

SRI DASARI NARAYANA RAO

GOVT DEGREE COLLEGE FOR WOMEN

Palakol, West Godavari District - 534 260

ISO QUALITY MANUAL



SUPPORTED BY:
COMMISSIONERATE OF COLLEGIATE EDUCATION
ANDHRA PRADESH

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SECTION : COLLEGE

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REVISION NO : 00

DATE: 05-03-2021

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Foreword

Located in the serene and pristine greens of Palakol in the heart of the town, DNR Govt college has a good academic ambience coupled with committed faculty. The college has completed 38 years of its existence. Having earned reputation as one of the best quality institutes in the district the college immensely contributes towards educating and empowering women for their overall development and aims at fostering a community in which women have greater access to engage in a variety of avenues. The college ensures a solid support system in place which helps young women find their voices, grow as individuals, push boundaries and succeed personally and professionally.

The purpose of this manual is to enumerate the policies and institution wide control structure of the QMS of Sri DNR Govt Degree College for Women, Palakol. The scope of the manual applies to operations of DNR including the education and training of undergraduate level programs approved by Adikavi Nannaya University. The manual makes an attempt to demonstrate DNR's commitment to quality policy and its objectives. The subsequent sections describe the structure of the institution and duties and responsibilities of the staff including all stakeholders to implement the QMS. The manual serves as a guide for all stakeholders in supporting a common quality policy by the way of established policies and procedures enabling them to serve students in a better way. I hope the institution would be successful in its efforts to get ISO certification which would certainly serve as sustainable motivator for consistent performance.

Dr.Ch.Nagamani

Principal

TITLE : LIST OF ABBREVIATIONS

SECTION : COLLEGE

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Asst. Prof.	Assistant Professor
Asso. Prof.	Associate Professor
BA	Bachelor of Arts
B.Sc Computers	Bachelor of Science in Computers
B.Com B.Com Computers	Bachelor of Commerce in Computers
B.Sc. General	Bachelor of Science
LMS	Learning Management System
COE	Controller of Examinations
Ph.D	Doctor of Philosophy
NSS	National Service Scheme
DRC	District Resource Centre
CPDC	College Planning and Development Council
AO	Administrative Officer
UGC	University Grants Commission
NAAC	National Assessment and Accreditation Council
NET	National Eligibility Test
SET	State Eligibility Test
M.Phil.	Master of Philosophy
CBCS	Choice Based Credit System
MOOCS	Massive Open Online Courses
UG	Under Graduate
PG	Post Graduate
APJKC	Andhra Pradesh Jawahar Knowledge Centre
ELL	English Language Lab

WEC	Women Empowerment Cell
BMA	Biometric Attendance
CPS	Contributory Pension Scheme
BOS	Board of Studies
RTI	Right to Information act
FC	Finance Committee
AC	Academic Council
RUSA	Rastriya Uchtar Sikshya Abhiyan
HOD	Head of the Department
ICT	Integrated computerized technology
TC	Transfer Certificate
IQAC	Internal Quality Assurance cell
IQAS	Internal Quality Assessment System
GPF	General Provident Fund
CSR	Corporate Social Responsibility
CCE	Commissioner of Collegiate education
APSSDC	Andhra Pradesh State Skill Development Corporation
RJD	Regional Joint Director
JD	Joint Director
SWAYAM	Study webs of Active Learning for Young Aspiring Minds
ARPIT	Annual Refresher Programme in Teaching
NPTEL	National Programme on Technology Enhanced Learning
AKNU	Adikavi Nannaya University

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt S. Lakshmi Kantham	Lecturer in Commerce	05-03-2021
Reviewed by	Dr. P.Sai Babu	Lecturer in Political Science	05-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : VISION, MISSION & OBJECTIVES

SECTION : COLLEGE

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VISION

Women Empowerment through a holistic approach to Education.

MISSION

Promote enrichment of knowledge by enabling them to leverage emerging technologies to enhance learning experience.

OBJECTIVES

1. To provide value based quality higher education.
2. To nurture human values.
3. To promote increased learning engagement through ICT teaching – learning methods.
4. To provide opportunities to students to demonstrate their talent potential.
5. To impart life skills by facilitating cooperative learning.
6. To help students develop employability skills.
7. To inculcate spirit of leadership among students.
8. To promote social responsibility among students.
9. To strengthen student participation in recreational activities on college.

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt S. Lakshmi Kantham	Lecturer in Commerce	01-03-2021
Reviewed by	Dr. P.Sai Babu	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : VALUES	
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VALUES

Integrity:

The college promotes moral or ethical conceptions and doing the right thing in all circumstances. By promoting integrity among students build the traits of respectful, honest, trust worthy, hardworking. Integrity develops students personality with good thoughts and actions based on ethics and values rather than personal gain.

Inclusiveness:

Inclusiveness makes students feel valued and included in all aspects instead of isolated. The college makes continuous efforts to involve each and every student in all activities of the college. It builds self esteem among students.

Team work:

The college promotes an environment that fosters friendship and loyalty. It will increase problem solving, decision making and communication skills of the students which will be required for their future job opportunities. Teamwork divides the task and multiplies the success.

Compassion:

The college focuses on inculcating this value among students to recognize the suffering of others and then take action to help. It transforms students kind hearted and responsiveness to others pain. It leads to the characteristic of “caring about all”.

Resilience:

The college organizes various programs to inculcate resilience among students. Stress, nervousness, health problems, personal tragedies, threats, etc., can be efficiently handled by resilient people. The College makes continuous efforts to bring resilience among students through various counseling and awareness programmes.

Social Responsibility:

The college encourages the students to participate in many social responsibility activities. The better society will build up by the inculcation of this value among students. Clean and safe environment surrounded by every person is possible only by having social responsibility.

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Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : QUALITY POLICY

SECTION : COLLEGE

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QUALITY POLICY

Sri DNR Govt Degree College for Women is committed to providing quality higher education enabling the students to shine in their respective areas of strength. Quality policy for the unit has been derived from the vision and mission of the institution depicting its commitment to meet the expectations of stakeholders and continual improvement in all possible ways .This policy is reviewed and revised as necessary in consultation with all the stakeholders to ensure that the QMS will continue to provide a solid foundation for success.

Having quality control mechanism in place the college endorses the students' right to equality and makes continuous efforts to enhance quality consciousness among staff, students, parents, CPDC alumni and other stakeholders and involves all in the process of continual improvement. The college encourages faculty and staff to update their knowledge from time to time to align with global requirements and ensures dissemination of information in the best possible way.

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Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : INSTITUTIONAL PROFILE		
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INSTITUTIONAL PROFILE

Sri Dasari Narayana Rao Government Degree College for Women was started in 1982 by Palakol Education Society with 2.61 acres of land with the initiative of late Sri Chodisetty Suryarao, former Municipal Chairperson of Palakol. The institution is named after Sri Dasari Narayana Rao, a famous film actor / producer / writer / Director / Former Union Minister and Chief Donor of the College.

The college has the distinction of being the first Govt Degree college for women in the district. Consistent with the motto of the college AIM HIGH, the college strives to empower women by providing them education at affordable cost. The college initially offered only B.A & B.Com courses with Telugu as medium of instruction. Subsequently the college introduced B.Sc(Computers) on self finance basis in 2002 and conventional courses B.Sc(MPC) in 2007, BSC(CBZ) in 2009 and B.Com(CA) in 2018. The college is affiliated to Adikavi Nannaya University. All the degree courses have been semesterised since 2015. The college completed second cycle of NAAC and received grade B with 2.5 CGP during March 2016.

The college is funded by Government of Andhra Pradesh. Apart from the Government funds it generates resources through CPDC and collection of tuition fees in case of restructured courses. For modernization and upgradation of labs, provision of sports and other physical facilities the college received financial assistance from UGC. All the development activities are governed by the guidelines of Commissionerate of Collegiate Education and conditions laid down by the funding agencies where ever applicable. Recently grants of Rs.2 crores have been approved and sanctioned under component 7 of RUSA.

The institution has been relentlessly striving to maintain a vibrant environment that encourages a spirit of creativity and independent thinking and empowers the women students of marginalized sections to face potential failures with higher self esteem and find motivation to succeed.

S.No.	Particulars	
1	Year of establishment	1982
2	Affiliation	Adikavi Nannaya university
3	UGC Recognition	2(f)12(b)
4	Programs Offered	6
5	NAAC grade (2016)	2.5
6	Autonomous status	NA
7	Implementation of CBCS pattern	2015
8	Total strength of the students	303
9	Land area	2.5ACARE
10	No. of teaching staff	22
11	No.of Non-teaching staff	01
12	No. of Departments	15
13	No. of Staff rooms	2
14	No. of class rooms	11
15	No. of Laboratories	9

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. P.Sai Babu	Lecturer in Political Science	01-03-2021
Reviewed by	Sri Ch. Sundar Singh	Lecturer in Physics	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : LIST OF DEPARTMENTS

SECTION : COLLEGE

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LIST OF DEPARTMENTS

S.No	Department	Year of Establishment
1.	Department of English	1982
2	Department of Telugu	1982
3	Department of Hindi	1982
4	Department of Economics	1982
5	Department of History	1982
6	Department of Political Science	1982
7	Department of Computer Science	2012
8	Department of Mathematics	1982
9	Department of Physics	1982
10	Department of Botany	1982
11	Department of Zoology	1982
12	Department of Physical Education	1982
13	Department of Chemistry	1982
14	Department of Commerce	1982

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Reviewed by	Sri Ch. Sundar Singh	Lecturer in Physics	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : LIST OF POLICIES	
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LIST OF POLICIES

Equal opportunity Policy:

Sri DNR GDCW does not discriminate on colour, religion, creed, gender, national origin, disability, ethnic background, genetic information, as defined by law, age as defined by law, or military status, in the administration of its employment policies, educational policies, admissions policies, scholarships and other College administered programs.

Credentials Policy:

- Students of Sri DNR GDCW are required to carry a valid I.D. card with them at all times when they are on campus.
- This card must be presented at once when requested by any official of the college.
- All students are expected to maintain their I.D. card during all semesters that they are enrolled.
- If an I.D. card is lost or stolen, it should be reported immediately to class counselor.
- Violation of this policy will result in disciplinary action under the Student Code of Conduct.
- The students who are studying in this college are instructed to maintain a proper dress code.

Timings Policy:

- As per the guidelines of UGC the college has framed the timings as 10.00 AM to 5.00 PM.
- Every period is of one hour and the lunch break is of one hour daily in between 1 PM to 2 PM.
- After completing teaching hours Study Hours will be conducted.
- Attendance of all students, teaching & non- teaching staff members and principal is generated by Finger Print Attendance Recorder Machine (Biometric). There are three Finger Print Attendance Recorder machines, which record the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter into the college and evening when they leave the college premises.

- Every hour Class room attendance is taken by concerned lecturer by using Integrated Attendance Management System (IAMS) app designed by Government of AP
- Staff should be available in the college premises during the entire period of college hours, on all working days.

Discipline Policy:

- The disciplinary policy at college recognizes the relationship that students have with their individual teachers. Every effort is made by the teacher and student to work together to resolve any problem. There is no discrimination among staff and students in aspects of caste, creed, race and religion.
- The students are instructed not to bring any cell phone in to the college premises. Mobile phones are allowed only in the timings of Online Courses.
- Students use the chosen student bathrooms properly and help keep them clean and neat.
- Students are advised to throw the sanitary napkins only in dust bins.
- Creating a no plastic zone in the college campus.
- Teaching / Non-teaching Staff are advised not to attend to any calls while in the class rooms.
- No Employee is authorized to put up any information (whether Written / Poster / Sign, etc.) on the College Notice Board, Walls, Doors, without the prior approval of the Head of the institution.

Holidays Policy:

- The college follows the rules as per the holiday list announced by Adikavi Nannaya University Rajahmundry, Andhra Pradesh.

Infrastructure Development Policy:

- The infrastructure development committee will monitor the required infrastructure in various class rooms.

Communication Policy:

- All written communication within the Institution will be in both Telugu and English.
- All employees shall orally communicate either with each other or with students in English or Telugu language or the language understood by them.
- All internal communication shall be printed or written in English and Telugu.
- All e-mail, Internet or other electronic transmissions shall be carried out in the English language.

- All staff members of SRI DNRGDCW are in Whats App group. Any information concerned to the college can be communicated through this group.
- All students, teaching and non-teaching and principal are in another Whats App group. Any information concerned to the students can be communicated through this group.
- Every department has one separate Whats App group. Any information concerned to the department can be communicated through this group.

The Employee shall at all times maintain strict confidentiality and secrecy in respect of all the Confidential Information that he/she may acquire or possess in any manner during the course of his/her employment with SRI DNRGDCW and he/she shall not either directly or indirectly use, reveal, copy, duplicate, reproduce, record, distribute, disclose, take photograph in premises of institute or allow to be divulged or disclosed such Confidential Information in whole or in part belonging to institute in any form viz. verbal, written, digital, print, electronic, physical etc. to any third party save and except for the purpose of his/her employment with SRI DNRGDCW by and under the instructions and after seeking written approval from authorized person of institute.

Leaves Policy:

The employees are entitled for the following types of leave:

- Casual Leave
- Earned Leave
- Medical Leave
- Maternity Leave
- Special Casual Leave
- Leave on Loss of Pay
- Paternity Leave
- Child care Leave
- Study Leave
- Sabbatical Leave
- Half Pay Leave
- Extraordinary Leave
- Surrender Leave
- Compensatory Casual Leave
- On Duty Leave
- Extra (5)casual leaves for women.

- The Leave Year shall be January – December.
- Leave will be strictly monitored and will be granted only if needed.
- Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform to the principal before 10.am. Leave information will not be entertained after 10.00 a.m. and such absence will be treated as unauthorized.

Commitment Policy:

- The students and staff are committed to get 100% pass in their respective subjects and departments.
- Making sure that each student passing out of the institution leaves the campus with a job in his/her hands.

Research Policy:

The research policy of the college aims at creating and supporting a research culture among its teachers, staff and students and leverage it for enriching and enhancing the professional competence of the faculty members; for developing and promoting scientific temper and research aptitudes of all learners; for realizing the vision and mission of the college and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities. It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

The Research Cell of the college shall be responsible for implementing this research policy of the college by working closely with the UGC. The specific roles and functions of the research cell will be as follows:

- Facilitate the faculty in undertaking research and will work with the college management to set up a research fund for providing seed money.
- Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
- Encourage and promote a research culture (eg. teaching work load remission, opportunities for attending conferences etc.).
- Encourage the faculty to undertake research by collaborating with other research organizations/ industry.
- Create suitable procedures for giving due recognition for guiding research.
- Facilitate the establishment of specific research units/ centers by funding agencies / university.

- Organize workshops/ training programmes/ sensitization programmes are conducted by the institution to promote a research culture on campus.
- Prepare budgets for supporting students' research projects.
- Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- Facilitate Interdepartmental / interdisciplinary research projects.
- Institute research awards.
- Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Create and maintain a database of research work and research projects undertaken by the faculty and students.
- Publicize the research expertise and consultancy capabilities available in the college.
- Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.
- Prepare Rules & Guidelines for Grant of Research related leave and other remissions.
- Prepare Guidelines for design and evaluation of curriculum oriented research projects.
- Prepare a college research agenda with relative priorities.
- Awareness on Intellectual Property Rights will be given to all the students.

Environment Protection Policy:

Protection of health, safety and the prevention of pollution to the environment are primary goals of the Institute. The Institute will strive to develop and provide products and services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of energy and natural resources and can be recycled, reused or disposed of safely.

Decentralisation Policy:

- This policy is framed by Head of the institution depending on the capability of the individual.
- Committee formation will be done at the beginning of the Academic year to perform the various tasks under the Principle of Division of Labour.

Grievances & Redressal Policy:

- The purpose of the Grievance Policy is to provide equitable and orderly processes to resolve grievances by staff and students.
- Any grievance in the college is dealt very seriously and addressed at the earliest possible time limit.
- The Grievance Redressal committee of the college resolves the issues of students with the help of supportive departments.

Activity	Name of the Faculty	Designation	Date
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Reviewed by	Sri Ch. Sundar Singh	Lecturer in Physics	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : ASSESSMENT AND ACCREDITATION

SECTION : COLLEGE

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ASSESSMENT AND ACCREDITATION

S.No.	Name of Criteria	Key Indicators
1	CURICULAR ACTIVITIES	1.1 -Curriculum Design and Development 1.2 Academic Flexibility 1.3 Curriculum Enrichment 1.4 Feedback System
2	TEACHING-LEARNING & EVALUATION	2.1 Student Enrolment and Profile 2.2 Catering to Student Diversity 2.3 Teaching-Learning Process 2.4 Teacher Profile and Quality 2.5 Evaluation Process and Reforms 2.6 Student Performance and Learning Outcomes 2.7 Student Satisfaction Survey
3	RESEARCH, INNOVATION, COSULTATION & EXTENSION	3.1 Promotion of Research and Facilities 3.2 Resource Mobilization for Research 3.3 Innovation Ecosystem 3.4 Research Publications and Awards 3.5 Consultancy 3.6 Extension Activities 3.7 Collaboration
4	INFRASTRUCTURE & LEARNING RESOURCES	4.1 Physical Facilities 4.2 Library as a Learning Resource 4.3 IT Infrastructure 4.4 Maintenance of Campus Infrastructure

5	STUDENT SUPPORT&PROGRESSION	5.1 Student Support 5.2 Student Progression 5.3 Student Participation and Activities 5.4 Alumni Engagement
6	GOVERNANCE, LEADERSHIP AND MANAGEMENT	6.1 Institutional Vision and Leadership 6.2 Strategy Development and Deployment 6.3 Faculty Empowerment Strategies 6.4 Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System (IQAS)
7	INSTITUTIONAL VALUES AND BEST PRACTICES	7.1 Institutional Values and Social Responsibilities 7.2 Best Practices 7.3 Institutional Distinctiveness

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Reviewed by	Dr.K.S.V.Ranga Rao	Lecturer in Political Science	03-03-2021
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TITLE : CORE ACTIVITIES

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CORE ACTIVITIES

Curricular	Academic	The core activity in academics are ▶ Admissions are done by OAMDC in all streams viz B.A., B.Com., B.Sc. ▶ Affiliation to Adi Kavi Nannaya University ▶ Preparation of Time Table for B.A., B.Com., B.Sc is done separately. ▶ Distribution of workload to all faculty members. ▶ Conducting theory classes and practical classes according to time table. ▶ Conducting Co-curricular activities and extracurricular activities, Month wise activity schedule is prepared at the beginning of Academic year. ▶ Arranging Extension lectures & workshops as per the need by subject experts. ▶ Giving assignments to students in all papers. ▶ Conducting seminars, Quiz programs to students. ▶ Certifying all practical records in all science departments. ▶ Conduct of various skill based certificate courses for enhancement of students take away skills.
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		FOR SCIENCE FACULTY ▶ Yearly equipment purchase list is prepared by all departments. ▶ Whenever budget is sanctioned by the CCE, tenders will be called for purchase of equipment. ▶ Preparing comparative statements and place purchase orders. ▶ After purchase, entering the equipment list in stock registers (departmental) and submitting the bills to the office. ▶ Yearly audit in the department by Internal committee appointed by the principal through stock verification is conducted for the equipment
Examinations		▶ Selecting a senior member as CoE, Addl. CoE. ▶ Team of CoE., Addl. CoE in accordance with Nannaya University will frame the pattern to be followed to conduct examinations. ▶ As per the Nannaya University Examinations frame work our pattern Examination is two internal exams and one external exam.

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	INTERNAL EXAMINATION ▶ Two times internal exams are conducted and the average of the two is taken into account. ▶ 5 marks for seminar 5 marks for attendance 20 marks internals average of the 2 internal exams are allocated. ▶ All question papers for internal exams are prepared by concerned teachers and handed over to CoE.
Co-Curricular	▶ Certificate Courses ▶ Add-on Courses ▶ Industrial Visits ▶ Field Trips ▶ Research/Study projects ▶ Quiz contests ▶ Group Discussions ▶ Staff Training programs ▶ Student subject Forums ▶ Faculty Forums ▶ Seminars/Workshops
Administrative	▶ Office ▶ TC & Bonafied Organizing Staff meetings
Developmental	▶ Infrastructure ▶ Physical Facilities

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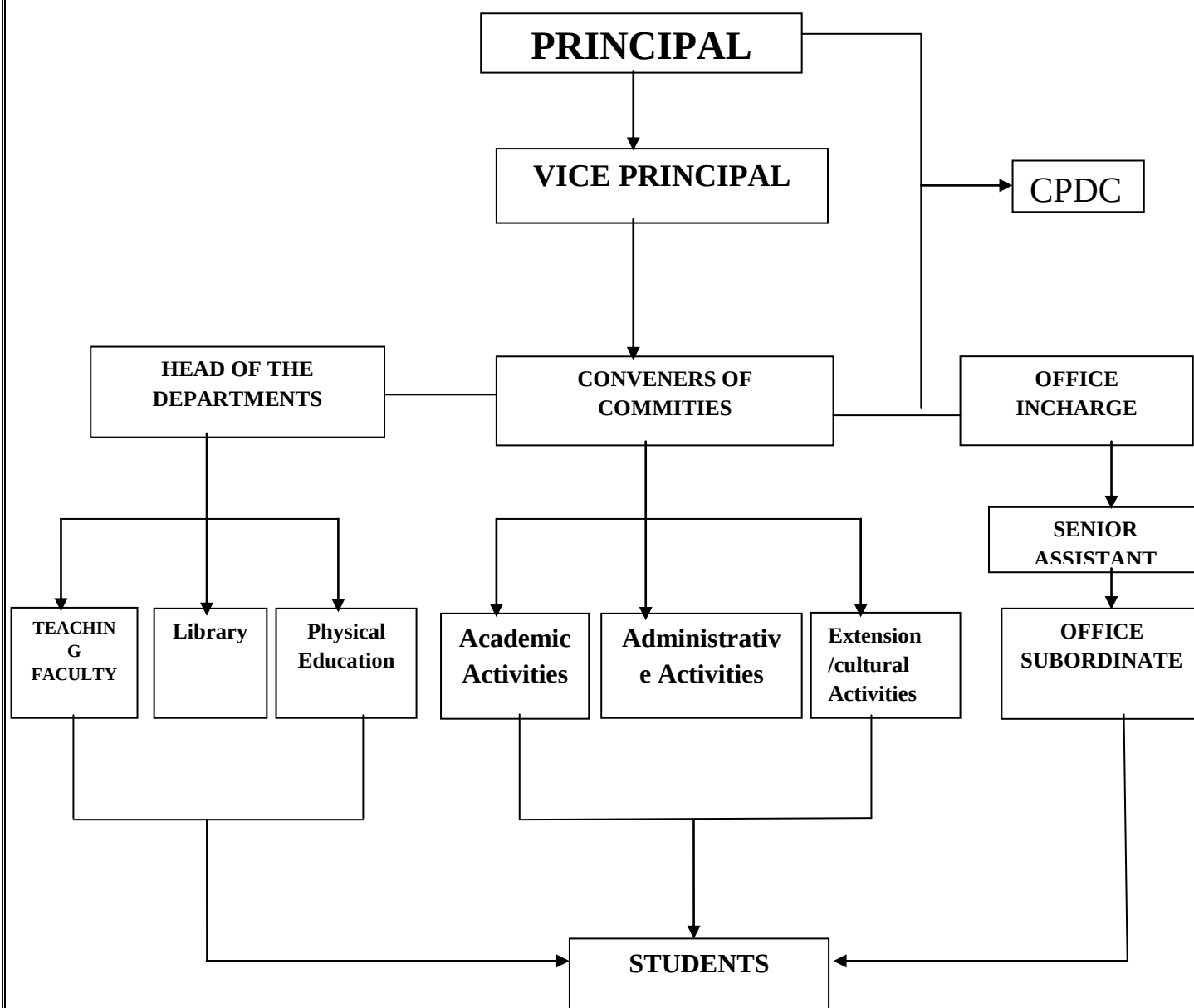
TITLE : COLLEGE ORGANIZATIONAL STRUCTURE

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COLLEGE ORGANIZATIONAL STRUCTURE

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt S. Lakshmi Kantham	Lecturer in Commerce	01-03-2021
Reviewed by	Dr.G.Sailaja	Lecturer in Chemistry	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : RESPONSIBILITY, AUTHORITY AND INTERNAL COMMUNICATION	
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RESPONSIBILITY, AUTHORITY AND INTERNAL COMMUNICATION

RESPONSIBILITIES OF PRINCIPAL:

The principal is responsible for managing the major administrative task and supervising the staff and students. He /She should create an environment that nurtures a team – oriented culture which can prevent problems and makes continual improvements.

Academic responsibilities

- Plan and execute academic calendar, curricular/co-curricular/extracurricular activities in consultation with the staff.
- Interact with students at grass root level to get an idea how the programmes are getting implemented.
- Establish the quality policy and objectives and see that they are effectively implemented.
- Monitor the conduct of both administrative and academic staff.
- Develop working and learning culture in the institution.
- Develop a strong association with research, industry and consultancy establishments.
- Promote best practice in the delivery of courses.
- Encourage the development of strategic initiatives in teaching and learning and widening participation.
- Strive to ensure the quality of overall student experience in the college.
- Undertake planning and development review including the staff performance review.

Administrative Responsibilities

- Sanction of casual leave, special casual leave for staff.
- Prepare budgetary proposals.
- Supervision of student welfare health and security services.

Financial Functions

- Functions as drawing and Disbursing officer.
- He should comply with guidelines provided by the Department of Higher Education and approve LTC advancement, GPF part final, leave salary encashment, earned leave encashment etc for teaching and non teaching staff.
- It is a principal's responsibility to review and reconcile accounts of the college fund and check how it is spent.
- Sanction increments to the staff.
- Draws bills pertaining to staff and make payment on behalf of the Govt through treasury.
- Arranges meetings with CPDC and updates development activities and utilization status.

RESPONSIBILITIES OF VICE PRINCIPAL:

- Assists the principal in translating the college vision
- Assists the smooth conduct of day to day administration in the absence of the principal.
- Coordinates staff council meetings.
- Makes time table adjustment based on the attendance of staff on daily basis.
- Represents college in various academic conferences in the absence of the principal.
- Coordinates teaching and learning initiatives and academic programmes.
- Oversees development and administrative and academic policies and review of implementation of the programmes.
- Takes care of campus discipline.
- Monitors student attendance with the help of ward counselors.

RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS:

- He is the officer in -charge of the conduct of University examinations as well as internal tests and exams at college level
- He discharges his duties, under the direction of controller of examinations of Adikavi Nannaya University, the affiliated university and in coordination with the members of college level examination committee.
- He is nominated by the principal of the college
- Prepares academic calendar and internal exam schedule and implements the same
- Submit report regularly the examination to the principal

- Arranges to receive the marks statement and consolidated marks statement of Nannaya University
- In the absence of COE, his duties shall be performed by any other teacher as assigned by the principal.
- Formulates guidelines for teachers to prepare question paper for different examinations to the principal.
- Arranges to forward the applications of students for the recounting and revaluation of answer scripts as the case may be.

RESPONSIBILITIES OF NSS PO :

- The NSS Coordinator organizes programmes as per the direction of the programme officer of Adikavi Nannaya University.
- Organizes regular service activities throughout the academic year like campus cleaning, Swatch bharat, medical camps on the campus and off the campus
- Organizes AIDS awareness programmes in Coordination with Red Ribbon Club.
- Organizes Plantation programs on the campus and off the campus.
- Organizes various government led community service activities in the nearby villages and takes various mobilization initiatives for enhancing the participation of students.
- Conducts special camps in the nearby villages
- Provides necessary lead to the students in developing their personality through community service.

RESPONSIBILITIES OF IQAC COORDINATOR:

- The IQAC coordinator develops quality system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Channelize and systematize the efforts and measures of the college towards academic excellence through internal quality audits.
- Coordinate in organizing district level, state level and national level workshops, seminars and quality related themes.
- Disseminates information on the various quality parameters of Higher Education which is applicable to the college.
- Coordinates the process for feedback from the students, parents and other stakeholders on quality related institutional process and analysis of responses through the review meeting.

- Acts as model agency of the college for coordinating quality related activities, including adoption and dissemination of good practices.
- Monitors optimization and integration of modern methods of teaching , learning and evaluation.
- Documents various activities leading to quality improvement and sustenance.
- Monitors the functioning of the support service. Ensures continuing suitability, adequacy, effectiveness, maintenance and improvement of the quality management system.

RESPONSIBILITIES OF ACADEMIC COORDINATOR:

- Assists students on course selection, course change and other educational issues during the time of admissions.
- Works in collaboration with parents, teachers and counselors to address students behavioral, academic and other problems.
- Solicits student feedback and reviews programme effectiveness.
- Facilitates smooth coordination among students, departments and other stakeholders.
- Introduces and coordinate extracurricular activities for the institution.

ROLE OF DEPARTMENT IN-CHARGE:

- Provide academic leadership in his /her area of experts.
- Prepare curricular plans in consultation with the other faculty of the department at the beginning of the year.
- Allocates workload to the faculty members.
- Identify requirements, prepare proposal for equipment in case of Science department.
- To ensure the delivery of the subject curriculum through all the semesters of all the courses.
- To monitor the quality of teaching in the department and to ensure that it is of the Highest possible standard.
- To ensure purchases and maintenance of stock registers are done properly by the laboratory assistant.
- To take the lesson plan from the teachers and ensure they follow the plan and syllabus completed in the stipulated time.
- Reviews student results.

- To recommend leave of the departmental colleagues to coordinate with the teaching and non teaching staff of the department for smooth conduct of curricular and co-curricular and extracurricular activities of the departments.
- To ensure quality, maintenance and cleanliness of the departments.
- Curriculum plans, reviewing syllabus and resources materials development.
- Reviews/analyses students perception survey/feedback and reports to principal.
- Responsible for maintain the discipline in the department.
- Assists in screening and selecting guest faculty applications.
- Facilitates and supervises co-curricular activities.

RESPONSIBILITIES OF SENIOR ASSISTANT:

- Maintains inward /Outward registers and aces than for sending/receiving all official communications.
- Initiates prompt action on files and proposals and their disposal including promptly putting up notes and files to the higher authorities and maintain all the files and records.
- Maintains leave record, permission records of faculty, staff and students
- Maintains personal register.
- Facilitates to provide the desired information sought under the RTI Act 2005.
- Organizes the work schedule, sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
- Maintains the register of court cases and register of disciplinary cases.
- Supervises the work of sub staff in the office.
- Maintains staff details and contact list
- Develops and maintains filing system.
- Any other work assigned from time to time.

LECTURERS ROLE:

- The Lecturer has the primary duty to disseminate knowledge in his /her subject to all students.
- At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the members of all staff members in the department.
- Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.

- The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.
- The Lecturer should inform the students regarding the schedule coverage of syllabus.

The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.

STAFF COUNCIL :

- The college staff council consists of the principal and Lecturers.
- The Principal shall be the president officio of the council.
- The council appoints one of the members as the secretary. The members so appointed shall hold office for one year, but shall be eligible for appointment.
- Meeting of the council shall be convened at such intervals as the Principal may consider necessary.
- The secretary of the council shall keep a record of the procedure of all meetings.
- Sets up a comprehensive communication network for all staff, students and takes decisions.
- Plans co-curricular and extracurricular activities and celebrations.
- Provides a platform to discuss issues from the standpoint of all-round development of the college.
- Makes recommendations to the President regarding professional development and welfare of the staff.
- It is an advisory body to help the Principal in academic matters and in the maintenance of discipline.

CPDC REPRESENTATIVE:

- Coordinates with Principal, staff and takes up subsequent follow up activities.
- Recommends areas of improvement for the QMS.
- Reports to Principal on the performance of QMS.

INTERNAL COMMUNICATION

The faculty has ample freedom to identify document and communicate any issue pertaining to the process of QMS and their effectiveness. The IQAC ensures that Communication regarding the effectiveness of the QMS is facilitated through the polling means

1. Meetings
2. Notice Board
3. Emails
4. Mobile
5. One to one engagement

IQAC REVIEW :

Principal conducts a review of the QMS with IQAC committee periodically. The reviews in a documented activity with the purpose to

- a) Asses the suitability, adequacy and effectiveness of the QMS in achieving the quality policy and quality objectives in meeting student needs
- b) Evaluate opportunities for improvement and the need for modifications with regard to the policy objectives.
- c) Analyses the data on the results of students satisfaction survey and academic audit.

REVIEW INPUT:

- a) CCE Academic Audit results.
- b) Student feedback.
- c) Admission, teaching, student per man and conformity.
- d) Status of grievance redressal.
- e) Status of corrective & preventive action.
- f) Follow up actions in line with previous reviews.
- g) Suggestions & recommendations for improvement.

REVIEW OUTPUT:

A. MEETING MINUTES

1. Action taken to improve the effectiveness of the QMS.
2. Action taken to attain higher levels of students satisfaction.
3. Asses the additional resources needed for the effective operation of QMS.

B. INFRASTRUCTURE

- To ensure that the infrastructure is suitable to create conforming services.
- It is responsibility of the principal to ensure proper maintenance of infrastructure, equipment, etc.,
- Infrastructure requirements are identified during the planning process.
- Representations seeking budget are submitted to commissioner of Collegiate Education, A.P., Vijayawada.

C. WORK ENVIRONMENT

- a) It is the responsibility of principal to identify and manage both the human and physical factors of the work environment that are necessary to achieve conformity of teaching process.
- b) Review of work environment conditions address the following issues.
 - i. Assessment of service requirements to identify where human or physical factor will effect service quality.
 - ii. Assessment of current working environment conditions determine if the work environment is suitable to achieve confirming service.
 - iii. Implementation of work environment improvements needed to achieve confirming service.
 - iv. Continual assessment of work environment to ensure that adequate human and physical factor are maintained.
- c) The principal is ultimately responsible to ensure that the appropriate resources needed for any necessary work environment improvements are available at the college.
- d) Work environment requirements are also identified and reviewed during the management review process.

SERVICE REALIZATION

PLANNING OF SERVICE REALIZATION

Academic coordinator is responsible for ensuring that education planning is performed according to the standard of service and infrastructure planning. Service is consistent with the requirements of the other processes of the QMS.

- a) Defining, monitoring and updating of quality objectives and requirements of service
- b) Planning of these processes to meet the requirements of the students is being achieved through quality procedures, work instruction, practical instruction sheets etc in each of the specified functional areas.
- c) Records necessary to provide confidence of conformity of these processes and service delivery.

STUDENT – RELATED PROCESS

Determination of requirements related to the service

1. Detailed information about the available courses and facilities is provided through brochures and pamphlets.
2. The college conducts various extra-curricular activities for the overall development of the students.
3. The college trains the students in personality development through “Career Guidance Cell & JKC”.
4. The college ensures that additional input/ resources are provided to the deserving students.

REVIEW OF REQUIREMENTS

Admissions are carried out through APSAMS. Admission records are maintained.

STUDENT COMMUNICATION

- a) Information about the courses offered by college is projected through advertisement in the leading newspapers ,pamphlets and brochures. Banners are put up near junctions.
- b) The admission committees help the students in providing necessary information and advice.
- c) The student progression is communicated to the guardian/parents through the concerned classmates. The women empowerment cell provides counseling to the students as well as parents in case of disciplinary action of sessions nature

PURCHASING

Evaluation of suppliers/ contractors is done by purchases committee which is responsible for purchases approvals. It assists the principal in procuring equipment and furniture.

- a) Work orders are placed for selected equipment/ furniture on approved suppliers or on the basis of quotations as per the state government guidelines.
- b) Supplier performance is evaluated periodically.

PURCHASING INFORMATION

The materials/ items are procured with the required technical specifications and quality requirements. Purchase as per guidelines laid down by state govt time to time.

VERIFICATION OF THE PURCHASED SERVICE

The purchase committee in charge follows up with the supplier for timely supply of the materials. On receipt of materials like Lab equipment / instruments, it is forwarded to concerned lab/HOD, who inspects the material and makes entries in the stock register. In case material is not meeting acceptable standard, a nonconformance report shall be made with suitable action.

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt S. Lakshmi Kantham	Lecturer in Commerce	01-03-2021
Reviewed by	Dr.G.Sailaja	Lecturer in Chemistry	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : LIST OF RECORDS

SECTION : COLLEGE

PAGE NO. 1 OF 6

REVISION NO : 00

DATE: 05-03-2021

LIST OF RECORDS**LIST OF ACADEMIC RECORDS:**

S.No.	Name of the record	Location	Maintained by	Remarks
1	Syllabus	Individual Departments	Head of the Department	
2	Teaching Diary	Individual Departments	Individual teaching staff member	
3	Synopsis	Individual Departments	Individual teaching staff member	
4	Assignments	Individual Departments	Individual teaching staff member	
5	Health & insurance	Office	Office	
6	Mentor -Mentee	Individual Departments	Individual teaching staff member	
7	Students study	Individual Departments	Individual teaching staff member	
8	Practicals attendance registers	Individual Departments	Individual teaching staff member	
9	Laboratory equipment	Individual Departments	Jr Asst./Sr.Asst.	
10	Alumni registers	Individual Departments	Alumni Committee	
11	OC & RC	Individual Departments	Office/Record Assistant	
		Individual Departments		
12	Research Project	Individual Departments	Individual teaching staff member	
13	Seminars and workshops	Individual departments	Individual teaching staff member	
14	Extension activities	Individual departments	Individual teaching staff member	
15	Academic social responsibility	Individual departments	Head of the department	

16	Work load	Individual departments	Head of the department	
17	Consultancy	Individual departments	Head of the department	
18	Best practices	Individual departments	Head of the department	
19	Departmental activity register	Individual departments	Head of the department	
20	Subject wise results	Individual departments	Head of the department	
21	Progression register	Individual departments	Head of the department	
22	Certificate courses register/SEC/TSKC register	Individual departments	Head of the department	
23	Departmental library	Individual departments	Head of the department	
24	Stock register	Individual departments	Head of the department	
25	MANA TV/SAT register	MANA TV co-ordinator	MANA TV co-ordinator	
26	Attendance registers	Individual departments	Head of the department	
27	Gold medals registers	Office	Head of the department	
28	Lab register	Lab attender	Head of the department	
29	Subject Forum	Individual departments	Head of the department	
30	CDS/Study material/ Competitive Exam Material	Individual departments	Head of the department	

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. R.Sri Devi	Lecturer in Hindi	01-03-2021
Reviewed by	Dr. P.Sai Babu	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

LIST OF OFFICE RECORDS:

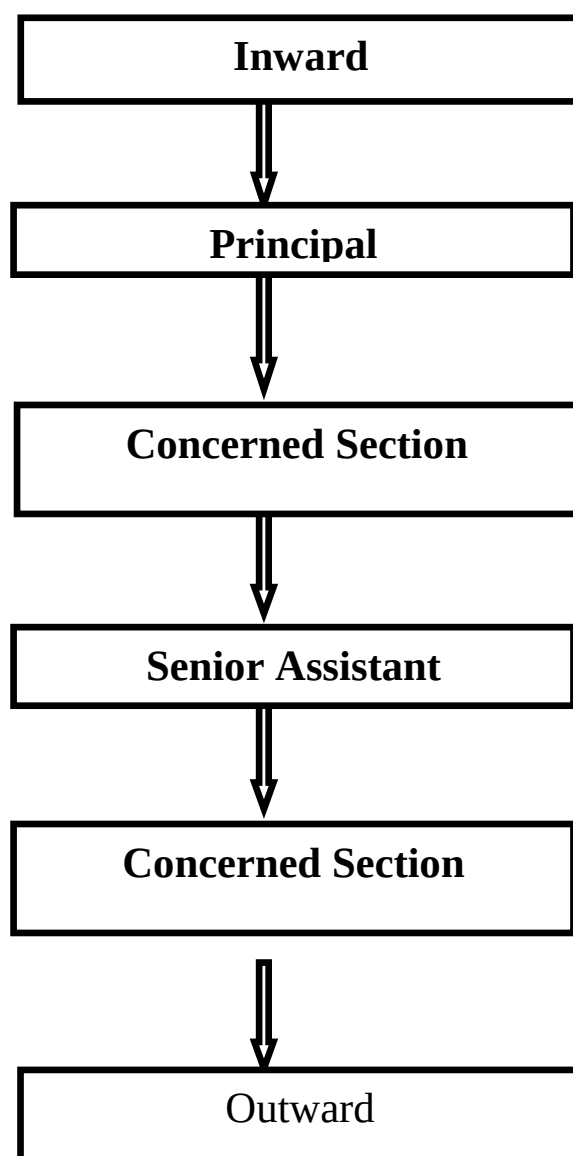
Sl.No	Name of the record	Record No.	Location	Maintained by	Retention period of the record
1	Inward & outward	1	Office	Senior Assistant	8 Years
2	Staff Service Records 1.Service Registers 2.Personal files of Employees	2	Office	Senior Assistant	8 Years
3	Stock register of Stationery	3	Office	Senior Assistant	8 Years
4	Stock register of furniture	4	Office	Senior Assistant	8 Years
5	Special fee	5	Office	Senior Assistant	8 Years
6	Restructured /Course fee	6	Office	Senior Assistant	8 Years
7	Scholarships	7	Office	Senior Assistant	8 Years
8	Admissions	8	Office	Admissions Committee	8 Years
9	TBR	9	Office	Senior Assistant	8 Years
10	Sports stock register	10	Sports Room	Physical Director	8 Years
11	Library accession	11	Library	Library staff	8 Years
12	Ledger	12	Office	Senior Assistant	8 Years
13	NSS	13		NSS Coordinator	8 Years
14	CPDC cash book	14	Office	Senior Assistant	8 Years
15	TC & Bonafide books	15	Office	Senior Assistant	8 Years
16	Equipment	16	Science Laboratory	Concerned Dept. Faculty	8 Years
17	Staff council	17	Office	Senior Assistant	8 Years
18	General Staff	18	Office	Senior Assistant	8 Years
19	Special fee committee	19	Office	Senior Assistant	8 Years

20	Staff attendance Registers	20	Office	Senior Assistant	8 Years
21	Students Attendance Registers	21	Office	Teaching Staff	8 Years
22	C.L. Register	22	Office	Senior Assistant	8 Years
23	Medical reimbursement claims register	23	Office	Senior Assistant	8 Years
24	Late Attendance	24	Office	Senior Assistant	8 Years
25	State Budget	25	Office	Senior Assistant	8 Years
26	Postal Account Register	26	Office	Senior Assistant	8 Years
27	Office order register	27	Office	Senior Assistant	8 Years
28	RTI register	28	Office	Senior Assistant	8 Years
29	Register for disciplinary cases	29	Office	Senior Assistant	8 Years
30	Consumable stock register	30	Office	Senior Assistant	8 Years
31	Increment	31	Office	Senior Assistant	8 Years
32	Non-Government Cash book	32	Office	Senior Assistant	8 Years
33	PD account Book	33	Office	Senior Assistant	8 Years
34	Temporary advance register	34	Office	Senior Assistant	8 Years
35	Issue register	35	Office	Senior Assistant	8 Years
36	Non consumable stock register	36	Office	Senior Assistant	8 Years
37	Daily Fee Collection register	37	Office	Senior Assistant	8 Years
38	Caution Money Deposit register	38	Office	Senior Assistant	8 Years
39	Scholarships register	39	Office	Senior Assistant	8 Years
40	Fee register	40	Office	Senior Assistant	8 Years
41	Students central attendance register	41	Office	Senior Assistant	8 Years
42	Students Marks Registers	42	Office	Senior Assistant	8 Years

43	Land and building records	43	Office	Senior Assistant	8 Years
44	Pay Bill Register	44	Office	Senior Assistant	8 Years
45	Cheque book details register	45	Office	Senior Assistant	8 Years
46	Placement register	46	Office	JKC Coordinator	8 Years
47	Alumni	47	Office	JKC Coordinator	8 Years
48	Consolidated purchase register	48	Office	Senior Assistant	8 Years
49	Cadre strength/scale register	49	Office	Senior Assistant	8 Years

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. R.Sri Devi	Lecturer in Hindi	01-03-2021
Reviewed by	Dr. P.Sai Babu	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

FILE FLOW CHART



Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. R.Sri Devi	Lecturer in Hindi	01-03-2021
Reviewed by	Dr. P.Sai Babu	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : CHECKLIST FOR IMPLEMENTATION

SECTION : COLLEGE

PAGE NO. 1 OF

REVISION NO : 00

DATE: 05-03-2021

CHECKLIST FOR IMPLEMENTATION

What	When	Who
Bio-Metric Attendance (BMA) of Staff & Students	Daily	Biometric I/C / Principal
Students BMA Reports	Once in a fortnight	HOD's / Principal
Staff Log books	Once in a week	HOD's / Principal
Staff BMA reports for drawing salaries	Once in a Month	Principal / Senior Asst.
Register pertaining to Sessional and Practical Marks	Once in a Semester / Half – yearly	HOD's / Principal
Updation of SR's of staff members	Once in 6 months	Senior Assistant /Principal
Proceeding letter for release of annual increment to staff members	Once in a year	Principal
Verification of stock registers of all the laboratories, stores and Library	Once in a year	Staff/ HOD's/ Principal

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr.P.Sai Babu	Lecturer in Political Science	01-03-2021
Reviewed by	Smt Sk.Jareena Begam	Lecturer in Telugu	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : FUTURE PLANS

SECTION : COLLEGE

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REVISION NO : 00

DATE: 05-03-2021

FUTURE PLANS

Academic	• To achieve 100% pass percentage in each subject and in every grade • To facilitate internships in core subjects • To arrange field visits for all students. • To increase admissions. • To introduce more skill oriented certificate courses • To improve infrastructure facilities by increasing number of teaching halls. • Improve on campus placement. • Provide more ICT enabled classrooms. • To enter into MOUs with industry so that the industry academic gap can be filled and students can be given hands on experience. • To work with NGOs to extend services to the community. • To undergo NAAC III cycle • To strengthen the liaison among the stake holders like students, teachers, parents, employees etc . • To strengthen alumni participation by building up stronger network.
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Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. P.Sai Babu	Lecturer in Political Science	01-03-2021
Reviewed by	Dr. R.Sri Devi	Lecturer in Hindi	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : INFRASTRUCTURE FACILITIES

SECTION : COLLEGE

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REVISION NO : 00

DATE: 05-03-2021

INFRASTRUCTURE FACILITIES

- ❖ Big and airy Classrooms.
- ❖ Lush Green Campus.
- ❖ Well Equipped Basic Science and Computer Laboratories(5)
- ❖ Jawahar Knowledge Center
- ❖ E Class Room – 1
- ❖ Virtual Class Room – 1
- ❖ Seminar Hall
- ❖ APSSDC Center
- ❖ Ladies Rest Room
- ❖ GYM Room
- ❖ Indoor Stadium

Activity	Name of the Faculty	Designation	Date
Prepared by	Sri Ch.Sundar Singh	Lecturer in Physics	01-03-2021
Reviewed by	Dr.K.S.V.Ranga Rao	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : LIST OF COMMITTEES

SECTION : COLLEGE

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REVISION NO : 00

DATE: 05-03-2021

LIST OF COMMITTEES

The college follows Decentralised organisation structure and follows the principle of distribution of work based on faculty skills, knowledge and abilities.

Committee	Objective
1. Academic Advisory	The committee provides orientation to the students towards syllabus & Curriculum & helps them understand the course requirement under the CBCS.
2. IQAC	It cultivates quality culture in teaching & learning.
3. Ant ragging & Discipline	It regulates and enforces discipline by taking anti ragging measures as per the guidelines issued by the UGC. It ensures to maintain overall discipline by taking appropriate measures where ever necessary.
4. JKC	Provides training in communication skills soft skills analytical skills & computer skills to the students and organises job drives to enable them get placements
5. Fine arts/ Cultural	The committee encourages the students to go beyond barriers & participate in the cultural events of the college & taps their literary talents
6. Women empowerment Cell	Aims to provide a platform to young women students to voice their thoughts & opinions and to share their experiences it also aims at providing personal guidance & awareness on various gender related issues like legal awareness , Cyber crime, domestic violence etc
7. Health club	Discusses and takes action on issues related to the health and well being of the staff and students of the campus
8. NSS	Coordinates various awareness programmes & camps at adopted villages, to involve students in social service activities & to inculcate social responsibility among students

9. Red ribbon club	It encourages students to learn about safe and healthy life style. It create awareness on voluntary blood donation , HIV & AIDS
10. Alumni	It creates the data base of the passing out students every academic year it plans & organises alumni meet & keeps them informed of the growth of the institution
11. UGC	Sees to it that plan proposals are submitted to the UGC on time & ensures proper utilization of fund within the date specified
12. Career Guidance	The committee engages students in various career oriented programs & guides them in making career options
13. Grievance & Redressal	To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy working atmosphere in the college
14. Scholarships	Assists & guides SC/ ST/BC/OC students in online registration for award of post metric scholarships & monitors the reimbursement process .It also selects meritorious students for award of scholarship by Chakra Charitable Trust, a private organization
15. Eco club	It organizes various awareness programmes like rally's, workshops & Plantation drives to create clean & green consciousness among students. It is a forum through which students can reach out to influence, engage their parents & neighbourhood community to promote sound environmental behaviour
16. Purchase	Ensures that quality materials are procured & purchase procedures are followed in major and minor purchase
17. Internal complaints	To create & maintain safe, healthy & supportive environment for women & girl students in the campus
18. APSSDC	Offers various free offline/ online certificate courses to students like MS Office, python, tally, digital marketing etc. It also organise district level job melas to provide employment opportunities

19. Swatch Bharat	It generates mass awareness on cleanliness & hygiene among students & staff members by holding cleanliness drives in the college.
20. Library, Reading room	It ensures optimal use of library collection by students & staff.
21. Computer/ ICT	Takes steps for maintenance of computers and their accessories. It promotes ICT enabled learning culture by making virtual class rooms accessible to all departments.
22. Research committee	Promote research activities & output of the college.
23. Examinations	Conducts internal & university exams as per schedule & ensures smooth conduct of the examinations.
24. College website	It will periodically update the information by getting the latest events of the college posted on the college website & ensure its proper maintenance.
25. Furniture	Any furniture purchased for the institution needs approval of the furniture committee. It takes stock of the existing furniture.
26. MOOCS/Spoken tutorial	It encourages the students to register for online courses and ensures successful completion of the same.
27. Students AID	The committee selects students for awards of scholarship by philanthropist & works for student welfare.
28. College Planning & Development Council	The committee helps in raising & utilizing funds for the college development & assists college in academic, administrative & infrastructural development.
29. Consumer club	Arranging awareness programs to educate the students about rights and responsibilities of consumers and conducts competition to students on national consumers day. It also deputed students for participation in district level & state level competitions held on the occasion
30. Faculty Forum	It provides a platform for faculty of the college as well as external experts to share their expertise through seminars & workshops.
31. Sports	Conducts competitions to students in sports & games in the college & encourages to participate in district level, state level & National level competitions conducted by

	various college & universities.
32. Students attendance	Reviews the monthly attendance of the students, prepares list of students who have shortage of attendance every semester & informs the same to the parents of the students who have below 75% attendance.
33. RTI	The committee monitors the RTI related matters.
34. Virtual class	The committee facilitates the students watch LMS videos. In addition to monitoring the participation of students in spoken tutorial classes , it also takes care of the equipment of virtual class.
35. Time table	Looks after the preparation of academic work for all UG classes the committee allows the classes as per the existing university rules.
36. Admission	As per the guidelines OAMDC, department of higher education the committee nominates faculty members as officers in charge of help desk for the smooth conduct of online admissions.
37. Press relations	The committee monitors the press coverage of the events conducted by the college & maintains records.
38. Magazine and Hand book	Prepares and publishes college magazine and hand book annually.

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr.K.S.V.Ranga Rao	Lecturer in Political Science	01-03-2021
Reviewed by	Sri Ch.Sundar Singh	Lecturer in Physics	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : DO'S AND DON'TS

SECTION : COLLEGE

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REVISION NO : 00

DATE: 05-03-2021

DO'S AND DON'TS

COLLEGE	DO's
	➤ Use only courteous and polite language and behave with decorum with the faculty, staff, students and guests of the college. ➤ Shall be regular and punctual in attending classes and all activities connected with the college. ➤ Read notices/circulars displayed on the college Notice Board/Web site. ➤ Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it. ➤ All vehicles should be parked in the allotted place. ➤ Conduct induction program for freshers, bridge courses for difficult subjects & remedial classes for slow learners. ➤ Inculcate proper & ambitious attitude in students. ➤ Respect the Philanthropist & founder of college & parents. ➤ Arrange gender sensitization programs frequently

- While attending college functions, students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- The students are expected to take up all assignments, tests and examinations of this college seriously and try to perform the best.
- Each student of this college must always possess Student Identity Card with their photograph affixed on it and duly attested by the Principal.
- Use the resources of the college namely library, computers, equipment, communications, power etc. judiciously and effectively.
- Any genuine complaints file them to the concerned authority without fear.

DONT's

- All shall desist from indulging in violence.
- Shall not talk or act in any manner in a way that would bring disrepute to the college.
- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- Should not leave the class or attend it late under the pretext of paying fees, visiting the library etc.
- Damaging the building or any other property of the college in any way is strictly prohibited.
- Indulging in Ragging and Eve Teasing are crimes and strictly prohibited by an act promulgated by the Government of Andhra Pradesh

TEACHERS	Do's ➤ Mark attendance in the biometric machines provided in the college. ➤ Be well prepared before you stand before the students. ➤ Be aware of student's previous knowledge and abilities, when planning activities. ➤ Use Blended mode of Learning & Student centric methods. ➤ Use teaching methods based on the topic & student ability. ➤ Inculcate interest in subject using case study methods when time permits. ➤ Prepare audio and video lessons as per student requirements & post in LMS platform of CCE. ➤ Impart Remedial Coaching to slow learners. ➤ Guide student study projects for Advanced Learners. ➤ Participate in student counseling programmes and counsel 25 to 30 students in Academic, Financial, Career Oriented and Physical issues. ➤ Inform student's progress to parents time to time & conduct Parent – Teacher meeting at least twice once at beginning of the course & after mid-term exams. ➤ Care students with pleasant smile. ➤ Follow the proverb “speaking is silver, listening is gold”. ➤ Deliver feedback according to the criteria for student success (Do Acknowledge student's positive attributes)
	DONT's ➤ Don't be rude to students ➤ Don't deviate much from your teaching plan & time. ➤ Don't be over confident ➤ Don't punish the whole class because of one student. ➤ Don't invade into student's privacy. ➤ Don't lose love of learning

NON- TEACHING / CLASS IV EMPLOYEES	DO's ➤ Maintain absolute integrity at all times. ➤ Maintain absolute devotion to duty at all times ➤ Maintain independence and impartiality in the discharge of their duties. ➤ Maintain a responsible and decent standard of conduct in private life. ➤ Render prompt and courteous service to the students. ➤ Respect Organization, fellow workers and students & avoid gossip. ➤ Don't share confidential data with external parties. ➤ Act in accordance with the college policies. ➤ In performance of duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005' and the rules made there under. ➤ Do not indulge in any act of sexual harassment of any women at the work place.
	DONT's ➤ Don't indulge in corrupt practices. ➤ Do not undertake private consultancy work. ➤ Never adopt a casual attitude at work ➤ Do not consume any intoxicating drinks or drugs while on duty. ➤ Do not appear in public place in a state of intoxication ➤ Maintain independence and impartiality in the discharge of your duties. ➤ Maintain a responsible and decent standard of conduct in private life.

STUDENTS	DO's ➤ Be regular to the college. ➤ Mark attendance in the biometric machines provided in the college ➤ Maintain college timings ➤ Attend college with uniform clothes. ➤ Be attentive in the class. ➤ Interact with teacher and other students in the class. ➤ Complete their assignments in time. ➤ Do apply for scholarships in time. ➤ Participate in peer teaching & peer learning ➤ Participate in all activities in the college. ➤ Don't gather as groups at drinking water places. ➤ Switch off fans & lights while leaving classroom. ➤ Maintain library timings. ➤ Use sports room when you have leisure ➤ Keep wash rooms neat and clean. ➤ Use dustbin for your litter. ➤ Used sanitary napkins should be dumped in the dust bin only.
	DONT's ➤ Don't be rude to your teachers and class IV employees. ➤ Misconduct during examination, production of false information or documents for admission purpose and the failure to return materials taken on loan from the college would be seriously dealt with. ➤ Use of mobile phones/other electronic gadgets such as ipod, iphone within the classrooms, laboratories, seminar halls and auditoriums is strictly banned. Violation of this rule by any student would result in impounding of these devices and strict disciplinary action.

LABS**DO's**

- Know the location of emergency equipment used in the lab.
- Know fire drill procedures and locations of all exits
- Familiarize yourself with all lab procedures before doing the lab exercise
- Report all accidents, hazards or chemical spills to the instructor (no matter how small)
- Keep your work area clean and litter free
- Use extreme care when handling sharp objects.
- Dispose of all chemicals, broken glass and other lab materials into the proper containers as directed by the instructor.
- When heating liquids in a test-tube always point the test-tube away from other students.
- Keep all materials away from open flames.
- Never work alone in the laboratory
- The equipment must be handled with utmost care.
- Apparatus must be washed before and after the experiment is over.
- Check all glass apparatus before use, never use ordinary glass apparatus or cracked apparatus for any reaction.
- Check your burner the rubber tube and leakage of Gas before lighting the burner.
- Splashes from reagents can be avoided by wearing goggles or spectacles.
- Heavy duty gloves must be used while using corrosive substances like strong acids and alkalis.
- Cotton laboratory coats must be worn during the entire course of the experiment.
- Walking with bare foot is not permitted in the lab

- Burners must be put off immediately after the experiment is over
- If fire is observed don't panic. Raise an alarm, evacuate the laboratory, turn off gas and electricity then use the fire extinguisher.
- All chemicals in the laboratory are hazardous in some way or the other. Handle them carefully
- All organic solvents are inflammable. Never heat them directly on a naked flame. While heating them avoid working near the flame.
- If you are not sure about handling or disposal of certain reagents consult your lecturer before performing the experiment.
- Reagents must be replaced in their positions properly covered.
- Spilling of reagents must be avoided.
- In case of emergency call the lab technician for immediate first aid and then shift the students to the Doctor for expert advice.
- Sophisticated equipment must be operated only on the advice of the faculty member
- Wash your hands before you leave the lab for the day.
- Do not perform unauthorized experiments.
- Tie back long hair.
- Do not wear contact lenses.
- All aisles must be kept open all times.
- Don't touch any equipment or electrical supplies without specific authorization.
- Examine all apparatus for defects before performing any experiment. Don't use damaged, Cracked defective glassware.

DON'T

- Never do experiment on your own
- Don't eat or drink in the lab room at any time
- Don't chew gum or eat candy during lab exercises.
- Never smell taste or touch chemicals
- Never use electrical equipment around water
- Never mix chemicals before asking the instructor
- Do not work with chemicals unless you are sure of their safe handling.

HAZARDS MANAGEMENT

- ❖ In the event of fire outburst don't be panic
- ❖ If a small portion of your cloths catches fire, it may be extinguished by putting it out.
- ❖ If a large portion of your cloths catches fire 3 options for putting flame out are to the
 - lay ground on the ground and roll
 - Use water or fire blanket
 - Never use a fire extinguisher on a person
 - Never use any object that is burning
 - Never use water to extinguish a chemical fire.

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr.G.Sailaja	Lecturer in Chemistry	01-03-2021
Reviewed by	Smt Sk.Jareena Begam	Lecturer in Telugu	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : IMPOTANT DAYS CELEBRATIONS

SECTION : COLLEGE

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DATE: 05-03-2021

IMPOTANT DAYS CELEBRATIONS

Date	Activity
14.06.2020	World Blood Donation Day
21.06.2020	International Yoga Day
26.06.2020	International Day against Drug Abuse
29.06.2020	National Statistics Day
15.08.2020	Independence Day
26.08.2020	Women's Equality Day
29.08.2020	Telugu Basha Dinotsavam
05.09.2020	Teacher's Day
08.09.2020	International Literacy Day
14.09.2020	Hindi Diwas Celebrations
24.09.2020	NSS Day
02.10.2020	Gandhi Jayanthi & Lal Bahadur Shastri Jayanthi
20.10.2020	World Statistics Day
31.10.2020	National Integration Day

01.11.2020	Andhra Pradesh Formation Day
11.11.2020	National Education Day
14.11.2020	Pandit Jawaharlal Nehru Birthday
14.11.2020 to 20.11.2020	National Library Week
26.11.2020	National Constitution Day
01.12.2020	AIDS Day
10.12.2020	Human Rights Day
24.12.2020	Consumer Day
12.01.2021	National Youth Day
25.01.2021	National Voters Day
26.01.2021	Republic Day
05.02.2021	World Environment Day
21.02.2021	Antarjaatiya Matru Basha Dinotsavam
28.02.2021	National Science Day
08.03.2021	International women's day

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. K.S.V.Ranga Rao	Lecturer in Political Science	01-03-2021
Reviewed by	Sri Ch. Sundar Singh	Lecturer in Physics	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : MoUs

SECTION : COLLEGE

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DATE: 05-03-2021

MoUs

S.No	MOU/Linkage with	Date	Purpose
1	Durgabai Mahila Sisu vikasa kendram,Tallapudi	13.12.2017	Organising Training in Tailoring
2	RRDS Govt.Degree College, Bhimavaram	1.7.2019	Faculty Exchange Programme
3	JCI,Palakollu		LEO Activities/ Skill Development Activities
4	Department of Zoology with SMBTAV Degree college ,Veeravasaram	28.08.2019	Faculty Exchange Programme
5	Dept.of commerce with BGBS Womens College Nsapur	28.08.2019	Faculty Exchange Programme
6	Department of Political Science with SMBTAV Degree collegeVeeravasaram	04.10.2018	Faculty and Resources Exchange Programme
7.	Department ofTelugu withSri ASNM GOVT. Degree college Palakollu	25.08.2019	Faculty and Resources Exchange Programme
8.	KB Phanidrudu Auditor & Tax Consultant	01.07.2017	Training on Auditing and Extension Lecturers.
9.	YN college, Narasapuram	01.08.2017	Faculty and Resources Exchange Programme
10	Gandhian Study Centre Palakollu	01.08.2014	Certificate Course
11	Palakollu Lions Club	01.08.2015	Extension Activities Student support services
12	Palakollu Rotary Club	01.08.2015	Extension Activities Student support services

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr.G.Sailaja	Lecturer in Chemistry	01-03-2021
Reviewed by	Dr. P.Sai Babu	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : ACADEMIC SOCIAL RESPONSIBILITY

SECTION : COLLEGE

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ACADEMIC SOCIAL RESPONSIBILITY

The college as a unit shares the social responsibility in areas like

- Extension services.
- Organizing training camps.
- Job Melas.
- Educational Tours.
- Coordinates with Government departments (CCE, Treasury, Pay and Accounts, MoU's, Horticultural department, Research development, Police Department, MPDO Office, Panchayat Office, Finance Department, ID College, Other Colleges, Sports, Cultural.
- Tree Plantation
- Blood Donation Camp.
- Awareness Programme to Students on various uses of Public Interest NSS Activities and Special Camp.

Activity	Name of the Faculty	Designation	Date
Prepared by	Sri Ch. Sundar Singh	Lecturer in Physics	01-03-2021
Reviewed by	Dr. K.S.V.Ranga Rao	Lecturer in Political Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : ASSETS

SECTION : COLLEGE

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ASSETS

S.No	Assets	Location	Status
1	Almirahs	Labs, Office, departments	60
2	Audio device – Amplifier, Mic Sound System	Office, Physics & Seminar Hall	3
3	Chairs	Class rooms, office & seminar hall	220
4	Closed Circuit Cameras	Virtual class room	1
5	Collar Mikes	Virtual Classroom	1
6	Copiers	Office Room	1
7	Desktops	Office, E-class room, labs & departments	68
8	Digital Podiums	E class Room	1
9	Fans	Office, class rooms, labs, library & staff room	61 + 3 (Pedestal fans)
10	Internet(LAN) Routers	JKC lab, Computer lab, principal room & Office Room	3
11	Laptops	APSSDC Room	30

12	Mouth piece	Virtual Classroom	1
13	Printers	Office, JKC lab, Science labs, staff room & principal room	4
14	Projectors	Virtual Class rooms ,e class room,jkc lab,computer lab& science labs	8
15	Steel racks/ almirahs	Labs, Departmental Rooms, Office	30
16	Student Stools	Labs	60
17	Tables(Big Size for Science Laboratory)	Labs	29
18	Tables(For Staff)	Staff Room	15
19	Dual desks	Class Rooms	40 - Iron, 100 - Wooden
20	Televisions	e-class room, APSSDC Room, commerce department & Principal Room	4
21	Tube lights	Office, Labs, Staff Room & class rooms	82
22	Speaker	Virtual class Room	1

Activity	Name of the Faculty	Designation	Date
Prepared by	Dr. R.Sri Devi	Lecturer in Hindi	01-03-2021
Reviewed by	Dr. K.S.V.Ranga Rao	Lecturer in Politics Science	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : STUDENTS ACHIEVEMENTS

SECTION : COLLEGE

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STUDENTS ACHIEVEMENTS

S.no	Name of the student	Group	Excellence /Received/got in
1	B.V.sai kumari	B.sc	34 rank in Nannaya CET,2020
2	k.siri kumari	B.sc	76 rank in Nannaya CET,2020
3	V.Kota sattemma	B.sc	142 rank in Nannaya CET,2020
4	k.Amruta durga	B.sc	210 rank in Nannaya CET,2020
5	V.Priyanka	B.sc	311rank in Nannaya CET,2020
6	D.Sailakshmi	B.sc	393 rank in AUCET,2020
7	N.Lavanya	BA	159 rank in Nannaya CET,2020
8	R.S.Lavanya	B.COM	205 rank in Nannaya CET,2020
9	G.Kalyani	B.COM	181 rank in Nannaya CET,2020
10	D.susmitha	B.COM	307 rank in Nannaya CET,2020
11	K.Sailaja	B.COM	488 rank in Nannaya CET,2020
12	T.J Deepthi	B.COM	First place in District level consumer club competitions,2016
13	T.J Deepthi	B.COM	Second place in District level consumer club competitions,2016

14	P.uma mani kanta	B.sc	First place in District level consumer club competitions,2016
15	P.uma mani kanta	B.sc	second place in District level consumer club competitions,2016
16	T.Sofy	B.sc	First place in District level consumer club competitions,2017
17	R.Sailaja	B.COM	Second place in District level consumer club competitions,2017
18	G.Meghana	B.COM	Third place in District level consumer club competitions,2017
19	T.Sofy	B.sc	First place in District level consumer club competitions,2018
20	M.Durga	B.sc	First place in District level consumer club competitions,2018
21	T.Saraswathi	B.sc	Third place in District level consumer club competitions,2018
22	T.Sofy	B.sc	State level First place in consumer club competitions,2018
23	G.karuna Kumari	B.com	State level Third place in consumer club competitions,2019
24	G.karuna Kumari	B.COM	First place in District level consumer club competitions,2019
25	A.Sai Lakshmi	B.COM	Second place in District level consumer club competitions,2019
26	K.sai sirisha	B.COM	Second place in District level consumer club competitions,2019
27	M.Kavitaratnam	B.sc	State level First Place in Rangoli Competitions ,2018

Student Achievements in Games/Sports

Sl. No	Student name	Group	Year	Event	Prizes	Conducted By
1	A.Vanitha Naga Jyothi	Bsc	2016	Tennis	2 nd place	Sri DNR GDCw
2	A.vanitha Naga Jyothi	Bsc	2016	Badminton	3 rd place	Sri DNR GDCw
3	D. Kranthi Kumari	Bsc	2016	Badminton	3 rd place	Sri DNR GDCw
4	A.Vanitha Naga Jyothi	Bsc	2016	Badminton	4 th place	Sri DNR GDCw
5	A.V.N. Jyothi	B.com	2016	Badminton	3 rd place	Sri DNR GDCw
6	D. Kranthi Kumari	Bsc	2016	Badminton	3 rd place	Sri DNR GDCw
7	B. Hampi	B.com	2016	Badminton	3 rd place	Madurai Kama Raj university, Madurai
8	M. Anjali	B.com	2016	Badminton	3 rd place	M.R. Collegepeddapuram
9	M. Anitha	Bsc	2016	Badminton	3 rd place	M.R. College peddapuram
10	A.Vanitha Naga Jyothi	Bsc	2016	Java line throw	Silver medal	M.R. College peddapuram
11	M. Tarani	Bsc	2016	Long jump	Silver participant	Punjab university, Punjab

12	T. Sofy	Bsc	2017	Boxing	2 nd place	Maharani college , peddapuram ,East godavari
13	C. Mounika	Bsc	2017	Disc throw	4 th place	Maharani college , peddapuram ,East godavari
14	K. Renuka	Bsc	2017	800mtrs run	4 th place	Maharani college , peddapuram ,East godavari
15	K. Renuka	Bsc	2017	400mtrs run	6 th place	Maharani college , peddapuram ,East godavari
16	Ch. Mounika	Bsc	2017	Shot put	6 th place	Sri Y.N. College, narsapur.
17	T. Sofy	Bsc	2017	Boxing	Selected	District sports meet
18	Ch. Mounika	BA	2018	Java line throw	3 rd place	District sports meet
19	M. Devi Naga Sri	BA	2018	Long jump	3 rd place	District sports meet
20	Ch. Mounika	BA	2018	Disc throw	3 rd place	District sports meet
21	M. Devi Naga Sri	BA	2018	High jump	3 rd place	District sports meet
22	T. Sofy	Bsc	2018	Boxing	Gold medal	AKNU Inter collegiate Badminton tournament
23	T.J.N.B. Devi	B. Com	2019	Badminton	3 rd place	AKNU Inter collegiate Badminton tournament
24	M. Sirisha Kumari	B. Com	2019	Badminton	3 rd place	AKNU Inter collegiate Badminton tournament

25	G. Karuna Kumari	B. Com	2019	Badminton	3 rd place	AKNU Inter collegiate Badminton tournament
26	A.Sailakshmi	B. Com	2019	Badminton	3 rd place	AKNU Inter collegiate Badminton tournament
27	R. Parvathi	B. Com	2019	Badminton	3 rd place	Boxing inter collegiate
28	T. Sofy	Bsc	2019	Boxing	Gold medal	AKNU Inter collegiate table tennis women's coaching camp
29	S. Nagamani	Bsc	2019	Table Tennis	Selected	AKNU Inter collegiate table tennis women's coaching camp

Online Courses Completed by students / Teachers-2020-21

S.NO	COURSE	COMPLETED STUDENTS / Teachers
1	LIBRE OFFICE SUIT WRITER	150
2	LIBRE OFFICE SUIT CALC	30
3	PHP AND MYSQL	15
4	MOODLE –LMS TO TEACHERS	15

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt Sk. Jareena Begam	Lecturer in Telugu	01-03-2021
Reviewed by	Sri Ch. Sundar Singh	Lecturer in Physics	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : ACHIEVEMENTS OF FACULTY		
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ACHIEVEMENTS OF FACULTY

Dr. G. Sailaja, Lecturer in chemistry

- Completed Orientation Course at Ramanujan college, University of Delhi
- Awarded gold medal in M.Sc

LIST OF PUBLICATIONS:

1. Acetalization of Glycerol with Acetone to Bio Fuel Additives over Supported Molybdenum Phosphate Catalyst.
2. Vapor Phase Esterification of Levulinic acid catalyzed by γ -Al₂O₃ Supported Molybdenum Phosphate Catalysts.

Papers presented at symposia:05

Seminars/ workshops attended during 2019-2020 : 06

Dr. P.Saibabu, Lecturer in Political Science

- Participated and presented papers in more than 50 Seminars/ Conferences/ Workshops and acted as Chairperson / Resource Person for some Seminars/ Conferences/Workshops also.

The following Seminars/Conferences/Workshops are organized by Dr. P.Saibabu, Lecturer in Political Science.

SI No	Date	Title of the Seminar/Workshop
1	19.12.2005 & 20.12.2005	The Disability, Poverty and Human Rights in India
2	09.09.2007 & 10.09.2007	The Human Rights – Special reference to Women and Children
3	02.12.2011 to 03.12.2011	The Rights of the Physically Challenged – Socio-economic and Political Dimensions
4	10.12.2014 to 11.12.2014	The Human Rights of the Disabled – Contemporary Trends

The following Publications/Articles are printed/Published in the Journals which are presented Dr. P.Saibabu, Lecturer in Political Science.

SI No	Title	ISSN/ISBN No	Year of Publication
01	Disability and Judiciary	978-81-8274-566-7	2011
02	Human Rights – A historical perspective	235-6753-46-256-G	2012
03	The Dynamics of Learning in 21 st Century	2348-7666	2014
04	The Role of Land in Indian Politics	2349 - 7408	2015
05	Development and Evaluation of Human Rights of the Disabled	979-81-931-489-0-2	2017

06	Democracy and Women Rights in India	2348-8160	2017
07	Gender Equality in India	2277-8160	2017
08	Assesstive Technologies to the Visually Challenged Persons in the Libraries	978-93-84502-52-2	2017

Name: Dr.Ch.Nagamani,M.A(Eng); M.A(Hindi),M.Phil, Ph.D

DETAILS OF PUBLICATIONS

1. May,2019: “Challenges faced by Elderly Women in India and Remedial Measures” published in ‘International Journal of Research’, an ISO: 7021-2008 certified and UGC approved journal, Spl Edition, Vol-8, Issue-5,with ISSN No;2236-6124 presented in one day National Seminar sponsored by National Commission for Women organized by JMJ College for Women, Tenali, Guntur dist, AP.
2. Feb,2019: “Innovative Practices for Teaching Vocabulary to ESL Learners at UG Level”, in the book ‘Scintillating Showers—Colloquium in Communication, Composition and Conversion—A Compendious Convergence’, Sri Parasara Publications, Tirupati with ISBN,978-81-933356-8-0 presented at 4 day Colloquium held at Sri Venkateswara Vedic University,Tirupati,AP.
3. Feb,2018: “The Role of Literary Texts in Task-based Instruction” published in the souvenir ‘International Seminar on Novel Issues in Indian Writing in English’ with ISBN 978-93-87281-87-5 presented at the 2 day International Seminar organized by Department of English, JKC College ,Guntur.
4. Sep, 2017: “Evaluation of the New English Language Curriculum for the Primary Non-English medium Students of AP” published in Language in India, Vol:17,UGC approved journal serial number 49042 with ISBN 1930-2940.

5. Jan-June,2016: "Role of Language Labs in Vocabulary Acquisition" published in Manjeera Journal for Research in Social Science ,Vol.III, No.1, Manjeera Publishing House, Zaheerabad with ISBN 2394-5605.
6. Feb ,2015, Special Issue: "Teaching Reading Strategies through Literay Texts" published in peer reviewed and referred international journal "Indian Chronicle of English Literature", Special Issue, with ISBN 2321-0818.
7. Aug,2014: "An Analysis of Idiom Translation from English to Telugu" in the book published by Dept of English, Govt. City College(A).Hyderabad with ISSN 978-9382163-22-0.
8. Jan, 2011: "Incorporating Reading Strategy Training into the Second Language Instruction" published in" Teaching English to Rural Students of Higher Education in India in the Context of Globalization: Issues, Concerns and challenges" with the ISBN 978-81-930334-1-8.
9. Nov,2013: A short story "People are not so Bad" published in the House Magazine 'Shavikas of SBH.
10. Jan, 2011: "Incorporating Extensive Reading Activity into JKC Programme" published in the book titled 'Learner-centered Teaching Strategies and Perspectives" edited by Y.Krishnaiah, Department of English, SR&BGNR Govt. Arts & Science College, Khammam, AP.
11. Reviews of English novels and short stories and research articles on social and gender issues.

DETAILS OF PRESENTATIONS

1. Presented a Paper titled "Task based Instruction to enhance communication skills of Rural Undergraduate Students" at the two day national seminar on 'English Language Education in India: Theory and Practice' organized by the Centre for English Language Studies, university of Hyderabad and ELTAI, Hyderabad Chapter on 9&10 March,2018.
2. Made a Panel Speech in the DRC sponsored National Symposium "shakespeare's Women Characters" organized by Department of English, RRDS Govt. Degree College, Bhimavaram on 16-09-2016.
3. Presented paper on "Gender Equality and Women Empowerment" in the 2 day National Seminar on 'Women Empowerment through Inclusive Growth in Indian Economy' organized by department of Economics , BJR Govt.Degree College, Hyderabad in collaboration with Centre for Economic and Social Study held on 22 & 23rd May, 2014.

4. Presented a paper on “Micro Finance and Social Women Empowerment” in the APSCHE & ICSSR sponsored National Seminar on ‘ Micro Finance and its Implications for Economy ‘ organized by Nehru Memorial Govt Degree College, Jogipet, Medak Dist on 18&19 January,2014.
5. Presented a paper on “Vocabulary Acquisition through Lnguage Labs” in the National Seminar on ‘Importance of English Language Lab for Improving Communication Skills at UG Level at Tara Govt. Degree College, Sangareddy, Medak District 20-092014.
6. Presented a paper on “Reading Comprehension and Strategy Instruction” in the National Seminar organized by Department of English, Vikram Simhapuri University, Nellore during 23-24 March,2013.

Attended Various national and international workshops, symposia, conferences and seminars during her service.

DETAILS OF TRAINING PROGRAMMES, CONFERENCES AND WORKSHOPS

1. Attended 5 day workshop at National University for Education Planning and Administration(NUEPA), New Delhi for women administrators working with the Department of Collegiate Education, AP from 04-01-2016 to 08-01-2016.
2. Attended in one day International workshop on “Learning Oriented Assessment” by Angel Ffrench, Cela, University of Cambridge, UK on 06-02-2015 at Vignan University, Vadlamudi, Guntur Dist , AP.
3. Attended UGC sponsored Principal’s Meet on 15-10-14 at UGC Academic Staff College, Maulana Azad National Urdu University.
4. Attended one day Principals Workshop on Human Values & Professional Ethics on 26-11-2014 at IIIT, Hyderabad.
5. Participated as delegate in International Teacher Educators Conference organized by British Council and EFLU, Hyderabad from 21-02-2014 to 24-03-2014.
6. Participated as delegate in International Teacher Educators Conference organized by British Council and ELTAI, Hyderabad from 16-03-2013 to 18-03-2013.

7. Participated in International workshop On “Academic Publishing in ESL” at the English and Foreign Language University, Hyderabad from 03-12-2007 to 05-12-2007.
8. Attended various ELF workshops and training programmes organized by Commissionerate of Collegiate Education,AP,Hyderabad.

AWARDS / HONOURS / ACCOMPLISHMENTS

1. Received gold medal in MA(English).
2. Felicitated as female achiever jointly by LIONS CLUB, Palakol and VASAVI CLUB , Palakol on 08-03-2017 on the eve of International Women’s Day.
3. Felicitated as female achiever by Women Empowerment Cell of Sri YN College, Narsapur on 08-03-2017 on the eve of International Women’s Day.
4. Honoured and felicitated as Best Teacher by LIONS CLUB, Palakol on 05-09-2015 on the occasion of Teachers’ Day.
5. Received best WEC Coordinator award at district level in “Yuvatharangam”, annual youth festival organized by Commissionerate of Collegiate Education, AP in 2012.
6. Awarded II Prize as WEC Coordinator at state level in “Yuvatharangam”, annual youth festival organized by commissionerate of Collegiate Education ,AP in 2012.
7. Honoured and felicitated as best teacher by LIONESS CLUB,Patancheru,Medak Dist on 05-09-2008 on the occasion of Teachers’ Day.
8. Won I prize and cash award in ‘SBH RACHANA 12’ competitions for the short story “People are not so Bad” in 2012.
9. Won II prize and cash award in ‘SBH RACHANA 12’ competitions for the article ‘Natulla Pass, the Heavenly Abode” in 2012.
10. Acted as research guide to one M.Phil student who was awarded degree in 2019 by Dr.B.R.Ambedkr Open University, Hyderabad.

Dr.K.S.V. RANGA RAO, Lecturer in Political science

- Papers Presented in National, International Seminars & Workshops: **15**
- Attended National, International Seminars & Workshops: **22**
- Training Programmes attended : **01**

List of Publications:

S.no	Title of the article	Name of the journal/book with publisher name	ISSN/ISBN No.	Date of the publication	Pages
1	Bharatha Grameena-pattana palana	Public administration, Andhra university		Dec. 2011	20
2	Role of women in freedom struggle in modern India	Indian National Movement- with special reference to Sardar vallabai patel Dr.p. Abel Raja Babu	ISBN 978-93 5067-756-8	2015	3
3	Representation of women in Indian politics -Its a continuity or empowerment.	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348- 7666	Sept. 2015	13
4	Human rights Education	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348- 7666	Dec. 2015	5
5	Gandhian perspective of rural development	Need of Empowering Panchayathi Raj	ISSN: 2348- 7666	Feb. 2016	7

6	Role of e – governance to strengthen Higher Education System in India	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Feb .2016	11
7	Mahatma Gandhi and women empowerment	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Sept. 2016	8
8	Human Rights Education- an Integral part of Right to Education	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Oct. 2016	13

Sri CH.Sundar Singh, Lecturer in Physics

- Awarded the “National Builder Award -2018” by Rotary Club of Palakol
- Participated international/National Seminars: 34
- International/National Seminars or Symposiums or workshops: 89
- Faculty Development Programme: 05

List of Publications:

S.no	Title of the article	Name of the journal/book with publisher name	ISSN/ISBN No.	Date of the publication	Pages
1	Bharatha Grameena-pattana palana	Public administration, Andhra university		Dec. 2011	20
2	Role of women in freedom struggle in modern India	Indian National Movement- with special reference to Sardar Vallabai Patel Dr.P. Abel Raja Babu	ISBN 978-93 5067-756-8	2015	3

3	Representation of women in Indian politics -It's a continuity or empowerment.	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Sept. 2015	13
4	Human rights Education	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Dec. 2015	5
5	Gandhian perseptice of rural development	Need of Empowering Panchayathi Raj	ISSN: 2348-7666	Feb. 2016	7
6	Role of e – governance to strengthen Higher Education System in India	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Feb .2016	11
7	Mahatma Gandhi and women empowerment	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Sept. 2016	8
8	Human Rights Education- an Integral part of Right to Education	International Journal of Academic Research Dr.T .V.ramana	ISSN: 2348-7666	Oct. 2016	13

Smt. Shaik Jareena Begam, Lecturer in Telugu

- Completed Two week INDUCTION TRAINING program from 13th to 16th august 2018 at APHRDI Visakhapatnam.

Paper Publications

- Two day International Seminar - C.R.REDDY COLLEGE, ELURU – Dec14 to 15 2018
Paper title: Dalitha sahithyam –samskarana drupatham.
- National workshop at Y.N.College Narsapur as FDP on research methodology mechanism for effective implementation from 19th to 21st November 2019.
- National seminar SKSD College, Tanuku – 06-09-2019 to 07-09-2019.
Paper title: Manucharitra Prakruthi varnana.
- 2 days International seminar Y.N.College Narsapur - 13-12-2019 to 14-12-2019
Paper title: GAYOPAKHYANAM NATAKAM STHRI PATHRALU.
- Faculty Development Programmes Attended : 05
- Refresher course completed :01

DR. R.SHREEDEVI, M.A.Ph.D, Lecturer in Hindi

➤ UGC Project Fellow in Major Research Project 2012 to 2014

PAPER PUBLICATIONS

SR NO.	YEAR &MONTH OF THE PUBLICATIO N	NAME OF THE JOURNAL	TOPIC	IMPAC T FACTO R	ISSN/ISBN
1.	2017	Adhunik Hindi Sahitya mein Vaishamya ke Vividh Ayam	Prabha Khetan ke Upanyason mein Pariveshagat Vaishamyata	—	978-81-933230-1-4
2.	2017	Hindi ka Bhavishya: Vyashvik star par Vikas ki SambhavanayenAu r Chunoutiyan	Samarth Hindi Asmarth Hum: Rojagar ke Sandarbha mein	—	13978- 82/920099-3-3
3.	2017	Ramas Philosophy in Indian Literature	Ramacharitashrit Hindi Upanyas	—	978-81-920099-8-8
4.	2017	Scientific Approches in Ramacharitmanas	Ramacharitmanas Bhartiya Asmita ka Mahatva	—	978-1-9776-9384-6
5.	2017	Emotional Language- Teaching in English & Hindi: Perspective & Dimensions	Hindi Sahitya mein Dalit Jeevan:kavitayon Aur Kahaniyon mein Dalit Jeevan ke Svar	—	978-81-933370-5-9

6.	2017	Adivasi Vanchana: Ubharate Prashna	Bhartiya Janjati Aur Unaki Parivarik Vyavastha	—	978-93-81416-24-2
7.	2017	Bharatiya Sahitya mein Stri Vimarsh	Prabha Khetan ke Upanyason mein Stri Vimarsh	—	978-93-86281-68-5
8.	2018	Vimal-Vimarsh A Multi- Disciplinary Refereed Research Journal	Samkaleen Hindi Upanyas Aur Stri Vimarsh	—	2348-5884
9.	2019	Om Adeshvaray Namha: Achary Adeshvar Rao Ji ka Abhinden Granth	Acharya P.AdeshvarRao ki kavitayon ka Samajik Paksh	—	978-93-87941-35-9
10	2019	Hindi Aur Telugu Sahitya Mein Samkalin Drushti	Hindi Aur Telugu Kavitayon mein Shoshit Varg	—	978-81-939871-8-6

BOOK PUBLICATION

S.NO.	YEAR OF THE PUBLICATION	NAME OF THE BOOK	IMPACT FACTOR	ISBN/ISSN
1.	2017	Trilingual Ode To YLP	—	978-81-934206-2-1
2.	2018	Grammar Made Easy Learning And Writing (Anglo-Hindi)	—	978-93-85991-39-4

3.	2018	Apaka Banti: Upanyas ka Manovishlesanatmak Adhyayan	–	978-93-85991-27-1
4.	2019	Hindi Bhasha ka Itihas avam Vyakaran	–	978-93-85991-67-7
5.	2019	CHILD PSYCHOLOGY DEPICTED IN EIGHTHS DECADE HINDI NOVELS	-	

Smt S.Lakshmi Kantam, Lecturer in commerce

- Orientation & refresher courses completed:03
- Faculty Development Programs: 02
- Papers presented in national seminars: 04
- Attended national seminars/workshops: 12

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt Sk.Jareena Begam	Lecturer in Telugu	01-03-2021
Reviewed by	Smt S Lakshmi Kantham	Lecturer in Commerce	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : RESULT ANALYSIS

SECTION : COLLEGE

PAGE NO. 1 OF 13

REVISION NO : 00

DATE: 05-03-2021

RESULT ANALYSIS**TELUGU DEPARTMENT**

Academic Year	Semester	No.of Students Appeared	No.Of Students Passed	Pass percentage
2016-17	I	91	90	98.9
	II	87	87	90.04
	III	89	87	97.75
2017-18	I	91	90	98.9
	II	91	89	97.8
	III	90	87	97.7
2018-19	I	77	73	94.81
	II	73	72	98.63
	III	75	72	97.33
2019-20	I	83	82	98.79
	II	80	78	97.5
	III	65	64	98.79

ENGLISH DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.Of Students Passed	Pass percentage
2016-17	I	24	19	79.00%
	II	23	19	82.60%
	III	15	14	93.30%

2017-18	I	18	8	44%
	II	17	3	18%
	III	21	9	43%
2018-19	I	27	8	29.60%
	II	25	20	80%
	III	13	9	69.20%
2019-20	I	90	85	94.40%
	II	80	71	88.75
	III	77	59	76.60%

HINDI DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.Of Students Passed	Pass percentage
2016-17	I	5	4	80
	II	5	4	80%
	III	15	13	86.6%
2017-18	I	3	3	100%
	II	2	2	100%
	III	5	5	100%
2018-19	I	12	6	50%
	II	12	12	100%
	III	2	2	100%
2019-20	I	7	6	85%
	II	7	7	100
	III	12	12	100%

HISTORY DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.Of Students Passed	Pass percentage
2016-17	I	24	24	100%
	II	23	18	78%
	III	15	13	80%
	Iv	14	13	92.85%
	V	22	22	100%
	VI	27	20	75%
2017-18	I	18	12	67.00%
	II	17	17	100%
	III	21	20	100%
	IV	19	18	95%
	V	14	14	100%
	VI	14	14	100%
2018-19	I	27	11	42%
	II	25	23	92.00%
	III	14	12	85.70%
	IV	14	14	100%
	V	20	20	100%
	VI	18	18	100%
2019-20	I	15	13	86.67%
	II	12	11	91.67%
	III	24	18	75%
	IV	23	23	100%
	V	28	28	100%
	VI	14	14	100%

ECONOMICS DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.of Students Passed	Pass percentage
2016-17	I	24	20	83%
	II	23	19	82%
	III	15	13	86%
	Iv	14	14	100%
	V	22	22	100%
	VI	27	20	74.74%
2017-18	I	18	7	39%
	II	17	5	29%
	III	21	21	100%
	IV	20	18	90%
	V	14	14	100%
	VI	14	14	100%
2018-19	I	27	22	81%
	II	24	9	38%
	III	14	14	100%
	IV	14	14	100%
	V	20	16	80%
	VI	18	18	100%
2019-20	I	14	13	93%
	II	12	10	92.85%
	III	24	21	87.5
	IV	23	22	95.65
	V	28	28	100%
	VI	14	14	100%

POLITICAL SCIENCE DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.Of Students Passed	Pass percentage
2016-17	I	24	22	91%
	II	23	13	56.52%
	III	15	15	100%
	IV	14	14	100%
	V	22	22	100%
	VI	27	22	81.48%
2017-18	I	18	17	94%
	II	17	16	94%
	III	21	20	95%
	IV	20	11	55%
	V	14	14	100%
	VI	13	13	100%
2018-19	I	27	5	18.50%
	II	24	19	79%
	III	14	10	71.40%
	IV	14	14	100%
	V	20	19	100%
	VI	18	18	100%
2019-20	I	19	16	84.21%
	II	11	10	90.91%
	III	14	14	100%
	IV	23	20	86.9%
	V	14	14	100%
	VI-ELECTIVE	14	14	100%
	VI-C1	14	14	100%
	VI-C2	14	14	100%
	VI-C3	14	14	100%

BOTANY DEPARTMENT

Academic Year	Semester	No. Students appeared	No. of Students passed	Pass Percentage
2016-17	I	22	16	72.72%
	II	20	15	75%
	III	11	11	100%
	Iv	11	11	100%
	PAPER-III	11	11	100%
	PAPER-IV	11	11	100%
2017-18	I	21	19	90.47%
	II	20	17	85%
	III	19	12	63%
	IV	12	12	100%
	V	16	14	87.50%
	VI	4	4	100%
2018-19	I	13	8	61.53%
	II	12	12	100%
	III	20	10	50%
	IV	20	14	70%
	V	16	14	87.50%
	VI	7	7	100%
2019-20	I	13	12	92.30%
	II	13	10	77%
	III	12	09	75%
	IV	12	09	75%
	V	20	20	100%
	VI	19	19	100%

ZOOLOGY DEPARTMENT

Academic Year	Semester	No. Students appeared	No. of Students passed	Pass Percentage
2016-17	I	22	20	90.9%
	II	20	16	80%
	III	18	15	83.33%
	Iv	17	16	94.11%
	PAPER-III	11	10	90.9%
	PAPER-IV	11	11	100%
2017-18	I	21	20	95.23%
	II	20	09	45%
	III	19	17	89%
	IV	12	12	100%
	V	16	12	75%
	VI	15	14	93.33%
2018-19	I	13	6	46.15%
	II	12	12	100%
	III	20	12	60%
	IV	20	19	95%
	V	16	14	87.50%
	VI	16	16	100%
2019-20	I	13	11	84.61%
	II	13	12	92.3%
	III	12	09	75%
	IV	12	04	33.3%
	V	20	20	100%
	VI	19	19	100%

COMMERCE DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.of Students Passed	Pass percentage
2016-17	I	38	12	32%
	II	37	7	19%
	III	21	9	43%
	Iv	21	8	38%
	3rd B.Com (Year Pattern)	35	23	66%
2017-18	I	18	11	61%
	II	18	8	44%
	III	28	14	50%
	IV	28	11	39%
	V	17	17	100%
	VI	17	17	100%
2018-19	I	24	16	67%
	II	24	1	4%
	III	17	2	12%
	IV	17	11	65%
	V	28	14	50%
	VI	28	15	54%
2019-20	I (GEN)	10	9	90%
	I (CA)	25	13	52%
	I II(GEN)	10	10	100%
	II (CA)	22	18	82%
	III	20	15	75%
	IV	16	16	100%
	V	17	16	95%
	VI	17	16	95%

MATHEMATICS DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.Of Students Passed	Pass percentage
2016-17	I	33	26	79%
	II	33	21	64%
	III	30	22	73.33%
	Iv	30	25	83.33%
	Mathematics -III	31	18	58.10%
	mathematics -IV	31	23	74.20%
2017-18	I	30	12	40%
	II	29	11	38%
	III	25	16	65%
	IV	25	18	72%
	V	30	24	80%
	VI	30	29	97%
2018-19	I	25	18	72%
	II	25	19	76%
	III	25	8	32%
	IV	13	7	53%
	V	25	19	76%
	VI	25	18	72%
2019-20	I	30	17	56.67%
	II	28	25	89.28%
	III	20	19	95%
	IV	20	13	65%
	V	23	19	82.60%
	VI	21	17	81%

PHYSICS DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.of Students Passed	Pass percentage
2016-17	I	37	20	54
	II	34	22	65
	III	30	28	93
	Iv	30	26	87
	Physics -III	31	16	52
	Physics -IV	31	16	52
2017-18	I	29	15	52
	II	29	15	52
	III	26	18	69
	IV	26	17	65
	V	30	24	80
	VI	30	24	80
2018-19	I	24	10	41
	II	25	18	72
	III	25	15	60
	IV	25	18	72
	V	25	15	60
	VI	25	20	80
2019-20	I	30	14	47
	II	28	18	64%
	III	22	12	55
	IV	20	18	90%
	V	23	16	70
	VI-ELECTIVE	21	21	100%
	VI-C1	12	12	100%
	VI-C2	12	12	100%
	VI-C3	12	12	100%

COMPUTER SCIENCE DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.of Students Passed	Pass percentage
2016-17	I	23	20	86.95
	II	20	16	80
	III	17	11	64.7
	Iv	16	13	81.25
	Computer science III	22	19	86.36
	Computer science IV	22	17	81.81
2017-18	I	16	14	87.5
	II	15	11	73.3
	III	15	15	100
	IV	15	14	93
	V	32	30	93
	VI	16	16	100
2018-19	I	17	15	88
	II	17	14	82
	III	14	7	50
	IV	14	9	64
	V	30	28	93
	VI	14	14	100
2019-20	I	13	12	92
	II	11	7	63
	III	16	15	93.75
	IV	17	13	76
	V	26	24	92.3
	VI	12	9	75

CHEMISTRY DEPARTMENT

Academic Year	Semester	No.of Students Appeared	No.of Students Passed	Pass percentage
2016-17	I	36	23	63.88%
	II	34	24	70.58%
	III	33	26	78.78%
	IV	31	26	83.87%
	CHEMISTRY - III	20	16	80%
	CHEMISTRY - IV	20	10	50%
2017-18	I	35	16	45.71%
	II	33	27	81.81%
	III	29	26	89.65%
	IV	20	17	85%
	V	30	25	83.33%
	VI	29	28	96.55%
2018-19	I	21	10	47.61%
	II	20	17	85%
	III	31	26	83.80%
	IV	30	27	90%
	V	26	16	61.53%
	VI	26	26	100%
2019-20	I	28	24	86%
	II	30	27	90%
	III	17	14	82.35%
	IV	16	13	81.25%
	V	29	19	92.3
	VI	28	26	92.85%

OVERALL PROGRAMME RESULT

Academic year	Name of the Programme	No.of Students Appeared	No.of students Passed	Percentage
2017-18	B.A	14	7	50 %
	<u>B.COM</u>	20	16	80%
	B.SC(MPC)	14	8	57.14
	B.SC(MPCS)	16	11	68.75
	B.SC(CBZ)	15	11	73.33
2018-19	B.A	18	6	33%
	<u>B.COM</u>	28	07	25%
	B.SC(MPC)	10	05	50%
	B.SC(MPCS)	14	08	57.14%
	B.SC(CBZ)	16	11	68.75%
2019-20	B.A	14	9	64.28
	<u>B.COM</u>	17	11	65%
	B.SC(MPC)	09	05	55.5
	B.SC(MPCS)	13	08	61.53
	B.SC(CBZ)	19	12	63.15

Activity	Name of the Faculty	Designation	Date
Prepared by	Smt S.Lakshmi Kantham	Lecturer in Commerce	01-03-2021
Reviewed by	Dr.G.Sailaja	Lecturer in Chemistry	03-03-2021
Approved by	Dr. Ch. Nagamani	Principal	05-03-2021

TITLE : TEAM MEMBERS		
SECTION	: COLLEGE	PAGE NO. 1 OF 1
REVISION NO	: 00	DATE: 05-03-2021

TEAM MEMBERS

ISO Members	Chairman	❖ Dr. Ch.Nagamani
	Coordinator	❖ Smt. S.Lakshmi Kantham
	Member	❖ Dr.P.Saibabu
	Member	❖ Smt.Sk.Jareena Begam
	Member	❖ Dr.G.Sailaja
	Member	❖ Dr. R.Shreedevi
	Member	❖ Dr.K.S.V.Ranga Rao
	Member	❖ Sri.Ch.Sundar Singh

REFLECTIVE REPORT

“The highest education is that which does not merely give us information but makes our life in harmony with existence”-Tagore

Making the above saying the motto the college is marching towards excellence in terms of physical infrastructure, curricular and co curricular aspects. Apart from imparting quality education to students the college ensures that human value and ethics are imbibed by the young women learners. The college was reaccredited by NAAC with 'B' grade with 2.50 CGPA in 2015 and set to go for third cycle of accreditation shortly. The college is applying for ISO certification with hopeful anticipation. I convey my grateful thanks to the Commissionerate of Collegiate Education for extending constant support and guidance. My heartfelt thanks to the ISO team of our college for their contribution in bringing out this manual.

DR. CH.NAGAMANI

PRINCIPAL