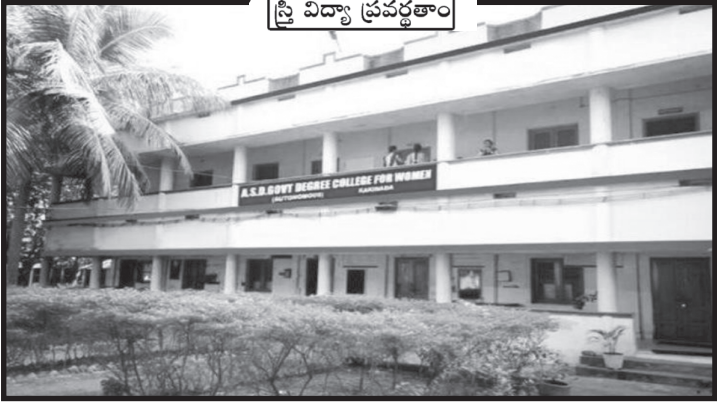


**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
(AUTONOMOUS)**

Jagannaickpur, Kakinada, Andhra Pradesh – 533002
Affiliated to Adikavi Nannaya University,
RAJAMAHENDRAVARAM

Re-Accredited by NAAC with 'B' Grade in 3rd cycle



**Calendar & Handbook
2024-2025**

Phone : 0884-2999071

E-mail: jkcryec.asdkkd@gmail.com

web: asdgdwc.ac.in

CALENDAR COMMITTEE

Principal

Dr. V. Anantha Lakshmi

M.Sc., M.Phil., Ph. D,
NET

Vice Principal

Dr. M. Suvarchala

M.Sc., M.Ed., Ph.D.

Convener

Dr. P. Sanjotha

Lecturer in English

Member

Ms. B.N. Pratyusha

Lecturer in English

OUR MOTTO

స్త్రీ విద్యా ప్రవర్ధతాం

'Women Education Shall Prosper'

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COLLEGE PROFILE

Annavaram Satyavathi Devi Government Degree College for Women, Kakinada, E. G. District was started with the motto: ‘Sthree Vidya Pravardhataam’ – ‘Women Education Shall Prosper.’ The idea came up with the inspiring words: *“A Man’s education being the education of an Individual, a Woman’s education is the education of a Family” - Mahatma Gandhi.*

The College made a humble beginning in the year 1962 with the efforts of the eminent women personalities of the town who constituted a committee called ‘Women’s education society of Kakinada’. The committee handed over the College to the Annavaram Devasthanam Trust in the year 1963 and it was managed by the Trust Board for about five years. Subsequently, in the year 1968, the College was taken over by the Government of Andhra Pradesh. In the year 1997, the College was bifurcated into Junior College and Degree College. Then onwards it has been named ‘A.S.D. Government Degree College for Women, Kakinada.’ The institution is in a prime location of Kakinada town with a campus area of 7.16 acres.

The College has 19 classrooms, 10 well-equipped laboratories and 2 museums. A computerized library has 32,796 books. It has 47 fulltime faculty members and 26 administrative staff and around 1000 students in both UG and PG programmes.

From the Academic year 2023-24 onwards, Honours programmes with Single Major have been introduced in the college following the NEP 2020. At present, 14 Under Graduate Honours programmes and 3 PG programmes are offered.

The Institution has embarked upon Outcome Based Education. The institution focuses on Skill development and Experiential learning through Internships, Certificate courses, Skill Development Training programmes in collaboration with Govt. organizations, CISCO and NGOs. Students are encouraged to complete MOOCs Courses offered through Coursera, Udemy, Infosys Springboard and other Online platforms available. Jawahar Knowledge Centre (JKC) of the College imparts training for promoting employability skills and organizes Campus Drives.

VISION

The College envisages

To evolve into a premier institution imparting quality education embedded with Values and Skills leading to the development of the Nation through the empowerment of women, especially those hailing from marginalized sections of the society.

MISSION

- ◆ To empower young women to face the challenges of life with courage and commitment.
- ◆ To mould the students as builders of a just and humane society founded on ethical values.
- ◆ To promote a learning community in which all, especially those from less privileged sections, form an integral part to create a holistic society.
- ◆ To provide need- based and skill- based training to create a workforce of women with abilities to globally compete, to entrepreneur and be self- reliant.

PROGRAMMES OFFERED

S.No	UG- Single Major Programme	Medium	Intake
1	BA Honours (Economics)	English	40
2	BA Honours (Political Science)	English	40
3	BA Honours (History)	English	40
4	B. Com Honours (General)	English	60
5	B. Com Honours (BFSI)	English	40
6	B. Com Honours (Computer Applications)	English	80
7	B. Sc Honours (Chemistry)	English	40
8	B. Sc Honours (Zoology)	English	40
9	B. Sc Honours (Botany)	English	40
10	B Sc Honours (Physics)	English	40

S.No	UG- Single Major Programme	Medium	Intake
11	B Sc Honours (Computer Science)	English	40
12	B Sc Honours (Mathematics)	English	40
13	B Sc Honours (Home Science)	English	40
14	B Sc Honours (Microbiology)	English	40

P.G. COURSES :

S.No	UG- Single Major Programme	Medium	Intake
1.	M.A. Telugu	English	20
2.	M. Com (General)	English	20
3.	M. Sc (Organic Chemistry)	English	20

ACADEMIC CALENDAR FOR THE YEAR 2024- 2025

S. No	Particulars	I Year I Semester	II Year III Semester	III Year V Semester
1	Commencement of Odd Semester Class Work	19.08.2024	03.07.2024	03.07.2024
2	Induction Programme to newly admitted students	19.08.2024	-	-
3	Bridge Course to newly admitted students	19.08.2024 to 24-08-2024	-	-
4	1 st Internal Examinations	28.10.2024 to 30.10.2024	04.09.2024 to 06.09.2024	04.09.2024 to 06.09.2024
5	Dussehra Break	07.10.2024 to 12.10.2024	07.10.2024 to 12.10.2024	07.10.2024 to 12.10.2024
6	2 nd Internal Examinations	05.12.2024 to 06.12.2024	05.11.2024 to 07.11.2024	05.11.2024 - 07.11.2024
7	Last day of Instruction & Last date for submission of attendance particulars	07.12.2024	07.11.2024	07.11.2024
8	Odd Semester End Practical Examinations	-	08.11.2024	08.11.2024
9	Odd Semester End Theory Examinations	09.12.2024 to 16.12.2024	19.11.2024 - 03.12.2024	20.11.2024 - 02.12.2024

S. No	Particulars	I Year II Semester	II Year IV Semester	III Year VI Semester
10	Commencement of Even Semester Class Work	17.12.2024	04.12.2024	LONG TERM INTERNSHIP Grooming 03.12.2024 to 16.12.2024 On Job Training 17.12.2024 to 10.03.2025 Report Writing 11.03.2025 to 17.03.2025 Viva-Voce 18.03.2025 to 20.03.2025
11	Pongal Break	13.01.2025 to 18.01.2024	13.01.2025 to 18.01.2024	
12	1st Internal Examinations	27.02.2025 to 01.03.2025	27.02.2025 to 01.03.2025	
13	2nd Internal Examinations	07.04.2025 to 09.04.2025	07.04.2025 to 09.04.2025	
14	Last day of Instruction & Last Date for submission of attendance particulars	12.04.2025	08.04.2025	
15	Even Semester End Practical Examinations	10.04.2025	10.04.2025	
16	Even Semester Theory End Examinations	15.04.2025-22.04.2025	16.04.2025-23.04.2024	
17	Certificate Course Examination	25.04.2025	24.04.2025	
18	Summer Break (CSP/ Short Term Internship)	01.05.2025 to 15.06.2025	01.05.2025 to 15.06.2025	
		III Semester	V Semester	VII Semester
19	Commencement of Odd Semester Class Work for 2025-2026	16.06.2025	16.06.2025	16.06.2025

LIST OF WORKING DAYS & HOLIDAYS

LIST OF WORKING DAYS AND HOLIDAYS - 2024-2025				
Month	I Semester	III Semester	V Semester	Public Holidays
Jul-24	-	23	23	13 Second Saturday 17.07.2024 Moharram 7,14,21,28 Sundays
Aug-24	11	23	23	10 Second Saturday 15.08.2024-Independence Day 16.08.2024- Varalakshmi Vratham 26.08.2024- Sri Krishnashtami 4,11,18,25 Sundays

LIST OF WORKING DAYS AND HOLIDAYS - 2024-2025

Month	I Semester	III Semester	V Semester	Public Holidays
Sep-24	22	22	22	07.09.2024-Vinayakachavithi 14- second Saturday 16.09.2024-Milad-Un-Nabi 1,8,15,22,29 Sundays
Oct-24	19+5=24 (5days Online Sessions from 7.10.2024 to 10.10.2024 and on 20.10.2024	19	19	02.10.2024-Gandhi Jayanthi 12 Second Saturday 11.10.2024-Durgastami 12.10.2024 -Vijaya Dasami 31.10.2024-Diwali 6,3,20,27 Sundays
Nov-24	25+2=27 (Online sessions on 09.11.2024 and 10.11.2024)	3	3	9 Second Saturday 3,10,17,24 Sundays
Commencement of Even Semester- 29.11.2024 (IV & VI Semesters)				
	II Semester	IV Semester	VI Semester	
Nov-24	-	2	Semester Internship	
Dec-24	18	18		14 Second Saturday 1,8,15,22,29 Sundays 25.12.2024- Christmas
Jan-25	20	20		11.01.2025 Second Saturday 5,12,19,26 Sundays 13.01.2025-Bhogi 14.01.2025-Pongal 15.01.2025 Kanuma
Feb-25	22	22		8 Second Saturday 2,9,16,23 Sundays 26.02.2025-Maha Shivaratri

Month	II Semester	IV Semester	VI Semester	
Mar-25	23	23	Semester Internship	8 Second Saturday 14.03.2025 Holi 30.03.2025 Ugadi (Sunday) 31.03.2025 Ramzan 2,9,16,23 Sundays
Apr-25	6	6		05.04.2025 Babu Jagajjevan Jayanthi 06.04.2025 Sri Ramanavami (Sunday) 11.04.2025 Good Friday 12 Second Saturday 14.04.2025- Ambedkar Jayanthi 6,13,20,27 Sundays

COLLEGE TIMINGS

**The college works from 10:00 am to 5:00 pm
on all working days**

First Bell	9:45 AM
Second Bell	9:55 AM
Third Bell	10 AM
First Hour	10:00 AM to 11:00 AM
Second Hour	11:00 AM to 12 Noon
3rd Hour	12:00 Noon to 1:00 PM
Lunch Break	1:00 PM to 2:00 PM
4th Hour	2:00 PM to 3:00 PM
5th Hour	3:00 PM to 4:00 PM
6th Hour	4:00 PM to 5:00 PM

TEACHING STAFF

Dr. V. Anantha Lakshmi,
Principal

DEPARTMENT	NAME OF THE FACULTY
English	Dr. P. Sanjotha Dr. P. Shanthi Ms. B. N. Prathyusha
Telugu	Dr. D. Krishna Gayatri Dr. P. Naga Mallika Dr. K. Syamala Devi
Hindi	Ms. A. Swathi
Sanskrit	Dr. R. Aruna Devi
History	Ms. Y. Sita Mahalakshmi Ms. L. Bhanu Teja
Economics	Ms. G. Pavani Devi Dr. K. Yamuna
Political science	Ms. P.V. Bhuvaneshwari Devi
Commerce	Ms. R.R.D. Sirisha Ms. N.P.V. Lakshmi Devi Dr. G. Sowjanya Ms. K.N.B. Kumari Ms. A. Sadhya Ms. Md. Hazara Parveen Mr. V. Srinivas
Mathematics	Ms. V. Geetha Satya Sri Ms. G. Sri Devi
Physics	Dr. B. Suryanarayana Devara Ms. K. Kranthi Ms. D.V.S. Lakshmi
Chemistry	Dr. K. Anitha Dr. K. Jhansi Lakshmi Ms. P. Leena Ms. M. Subbalakshmi
Computer Science	Ms. N.N. Subrahmanyeswari Ms. K. Surya Lakshmi Ms. A. Jaya Lakshmi

DEPARTMENT	NAME OF THE FACULTY
Computer Applications	Ms. P. Ballabamba Ms. V. Rama Tulasi
Botany & Horticulture	Ms. K.N.V.S.N. Eswari Dr. M. Sulakshana Ms. N. Pushpa Ms. G. Chandini
Zoology & Aquaculture	Ms. M. Vasantha Lakshmi Ms. S. Madhavi Ms. R. Venkata Sandhya Ms. V. Vibhavari Yellari
Microbiology	Ms. D. Jaya Sri
Home Science	Dr. M. Suvarchala Dr. K. Lavanya Dr. G. Anitha Ms. L. Malleswari
Physical Education	Capt. Dr. G. Pramila Rani
Library Science	Sri. A.K.V. Acharyulu



NON - TEACHING

S.No	Designation	Name of the Employee	Remarks
1.	Superintendent	Ms. Y.S.V.A.S. Sailaja Kumari	
2.	Senior Assistant	Ms. T. Lalitha	
		Ms. J. Pavani	Working at GC, Rajahmundry on deputation
		Sri. R. Siva Kumar	Working in this college on deputation
3	Junior Assistant	Sri. I.V.S.R. Anjaneyulu	
		Sri. M. Kaleswara Rao	
		Sri. N. Ashok Kumar	Working on deputation at PRGC, Kakinada
		Sri. M.S.R. Aruna Kumar	Working in this college on deputation
4	Storekeeper	Sri. M. Sreeramulu	
		Sri. P. Venkateswara Rao	
5	Typist	Ms. P. Sridevi	
6	Herbarium Keeper	Ms. Y. Jyothi Ratnam	
7	Gasman cum Mechanic	Sri. Ch. S.N.V. Prasad	
8	Record Assistant	Ms. K. Satyavathi	
		Ms. S.V.S. Lakshmi	
		Ms. V. Simhachalam	
		Ms. S. Ramalakshmi	
		Ms. P. Dayamani	
		Sri. K. Mujeeb Kumar	Working in this college on deputation
9	Office Subordinate	Ms. B. Sirisha	
		Ms. S. Madhavi	
		Ms. Ch. Durga Bhavani	
		Ms. K. Anuradha	
		Ms. M. Lily	
10	Sweeper	Ms. S. Aruna	
		Ms. K. Jayamma	
11	Waterman	Sri. Y. Thammaraao	
12	Gardner	Sri. G. Krishna	
		Sri. P. Mahaboob Khan	

SUCCESSION LIST OF PRINCIPALS

S.No	Name of the Principal	Qualification	Period
1.	Ms. N. Ammani Amma	M.A. (Lit.)	01-05-1962 to 10-08-1962
2.	M.S. Ahmed Beebi	M.A.	14-05-1964 to 05-07-1970
3.	Ms. K.V. Sivagamy	M.A. (Lit.)	20-07-1970 to 30-07-1973
4.	Ms. P.V. Vimala Kumari	M.A. I/C	31-07-1973 to 08-12-1974
5.	Prof. Abdul Khuddus	M.A., M.Ed.	09-12-1974 to 29-02-1976
6.	Smt. N. Sarojini Sastry	M.Sc. I/C	29-02-1976 to 22-07-1976
7.	Smt. R. Kasturi Bai	M.A.	23-07-1976 to 11-06-1979
8.	Sri. K.V.S. Rama Koti	M.Sc.	27-07-1979 to 06-12-1982
9.	Sri Ch. Sessa Rao	B.Sc. (Hons) I/C	22-12-1982 to 16-07-1986
10.	Smt. A.S. Savitri	M.Sc., B.Ed.	01-08-1986 to 05-09-1986
11.	Sri V. Seshagiri Rao	B.Sc. (Hons) I/C	06-09-1986 to 25-09-1986
12.	Sri K. Ramachandra Reddy	M.A.	25-09-1986 to 28-02-1993
13.	Sri. M. Vilayat Ahmed	M.Sc. I/C	01-03-1993 to 04-04-1993
14.	Sri G.V.B. Sastry	B.Sc. (Hons)	05-04-1993 to 31-08-1994
15.	Sr.i T. Satyanarayana	M.Sc. I/C	01-09-1994 to 11-05-1995
16.	Sri. K. Nageswara Rao	B.Sc. (Hons)	12-05-1995 to 30-06-1996
17.	Smt. P.V. Rama Devi	M.Sc. I/C	01-07-1996 to 10-08-1996
18.	Kum. M. Vasundhara	M.Sc.	11-08-1996 to 05-02-1999
19.	Sri. M. Thirunadha Rao	M.Com. I/C	06-02-1999 to 28-02-1999
20.	Kum. M. Vasundhara	M.Sc.	29-02-1999 to 30-11-2002

S.No	Name of the Principal	Qualification	Period
21.	Sri K. Atchutha Ramaiah	M.Com., FAC	01-12-2002 to 22-01-2003
22.	Sri Y. Subrahmanyam	M.Com., M.Phil.	23-01-2003 to 03-11-2004
23.	Sri K. Atchutha Ramaiah	M.Com., FAC	03-11-2004 to 27-09-2005
24.	Sri Md. Kamal Shariff	M.Sc., FAC	27-09-2005 to 17-01-2007
25.	Smt. V. Nagamani	M.Sc., FAC	18-01-2007 to 23-04-2007
26.	Smt. V. Nagamani	M.Sc., FAC	24-04-2007 to 30-06-2007
27.	Smt. V. Radha Kumari	M.A. I/C	01-07-2007 to 02-07-2007
28.	Smt. B. Bagya Lakshmi	M.A.	03-07-2007 to 01-02-2010
29.	Smt. V. Anantha Lakshmi	M.Sc., B.Ed., FAC	02-02-2010 to 04-07-2010
30.	Smt. B. Bagya Lakshmi	M.A.,M.Sc., M.Ed.,	15-04-2010 to 30-09-2010
31.	Sri Lt. Dr. M. Satyanarayana	M.Sc., M.Ed., M.Phil., PGDES, Ph.D., FAC	05-10-2010 to 21-04-2011
32.	Sri.V. Veerabhadra Rao	M.Sc.	22-04-2011 to 10-07-2012
33.	Sri. P. Prabhakara Rao	M.A.	11-07-2012 to 30-11-2013
34.	Smt. M. Suvarchala (FAC)	M.Sc., M.Ed.,	07-01-2014 to 23-04-2014
35.	Dr. D. Ratnagiri Usha	M.A., M.Phil., Ph.D.	24-04-2014 to 30-06-2019
36.	Smt. M. Suvarchala (FAC)	M.Sc., M.Ed., FAC	01-07-2019 to 30-12-2020
37.	Dr. D. Ratnagiri Usha	M.A., M.Phil., Ph.D.	01-08-2017 to 30-06-2019
38.	Smt. M. Suvarchala (FAC)	M.Sc., M.Ed., FAC	01-07-2019 to 30-12-2020
39.	Dr. D. Chenna Rao (FAC)	M.Sc. Ph.D.	01-01-2021 to 03-06-2021
40.	Smt. M. Suvarchala (FAC)	M.Sc., M.Ed., FAC	04-06-2021 to 22-09-2021
41.	Dr. V. Anantha Lakshmi	M.Sc., M.Phil., Ph.D., NET	23-09-2021 to till date

GOVERNING BODY

S.No	Category	Designation in the GB	Name of the Chairperson & Members of GB	Remarks
1	Educationist	Chairperson	Dr. P. Bhaskar, IAS Commissioner of Collegiate Education - AP, Vijayawada	
2	Industrialist	Member	Satyanarayana Murthy Chittoory, Director, Venky Parenterals, Adavipalem, Yanam, India	
3	Professional	Member	Dr. Trimurthulu Nayudu, Former Assistant Professor, Rangaraya Medical College, Kakinada	
4	Teacher of the College	Member	Dr. M. Suvarchala, Vice- Principal	Senior faculty member nominated by the principal
5	Teacher of the College	Member	Smt. M. Vasantha Lakshmi Lecturer - In charge, Dept. of Zoology & Aquaculture Technology	Senior faculty member nominated by the principal
6	UGC Nominee	Member	Dr. Suman Sharma Principal, Lady Sri Ram College for Women, New Delhi	Nominated by UGC
7	State Govern- ment Nominee	Member	Dr. C. Krishna Regional Joint Director of Collegiate Education, Rajamahendravaram	Nominated by State Government
8	University Nominee	Member	Dr. M. Kamala Kumari Dept. of Computer Science, ANUR, Rajamahendravaram	Nominated by Affiliated University
9	Principal of the College	Ex-officio & Member Secretary	Dr. V. Anantha Lakshmi	

S.No	Category	Designation in the GB	Name of the Chairperson & Members of GB	Remarks
10	CCE Office	Special Invitee	Dr. Ch. Tulasi Guidance Officer, O/o APCCE, Vijayawada	
11	CCE Office	Special Invitee	Smt. Anuradha Chief Accounts Officer O/o APCCE, Mangalagiri	
12	CCE Office	Special Invitee	Sri. P. Sreedhar, Academic Officer, O/o APCCE, Vijayawada	



FINANCE COMMITTEE

1	Dr. V. Anantha Lakshmi, Principal	Chairperson
2	Dr. M. Suvarchala, Lecturer in Home Science & Vice Principal	Convener
3	Dr. G. Anitha, Lecturer in Home Science	Member
4	Smt. R.R.D. Sirisha, Lecturer in Commerce	Member
5	Smt. Y.S.V.A.S. Sailaja Kumari, Superintendent	Member

THE ACADEMIC COUNCIL FOR THE YEAR 2024-25

COMPOSITION OF THE ACADEMIC COUNCIL FOR THE YEAR 2024-25

1. Principal

Dr. V. Anantha Lakshmi

Dr. M. Suvarchala

Chairperson

Principal

Vice Principal

2. Nominees of the University as Members

a) Dr. N. Udaya Bhaskar

Assistant Professor of
Management Studies, AKNU,
Rajahmahendravaram

b) Dr. N. Sajna Raj

Assistant Professor of English,
AKNU, Rajahmahendravaram

c) Dr. B. Kezia Rani

Associate Professor of CSE,
AKNU, Rajahmahendravaram

1. Principal

Dr. V. Anantha Lakshmi
Dr. M. Suvarchala

Chairperson

Principal
Vice Principal

2. Nominees of the University as Members

- a) Dr. N. Udaya Bhaskar Assistant Professor of
Management Studies, AKNU,
Rajahmahendravaram
- b) Dr. N. Sajna Raj Assistant Professor of English,
AKNU, Rajahmahendravaram
- c) Dr. B. Kezia Rani Associate Professor of CSE,
AKNU, Rajahmahendravaram

3. Four Teachers of the college representing different categories of teaching staff by rotation

- a) Dr. K. Lavanya Academic Coordinator
- b) Dr. G. Anitha RUSA & UGC Coordinator
- c) Dr. K. Anitha Convener, Research Committee
- d) Dr. K. Jhansi Rani Convenor, Inclusive Center

4. Four experts from outside the college representing different fields as members.

- a) Education: Dr. C. Krishna, Regional Joint Director of Collegiate Education AP, Zone I & II, Rajamahendravaram, E.G. Dist.,
- b) Commerce : Sri. C.V.N. Gangaram, Chartered Accountant, Gangaram & Co., Kakinada
- c) Law : Smt. P. Sridevi, Advocate, Kakinada.
- d) Industry : Sri. A.V.V.V. Prasad, Senior Manager, Solar Systems, Kakinada.

5. Members

1. Dr.D.Krishna Gayatri In-charge of Telugu & Sanskrit
2. Dr. P.Sanjotha In-charge of English
3. Ms. A.Swathi In-charge of Hindi
4. Ms.Y.Sitamahalakshmi In-charge of History & Political Science
- 5.Kum.G.Pavani In-charge of Economics
6. Smt. R.R.D. Sirisha In-charge of Commerce

- | | |
|--------------------------------|------------------------------------|
| 7. Sri. B.Suryanarayana Devara | In-charge of Physics |
| 8. Dr.K.Anitha | In-charge of Chemistry |
| 9. Smt.N.NagaSubramanyeswari | In-charge of Computer Science |
| 10. Smt.G.Satya Suneetha | In-charge of Computer Applications |
| 11. Smt.K.N.V.S.N.Eswari | In-charge of Botany& Horticulture |
| 12. Smt.M. Vasantha Lakshmi | In-charge of Zoology & Aquaculture |
| 13. Smt.D. Jayasree | In-charge of Microbiology |
| 14. Dr.M.Suvarchala | In-charge of Home Science |
| 15. Lt. G. Pramila Rani | Physical Director |
-
- | | |
|--------------------------------------|-----------------------------------|
| 6. Controller of Examinations | Nominated by the Principal |
| Dr. K. Yamuna | Lecturer in Economics |
-
- | | |
|------------------------------|-------------------------------|
| 7. Member - Secretary | Nominated by Principal |
| Dr. P. Sanjotha | In-charge of English |



EXAMINATION CELL

Chief Controller of the Examinations

Dr. V. Anantha Lakshmi, Principal

Controller of Exams

Dr. K. Yamuna, Lecturer in Economics

Deputy Controller of Examination

Ms. R.R.D. Sirisha, Lecturer in Commerce

Clerk

Sri I.V.S.R. Anjaneyulu

Data Entry Operator

Sri B.H.V.V.N.S.D. Prasad

EVALUATION PROCEDURES

The academic year consists of 2 semesters, each with 90 instructional days.

I year - I, II semesters, II year - III, IV semesters, III year - V, VI semesters, IV Year- VII, VIII semesters.

Each semester has a continuous Internal Assessment that ensures regular study, monitors students' performance, and enables them to self-evaluate. For all courses carrying 100 marks, Continuous Internal Assessment done for 40 marks based on two mid-semester exams, seminars, assignments and clean & green. Semester End Examinations are conducted for 60 marks with external evaluation.

A student must secure a minimum of 35% (21 marks) in the External Assessment and a minimum of 40% (40 marks) in the overall assessment (internal and external) as qualifying marks. The pass percentage for Practical is also 40%.

Grades and their Numerical Values: Grades can be assigned in the letters (O, A+, A, B+, B, C, D and F). Each letter Grade has a specific Numeric value assigned. Grades will be awarded on the basis of marks secured on a ten-point scale.

Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecturer or tutorial) or two hours of practical work/field work per week.

Credit Point: It is the product of grade point and number of credits for a course.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

The UGC recommends a 10- point grading system with the following letter grades as given below.

AWARD OF GRADES :

Range of Marks	Grade	Grade Points
90 – 100	O	10
80 - 89.99	A+	9
70 - 79.99	A	8
60 - 69.99	B+	7
55 - 59.99	B	6
50 - 54.99	C	5
40 - 49.99	D	4
Less than 40	F	0

1. Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

2. Semester Grade Point Average (SGPA) is awarded to a candidate who passes in all the subject papers in the Semester.
3. Cumulative Grade Point Average (CGPA) is calculated by the end of third year/fourth year using similar formula provided a candidate passes in all subject papers of all the three years/ four years.
4. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the semester and C_i is the total number of credits in that semester.

5. CGPA is multiplied by '10' gives aggregate % of marks obtained by a candidate.

RULES OF CONDUCT AND DISCIPLINE

- ❖ Students should be punctual and be in the classroom by 9:45 am.
- ❖ Students should come to the college in uniform on all working days.
- ❖ Students should bring their ID cards.
- ❖ Students should park/keep their vehicles at the place allotted for the purpose.
- ❖ Ragging in any form is an offence and is severely dealt with.
- ❖ Students are required to help in keeping the classrooms and the premises clean and tidy.
- ❖ Students are expected to behave in a decent and disciplined manner.
- ❖ The head of the institution is empowered to avoid punishment but the misconduct and indiscipline of the student.
- ❖ The student is allowed to visit the office between 3:00 pm and 5:00 pm.

ATTENDANCE

- As per the university norms and conditions, 75% of attendance is compulsory to take the Semester End examination but the college insists on 100% of attendance in all classes.
- No student should be absent without a valid reason.
- Hourly attendance will be taken in the classes if a student is absent for one period either in the morning session or in the afternoon session, she will lose half day's attendance.
- If a student is absent for one period in the morning and another period in the afternoon of the same day, she loses the full day of attendance.
- If leave is required for reasons of illness, a leave letter, along with a medical certificate should be submitted to the principal as early as possible (duly recommended by the principal to the

convener of attendance)

- Names of the students falling in shortage of attendance for the complete month would be displayed on the notice board by the end of the first week of the coming month.
- Permission for representing the college in extracurricular activities like sports, games, NSS, etc. should be obtained permission in advance from the principal with a letter of request duly recommended by the lecturer concerned and submit it to the convener of attendance.
- A condonation fee of ₹500 will be collected for a shortage of attendance between 66% and 75% on medical grounds.
- Students having attendance below 60% will not be allowed to write the exams.

SCHOLARSHIPS

The student can apply for the following Scholarship sanctioned by different Government and Non-government agencies if they satisfy the eligibility criteria.

S. No	Scheme	Eligibility	Sanctioning Authority
1	Kapu/ EBC	Parental/ Guardians income limit 2.50 lakhs p.a.	District BC Welfare Department
2	BC Scholarships	Parental/ Guardians income limit 2.50 lakhs p.a.	
3	APMS Scholarship for minority students	Parental/ Guardians income limit 2.50 lakhs p.a.	
4	Differently abled	Parental/ Guardians income limit 2.50 lakhs p.a.	Disabled Welfare Department
5	SC Scholarships	Parental/ Guardians income limit 2.50 lakhs p.a.	District Social Welfare Department
6	ST Scholarships	Parental/ Guardians income limit 2.50 lakhs p.a.	District Social Welfare Department
7	Central Scheme of Scholarships	Parental/ Guardians income limit 2.50 lakh p.a. & Intermediate marks 850 above	MHRD Department of Higher Education, Govt. of India, New Delhi

RIGHT TO INFORMATION ACT, 2005

Authority	Name of the Officer	Designation	Contact Number	E-mail ID
Public Information Officer	Dr. M. Suvarchala	Vice Principal	9346512694	suvarchalamallela@gmail.com
Assistant Public Information Officer	Y.S.V.A.S Sailaja Kumari	Superintendent	9030170588	Sailaja1963.y@gmail.com
1st Appellate Authority	Dr V. Anantha Lakshmi	Principal	9963786386	Jkcrjyec.asdkkd@gmail.com
2nd Appellate Authority	Dr. S. Shoba Rani	Regional Joint Director of Collegiate Education ,Zone II	0883-2448811	rjdcerjy@gmail.com

STUDENT CHARTER

The purpose of this Charter is to make the students aware of the services provided by the College for better quality and quick service to the students of the college.

S. No.	Service	Category	Description	Time line For completion	Responsible persons
1	Issue of TCs	A	Current Year	Within 03 working days	K. Satyavathi, Record Assistant
		B	Above 3 years	03 working days	
		C	Above 5 years	07 working days	
		D	Duplicate TC's	15 Days (with production of Police Complaint and notarized affidavit and procedure)	

S. No.	Service	Category	Description	Time line For completion	Responsible persons
2	Study cum Conduct certificates	A	Current Year	On the same day	P. Sridevi, Typist
3	Scholarships (JVD for SC, ST, BC, minority & merit etc)	-	Current Year	On the same day	
4	Bus passes Verification	-	(Student shall submit filled-in application for verification in proper form) After Verification, student shall get the signatures of the concerned Lecturer for authentication	1 day	K. Satyavathi Record Assistant For Authentication 1. Dr. P. Sanjotha, I/C Dept of English 2. Kum. Swathi Lecturer in Hindi
	Grievance Redressal	A	Finance Related (Grievance on Payment of Scholarships)	2-7 days (basing on the gravity of the issue)	Smt. Y.S.V.A.S. Sailaja Kumari, Office Superintendent
		B	Academic related issues		Dr. K. Lavanya, Academic Coordinator
		C	Evaluation	15 days	Dr. K. Yamuna, Controller of Examination

WHOM TO APPROACH:

The principal shall be communicated when the grievance is not redressed within the stipulated time by the first level contact person concerned mentioned in the table above.

STUDENT SUPPORT SERVICES

1) College Library: The College has a sizable Library. Since its inception, the library is being upgraded from time to time to the requirement of the learners. It provides newspapers, magazines, and reference books for various subjects needed by the students. It functions from 9.00 am to 6.00 pm. A collection of 32,796 books is available in the library for the access of students and staff. Net and xerox facilities are an added advantage to the students to get the information. In addition to the above facilities, an e-learning Centre with NDL, INFLIBNET and DELNET is also available in the library.

2) Physical Education: The department is well established having the equipment of Gym, Exercise cycles, body massager, indoor games like Weightlifting, Chess, TT, Carroms, and outdoor games like Basketball, Volleyball, Shuttle, Badminton, Kabaddi etc. Regular coaching is provided to the interested students by the Physical Director of the College.

3) NCC: The College has an NCC unit (3 (A) Girls Battalion). sensitization programme is conducted every year to motivate and mobilize the students to enroll themselves in NCC. NCC prepares the youth for careers in defence services and trains them to lead an integrated and disciplined life.

4) JKC: The JKC of the College is committed to providing employability skills to the students to meet the demands of the global job market.

5) NSS: The NSS units in the college are providing a platform for the student youth to learn and serve the community. They undertake rural community service, adult education, campus beautification etc. There are two NSS units with an enrolment of 100 volunteers in each unit. The first- and second-year students

who are interested in social service can enroll themselves in the units.

6) ECO CLUB: Eco Club was started with the voluntary initiative of students for a common goal of a better environment. It works with National Green Core Unit with the following objectives.

- Keeping the College campus and classrooms clean.
- Campus greening programme
- Preventing sound and air pollution by observing vehicle-free Day and encouraging the use of public transport to conserve non-renewable energy resources such as gas, coal, petroleum etc.
- Production and utilization of solar energy in the campus.
- Economical use of natural resources like water,
- Recycling of waste
- Water conservation through optimal utilization of water resources, proper maintenance of water distribution system, Water harvesting, ground water recharge pits, recycling of used water
- Imprinting the concept of 'Live, and let others live' in the young minds.
- Say 'No' to the use of plastic in the college.

8) Consumer Club: The student volunteers with the help of district consumer affairs and civil supplies department have opened a consumer club on 05-10-2005. The main objective is to conduct consumer awareness programmes among the students. Guest lectures, elocution essay writing, quiz and debate are conducted on topics related to consumer education. Also, the students create awareness to the public about the Consumer Rights.

9) Red Ribbon Club: The youth Red Cross Unit of the College started Red Ribbon Club in 2005. The main objective is to educate

the student on the importance and need of blood donation, conducting blood donation camps, AIDS awareness programmes.

10) Health Centre: The College has a health Centre which takes care of the students' health. It organizes health awareness programmes and medical checkups. Medical insurance facility is provided for all students. health cards are maintained to know the medical history of the students.

11) Women Empowerment Cell: Women empowerment cell was established to create awareness among the girl students on women issues and problems, condemning the social evils, developing scientific knowledge. Sensitization programmes and seminars are conducted by this cell to empower the girl students.

12) Career Guidance Cell: The cell creates awareness and motivates the students on pursuing higher studies and provides the information of P.G. entrance tests and employment opportunities.

13) Grievance Redressal Cell: The Grievance redressal Cell of the College addresses the problems of the students. A grievance box is provided by the cell near the office in which the students can drop a letter of their grievance. The grievances received will be redressed by the committee in a stipulated time period.

BEST PRACTICES

1. SAMANA: Organizing the programme “SAMANA” to develop the entrepreneurial skills among students and to provide an opportunity to groom and exhibit their abilities of team work, business management, marketing, people management etc.

2. CHEYUTA: To inculcate the helping nature and to create the awareness about the societal problems, the college adopted a program titled “CHEYUTA.” Through this programme, the staff and students visit the old age home, spend some time with them, extend emotional support and provide materials required for the inmates.

3. Daily Assembly and recitation of Telugu poem: The daily assembly is organized by the student union with the support of staff members. To foster knowledge and respect for the Mother Tongue, one student recites a Telugu poem each day and explains its meaning. For reference, these poems are recorded in a book maintained by the Telugu Department.

4. The institution enables ICT - integrated teaching to ensure effective curriculum delivery.

5. Implementation of Green initiatives: Staff and students are actively involved in the institution's green initiatives. Students contribute three hours per week to environmental awareness activities in partnership with the 'All is Well' NGO.

ENDOWMENT PRIZES

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTERST AMOUNT	SPECIFICATION	DEPOSIT DATE
1	Smt.Batchu Sita Devi Endowment prize	1000	Total= (88/2) 44	To a student who secured highest marks in II BA University Examinations	01.03.1995
2	Smt.Batchu Sita Devi Endowment prize		44	To a student who secured highest marks in II B.Sc University Examinations	
3	Smt.Tenneti Balasundaramma Memorial prize	6000	44	To a student who secured highest marks in the III B.Sc University Examination(All groups)	06.03.1992
4	Smt.Tenneti Balasundaramma Memorial prize	6000	44	To a student who secured highest marks in the III B.A University Examination (All groups)	

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTEREST AMOUNT	SPECIFICATION	DEPOSIT DATE
5	Sri.Maddukuri Satyanarayana Murthy Endowment fund	10000	950	To a student III B.Com. who secured highest group total taking I, II, III year into consideration. If two students get the same total to be divided among them	09-06-1994
6	Smt.S.Suryakantham Memorial prize	1000	66/5=Rs12 each	To a student who secured highest marks in Sanskrit in Second year Degree University Examination and now in final year Degree	04-09-1995
7	Sri Somanchi Suryanarayana Sharma Memorial Cash prize	1000		To a student who secured highest marks in General English in I year degree University Examination and now in II year	19.11.200
8	Smt.R. Sakunthala Devi Cash prize	1500	116	To a student who secured highest marks in Chemistry in II B.Sc. University Examination	20.03.2002
9	Miss. S. Ahmed Beebi Memorial Cash prize	1000	88	A student who secured highest marks in History in Second year BA University Examination	01.07.1996

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTEREST AMOUNT	SPECIFICATION	DEPOSIT DATE
10	Smt. Singaraju Vani Devi Memorial prize	1000	850	A student who secured highest total of marks in final year B.Com Degree in any medium	05-04-1995
11	Smt. Sakuntala & Sri Ramachandra Sarma Cash prize	3000	263/4= Rs.66 each one	To a student who secured highest marks in II year English	01.07.1996
12	Smt. P.V. Rama Devi Endowment Scholarship	1000	88	To a student who secured highest total in Zoology papers I & II put together at the University Examination	11.07.1998
13	Smt.Chamarti Ranganayakamma Memorial Scholarship	1116	97	To a student of II B.A(politics)who secured highest marks in Political Science in the University Examination in one attempt and now in III-year student	25.11.1998
14	Smt.Ryali Venkata Subbayamma Memorial Scholarship	5000	344	To a student of II B. Sc. (BZC)who secured highest marks in Botany in the University Examination in one attempt and now in III year	30-06-1999

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTEREST AMOUNT	SPECIFICATION	DEPOSIT DATE
15	Smt.Uppalapati Sahasra Siromani Cash prize	2000	190	To a student of II B. Com (CA) Topper who secured highest marks in I & II years put together in the University Examination in one attempt, now in III year	21.01.2002
16	Chy. V. Sri Krishna Endowment prize	5000	275	To a student of III B.Sc. (BZC) who secured highest marks in Botany I & II Year put together in University Examination now in III Year	10.02.2000
17	Desamsetti Satyanarayana Naga veni Endowment prize	5000	438	To a student of Degree who is poor and who has no source of financial assistance like Scholarship etc. and who secured highest marks in University Examination	18.02.2000
18	Manyam Kasturi Memorial Scholarship	3000	263	To a student of III B.Com(VOC) who secured highest marks in all group subjects only in University Examination 1 till Sem-V	17.02.2002

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTERST AMOUNT	SPECIFICATION	DEPOSIT DATE
19	Sri Sivalanka Veerabhadraiah Memorial Scholarship	1000	88	To a student of III BA(THP)who secured highest marks in Spl. Telugu in University Examination up to Sem-V	18.02.2000
20	Sri Vadlapati Swamy & Sundaramma Endowment prize	2000	170	To a student of III BA(HEP)who secures highest marks in History I & II year put together in the University Examination	19.04.2000
21	Smt.M.Subbalakshmi and Smt.Sodemma Memorial Scholarship	2000	110	To a student who secured highest marks in part II Spl.Telugu in all the 3 years and who passed in single attempt (in all subjects) in University Examination up to Sem-V	02.02.2001
22	Dr.C.Ramanna Panthulu Smt.C.Sitamma Memorial Scholarship	2000	167	To a student who secured highest marks in I B. Com (CA)&I(HET)Tourism	14.02.2001
23	Sri Y.L.Dora Sri Y.V.Narasimha Rao Memorial Scholarship	7500	713	To a student of III-year Degree and who secured highest in II Language Sanskrit papers I & II put together at the University Examination	23.3.2001

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTERST AMOUNT	SPECIFICATION	DEPOSIT DATE
24	Smt.Muthangi Kamala Memorial Scholarship	3000	285	To a student who secured highest marks in all subjects in the University Examination and also winner of essay writing, Elocution, Music, Dance and Extra-Curricular activities	27.01.2012
25	Smt.J.Mutyalamma Endowment Scholarship	3000	270	To a student who secured highest marks in the I & II year BA. Aggregate in the University Examination and who has no other financial support	27.01.2012
26	Sri.Batchu Palliah & Smt.Batchu Mahalakshmi Endowment prize	5000	105	To a student of I B.Sc.(CBZ)who secured highest marks in the University Examination and now in II year	28.01.2004
27	Smt. Sodadasi Chandrakanthamma & Smt. Sodadasi David Scholarship	5000	449	To a student who secured highest marks in BA Economics paper in the University Examination upto Sem-V	07.04.2 004

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTERST AMOUNT	SPECIFICATION	DEPOSIT DATE
24	Smt.Muthangi Kamala Memorial Scholarship	3000	285	To a student who secured highest marks in all subjects in the University Examination and also winner of essay writing, Elocution, Music, Dance and Extra-Curricular activities	27.01.2012
25	Smt.J.Mutyalamma Endowment Scholarship	3000	270	To a student who secured highest marks in the I & II year BA. Aggregate in the University Examination and who has no other financial support	27.01.2012
26	Sri.Batchu Palliah & Smt.Batchu Mahalakshmi Endowment prize	5000	105	To a student of I B.Sc.(CBZ)who secured highest marks in the University Examination and now in II year	28.01.2004
27	Smt. Sodadasi Chandrakanthamma & Smt. Sodadasi David Scholarship	5000	449	To a student who secured highest marks in BA Economics paper in the University Examination upto Sem-V	07.04.2 004

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTERST AMOUNT	SPECIFICATION	DEPOSIT DATE
28	Sri.K. Atchutharamaiah Endowment prize	20000	1800	To a candidate who secured excellence in Physical Education P.H in BA (Physically handicapped) P.H in B.Com (Physically handicapped) P.H in B.Sc. (Physically handicapped)	27.01.2012
29	Smt.Gosala Subbalakshmi Endowment Scholarship	2000	175	To a student who secured highest marks in I B.Com(all groups)Financial Accounting-1	27.01.2012
30	Jammalamadaka Sree papa Endowment prize	10000	950	To a student who secured highest marks in III BA Spl.Telugu (THP)up to Sem-V i) who secured highest marks in General Telugu all groups up to Sem-III	02.02.2012
31	Sri Krishna Endowment prize	30000	2505/11=227.72	Proficiency prize	02.02.2012
32	Smt.Godavarhi Chellamma Memorial Endowment prize	Cash in Hand		To II B.Com student who secured highest marks in B.Sc at the end of II year B.Com(TM)in University Examination and now in III year	

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTEREST AMOUNT	SPECIFICATION	DEPOSIT DATE
33	Smt.Godavathi Manikyamba Memorial Endowment prize	Cash in Hand		To III B.Com student who secured highest marks in B.Com. at the end of II year B.Com(EM)in University Examination and now in III year	
34	Smt.Kanapatyhy Krupavathi Endowment prize	10000	454	Highest marks in II year Microbiology subject	30-09.2011
35	Smt.Maddala Nakshatram Endowment prize	10000	630	To a student who secured highest marks in Botany subject in I year CBZ in University Examination To a student who secured highest marks in Botany subject in II year CBZ in University Examination	05.03.2012
36	Smt.Pothula Lilly Grace Memorial Endowment prize	30000	Total (1,530/3) 510	To a student who is a Topper in BA (HEP)III year(aggregate)up to Sem-V	05.02.2014
37	Smt.Pothula Lilly Grace Memorial Endowment prize		510	To a student who is a Topper in B.Com (General)III year (aggregate)up to Sem-V	

	NAME OF THE ENDOWMENT PRIZE	FDR AMOUNT	INTEREST AMOUNT	SPECIFICATION	DEPOSIT DATE
38	Smt.Pothula Lilly Grace Memorial Endowment prize		510	To a student who is a Topper in B.Sc. (MPC)in III year(aggregate)up to Sem-V	
39	Smt.P.Lakshmi Narasamamba Cash Memorial Endowment prize	25000 25000	1729 1729	1. To a student who secured highest marks in Telugu (II language) for I and II year 2. highest marks in BA, B.Com, B.Sc. General Telugu highest Sem-I 3. Spl.Telugu in Sem-IV	11.04.2014
40	Sri KVR. Chowdary Award Gold Medal			To a student who secured highest marks in the I & II B.Sc. (Home Science) Aggregate in University Examination	



TIMETABLE

	1 10 - 11 AM	2 11 - 12 Noon	3 12 - 1 PM	1-2 PM	4 2 - 3 PM	5 3 - 4 PM	6 4 - 5 PM
MON				LUNCH BREAK			
TUE							
WED							
THU							
FRI							
SAT							



**“All I want is an education, and
I am afraid of no one”.**

- Malala Yousafzai