



D. K. GOVERNMENT COLLEGE FOR WOMEN

Nellore, Andhra Pradesh- 524003

Autonomous College, College with Potential for Excellence

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Criterion 4 - Infrastructure and Learning Resources

4.4.2. INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

06.OBJECTIVES

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

- To provide quality higher education to the underprivileged women from the disadvantaged sections of the community and planned to achieve this by encouraging *optimal number of admissions* among these reserved categories.
- To offer *extensive range of programmes* that incorporate the current globally and locally needed skills and knowledge and to *increase the number of programmes* offered periodically
- To *enhance the capacities of students* across the disciplines that meet the societal demands and employability needs by offering *new need based courses, certificate courses* and *training* through *capacity building schemes*
- To make teaching learning a productively successful one by the *extensive use of ICT enabled learning; student centered methods, collaborative and participatory learning*
- To make research a part of curriculum by *integrating student level research into the syllabus* through projects and internships and ensure that every student of the college gains minimum *10 months of hands on training* during the three years of their study.





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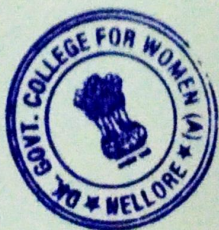
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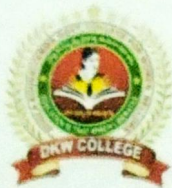
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- To ensure that all the students in the college, mostly from the economically weaker sections of the society, get *financial support through scholarships* of both government and non government agencies
- To support the students academically and career wise by offering *coaching and support for employment and higher education* through competitive exam cell, Career Guidance cell, Placement cell, JKC and APSSDC.
- To encourage *optimal participation, recognition and success* at the university, state and national level in extracurricular fields like *sports and games, Cultural and literary and community service activities*
- To *empower the faculty* by creating *more opportunities for capacity building* in the areas of the latest subject knowledge; integrating technology into teaching; and updating the pedagogies of teaching and assessment through the training agencies, Universities and MOOCS platforms
- To motivate the teachers for *quality research and innovation* through their pursuit of research, offering of research guidance; and by taking up national and international level research projects
- To *increase the number of quality publications* in standard national and international research journals and thus aim for securing patents and start ups which will motivate the students too.
- To *augment the physical infrastructure* of the college in order to meet the growing demand, in view of increasing number of programmes, by tapping the support from the state and national funding agencies and thus expand in terms of classrooms, Technology enabled teaching platforms; and well equipped laboratories with state of the art equipment
- To *exploit the resources that can be garnered from the community* in the form of more number of industry academia linkages, involving more number of companies and





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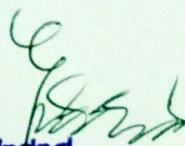
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industries in the design of curriculum as well as in the training for employment of women students.

- To transform the campus into a *self sustainable green campus* by going for more number of alternative energy resources and green practices




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5. INFRASTRUCTURE DEVELOPMENT POLICY (PROCUREMENT AND MAINTENANCE)

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

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

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





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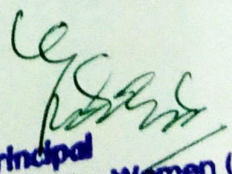
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- Administrative and library services are automated and continually upgraded.
- Educational software as per requirements of various disciplines is purchased. It ensures teaching, learning and ongoing research to keep up with the time.
- The library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




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19. POLICY ON MAINTENANCE OF CLASSROOM

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

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





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



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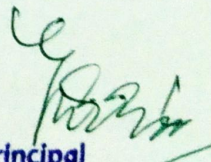
24. Maintenance and Repair Policy

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

Following is the significance of the maintenance policy:

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




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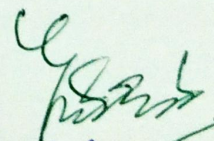


25.College Assets Lending Policy

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

- The principal is the highest authority in the college to receive the instructions/ requisitions from various District Government departments and University.
- The contents of instructions/ requisitions will be discussed in the staff council and staff member/s concerned will be endorsed to process of lending.
- The staff concerned will hand over the required equipment / class rooms / play ground to the departments concerned who are in need of it with proper due acknowledgement.
- The departments after completion of their work using college assets should handover them to the college In- charge.
- In case of liabilities the principal is authorized to take any further action or request in this regard.




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23.Computer / Laptop Policy

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

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





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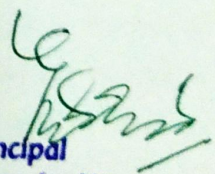
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- Computers are not to be left unattended for more than 15 minutes. Computers that are logged on and left unattended for longer than this time may be logged off without notice and unsaved data will be lost.
- The laboratory computers are provided for research, course work and other academic activity only. Recreational and personal use is not permitted.
- Disciplinary action / Penalties for Students will be levied if the said instructions are not followed in the computer laboratory.
- Laptops are available for access to staff members.
- They are meant for work in College and are under the in-charge of various departments and faculty.
- When the laptops are required to be taken out of the campus in relation to college work, it can be done only on the permission from the in-Charge concerned and the Principi^{al}.




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27. Hostel Admission and Management Policy

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

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

- Admission fee receipt of the college is mandatory
- Residential proof with family details (Ration card/Aadhaar card) permanent address is to be submitted.
- ID card with Local guardian and parents photograph is mandatory.
- Establishment fund is to paid at the time of joining the hostel. This amount is not refundable.
- A minimum of 500 students can be accommodated in the two Hostel blocks.

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

- Before the students plunge into the management of hostel affairs an orientation programme is conducted at the beginning of the year on the rules, regulations and responsibilities that they will have to carry out by being the members of hostel and as well as the members and co-ordinators of the committee.





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- The duty chart of various committees is discussed with the members and it is handed over to them. The same is displayed on the hostel notice board.
- Weekly meetings of the committee members are held with the Deputy Warden for ensuring transparency of various transactions and grievance redressal.
- The finalisation of monthly mess bill, account checking stock and voucher verification is taken up in the monthly review meeting of the committee members, hostel committee members, Deputy Warden and Warden on the 5th of every month.

Hostel Rules and Regulations

1. Parents have to accompany their daughter while admitting her to the hostel.
2. The student has to pay the mess bill before the 15th of every month if she fails to pay the bill in time a fine of Rs – 1/- will be collected per day till she pays the bill.
3. Food will be supplied at the stipulated time in the dining area.
4. The students have to eat their food in the dining hall but not in their hostel rooms.
5. The students have to keep their rooms and surroundings clean and tidy.
6. If a student takes permission from the hostel and goes home when the college is working the student has to pay the mess bill.
7. If a student's conduct and behaviour is not good and if she stays in the hostel premises without attending to her regular classes, action will be taken against the girls in such case.
8. The student should not participate in any type of strike or bandh.
9. The girls are not allowed to go to movies or shopping malls on their own.
10. The parents are allowed to meet their children only during the Second and fourth weeks on Sundays from 8.00AM to 6.00PM.
11. Students will be given permission to visit their houses only after the semester end examinations and in Summer, Dasara and Pongal vacation .
12. The students have to attend the college on the reopening day.





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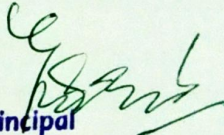
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13. The students are not allowed to use cell phones. If cell phones are found with the students they will be confiscated by college authorities.
14. Water and food should not be wasted.
15. All the students must attend to prayer and study hours in the hostel daily.




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LIBRARY POLICY

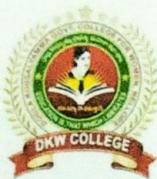
Purchase of Books

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

SC/ST Book Bank Policy

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





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Rules and Regulations in Library

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

Books Issue and Return Policy

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

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





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

Guidelines for Access of Journals, Periodicals and Newspapers

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

INFLIBNET

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





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- Login lasting period of the students would be 3 years.
- Login lasting period of the staff is as long as they serve the institution.
- Library provides separate computers for this purpose to the students and staff.
- With this excellent tool, all the stakeholders can access all the e-journals, e-books, research papers etc., for their growth in the academics.

Timings

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

Duties of Staff

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

Stock Verification

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





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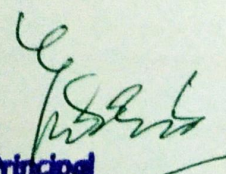


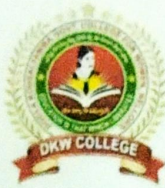
- Stock verification committee verifies the stock of the library with accession register.
- The list of missing books is submitted to the principal and the prior approval is got.
- Stock verification committee monitors the main library and reading room work in tandem.
- Stock verification committee submit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

Condemnation of Books Process

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




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SPORTS POLICY

STUDENT ICON to SPORT ICON

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

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

- At the commencement of Academic year Sports committee is formulated by the Principal and Physical Director of the college that includes members from various departments
- Student Induction Programme in vogue enabled spotting the talent, nurturing of identified talent and supporting participation in the district, state, national and international events
- In the context of conducting a sporting event at college deliberate discussions include
 1. Name of the event
 2. Place of the event
 3. Number of students required for participation
 4. Safety of the students
 5. Assistance to the students
 6. Intimation to the parents
 7. Willingness of the students and parents
 8. Day scholar/hostel students etc.,
- The Physical Director conducts Intra-murals with freshers and seniors from several streams of course students for participation in the tournaments
- After selections in the college the list of the students selected is intimated to the Principal through a letter by the Physical Director
- The Principal should acknowledge it and the same is sent to the concerning authorities
- Receiving the approval of the selected list from the authorities concerned the Principal intimates the Physical Director of the college
- The selected students are given training in the college with respect to the participation level such as Inter-collegiate, Inter-University etc.,





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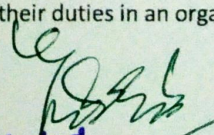
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- In accordance to the camp sessions the hostel students are given permission by the Deputy Warden of the college mentioning timings as per the schedule given by the authorities on the request of the students through a letter
- Camp session completion leads to the participation of the event
- To make students participate in the events the Physical Director of the college should take consent from the students, parents, deputy warden in case of hostel students through a letter
- The letter should be filed for future reference
- The meeting is conducted by the Physical Director along with the Principal and students to give them moral support, strength and guidance
- The students are given travelling and dearness allowances, sports kit by the college authority in case of Inter-university tournaments
- The Physical Director should file up the financial bills
- The college gives a press note detailing the selected students list at Inter-university, National and International level
- To extend its wings the victory of the college in the tournament should be published in the newspapers as well as in the college annual magazine
- To enhance the capacities of the students and staff the college conducts certain games and sports to the students and staff and distribute prizes to the winners in the annual day celebrations
- The college also takes responsibility to conduct Sports Meet as per the directions of University authorities
- For the smooth conduction of the competitions the college engages the staff by entrusting different duties with committees such as
 1. Invitation committee
 2. Registration committee
 3. Lunch committee
 4. Refreshments Committee
 5. Certificates Committee
 6. Cultural Committee
 7. Discipline Committee
 8. Publicity committee
 9. Ground & Equipment Committee
 10. Accommodation Committee
 11. Programme Committee
- The staff of the college performs their duties in an organized way.




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