted to the departments. To pay 200/- rupees as typing charges separately for LSCs and SDCs.

AC meetings

- ✓ Travel allowance(actual paid by the outstation visiting members)
- ✓ Honorarium of Rs.1000/- per each external member

FC meetings

- ✓ Travel allowance(actual paid by the outstation visiting members)
- ✓ Honorarium of Rs.1000/- per each external member

Resolution Item No.16: Resolved to approve the Fee structure and other remunerations in the Examination Cell.

The following fee structure and remuneration structure is proposed in connection with the Examination Cell.

Conduct of examinations:

Fee structure for examinations

Semester End (semester I to semester V)

- ✓ B.A- Rs.700/-
- ✓ B.Sc. / B.Com- 800/-

Supplementary

- ✓ Single paper- Rs.250/-

- ✓ Two papers- Rs.400/-
- ✓ Three Papers- Rs.800/-
- ✓ Above three papers-Rs. 800/- (B.Sc./B.Com)
- ✓ Above three papers- Rs.700/- (B.A)

Semester VI

- ✓ B.A.- 1200/-(700 + 500)
- ✓ B.Sc. / B.Com- 1300/- (800 +500)
- ✓ (for Consolidated Marks Memorandum& Provisional CertificateRs.500/-)
- ✓ Original Document charge (convocation Memo In Absentia Rs.1000/- and In Presence Rs.900/-)

Revaluation Fees (Revaluation is permitted for only two papers)

- ✓ Each paper- Rs.450/- (per each paper)

Instant Examination fees

- ✓ One paper –Rs.1500/- (per each paper)
- ✓ Sitting allowance for each paper Rs 100/- (Instant and Final revaluation)
- ✓ COE sitting Allowance- Rs 200/-

Remuneration for paper setting

- ✓ Setting- Rs. 300 /- per each set
- ✓ Key- Rs 100/- per each set
- ✓ Translation into Telugu- Rs. 100/- per set
- ✓ DTP Charges- Rs. 25/- per page (maximum Rs 200/-)
- ✓ Postal charges for sending question paper may be claimed.

Examination Remuneration

- ✓ Chief Superintendent- Rs.200/-(Per Session)
- ✓ Observer - Rs. 150/-
- ✓ Invigilator - Rs. 130/-
- ✓ Clerk/Typist – Rs. 100/-
- ✓ Office Attender- Rs. 100/-
- ✓ Water Women / Attender- Rs.80/-
- ✓ Scribe for Blind/PH Candidate- Rs. 70/-
- ✓ TA or local allowance- Rs.100/- Per day

Evaluation charges

- ✓ Rs.15/- per Script (60/70 marks)
- ✓ Rs.10/-per script (practical)
- ✓ Rs.10/- per script (40/50 marks)
- ✓ Up to 5 Scripts Rs 100/- minimum
- ✓ Bundle handling charges (COE)- Rs.40/-
- ✓ Bundle handling charges for Attender - Rs.20/

Scrutiny

- ✓ Coding and Decoding Rs.2/- Per Script
- ✓ For scrutiny Rs. 3/- per Script

Resolutions Item No.17: Resolved to approve the college and library timings

- ✓ The college timings are from 10. 00 A.M to 5. P.M
- ✓ Classes run from 10-4 with a lunch break of one hour from 1.00 A.M to 2.P.M
- ✓ Library timings are from 9.00 A.M to 1. P.M and from 3.00 P.M to 5. P.M

Resolutions Item No.18: Resolved to approve the proposed seminars/workshops/conferences, certificate courses, Celebration of Important days, field trips etc for the academic year 2022-23.

Resolutions Item No. 19. Resolved to Approve the Re-constitution of Statutory and Non-Statutory Bodies (Academic Cell and Controller of Examinations)**Constitution of Academic Cell with the following Members**

Smt. K. Sai Sudha, Lecturer in Biotechnology D.K.Govt College for Women (A), Nellore	Academic Coordinator
Dr. Y. Divya, Lecturer in Telugu D.K.Govt College for Women (A), Nellore	Academic Member
Dr.K.P.P.R.Mohana Reddy, Lecturer in Chemistry D.K.Govt College for Women (A), Nellore	Academic Member
Dr. D. Srujana, Lecturer in Commerce D.K.Govt College for Women (A), Nellore	Academic Member
Smt.Md.Sameera, Lecturer in Computer ScienceD.K.Govt College for Women (A), Nellore	Academic Member

Re-constitution of Examination Cell with the following Members:

Dr.K. Rama Krishna Reddy, Lecturer in Economics D.K.Govt College for Women (A), Nellore	Controller of Examination
Dr.D. Ramesh Babu, Lecturer in Chemistry D.K.Govt College for Women (A), Nellore	Assistant Controller of Examination

Resolutions Item No. 20: Resolved to approve the introduction of new UG Programmes from 2022-23

The following are the Programmes introduced during the academic year 2022-23

- (a) B.Sc (Mathematics, Chemistry, Computer Science)
- (b) B.Sc(Computer Science, Statistics, Data Science)
- (c) B.A (History, Economics, Communicative English)

Resolutions Item No. 21: Resolved to Approve the MOUs

- Alpha Marine Group, Nellore
- Lotus hospital-Pogathota, Nellore, AP
- SEMBCORP ENERGY INDIA LTD,Nelatur,Nellore
- Penna Rachayithala Sangam,Nellore
- Heartfulness Institute,Hyderabad
- Hitech Pharma, Nellore
- KCT Group Trust Laboratories, Nellore (Proposed)

Resolutions Item No. 22: Resolved to Approve the LSCs and SDCs w.e.f 2022-23

- The following are the list of LSC and SDC courses to be implemented in the academic year 2022-23:

Semester	Life Skill Courses	Department Dealing This Course	
I	Human Values & Professional Ethics	English	
II	Information & Communication Technology	Computer Science	
III	Analytical Skills	Mathematics	
	Environmental Education	Botany/Bio-Technology/Chemistry	
Semester	Skill Development Courses	Group To Which The Course Is Offered	Department Dealing This Course
I	Tourism Guidance	B.Sc (All Streams)	History
	Insurance Promotion	BA	Commerce
	Electrical Appliances	B.Com	Physics
II	Survey & Reporting	B.Sc	Economics
	Logistics & Supply Chain Management		Commerce
	Solar Energy	BA	Physics
	Business Communication		English
	Dairy Techniques	B.Com	Zoology/Bio-Technology
	Social Work Methods		Political Science
III	Financial Markets	B.Com	Economics
	Retailing	B.Sc	Commerce
	Poultry Farming	BA	Zoology

Resolutions Item No. 23: Resolved to approve to provide seed money to the Faculty for their Research. The proposal is recommended to GB for approval.

- To promote Research activities, the College decided to provide Seed Money to the Faculty from the academic year 2022-23.
- The proposals are called from the staff in the prescribed format. Research committee scrutinizes the proposals and grants an amount of 1 lakh rupees per department. A total of 3 lakh rupees for 3 departments will be granted with seed money per year.

Resolutions Item No. 24: Resolved to approve the departments who have opted for Consultancy

- Resolved to Approve of consultancy policy
- Resolved to Approve the consultancies proposed by different departments

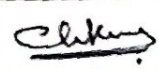
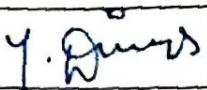
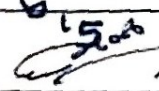
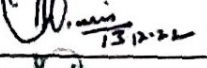
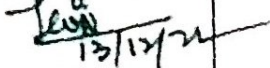
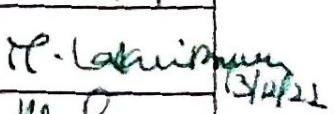
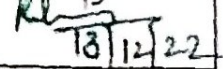
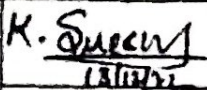
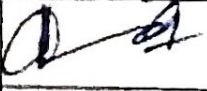
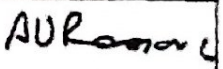
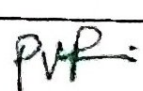
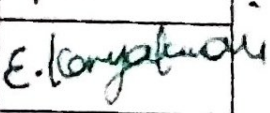
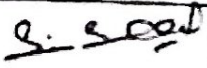
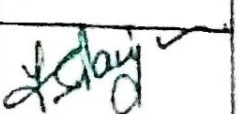
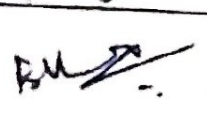
Resolutions Item No. 25: Resolved to approve the following College Policies

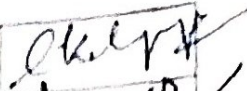
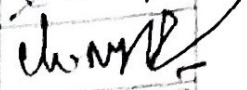
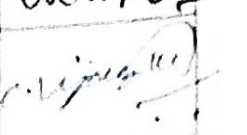
S.No	Policy	Link
1.	Student Admission Policy	https://docs.google.com/document/d/18QcNwsTnWH6TvmASMZ1_V0oIRsHzsMRpoEwjskmLGxE/edit?usp=share_link
2.	Equal Opportunity Policy	https://docs.google.com/document/d/1DwopGjgzgAFqSDDyZ_cJAFSoSrsY7BuijZrWfjPZQUg/edit?usp=share_link
3.	College Timings Policy	https://docs.google.com/document/d/15BKkqQrEJnNNbwoeen_oA_qEhc5vdo2AWchr8iFgvoo/edit?usp=share_link
4.	Discipline Policy	https://docs.google.com/document/d/1G6SaiFOohsV3otNIXFoH-dQmmsBqsJoJKf12xySaXKY/edit?usp=share_link
5.	Holidays Policy	https://docs.google.com/document/d/1G6SaiFOohsV3otNIXFoH-dQmmsBqsJoJKf12xySaXKY/edit?usp=share_link
6.	Infrastructure Development Policy	https://docs.google.com/document/d/1bvjN2zgH1QXinUHxnxGKzEVuVxhHHcXql3fY1CjGW5o/edit?usp=share_link
7.	Administration Policy	https://docs.google.com/document/d/1qdZrk4y35zKifheCaVTw_dobu8qeHketFLT3poOb77Kc/edit?usp=share_link
8.	Leave Policy	https://docs.google.com/document/d/113T6KsTfXo02o_ENmGxyQV5LyKAVwemvcjvR9RBKnzM/edit?usp=share_link
9.	Policy on conduct of academic events in the departments	https://docs.google.com/document/d/1d8vqehR8Lc298IwEY5MYGO5Yz4q4KE-F3C1EUiaDOwA/edit?usp=share_link
10.	Bandh/Dharna Policy	https://docs.google.com/document/d/1rvfuSTwXRslvgFN_Q_O_L63gXYN84A_nQo4cveUNCSBw/edit?usp=share_link
11.	Biometric Attendance Policy	https://docs.google.com/document/d/16Ezz_DRf2ebIqCJuJjsNPRFyjev66PoF6oMUplaVYfw/edit?usp=share_link
12.	Computer / Laptop Policy	https://docs.google.com/document/d/1ld_EZSPTmMupE7CDaY1SnIXqAlc-GepkEc15fLPzuOo/edit?usp=share_link
13.	Maintenance and Repair Policy	https://docs.google.com/document/d/1JwmY4GvRtKbl7ZMCqZQwQDgGdngWPbfKtbNjmv1Ywk/edit?usp=share_link
14.	College Assests Lending Policy	https://docs.google.com/document/d/1Es-Br39w6PWdMZDQHHaOYKWGXq4FpVM_BGfkPTx8C1/edit?usp=share_link
15.	District Resource Centre Policy	https://docs.google.com/document/d/1g29tp6o-f48IYCTLGY4Z6ECgBYg-XFAU8Cydm_im5SM/edit?usp=share_link
16.	Hostel Admission and Management Policy	https://docs.google.com/document/d/1BLtEL_lhbNQfumjmyI2ZV3rOey7OjO9Q8uWMahlZYM4/edit?usp=share_link
17.	Sharing Resources Policy	https://docs.google.com/document/d/1K9UIpmSB2IHeWzYxg9-xQekNpkjkpyvmSfQ4RXOF2fk/edit?usp=share_link
18.	Research Policy	https://docs.google.com/document/d/1mEVIPRr2bywK97lZEKRAqe1JOo_G2GnSmYpPonQ4VoA/edit?usp=share_link
19.	Grivenance Redressal Policy	https://docs.google.com/document/d/1-ULB8rvon7WCYg1Q6jvOD8R3HTuTNgh4Yn7p1m-8Lyk/edit?usp=share_link
20.	Anti Ragging Policy	https://docs.google.com/document/d/1cRpJ7ael62oWsRXkG3TAjgSd3s4dWrMOBxNBlhbiGIY/edit?usp=share_link
21.	Welfare of SC, ST and Minority students policy	https://docs.google.com/document/d/1Sko1GiWloOV8TsJ59jRXHgRwcytCsObRbxREsvZjvio/edit?usp=share_link

22.	Women Empowerment Policy	https://docs.google.com/document/d/1ovgCQTPcaINVcc/5gxllJKkPeydfo-bYWHiPoyZHM/edit?usp=share_link
23.	Community Awareness Policy	https://docs.google.com/document/d/1pmrVosMI6eKQa7VY0u2SzfAbrrUeRkONNof5ZJu8/edit?usp=share_link
24.	Environmental Policy	https://docs.google.com/document/d/1wApZFrX419h3H6BSwaowjDBPxDOh99Ytos3P-NDnRRw/edit?usp=share_link
25.	Library Policy	https://docs.google.com/document/d/1ittuLIHOGCB738nsP0KWu7wKZHddYJ18tziF36XiYw/edit?usp=share_link
26.	Policy on introduction of certificate courses	https://docs.google.com/document/d/1qNeapZYv9cORCDXk0znHWLaihbpDW6i3igyvcotJ4/edit?usp=share_link
27.	Examination Policy	https://docs.google.com/document/d/10Aa7m9ObHg12ifGdkW1LjnbvQ03Q6jYN0v3GIsEEurQ/edit?usp=share_link
28.	Waste Management Policy	https://drive.google.com/file/d/1dDu1fXzX0A-sGQGBkfWnQH-mpHTNbxh/view?usp=share_link
29.	Scribe Policy	https://drive.google.com/file/d/1fhA3u0W3ZRj8NVvRbvSZbUma5199EA/view?usp=share_link
30.	Staff Club Policy	https://docs.google.com/document/d/1yxiEaDkAHqTcRjY15DqKu9lLxxJXQz-gaJGUfVJTQW8/edit?usp=share_link
31.	Time Table Policy	https://docs.google.com/document/d/1OuBISDJ-hE8bRqqwEGpnn2meGKEv1-H9cEPIE635pSA/edit?usp=share_link
32.	Sports Policy	https://docs.google.com/document/d/16FZhHbNdlqwp3xYa8pQRBKYDkCv2-53VtNEKJcDaRPU/edit?usp=share_link
33.	Policy on Students Induction Programme	https://docs.google.com/document/d/1BhKErRozX9a-0RzT4LJunsjNkCYEEb5D0zSIw7QVwM/edit?usp=share_link

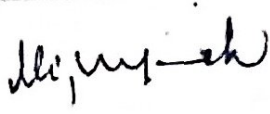
The following members graced the Academic Council Meeting held on 13-12-2022 and approved the above resolutions

All Heads of the Departments in the College

Sl. No.	Name of the Lecturer	Head of the Department	Signatures
1.	Dr. Ch.Krishna Murthy, M.A., Ph.D.	English	
2.	Dr. Y. Divya, M.A., M.Phil., Ph.D.	Telugu	
3.	Sri. S.Surendra, M.A.	Hindi	
4.	Dr. Md. Mahboob, M.A., M.Phil., Ph.D.	Urdu	
5.	Ms. S. Fathimunnisa Begum, M.A.	History	
6.	Dr. V.Chenchu Ramaiah, M.A., Ph.D.	Economics	
7.	Sri. Joji Kamatham, M.A., M.Ed.	Political Science	
8.	Smt.M.LakshmiPrasanna, M.Com.,M.Phil	Commerce	
9.	Dr.K.Suvarna, M.Sc., Ph.D	Mathematics	
10.	Dr.K.Srinivasulu, M.Sc., Ph.D	Statistics	
11.	Smt.D. Surendra, M.Sc.	Chemistry	
12.	Dr.A.V.Ramana Rao, M.Sc.,Ph.D.	Physics	
13.	Dr. P. Victoria Rani , M.Sc., Ph.D.	Botany	
14.	Smt,V.Kanya Kumari, M.Sc.	Microbiology	
15.	Smt. K. Sai Sudha, M.Sc.	Biotechnology	
16.	Dr. T. Sri Ranjani, M.Sc., M.Phil. Ph.D.	Zoology	
17.	Smt. B. Vidyullatha, M.Tech.,	Computer Science	

18.	Dr. C. Kala Priya, M.Sc., Ph.D.	Home Science	
19.	Dr. Ch. Narayana Reddy	Library	
20.	Dr. C. Vijaya Kala	Physical Education	

University Nominees:

S.No	Name & Designation	Signature
1	Prof. P. Ramachandra Reddy, M.Sc., Ph. D Registrar, Vikrama Simhapuri University, Nellore	
2	Dr. Ch. Vijaya, M.Sc., Ph. D. Dean, CDC, Vikrama Simhapuri University, Nellore	
3	Prof. G. VijayAnand, M.Sc., Ph. D. Principal, University College of Arts & Sciences Vikrama Simhapuri University, Nellore	

Experts from outside the College:

S.No	Name & Designation	Signature
1	Sri Dodla Sessa Reddy, Chairman, Dodla Dairy, Nellore. Mobile: 09849982478 (Expert from outside college representing the field of Industry)	
2	Dr. V. Krishna Kumar, Retired Principal, Flat No. 201, AK Nagar, Current Office Centre, Nellore. Mobile 9849562910 (Expert from outside college representing the field of Education)	

3	Dr. S. Chaitanya MD, Gynecology, Sri Chaitanya Hospital, Nellore. Mobile: 9440709249 (Expert from outside college representing the field of Medicine)	
4	Sri. Sri Hari Reddy, Chartered Accountant, Vijaya Mahal Centre, Nellore. Mobile: 9246825663 (Expert from outside college representing the field of Trade and Commerce)	

Senior Lecturers Representing different categories

S.No	Name & Designation	Signature
1	Dr. A. V. Ramana Rao, Lecturer in Physics, Vice Principal	AURaman. R
2	Dr. P. M. V. Prasad, lecturer in Mathematics, IQAC Coordinator	P. M. V. Prasad 13/12/22
3	Sri. D. Rama Krishna Reddy, Lecturer in Economics, Controller of Examinations	D. R. K. Reddy 13/12/22
4	K. Sai Sudha, Lecturer in Biotechnology, Academic Coordinator	K. Sai Sudha

Principal & Chairman
Academic Council

D. K Govt. College for Women (A),

Nellore

Principal
D.K. Govt. College for Women (A)
NELLORE.

D.K GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS), NELLORE
ACADEMIC COUNCIL 2022-23

Action taken report 2021-22

Annexure-1

(Based on the resolutions passed in the Academic Council Meeting Dt: 05-01-2022)

S.No.	Agenda	Action Taken	Links
1	Implementation of Autonomous status for UG courses	Autonomous status was implemented from 2016	https://drive.google.com/file/d/1_g5-bl33IN5MEvK-fjprGne8M2ZX8tWJ/view?usp=sharing
2	Approval and implementation of Revised CBCS as per the norms of APSCHE(w.e.f 2021-22) for first and second year students	Revised CBCS norms are implemented for 1 st and 2 nd years. Implemented as per the norms of VS university	https://dkwgdcdnellore.ac.in/userfiles/1_2_2%20APSHE%20CBCS%20Guidelines.pdf
3	Approval and implementation of old CBCS as per the norms of V.S. University for third year students	Old CBCS guidelines are implemented for 3 rd year students. Implemented as per the norms of VS university	
4	Approval of the syllabus of different Board of Studies. For all LSCs & SDCs field work or project are the modes of internal assessment w.e.f 2020-21	Implemented the approved syllabus of different board of studies for the academic year 2021. Field work and study projects were implemented	https://dkwgdcdnellore.ac.in/userfiles/file/AC%20METING/2021-22%20SYLLABUS.pdf https://dkwgdcdnellore.ac.in/userfiles/Student%20Projects%20(1).pdf
5	Result Analysis for the academic year 2020-21	Approved	https://dkwgdcdnellore.ac.in/pages.php?type=examinations&id=result-analysis
6	All the departments have to conduct at least one certificate course per academic year	The following certificate courses are conducted for the academic year 2021-22 - Jawahar Knowledge Centre - Foundation Course In English Writing Skills	https://dkwgdcdnellore.ac.in/userfiles/value%20added%20courses%20year%20wise%20(2).pdf

		- Research Methodology & Structural Interpretation of Organic Compounds - Dress Designing & Tailoring - Ornamental Fishery - Women Law & Indian Penal Code - Biological Compost & Marketing - Tally Prime - Digital Marketing - Introduction to Python Programming	
7	Approval of Academic Calendar	Approved Academic Calendars were implemented for the academic year 2021-22	https://dkwgdcnellore.ac.in/pages.php?type=academics&id=academic-calendar
8	External Evaluation of cluster projects	Implemented	
9	Approval of additional credits for co-curricular and extra-curricular activities	Implemented	https://dkwgdcnellore.ac.in/pages.php?type=examinations&id=evaluation-procedures
10	Rules on Attendance Requirements	Implemented	
11	Conduct of Examination and weightage of Internal and External Examinations	Implemented	https://dkwgdcnellore.ac.in/pages.php?type=examinations&id=evaluation-procedures
12	Computation of Grades	Implemented computation of grades for each semester	https://dkwgdcnellore.ac.in/pages.php?type=examinations&id=evaluation-procedures
13	Proposal for Moderation and Grafting Marks	Implemented	https://dkwgdcnellore.ac.in/pages.php?type=examinations&id=evaluation-procedures
14	Approval of Expenditure on BOS, AC and GB Meeting, remuneration paid by CoE	Implemented the approved expenditure on BOS, AC and COE	
15	Approval of college and library timings	Implemented College Timings: 10.00 A.M to 5 P.M Library Timings: 9 AM to 1 P.M 3 PM to 5 P.M	

16	Re-constitution of Academic Council & Controller of Examinations	Re-Constituted Academic Council and Controller of Examination cells	https://dkwgdncnellore.ac.in/pages.php?type=adminjstration&id=academic-council
17	Introduction of new courses of APSCHE from 2021-22	New Courses introduced and implemented are BA (ESCA), MSc Computer Science . Since there are no admissions in MA English and MA Telugu, the programs were not implemented.	https://drive.google.com/file/d/1N7EgL5_3kmoaMUttTfLouxbyS9wp2pP/view?usp=share_link
18	Approval of newly framed syllabus for V embedded Aquaculture and weightage for internship	Approved and implemented.	
19	Approval for incorporation of paper in Semester IV in Home Science	Approved and implemented	
20	Approval of MOUs	Approved and implemented	
21	Approval of Expenditure for the department of Library		https://drive.google.com/file/d/1zL5heDqBic3fCcSio dTq-msyOncqIVa-/view?usp=share_link



D. K. GOVERNMENT COLLEGE FOR WOMEN

Nellore, Andhra Pradesh- 524003
Autonomous College, College with Potential for Excellence
Re-accredited with "A" Grade by NAAC

Annexure-2



ACADEMIC CALENDAR 2022-23

NOTIFICATION

The academic calendar to be followed for the I semester for BA/B.Com/B.Sc programs for the academic year 2022-23 is hereby notified for necessary compliance by all concerned.

PARTICULARS OF I SEMESTER

Month	Teaching Dates	Total Teaching Days
OCT 2022	17,18,19,20,21,22,25,26,27,28,29,31	12
NOV 2022	1,2,3,4,5,7,8,9,10,11,14,15,16,17,18,19,21,22,23,24,25,26,28,29,30	25
DEC 2022	1,2,3,5,6,7,8,9,12,13,14,15,16,17,19,20,21,22,23,24,26,27,28,29,30,31	26
JAN 2023	2,3,4,5,6,7,16,17,18,19,20,21,23,24,25,27,28,30,31	19
Feb 2023	1,2,3,4,6,7,8,9	08
	Total	90

Commencement of Classes for I Semester

17-10-2022

Mid-I Exams

21-11-2022 to 23-11-2022

Mid-II Exams

19-12-2022 to 21-12-2022

Semester End Practical Examinations

06-02-2023 to 08-02-2023

Semester End Examinations

13-02-2023 to 21-02-2023

Holidays

09-01-2023 to 15-01-2023


ACADEMIC COORDINATOR


PRINCIPAL

D.K.Govt. College for Women (A)
NELLORE.

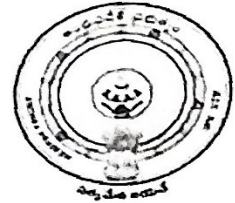


D. K. GOVERNMENT COLLEGE FOR WOMEN

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ACADEMIC CALENDAR 2022-23

NOTIFICATION

The academic calendar to be followed for the II semester for BA/B.Com/B.Sc programs for the academic year 2022-23 is hereby notified for necessary compliance by all concerned.

PARTICULARS OF II SEMESTER

Month	Teaching Dates	Total Teaching Days
Feb 2023	22,23,24,25,27,28	06
March 2023	1,2,3,4,6,7,8,9,10,13,14,15,16,17,18,19,20,21,23,24,25,27,28,29,31	24
April 2023	1,3,4,5,6,10,11,12,13,15,17,18,19,20,21,22,24,25,26,27,28,29	22
May 2023	1,2,3,4,5,6,8,9,10,11,12,15,16,17,18,19	16
June 2023	12,13,14,15,16,17,19,20,21,22,23,24,26,27,28,30	16
July 2023	1,3,4,5,6,7	06
	Total	90

Commencement of Classes for II Semester

22-02-2023

Mid-I Exams

03-04-2023 to 05-04-2023

Mid-II Exams

17-05-2023 to 19-05-2023

Semester End Practical Examinations

03-07-2023 to 05-07-2023

Semester End Examinations

10-07-2023 to 18-07-2023

CSP during Summer Holidays

20-05-2023 to 11-06-2023

ACADEMIC COORDINATOR

PRINCIPAL
Principal

D.K.Govt. College for Women (A)
NELLORE.

❖ PARTICULARS OF IV & VI SEMESTERS

Month	Teaching Dates	Total Teaching Days
JAN,2023	16,17,18,19,20,21,23,24,25,27,28,30,31	13
FEB,2023	1,2,3,4,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24,25,27,28	22
MARCH,2023	1,2,3,4,6,7,8,9,10,13,14,15,16,17,18,20,21,23,24,25,27,28,29,31	24
APRIL,2023	1,3,4,5,6,10,11,12,13,15,17,18,19,20,21,22,24,25,26,27,28,29	22
MAY,2023	1,2,3,4,5,6,8,9,10	09
	Total	90

Commencement of Classes for IV & VI Semesters	16-01-2023
Mid-I Exams	20-02-2023 to 22-02-2023
Mid-II Exams	20-03-2023 to 22-03-2023
Semester End Practical Examinations	01-05-2023 to 06-05-2023
Semester End Examinations	11-05-2023 to 19-05-2023
Summer Holidays	20-05-2023 to 11-06-2023

Note: Mid Exams shall be conducted by the COE after duly following SOP issued by CCE, A.P


ACADEMIC COORDINATOR

Copy to:

1. The Controller of Examinations
2. The In-charges of all Departments
3. The Administrative Officer
4. The Co-ordinator IQAC
5. The Website Co-ordinator


PRINCIPAL
Principal
D.K.Govt. College for Women (A)
NELLORE



Implementation of Continuous Internal Assessment

Ref: RC No. 003/Academic Cell/AC-10/2022 Dated: 06-04-2022, of CCE, AP, Vijayawada

In obedience to the proceedings of the Honorable CCE and Standard Operating Procedure, D.K Govt.College for Women (A) is implementing CIA w.e.f the academic year 2021-22 onwards

The continuous internal assessment has been divided into four categories as given below:

S. No	Type of Assessment	Weightage Assigned
1	Assignments	5
2	Project work/Seminar/Group discussion/ Role Play/Quiz/ Presentations	5
3	Extracurricular Activates like Cleaning, Greening, and Attendance	5
4	Testing of Knowledge through mid-exams (Mid 1 & Mid 2)	20+15
	Total	50

Two mid-term examinations have to be conducted as follows:

S.No	Type of Question paper	Weightage Assigned
MID-1	Section I:- 10 objective type questions carrying ½ mark each	10x1/2=5
	Section II:- FIVE out of SEVEN short answer questions carrying TWO marks each	5x2=10
	Section III:- ONE out of THREE essay type questions carrying FIVE marks	1x5=5
	Total	20 Marks
MID-2	Section I:- FIVE out of SEVEN short answer questions carrying TWO marks each	5X2=10
	Section II:- ONE out of TWO essay type questions carrying FIVE marks	1X5=5
	Total	15 Marks

The marks obtained by a student for 50 marks (Total of two mid exams for 35, extracurricular activates for 15 marks) need to be scaled down to 30.

PRINCIPAL

Principal

D.K. Govt. College for Women (A)
NELLORE.

**Implementation of Continuous Internal Assessment**

Ref: RC No. 003/Academic Cell/AC-10/2022 Dated: 06-04-2022, of CCE, AP, Vijayawada

In obedience to the proceedings of the Honorable CCE and Standard Operating Procedure, D.K Govt.College for Women (A) is implementing CIA w.e.f the academic year 2021-22 onwards

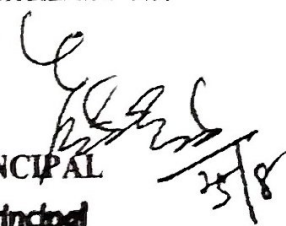
The continuous internal assessment has been divided into four categories as given below:

S. No	Type of Assessment	Weightage Assigned
1	Assignments	5
2	Project work/Seminar/Group discussion/ Role Play/Quiz/ Presentations	5
3	Extracurricular Activates like Cleaning, Greening, and Attendance	5
4	Testing of Knowledge through mid-exams (Mid 1 & Mid 2)	20+15
	Total	50

Two mid-term examinations have to be conducted as follows:

S.No	Type of Question paper	Weightage Assigned
MID-1	Section I:- 10 objective type questions carrying $\frac{1}{2}$ mark each	$10 \times \frac{1}{2} = 5$
	Section II:- FIVE out of SEVEN short answer questions carrying TWO marks each	$5 \times 2 = 10$
	Section III:- ONE out of THREE essay type questions carrying FIVE marks	$1 \times 5 = 5$
	Total	20 Marks
MID-2	Section I:- FIVE out of SEVEN short answer questions carrying TWO marks each	$5 \times 2 = 10$
	Section II:- ONE out of TWO essay type questions carrying FIVE marks	$1 \times 5 = 5$
	Total	15 Marks

The marks obtained by a student for 50 marks (Total of two mid exams for 35, extracurricular activates for 15 marks) need to be scaled down to 30.



PRINCIPAL

Principal

D.K.Govt. College for Women (A)
NELLORE

Annexure-4

List of seminars/workshops/conferences, Celebration of Important days, field trips etc for the academic year 2022-23

NAME OF THE DEPARTMENT	Seminars/Workshops/Conferences Proposed	Celebration of Important Date Proposed	Field Trips Proposed	Certificate Courses Proposed
LIBRARY SCIENCE	Proposed to conduct one seminar on Digital libraries.	World book day, library week on november 2023.		
ECONOMICS	Students Seminars in the 2nd week of December 2022	World Food Day on 16th October (conducted). International Day for eradication of Poverty on 17th Oct 2022(Conducted)	3rd week of December 2022	Certificate course is going on from 1st October 2022
MATHEMATICS	National webinar on 22/2/23	National Mathematics Day on 22/12/22	Nil	Already in progress
STATISTICS	Proposed to conduct State-level Seminar in February 2023, Prof. Balasubramaniam, Goa Institute of Management as resource person.	To conduct National Statistics Day on 29th June in memory of Prof P.V.Mahalanobis, Father of Statistics	To visit Agricultural Research Centre in Nellore in January 2023	To conduct Certificate course on 'MS Excel and SPSS' in the month of March
WOMEN EMPOWERMENT CELL	National Seminar on 25/2/23	Internal National women's day celebrations from 6/3/23 to 8/3/23	Nil	Nil
COMMERCE	seminar on patents, conferences 2	Consumer day on 24th December,	field trips	Tally ERP9.0
BOTANY	Workshop on plant propagation techniques	National Science day 28.2.2023	2 field trips are proposed	Vermicomposting and management
DEPARTMENT OF HISTORY		National Tourism Day 25-12-2022	Archaeology museum visit, Tourism Park Visit, Dargamitta, Nellore	

CHEMISTRY-	Webinar	Ozone day, periodic table day, National science day, Einstein birth day	Anvitha Life care pvt. Lmt., Naidupet, Hi- TechPharma, Pothireddy palem	Research methods and structural interpretation of organic compounds
HINDI	In the part of international Hindi Day celebrations, the Department of Hindi is planning to conduct one day webinar in the month of January 2023	International Hindi Day, 10 January 2023		Hindi language proficiency course
COMPUTER SCIENCE / APPLICATIONS	Seminar / Workshop on Cloud Computing, Latest Trends in Technology	World Computer Day - 15th February	Field Trip to Computer Institutes	Python Programming
K JOJI	Students seminars	November 26th constitution day, December 10th Humam Rights day, January 25 Voters day	Proposed to visit Village secretariat and District Court	
HOME SCIENCE		1.National Nutrition week .2.International Girl Child Day. 3.World Heart Day 4.World Diabetes Day. 5.World Aids Day . 6.National Voters Day. 7.Food Fest	1. Visit to Hospital. 2.Visit to School	Food and Nutrition

NCC		1.21/06/2022 International Yoga Day. 2. 15/08/2022- Independence Day 3.18/10/2022-Awareness on importance of Diet for adolescent girls 3.22/10/22-Awareness of Hygiene during Menstrual period. 4.31/10/22-Rastria Ektha Diwas. 5.24/11/2022Awareness on gender bias. 6.26/11/2022-Constitution day celebration. 7.NCC Day celebration 8.12/1/2023-Youth Day celebration.25/1/2023-Voters Day celebration. 9.26/1/2023-Republic Day celebration.4/2/2023-World Cancer Day celebration.	1.CATC-1 camp. 2.AIR CATC-3. 3.CATC-4. 4.SSB TRAINING 5.Puneeth Sagar Abiyan. 6.CATC-5. 6.CATC-6. 7.CATC-7. 8. RCTC-GWALIOR.	1.B-Exam, 2. C-Exam
TELUGU	Perugu Ramakrishna sahityam samalochana	Gurajada jayanthi,visanatha jayanthi,jashuva jayanthi	Prachina Telugu vishista adhyana kendram	Journalisam, Translation



D. K. GOVERNMENT COLLEGE FOR WOMEN

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Seed Money Proposal (Research Motivation Scheme)

1. Broad Subject Domain:

2. Area of Specialization:

3. Principal Investigator:

(i) Name:

(ii) Date of Birth:

(iii) Qualification:

(iv) Designation:

(v) Address:

Office:

Residence:

Phone No:

Mobile No:

Email Id:

(a) Teaching Experience of Principal

Investigator:UG:

PG:

(b) Research Experience of Principal Investigator:

(c) In case the Teacher holds a Doctoral

degree:(i.) Title of the Thesis:

(ii.) Year of the Award of Degree:

(iii.) Name of the University:

(d) Publication, if any (Give Numbers Only)

- Research Papers (Last 5 years)

- Books and chapters (Last 5 years):
- Patent obtained, if any

(Please Enclose the Hard Copy of a Latest Full Length Paper)

4. Name of the Department where the Project will be undertaken:

5. Lab facilities available:

6. (A) Proposed R & D Project Title:

(i) Introduction:

(ii) Significance of the Study (500 Words)

(iii) Objective:

(iv) Methodology & Plan of Work:

(B) Financial Assistance Required (Budget):

Item Estimated Expenditure

(i) Consumable & Chemicals:

(ii) Equipment, if needed (please specify name & approx cost)

(iii) Contingency & local travel:

7. Available equipment and accessories to be utilized for the project.

8. Any other information which is helpful in evaluating the project.

Signature of Principal Investigator

Signature of Principal

To Certify that

- (a) General physical facilities, such as furniture/ space etc. are available in the Department/ College.
- (b) I/we shall abide by the rules governing the scheme in case assistance is provided to me/us from the D.K.Govt College for Women (A), Nellore, for the above project.
- (c) I/we shall complete the project within the stipulated period. If I fail to do so and if the D.K.Govt College for Women (A), Nellore for the above project is not satisfied with the progress of the research project, the College may terminate the project immediately and ask for the refund of the amount received.
- (d) The above research project is not funded by any other agency.

Signature of Principal Investigator

Head of Department

Endorsement:

Project title: _____

Herein, certified that, the department welcomes participation of Sri /Smt/Dr. _____ as the investigator for the project.

Certified that the equipment and other basic facilities in the application and such other administrative facilities as per terms and conditions of the grant will be extended to the investigator (s) throughout the duration of the project. The department assumes to undertake the financial and other management responsibilities of the project. The Department assumes the responsibilities of submitting Grant Utilization Certificate Project report and project completion report to the college not later than 31st March of the next financial year or the date prescribed by the college.

Place:

Date:

Head of the Department

D.K.GOV'T COLLEGE FOR WOMEN (A), NELLORE

Utilization Certificate

Certified that the grant of Rs.____ (Rupees____
____Only) received from D.K.Govt College for Women(A) ,
Nellore, under the scheme of support for Seed Money Project entitled _____ vic

Signature of Principal Investigator

Signature of Principal

Chartered Accountant/Auditor

**Acceptance Certificate for Seed Money Project by Principal
Investigator**

Name _____

Letter No. _____ **Dated** _____

Title of the Project _____

1. The research project is currently not supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator and department with utilization of allotted grant.
3. At present, I have no research project approved by college and the accounts for the previous project, if any have been settled.
4. The date of implementation of the project is _____

Date:

Signature of Principal Investigator

Head of Department

**Proforma for Submission of Information of Final Report of the
Work Done on the project (To be submitted within two months
after completion of project period)**

1. Name and Address of the Principal Investigator:
2. Name and Address of the Institution /Department:
3. Tenure of the Project

.....
4. Title of the Project

.....
5. Total Grant Sanctioned

.....
7. Total Grant Received

.....
8. Final Expenditure

.....
9. Objectives of the Project

.....
10. Whether Objectives were Achieved

.....
(Brief details)

11. Summary of the
Findings/Publications/Patents.....

(In 500 words)

12. Future Scope

.....
(Give details)

Principal Investigator

Principal