



DODLA KOUSALYAMMA GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

Re-accredited in cycle 3 with 'A' Grade by NAAC

Nellore - 524 003



HAND BOOK

(2023 - 2024)



An IAS Accredited and an ISO Certified Educational Quality
(ISO 21001 : 2018), Environmental (ISO 14001 : 2015) &
Energy (ISO 50001 : 2018) Standards Management System
under the aegis of Commissionerate of Collegiate Education,
Mangalagiri, Guntur Dt., Andhra Pradesh.



Our College Activities

DODLA KOUSALYAMMA GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)

Re-accredited in cycle 2 with 'A' Grade by NAAC
Nellore - 524 003



Affiliated to



VIKRAMA SIMHAPURI UNIVERSITY

Nellore - 524 324

Andhra Pradesh, INDIA.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare*

*D.K. Government College for Women, Nellore (Autonomous)
Dargamitta, Dist. SPKR Nellore,
affiliated to Vikrama Simhapuri University, Andhra Pradesh as
Accredited*

*with CGPA of 3.16 on four point scale
at A grade
valid up to March 13, 2028*

Date : March 14, 2023



*S.C. Singh
Director*

*Attended
Principal
21/6/23*

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

BC/SC/148/3rd Cycle/APOCGN19425

Certificate

HYM International Certifications Pvt. Ltd.

Certified that the Educational Organizations of

DK GOVERNMENT COLLEGE FOR WOMEN (A)

Nellore, SPSR Nellore Dist - 524 003,
Andhra Pradesh, India

has been assessed and found to be in accordance with the requirements of the Educational standards

ISO 21001 : 2018

(Educational Quality Management System)

for the following scope of certification

PROVIDING COURSES TO UG B.A HONOURS (HISTORY), B.A HONOURS (POLITICAL SCIENCE), B.A HONOURS (ECONOMICS), B.A HONOURS (SPECIAL TELUGU), B.A HONOURS (SPECIAL ENGLISH),
B.A HONOURS (STATISTICS), B.COM HONOURS (GENERAL), B.COM HONOURS (COMPUTER APPLICATIONS), B.COM HONOURS (BANKING), B.SC HONOURS (MATHEMATICS), B.SC HONOURS (PHYSICS),
B.SC HONOURS (STATISTICS), B.SC HONOURS (COMPUTER SCIENCE), B.SC HONOURS (ZOOLOGY), B.SC (AQUACULTURE), B.SC HONOURS (BIOTECHNOLOGY), B.SC HONOURS (BOTANY),
B.SC HONOURS (CHEMISTRY), B.SC HONOURS (HOME SCIENCE), PG COURSES NA TELUGU, NA ENGLISH, M.SC COMPUTERS, M.SC ZOOLOGY

Further information about the scope of this certificate and applicability of ISO 21001 : 2018 requirements may be obtained by consulting the organization.

Certificate No : HYMIAS/ECMS/ 9186414/0038

Issue Date : 18/12/2023

1st Surveillance 17/12/2024

Renewal Date : 17/12/2026

2nd Surveillance 17/12/2025



Authorised Signature

HYM International Certifications Pvt. Ltd

NOTE: This Certificate is Valid From 18/12/2023 to 17/12/2024

This is an accredited certificate authorized for issue by Accreditation Service for Certifying Bodies (Europe) Limited who have assessed M/s HYM International Certifications Pvt. Ltd. against defined criteria and in cognizance of ISO 17021:2015 "Conformity Assessment - Requirements for bodies providing audit and Certification of management Systems".

www.hymcertifications.com on for checking the validation of the Certification

Regd. Flat No. 201 (2nd Floor), Plot No. 163A/164A, A.K Towers, Survey No.183, Addagutta Society/Western Hills, Kakatpally Hyderabad - 500 671, Telangana State, India.

E-mail: siva@hymcertifications.com, Website: www.hymcertifications.com

Certificate

HYM International Certifications Pvt. Ltd.

Certified that the Environmental Management System

DK GOVERNMENT COLLEGE FOR WOMEN (A)

Nellore, SPSR Nellore Dist - 524 003,
Andhra Pradesh, India

has been assessed and found to be in accordance with the requirements of the environmental standards

ISO 14001 : 2015

(Environmental Management System)

for the following scope of certification

PROVIDING COURSES TO UG B.A HONOURS (HISTORY), B.A HONOURS (POLITICAL SCIENCE), B.A HONOURS (ECONOMICS), B.A HONOURS (SPECIAL TELUGU), B.A HONOURS (SPECIAL ENGLISH),
B.A HONOURS (STATISTICS), B.COM HONOURS (GENERAL), B.COM HONOURS (COMPUTER APPLICATIONS), B.COM HONOURS (BANKING), B.SC HONOURS (MATHEMATICS), B.SC HONOURS (PHYSICS),
B.SC HONOURS (STATISTICS), B.SC HONOURS (COMPUTER SCIENCE), B.SC HONOURS (ZOOLOGY), B.SC (AQUACULTURE), B.SC HONOURS (BIOTECHNOLOGY), B.SC HONOURS (BOTANY),
B.SC HONOURS (CHEMISTRY), B.SC HONOURS (HOME SCIENCE), PG COURSES IN TELUGU, IN ENGLISH, M.SC COMPUTERS, M.SC ZOOLOGY

Further information about the scope of this certificate and applicability of ISO 14001 : 2015 requirements may be obtained by consulting the organization.

Certificate No : HYM/IAS/EMS/ 9186414/0026

Issue Date : 18/12/2023

1st Surveillance 17/12/2024

Renewal Date : 17/12/2026

2nd Surveillance 17/12/2025



Authorised Signature

HYM International Certifications Pvt. Ltd

NOTE: This Certificate is Valid From 18/12/2023 to 17/12/2024

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Regd. Flat No. 201 (2nd Floor), Plot No. 163A/164A, A.K Towers, Survey No.183, Addagutta Society/Westeran Hills, Kakatipally, Hyderabad - 500 871, Telangana State, India.
E-mail: silva@hymcertifications.com, Website: www.hymcertifications.com

Certificate

HYM International Certifications Pvt. Ltd.

Certified that the Energy Management System

DK GOVERNMENT COLLEGE FOR WOMEN (A)

Nellore, SPSR Nellore Dist - 524 003,
Andhra Pradesh, India

has been assessed and found to be in accordance with the requirements of the Energy standards

ISO 50001 : 2018

(Energy Management System)

for the following scope of certification

PROVIDING COURSES TO UG B.A HONOURS (HISTORY), B.A HONOURS (POLITICAL SCIENCE), B.A HONOURS (ECONOMICS), B.A HONOURS (SPECIAL TELUGU), B.A HONOURS (SPECIAL ENGLISH),
B.A HONOURS (STATISTICS), B.COM HONOURS (GENERAL), B.COM HONOURS (COMPUTER APPLICATIONS), B.COM HONOURS (BANKING), B.SC HONOURS (MATHEMATICS), B.SC HONOURS (PHYSICS),
B.SC HONOURS (STATISTICS), B.SC HONOURS (COMPUTER SCIENCE), B.SC HONOURS (ZOOLOGY), B.SC (AQUACULTURE), B.SC HONOURS (BIOTECHNOLOGY), B.SC HONOURS (BOTANY),
B.SC HONOURS (CHEMISTRY), B.SC HONOURS (HOME SCIENCE), PG COURSES MA TELUGU, MA ENGLISH, MSc COMPUTERS, MSc ZOOLOGY

Further information about the scope of this certificate and applicability of ISO 50001 : 2018 requirements may be obtained by consulting the organization.

Certificate No : HYM/IAS/EN/ 9186414/0020

Issue Date : 18/12/2023

1st Surveillance 17/12/2024

Renewal Date : 17/12/2026

2nd Surveillance 17/12/2025



Authorised Signature

HYM International Certifications Pvt. Ltd.

NOTE: This Certificate is Valid From 18/12/2023 to 17/12/2024

This is an accredited certificate authorized for issue by Accreditation Service for Certifying Bodies (Europe) Limited who have assessed M/s. HYM International Certifications Pvt. Ltd. against defined criteria and in cognizance of ISO 17021:2015 "Conformity Assessment - Requirements for bodies providing audit and Certification of management Systems" www.hymcertifications.com on for checking the validation of the Certification

OUR FOUNDER



శ్రీమతి దొడ్ల కొసలక్ష్మి గారు

"An ideal charitable architect, who created a platform to enlighten the young minds into able citizens"



Dr. Pola Bhaskar IAS
COMMISSIONER OF COLLEGIATE EDUCATION



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



D. K. Government College for Women (A), Nellore stands as a testament to Swami Vivekananda's ideals, dedicating itself to the education and empowerment of rural girls. Rooted in a blend of traditional values and modern pedagogy, the institution not only imparts academic excellence but also fosters holistic development, nurturing self-reliance and a positive societal outlook. With a committed faculty and a rich tapestry of extracurricular activities, the college endeavors to shape well-rounded individuals poised for success in all facets of life. As a witness to the college's transformative impact, I am heartened by its dedication to nurturing a generation of empowered citizens. Let us continue on this journey of enlightenment, ensuring that every student is equipped to fulfill their potential and contribute meaningfully to the betterment of our nation and society.

కీర్తి: శ్రీరాష్ట్ర నారీణాం స్మృతిర్మేధా ధృతి: క్షమా...

(భగవద్గీత 10వ అధ్యాయం 34వ శ్లోకం)

భగవానువాచ :

స్త్రీ లక్షణముల లోని కీర్తి, సిరిసంపద, చక్కటి వాక్కు, జ్ఞాపకశక్తి, మేధస్సు, ధైర్యము మరియు క్షమాగుణములు నేనైయున్నాను.

COLLEGE INFORMATION

ADDRESS

D.K. Govt. College for Women (A),
Opp: Police Parade Grounds,
Dargamitta,
Nellore - 524 003,
Andhra Pradesh.

TELEPHONE

College : 08612957569
E-Mail : nellore.jkc@gmail.com
Website : www.dkwgdcnellore.ac.in

BANK DETAILS - SBI

Account Number : 10604189429
Customer Name : The Principal, D.K. GOVT. COLLEGE
IFSC Code : SBIN0000887

వందేమాతరం

వందే మాతరం వందే మాతరం
సుజలాం సుఫలాం మలయజ శీతలాం
సస్య శ్యామలాం మాతరం
శుభ్రజ్యోత్స్నా పులకితయామినీం
పుల్ల కుసుమిత ద్రుమదళ శోభినీం
సుహాసినీం సుమధుర భాషిణీం
సుఖదాం వరదాం మాతరం
వందే మాతరం వందే మాతరం

- బకించంద్ర చటర్జీ

జాతీయ గీతం

జనగణమన అభినాయక జయహే!
భారత భాగ్యవిధాతా !
పంజాబ, సింధు, గుజరాత, మరాఠా,
ద్రావిడ, ఉత్కళ, వంగా !
వింధ్య, హిమాచల, యమునా, గంగా !
ఉచ్చల జలభి తరంగా!
తవ శుభనామే జాగే !
తవ శుభ ఆశిష మాగ్రే !
గాహే తవ జయగాథా!
జనగణ మంగళదాయక జయహే!
భారత భాగ్య విధాతా !
జయహే ! జయహే ! జయహే !
జయ జయ జయ జయహే !!

- రవీంద్రనాథ్ ఠాగూర్

కళాశాల గీతం

పల్లవి : ఓంకార పంజర శుకీం
ఉపనిషదుద్ఘాన కేళి కలకంఠీం
ఆగమ విపిన్ మయూరీం
ఆర్యాం అంతర్విభావయేత్
గౌరీం... గౌరీం...

॥2॥

1 : భువన్ మోహన్ మైన భరత వధూలలామకు

ఉద్ఘాన వన్మాంధ్రసీమ

॥2॥

ఆ... ఆ... రామ వికసితోజ్జ్వల

వరపారిజాత ప్రసూనమీ సింహపురము

ఆ... ఆ... మనోజ్ఞలతాంత పరిమళ

కాంతిరేఖయే... ఈ దొడ్ల కౌసల్యమ్మ మహిళా కళాశాల....

2 : పినాకినీ నదీ పయః పవిత్ర భూతధాత్రిలో

అనంతమైన రంగనాథునాదర ప్రతిష్ఠలో

॥2॥

అనూన శోభనుద్భవిల్లె ఆంధ్రభూమిని

జనాళి నోములే ఘనంబుగా ఫలించెనో అవంగహా

॥2॥

కరమ్మ వెల్గుతన్ వినూత్న కాంతులన్

తమిశ్రముల్ హరించు జ్యోతి కాగా

వైజయంతి వైభవమ్ముతో విరించి రాణికి

విహార వీర మందిరంభుగాన్

ఇలన్ జయత్ ధ్వజ ప్రతీతి

ఈ కళాలయంబహా...

॥3॥

రచయిత్రి

డా॥ సుబ్బరత్నమ్మ

విశ్రాంత తెలుగు అధ్యాపకులు.

స్వర కల్పన

శ్రీమతి. జి. జానకీ దేవి

విశ్రాంతసంగీత అధ్యాపకులు

STUDENT PROFILE

1. NAME : _____

2. MOTHER : _____

3. FATHER/GUARDIAN : _____

4. CLASS & ROLL No. : _____

5. BLOOD GROUP : _____

6. DATE OF BIRTH : _____

7. PERMANENT ADDRESS : _____

8. E-MAIL ID : _____

9. MOBILE No. : _____

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THE COLLEGE

Motto

“yaa Vidya saa Vimukthaye” - Education is that which liberates

Vision

To transform the society by achieving unparalleled success in women education and women empowerment, while maintaining a strong commitment to societal ethics and environmental protection.

To establish strong relations with the industry, where ever possible, for the benefit of our women students.

Mission

- To achieve academic excellence through the implementation of novel instructional strategies.
- To let our teachers to update with profound knowledge on their respective subjects and to make them as respectful teacher of impressionable minds at the class rooms.
- To accomplish given tasks with equipoise and admirable dexterity.
- To encourage girl students from rural areas to believe in themselves by providing them with opportunities to participate in activities outside of the classroom.
- To instill self-control and morality in the students.
- To establish centers for collaboration between institutes and industries.
- To extend financial assistance to the economically weaker sections.
- To create opportunities for self-employment and to upgrade skills.

History

Dodla Kousalyamma Govt. College for Women (A) has been the most renowned Educational Institution not just in and around Nellore town but across many Districts of our State. Though it was inaugurated formally on 7th February 1965, this Women's College took birth on 27th June 1964, owing to the farsighted insight of many citizens of the town under the visionary leadership of Sri Dodla Subba Reddy. His benevolence in the form of monetary assistance of rupees 3 lakhs kick-started the construction of its own building on a sprawling area of 24.59 acres. Since then many more rooms, blocks of new constructions have been added. 94 Rooms, of which 35 Class Rooms, 17 Labs, a huge Library accommodating nearly 35,000 volumes of books, two Computer Labs, an English Language Lab and an Assembly Hall are a part of the College now. An addition of a few more rooms took place even during the year 2012.

The College has been patronized by the public for the obvious reason that their wards can be safely left in a Women's College that has a very good Hostel Accommodation. The Hostel which began in a big hall with mass Accommodation has grown into expansive complex of 5 blocks with 83 rooms, with 2 dining halls, reading and recreation rooms. At present it houses 600 students and at one time when it was composite College as many as 1124 students, in 2005-06, shared the Accommodation.

The building and structure come to life only when the Students throng the edifice. The College began as composite Institution offering both Intermediate (then PUC) and Degree Courses. By the time the College celebrated its Silver Jubilee in 1989 the number of students rose to 1900. The College was bifurcated into Intermediate and Degree Colleges in 1996. In spite of the mushrooming of private Colleges the College still has strength of 1,100. The students from far and wide places of A.P as far as Anantapur, Vizag, Hyderabad and so on seek admission to the College. The Alumni of our College are well placed in society by becoming Lawyers, Doctors, District Officers, Lecturers and Principals of GDCs and so on.

This kind of constant patronage is extended by student community because of the wide range of courses offered by the College. The beginning was humble with courses being offered in B. A. and B. Sc. while B. Com and Home Science were introduced in 1975. Many restructured courses such as Biotechnology, Micro Biology, Statistics, Computer Science and Communicative English have been offering since 2000. The College spreads its branches in to Post Graduate Education too with the introduction of M. Sc. Zoology in 2003 and M. A. English and M. A. Telugu in 2004 and M. Sc. Computer Science in 2021.

The expansion of the College into such a big abode of learning has constantly ensured quality along with quantity. Its quality has been certified by National Quality Assurance Bodies like NAAC and UGC time and again. The College underwent three cycles of NAAC Accreditation and received 'B', 'A' and 'A' Grades respectively in the first, second and third Cycles of Accreditation. The College has been conferred the Autonomous Status for a period of 10 years from the Academic Year 2022-2023 to 2031-2032 as per clause 8.2 of the UGC (Conferment of Autonomous Status upon Colleges and Measures for maintenance of standards in Autonomous Colleges) Regulations, 2023 and also identified as a 'Centre with Potential for Excellence' in 2016. Apart from the academic well being, all round personality development of students is taken care of by providing many support services. Thus National Student Service (NSS) was begun in 1974 with 4 units, each unit comprising 100 students both from Intermediate and Degree sections. At present the College has 3 NSS Units & Youth Red Cross. National Cadet Core (NCC - Army) too was started in the year 2000. NCC – Navy is also started in 2023. The College also trains the Students in Sports and Games and many of our students received Gold Medals in National & International Level Competitions. Jawahar Knowledge Centre, a unit that looks after the employability skills of the students was set up in 2006 and each year 4 batches of students with 100 students in each batch are trained and are sent for placement. Many students are placed in many Corporate Offices and Multinational Companies. A Study Centre of Dr. B. R. Ambedkar Open University too was started in 2004 to cater to the needs of women students who wish to pursue their graduate studies in distance mode. Such an expanse of quality, growth inclusive of many Graduate and Post Graduate Courses and the infrastructural development is a result of many dedicated Principals and their commitment to the student community.

The College has been administered by 28 Principals so far. 11 of the Lecturers are awarded with State Best Teacher Awards during their tenure at this College. On par with the Teachers from the Universities our Lecturers too have shown promising Research Aptitude since the UGC has recognized the Degree Colleges too as Centers for Research and many Lecturers have been functioning as Research Supervisors. The Lecturers conduct independent research too with the grant provided by the U.G.C for Minor and Major Research Projects and 16 MRPs are submitted so far. Recently ICSSR sanctioned 9 Lakhs Minor Research Project to Dr. S. Vindhyavali, Lecturer in English.

College Timings (09:45 a.m. to 5:00 p.m.)

* 09:45 a.m. to 10:00 a.m.	Prayer
* 10:00 a.m. to 11:00 a.m.	1 st Period
* 11:00 a.m. to 11:55 a.m.	2 nd Period
* 11:55 a.m. to 12:05 p.m.	Break
* 12:05 p.m. to 01:00 p.m.	3 rd Period
* 01:00 p.m. to 02:00 p.m.	Lunch Break
* 02:00 p.m. to 03:00 p.m.	4 th Period
* 03:00 p.m. to 04:00 p.m.	5 th Period
* 04:00 p.m. to 05:00 p.m.	6 th Period

Timings to meet Principal : 10:00 a.m. to 01:00 p.m.

For Parents : Every 1st & 3rd Saturday

For Students : Every 2nd & 4th Saturday

Any other time as per the need.

College Office Timings : 10:00 a.m. to 05:00 p.m.

College Library Timings : 09:00 a.m. to 06:00 p.m.

College Office Hours for Students :

01:00 p.m. to 02:00 p.m. and 04:00 p.m. to 05:00 p.m.

- * Requests for certificates, testimonials and other documents requiring the Principal's signature should be addressed to the Principal and submitted to the College Office.
- * The Principal will take into consideration the reports of the departments while issuing academic, conduct, attendance and other certificates.
- * A student desiring to obtain a certificate (transfer, bonafide, etc.) shall apply for it in College's Office, the application should be submitted one day before.
- * Certificates will be issued within 24 hours of applying for them.

LIST OF SUCCESSIVE PRINCIPALS

<i>S.No</i>	<i>NAME</i>	<i>FROM</i>	<i>TO</i>
01	Smt. P. Ratnavathi	25-07-1964	08.07.1965
02	Smt. P. Ratnavathi	09-07-1966	26.07.1966
03	Kum. K. V. Sivagamy	04-08-1966	15.07.1970
04	Kum. S. Ahmed Beebi	16-07-1970	07.07.1976
05	Smt. K. R. James	09-08-1976	06.08.1977
06	Kum. S. Ahmed Beebi	06-08-1977	19.08.1978
07	Kum. M.V. Rangamma	01-10-1978	05.07.1981
08	Smt. K. Hemalatha	06-07-1981	16.07.1986
09	Dr. C. Sarada Devi	30-07-1986	31.10.1988
10	Kum. K. Varalakshmi	01-11-1988	31.08.1991
11	Kum. K. Rukmini	08-11-1991	31.08.1992
12	Smt. V. Sita Devi	02-07-1992	31.08.1995
13	Kum. K. Susheelamba	01-01-1996	30.06.1997
14	Sri. K.V. Raju	06-07-1997	30.11.1998
15	Dr. C.V.R.K. Murthy (FAC)	01-12-1998	21.02.2000
16	Smt. Md. Rahmathunnisa Begum (FAC)	22-02-2000	30.01.2001
17	Kum. E. Nagavalli Thayaru (FAC)	02-03-2001	03.04.2001
18	Smt. V. Vijaya Lakshmi (FAC)	04-04-2001	24.06.2001
19	Dr. G. Uma Devi (FAC)	25-06-2001	06.12.2001
20	Smt. K. Rathna Prasunamba (FAC)	01-07-2004	03.09.2004
21	Smt. K. Rathna Prasunamba (FAC)	01-07-2004	03.09.2004
22	Smt. G. Hema Prabha	04-09-2004	31.08.2005
23	Smt. B. Naveena Devi (FAC)	12-09-2004	31.10.2006
24	Dr. A. Sarada Devi (FAC)	03-11-2006	01.07.2017
25	Dr. A. Sarada Devi	02.07.2007	31.08.2013
26	Smt. A. Devi Kumari (FAC)	30.09.2013	13.11.2013
27	Dr. P. Venkateswarlu	14.11.2013	26.05.2013
28	Dr. C. Sailaja	03.09.2015	31.04.2017
29	Sri. B. Udaya Bhaskar Rao (FAC)	15.05.2017	26.05.2017
30	Dr. Ch. Masthanaiah	27.05.2017	31.03.2021
31	Dr. K. Padmaja (FAC)	01.04.2021	23.09.2021
32	Dr. D. Giri	25.09.2021	Till Date

STATUTORY BODIES OF THE COLLEGE

Governing Body

<i>S.No</i>	<i>Category</i>	<i>Name</i>	<i>Designation</i>
1	Chairman & Educationist (Nominated by the State Govt.)	Dr. Pola Bhaskar IAS	Commissioner, APCCE, Mangalagiri, Guntur District.
2	Industrialist (Nominated by the State Govt.)	To be nominated by the State Government	-----
3	Professional (Nominated by the State Govt.)	To be nominated by the State Government	-----
4	Teacher of the College (Nominated by the Principal on seniority by rotation)	Sri A.V. Raman Rao, M.Sc., M.Phil.	Vice-Principal, D.K. Government College for Women (A), Nellore
5	Teacher of the College (Nominated by the Principal on seniority by rotation)	Dr. Sk. Annar, M.Sc., M.Ed., Ph.D., AP SET	Lecturer in Chemistry, D. K. Government College for Women (A), Nellore
6	Administrative Staff of The College	Sri N. Sudhakar	Administrative Officer, D.K. Govt. College for Women (A), Nellore.
7	Industrialist (Nominated by the Principal for two years)	Sri A. Rajkumar	Managing Director, Sarayu Hero Show Room & Proprietor, Hall Mark Pharma, Ph: 9848270117
8	State Government Nominee (Nominated by the State Govt.)	Dr. V. Rama Jyosthna M.Com., Ph.D.	RJDCE (FAC), Zone III, Guntur.
9	University Professor (Nominated by the University)	Prof. P. Ramachandra Reddy, M.Sc., Ph.D.	Registrar, Vikrama Simhapuri University, Kakatur, Nellore.
10	Principal of College & Member Secretary	Dr. D. GIRI, M.Sc., Ph.D	Principal, D.K. Govt.College for Women (A), Nellore
11	Speical Invitee	Dr. Ch. Tulasi Masthanamma, M.Sc., Ph.D	Academic Guidance Officer, APCCE, Mangalagiri, Guntur Dt. A.P.
12	Speical Invitee	Dr. K. Ravi Kiran, M.A., Ph.D	Academic Officer, APCCE, Mangalagiri, Guntur Dt., A.P.
13	Speical Invitee	Smt. T. Anuradha	Chief Accounts Officer, APCCE, Mangalagiri, Guntur Dt., A.P.

Academic Council

<i>S.No</i>	<i>Category</i>	<i>Name</i>	<i>Designation</i>
1	Chairman	Dr. D. GIRI, M.Sc., Ph.D	Principal, D.K.Govt. College for Women (A), Nellore
2	University Nominee	Prof. P. Ramachandra Reddy	Registrar, V.S. University, Nellore
3	University Nominee	Dr. Ch. Vijaya	Dean CDC, V.S. University, Nellore.
4	University Nominee	Prof. G. Vijay Anand Kumar Babu	Principal, University College, V.S. University, Nellore.
5	Expert-Industry	Sri. Degapudi Vidyadhar Reddy	Executive, Sembcorp, Nellore.
6	Expert-Education	Sri. P.Y. Giri	Advocate
7	Expert-Medicine	Dr. S. Chaitanya	Gynecologist, Sri Chaitanya Hospital, Nellore.
8	Expert-Medicine	Dr. J.V. Ram Mohan	Senior Surgeon, Sudheer Hospital, Nellore
9	Senior Lecturer in the College	Dr. P.M.V. Prasad	Reader in Mathematics & IQAC Co-ordinator
10	Senior Lecturer in the College	Dr. J. Kavitha	Lecturer in Mathematics
11	Senior Lecturer in the College	Dr. K.V. Satyanarayana	Lecturer in Telugu
12	Senior Lecturer in the College	Sri. S. Sarath Babu	Lecturer in Chemistry
13	Academic Co-ordinator	Dr. S. Vindhyavali	Lecturer in English
14	All the Head of the Departments	In-charge of all Departments	Members

Finance Committee

<i>S.No</i>	<i>Category</i>	<i>Name</i>	<i>Designation</i>
01	Chairman	Dr. D. GIRI, M.Sc., Ph.D	Principal, D.K.Govt. College for Women (A), Nellore.
02	Member	Sri A. V. Ramana Rao	Vice - Principal
03	Member	Sri D. Ramakrishna Reddy	Lecturer in Economics
04	Member Secretary	Sri N. Sudhakar	Administrative Officer
05	Ex-officio Member	Dr. P. M. V. Prasad	Reader in Mathematics & IQAC Coordinator
06	Ex-officio Member	Dr. S. Vindhyavali	Lecturer in English & Academic Coordinator



CURRICULUM

Programs Offered

UG Programmes offering for the Academic Year 2023-24

<i>S.No</i>	<i>Name of the Programme</i>	<i>Name of the Minor</i>
01	B.A. Honours (History)	Political Science
02	B.A. Honours (Political Science)	History
03	B.A. Honours (Economics)	Political Science
04	B.A. Honours (Special Telugu)	Computer Applications
05	B.A. Honours (Special English)	Computer Applications
06	B. Com Honours (General)	Computer Applications
07	B. Com Honours (Computer Applications)	Financial Management
08	B. Com Honours (Banking & Insurance)	Computer Applications
09	B.Sc. Honours (Mathematics)	Computer Science
10	B.Sc. Honours (Physics)	Computer Science
11	B.Sc. Honours (Statistics)	Computer Science
12	B.Sc. Honours (Computer Science)	Data Science
13	B.Sc. Honours (Zoology)	Microbiology & Computer Applications
14	B.Sc. Honours (Aqua Culture)	Microbiology
15	B.Sc. Honours (Biotechnology)	Chemistry & Microbiology
16	B.Sc. Honours (Botany)	Microbiology
17	B.Sc. Honours (Chemistry)	Botany (for Bi.P.C Students) & Computer Science (for MPC Students)
18	B.Sc. Honours (Home Science)	Computer Applications

P.G Programmes 2022-23

<i>S.No</i>	<i>Name of the Programme</i>	<i>Subjects</i>
01	M.Sc	Zoology
02	M.Sc	Computer Science
03	M.A	Telugu
04	M.A	English

SINGLE MAJOR SYSTEM

In accordance with the NEP 2020, the UGC has formulated a new Student-Centric “Curriculum and Credit Framework for Undergraduate Programmes (CCFUP)” incorporating a flexible Choice-based Credit System, Multidisciplinary Approach, and Multiple Entry and Exit options. This will facilitate students to pursue their career path by choosing the subject/field of their interest.

In consonance with NEP 2020 the Government of Andhra Pradesh rolled out a redesigned CBCS Curriculum for 4-year UG Honours Programmes from the year 2020-21. With the CCFUP guidelines released in December 2022, the AP State Council of Higher Education has taken up the task of redesigning the curricular framework for the UG Degree Programmes.

Programme Overview:

A) Programme Name and Duration:

4 - Year UG Honours with Single Major.

The duration of the Programme is 4 years, with multiple entry and exit options after 1st, 2nd and 3rd years of study with a Certificate, Diploma and Degree after the respective years of study. Honours Degree is awarded at the end of 4-years of study.

4 – Year UG Honours with Research with multiple entry and exit options after 1st, 2nd and 3rd years of study with a certificate, diploma and degree after the respective years of study. Honours with Research Degree is awarded at the end of 4-years of study.

Programme Structure and Curriculum:

A) Credit Requirements:

- For UG Honours Degree the number of Credits required is 160 along with 20 additional credits assigned for Community Service Project (4 credits), Short Term Internship (4 credits) and Semester Internship (12 credits).

- For UG Honours Degree the number of Credits required is 160 along with 20 additional credits assigned for Community Service Project (4 credits), Short Term Internship (4 credits) and Semester Internship (12 credits).
- These 160 credits are apportioned as, 84 for Major Courses, 24 for Minor Courses, 12 for Languages, 6 for Multidisciplinary Courses, 28 for Skill Courses, 4 for Open Online Transdisciplinary Courses and 2 for Common Value-Added Courses.
- The thumb rule for assigning credits is 1 hour of theory per week is equivalent to 1 credit. Similarly, 2 hours of practical per week is equivalent to 1 credit. The credits assigned for Internship / Apprenticeship /OJT are not to be equalized with the hours of work done.
- A student can acquire a maximum of 40% of credits online.

B) Major Courses

- Major discipline is the discipline or subject of main focus and the Degree will be awarded in that discipline. Students should secure the minimum prescribed number of credits, i.e., 84 (about 50% of total credits) through core courses in the major discipline.
- A student of UG Honours Degree has to study 21 course papers with 84 credits in the chosen major. The eligibility for admission into a Major will be similar to the existing eligibility for a programme.
- A student has to choose one Major for gaining in-depth knowledge in that subject discipline.
- All discipline-specific major courses carry a weightage of 4 credits, irrespective of the discipline of study, viz., arts, commerce, science, etc. Wherever practicals are involved, 3 credits are assigned for 3 hours of theory and 1 credit is assigned for 2 hours of practical. For all courses without practical's, 4 credits are assigned for 4 hours of theory.
- The first two courses in the Major shall be the foundation courses for that Major and shall be pathway courses to choose their Minor in the second semester.

- In the case of Mathematics there will be 5 hours of workload per week which includes practice sessions (NOT PRACTICALS) and the number of credits assigned is 4.
- In the case of B. Com., Computer Applications or wherever Computer Science/Applications involved subjects or courses are offered, the courses (papers) shall have 3 hours of theory and 2 hours of practical.

C) Minor Courses:

- Students have to choose a Minor in the second semester. The student can choose a minor cutting across the disciplines or from the allied disciplines.
- A student has to study 6 courses in the chosen minor with 24 credits. The minor courses start from the second semester onwards.
- Some minors may require eligibility to study a particular course at the intermediate level. Such conditions, if any, will be notified against the minor.
- A student can complete a second minor online from approved sources during the period of study and submit the credits to the university for inclusion in the Degree Certificate.
- Minor courses can be studied offline or online or in blended mode.

D) Languages:

- Two courses in English Language and two courses in Modern Indian Language are to be completed in the first two semesters.
- Each language course is taught for 4 hours with 3 credits.
- A student can opt for doing the English Language Courses online which are equivalent to IELTS/TOEFL/OET, etc. Or the minimum required scores for qualifying in IELTS/TOEFL/OET can be reckoned for the 6 credits assigned for English Language.

E) SKILL COURSES:

- Enhancing student employability is the top priority for higher education. Employability is a measure of a student's ability to secure their first job and remain employed throughout their working lives.
- A pool of Skill Enhancement Courses is offered in Semesters I to IV. These Skill Enhancement Courses are contemporary in nature and not major-specific.
- A student has to complete 6 such courses (2 credits each) in Semesters I to IV assigned with 12 credits. Students are offered choices for selecting skill enhancement courses of their interest.
- Major subject-specific Skill Enhancement courses with choices are offered in Semester V/VI as two of the four major courses.
- And two Skill Enhancement courses each with choices are offered in Semesters VII and VIII in the concerned major.

F) Multidisciplinary Courses:

- In consonance with NEP – 2020 all UG students are required to undergo multidisciplinary courses. These courses are intended to broaden the intellectual experience.
- Students are not allowed to choose the courses in a major discipline or repeat courses already undergone at the higher secondary level or Intermediate level or 12th class as the multidisciplinary course.
- A student has to complete 3 multidisciplinary courses each carrying 2 credits.
- Students are offered choices for selecting multidisciplinary courses of their interest.

G) Common Value-Added Courses:

- Common Valued Added Course includes Environmental science/ education, and shall carry 2 credits.

H) Courses on Indian Knowledge Systems:

- Courses on IKS are integrated into the curricular framework. The IKS course shall be an Audit Course which is a mandatory course with only a Pass or Fail.
- A student has to complete 2 courses on IKS one in the VII semester and one in the VIII semester.
- Students are offered choices for selecting IKS courses of their interest.

I. Open Online Transdisciplinary Courses:

- Two mandatory Open Online Transdisciplinary Courses, with 2 credits per course, are to be done by the students, one in each of Semesters VII and VIII.
- Students are free to select courses of their interest from any discipline.

J. 10-month mandatory Internship:

Three internships are mandatory for all students irrespective of the of the Program of study.

First internship (April-May after 1st year examinations): Community Service Project

- To inculcate social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service Project.
- **Learning outcomes:**
- To facilitate an understanding of the issues that confronts the vulnerable/ marginalized sections of the society.
- To initiate team processes with the student groups for societal change.
- To provide students an opportunity to familiarize themselves with urban/ rural community they live in.
- To enable students to engage in the development of the community.
- To plan activities based on the focused groups.
- To know the ways of transforming society through systematic programme implementation.

The College should follow the APSCHE guidelines for the community service project and the programme book designed for the purpose.

Second Internship (April-May after 2nd year examinations): Apprenticeship / Internship / On-the-job training / In-house Project / Off-site Project

- To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

• Learning outcomes:

- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.

The College should follow the APSCHE guidelines for the short-term project and the program book designed for the purpose.

Third internship (5th/6thSemester period):

During the entire 5th /6th Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

• Learning outcomes:

- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future.
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.
- Build a record of work experience.

- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Acquire additional skills required for the world of work.

The College should follow the APSCHE guidelines for the semester term project and the program book designed for the purpose.

K) Multiple Entry and Exit Options:

I. Purpose:

Flexibility is important to choose one's academic pathway to the award of certificate, diploma, and degree. There are occasions when learners have to give up their education mid-way for various reasons. The academic records/marks/credits for such incomplete academic programmes remain unaccounted. In order to address such issue, the curriculum framework paves way for multiple entry and exit in to the degree programme.

The purpose of Multiple Entry and Exit Options shall meet the following objectives:-

- An initiative to curtail the dropout rate and improve GER.
- Offers flexibility in making choice between continuing of education at a stretch for 4 years and exiting and taking up job and returning back to the learning system.
- Offers different designs of programmes of study, viz., certificate, diploma, degree and degree with Honours.
- Ensures scaling up from certificate level to degree with honours level.
- Enables credit accumulation and transfer of credits.
- Ensures zero-year-loss to students in the event of exiting in between the 4-year programme of study.

II. Operative Details of ME-ME:

*** 1st year**

- Entry 1: The entry requirement for the 1st year of 4-year Degree (Level – 4.5 of National Credit Framework (NCrF) of UGC) is Intermediate/ 12th class of CBSE/ or any other equivalent certificate approved by the Board of Intermediate Education.
- Exit 1: A Certificate will be awarded when a student exits at the end of the year 1 (Level 4.5).

- Certificate in Sciences/Arts & Humanities/Commerce/Business Management/Business Administration / Computer Applications / Hotel Management is to be awarded if students exit after successful completion of 1 year of study in B.Sc. / B.A / B.Com / BBA / BBM / BCA / BHM respectively. However, the students are required to pass all courses, Languages, Multidisciplinary, Skill Enhancement and Core Courses in Major and Minor along with completion of Community Service Project in the summer term.

*** 2nd year:**

- Entry 2: The entry requirement for 2nd year of 4-year Degree (Level – 5 of NCrf of UGC) is a Certificate obtained after completing the first two semesters of the undergraduate programme. A student can seek entry into the 2nd year of study in a college, provided there are vacancies in that particular programme in that college. The transfer admission shall be within the intake permitted to the college.
- Exit 2: A Diploma will be awarded when a student exits at the end of the 2nd year (Level 5 of NCrf).
- Diploma in Sciences / Arts & Humanities / Commerce / Business Management / Business Administration / Computer Applications / Hotel Management is to be awarded if students exit after successful completion of 2nd year of study in B.Sc / B.A / B.Com / BBA / BBM / BCA / BHM respectively. However, the students are required to pass all courses, Languages, Multidisciplinary, Skill Enhancement and Core Courses in Major and Minor along with completion of Community Service Project in the summer term between 1st and 2nd year and short-term internship in the summer term between 2nd and 3rd year.

*** 3rd year:**

- Entry 3: The entry requirement for 3rd year of 4-year Degree (Level – 5.5 of NCrf of UGC) is a Diploma obtained after completing two years (4 semesters) of the undergraduate programme. A student can seek entry into the 3rd year of study in a college, provided there are vacancies in that particular programme in that college. The transfer admission shall be within the intake permitted to the college.

- Exit 3: A Degree will be awarded when a student exits at the end of the 3rd year (Level – 5.5 of NCrf). Bachelor's Degree in Sciences / Arts & Humanities / Commerce / Business Management / Business Administration / Computer Applications / Hotel Management is to be awarded if students exit after successful completion of 3rd year of study. However, the students are required to pass all courses, Languages, Multidisciplinary, Skill Enhancement and Core Courses in Major and Minor along with completion of Community Service Project in the summer term between 1st and 2nd year and short-term internship in the summer term between 2nd and 3rd year and a full-semester internship.
- The Degree awarded shall include the Major and Minor/s in parenthesis. For Ex., B.Sc (Zoology with Chemistry Minor)

*** 4th year:**

- Entry 4: The entry requirement for 4th year of 4-year Degree (Level – 6 of NCrf of UGC) is a degree obtained after completing three years (6 semesters) of the undergraduate programme. A student can seek entry into the 4th year of study in a college, provided there are vacancies in that particular programme in that college. The transfer admission shall be within the intake permitted to the college.
- Exit 4: A Degree with Honours will be awarded when a student exits at the end of the 3rd year (Level – 6 of NCrf). Bachelor's Degree with Honours in Sciences/Arts & Humanities/ Commerce/Business Management/Business Administration / Computer Applications /Hotel Management with Honours is to be awarded if students exit after successful completion of 4th year of study.
- The name of the Major/s shall be indicated in parenthesis and the name of the Minor/s. For ex., B.Sc Honours (Zoology with Chemistry as Minor) or B.Sc Honours (History with Political Science as Minor) and so on.
- If the student completes the 4th year with courses in research methodologies and a rigorous research project in one of the major of study, a Bachelor degree (Honours with research) is awarded.

Curriculum framework

B.Sc (Honours) with Single Major																										
Semester	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disny' (2 Cr)			Skill Enhanceme nt Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total				
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr		
Sem 1	2*	10	8				2	8	6	1	2	2	2	4	4							7	24	20		
Sem 2	2	6+4	8	1	3+2	4	2	8	6				2	4	4							7	27	22		
Community Service Project of 180 hours with 4 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																										
Sem 3	4	12+8	16	1	3+2	4				1	2	2	1	2	2							7	29	24		
Sem 4	3	9+6	12	2	6+4	8				1	2	2	1	2	2							7	29	24		
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with minor																										
Sem 5	4	12+8	16	2	6+4	8													1	2	2	7	32	26		
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respective major with																									
																			IKS#							
Sem 7	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22		
Sem 8	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22		
	21		84	6		24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160		
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																										
C Courses							H Hours					Cr Credits					OOTC Open Online Transdisciplinary									
IKS# Indian Knowledge Systems - Audit Course																										

B.A./B.Com (Honours) with Minor																									
Semest er	Major* (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOTC			Env. Edn (2 Cr)			Total			
	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	C	H	Cr	
Sem 1*	2	8	8				2	8	6	1	2	2	2	4	4							7	22	20	
Sem 2	2	8	8	1	4	4	2	8	6				2	4	4							7	24	22	
Community Service Project of 180 hours with 4 Credits. Student is eligible for Exit Option-1 with the award of Certificate in respective discipline																									
Sem 3	4	16	16	1	4	4				1	2	2	1	2	2							7	24	24	
Sem 4	3	12	12	2	8	8				1	2	2	1	2	2							7	24	24	
Short-Term Internship/Apprenticeship/OJT of 180 hours with 4 Credits. Student is eligible for Exit Option-2 with the award of Diploma in respective major with																									
Sem 5	4	16	16	2	8	8													1	2	2	7	26	26	
Sem 6	Semester Internship/Apprenticeship/OJT with 12 Credits. Student is eligible for Exit Option-3 with the award of Degree in respesive major with minor																								
																			IKS#						
Sem 7	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22	
Sem 8	3	12	12										2*	8	8	1	2	2	1	2	0	6	24	22	
	21		84	6			24	4		12	3	6	6	10	32	28	2	4	4	2	4	0	47		160
20 Additional Credits for 10 month mandatory Internship/OJT/Apprenticeship																									
C Courses							H Hours					Cr Credits				OOTC Open Online Transdisciplinary									
IKS# Indian Knowledge Systems - Audit Course																									

List of Multi-Disciplinary, Skill Enhancement & Skill Development Courses offered for I& II-year students for the Academic Year – 2023-2024

MULTI-DISCIPLINARY COURSES

Semster	Name of the Course	Name of the Stream	Lead Department
I	Indian History	B.Sc.	History (BoS & Teaching)
I	Principles of Chemical Sciences	B.A and B. Com	Chemistry (BoS & Teaching)

SKILL ENHANCEMENT & LIFE SKILL COURSES

Semster	Name of the Course	Name of the Stream	Lead Department
I	Analytical Skills	B.A, B. Com & B.Sc.	Maths (BoS & Teaching)
	Communication Skills	B.A, B. Com & B.Sc.	English (BoS & Teaching)
II	Marketing Skills	B.A, B. Com & B.Sc.	Commerce (BoS & Teaching)
	Digital Literacy	B.A, B. Com & B.Sc.	Computer Science (BoS & Teaching)
III	Analytical Skills	B.A, B. Com & B.Sc.	Mathematics (BoS & Teaching)
	Environmental Education	B.A, B. Com & B.Sc.	Microbiology / Chemistry (BoS & Teaching)

SKILL DEVELOPMENT COURSES

Semster	Name of the Course	Name of the Stream	Lead Department
III	Financial Markets	B.Com.	Economics (BoS & Teaching)
	Retailing	B.Sc.	Commerce (BoS & Teaching)
	Poultry Farming	B.A.	Zoology (BoS & Teaching)

MAJOR COURSES

Semster	Name of the Course	Name of the Stream	Lead Department
I	Fundamental of Social Sciences (Paper I)	B. A (All)	History - (BoS) Unit – I – Pol. Sci. Unit – II – His Unit – III – Home Sci. Unit – IV – Eco Unit – V – Comp. Sci. } Teaching
	Perspectives on Indian Society (Paper II)		Economics - (BoS) Unit – I – Home Sci. Unit – II – His Unit – III – Pol. Sci. Unit – IV – Eco Unit – V – Comp. Sci. } Teaching
I	Fundamentals of Commerce (Paper I)	B. Com (All)	Commerce (BoS) Unit I – IV – Commerce Unit – V – Comp.Sci. } Teaching
	Business Organization (Paper II)		
I	Essentials and Applications of Mathematical, Physical & Chemical Sciences (Paper I)	B. Sc (Maths, Physics, Chemistry, Computers & Statistics)	Physics (BoS) Unit – I – Maths Unit – II – Physics Unit – III – Chemistry Unit – IV – Maths, Physics & Chemistry Unit – V – Comp. Sci. } Teaching
	Advances in Mathematical, Physical & Chemical Sciences (Paper II)		Chemistry (BoS) Unit – I – Maths Unit – II – Physics Unit – III – Chemistry Unit – IV – Maths, Physics & Chemistry Unit – V – Comp. Sci. } Teaching

Semster	Name of the Course	Name of the Stream	Lead Department
I	Introduction to Classical Biology (Paper I)	B. Sc. (Botany, Zoology, Bio-Tech & Aqua culture	Zoology (BoS)
	Introduction to Applied Biology (Paper II)		Botany (BoS)
I	Introduction to Home Science (Paper I)	B. Sc. Home Science	Home Science (BoS & Teaching)
	Health, Hygiene & Wellness (Paper II)		

FEE DETAILS

<i>S.No.</i>	<i>Course Code</i>	<i>Course Name</i>	<i>Medium</i>	<i>Regular / self</i>	<i>Seats</i>	<i>Total Fee</i>
01	1469	B.A Honours Political Science	English	Regular	40	5,835/-
02	1471	B.A Honours Statistics	English	Regular	40	5,835/-
03	1482	B.A Honours History	English	Regular	40	5,835/-
04	1487	B.A Honours Special English	English	Regular	40	5,835/-
05	1489	B.A Honours Special Telugu	Telugu	Regular	40	5,835/-
06	1497	B.A Honours Economics	English	Regular	40	5,835/-
07	1503	B.Com Honours Banking & Insurance	English	Self Finance	40	10,875/-
08	1505	B.Com Honours Computer Applications	English	Self Finance	90	10,875/-

<i>S.No.</i>	<i>Course Code</i>	<i>Course Name</i>	<i>Medium</i>	<i>Regular / self</i>	<i>Seats</i>	<i>Total Fee</i>
09	1506	B.Com Honours General	English	Regular	60	5,875/-
10	1509	B.Sc Honours Computer Science	English	Self Finance	40	11,075/-
11	1511	B.Sc Honours Aquaculture	English	Self Finance	40	11,075/-
12	1516	B.Sc Honours Mathematics	English	Regular	40	6,075/-
13	1520	B.Sc Honours Statistics	English	Regular	40	6,075/-
14	1524	B.Sc Honours Physics	English	Regular	40	6,075/-
15	1526	B.Sc Honours Home Science	English	Regular	30	6,075/-
16	1530	B.Sc Honours Biotechnology	English	Self Finance	40	11,075/-
17	1545	B.Sc Honours Botany	English	Regular	40	6,075/-
18	1548	B.Sc Honours Zoology	English	Regular	40	6,075/-
19	1554	B.Sc Honours Chemistry	English	Regular	40	6,075/-
Total					820	

Student Code of Conduct

All members of the family of D.K. Govt. College for Women (A) play a pivotal role in keeping the truth of the College by manifesting integrity and respect in the daily activities and in the performance of the responsibilities. The Student Code of Conduct is established to foster and protect the core values of the DKWGC (A) and to promote the scholarly and civic development of the College Students in a safe and secure learning environment and to protect the people,

properties and processes that support its vision. The values of our students imbibe are integral part of their personal growth. Admission of a student in this college implies adherence to the prescribed Code of Conduct and observance of the rules laid down by the college. Full co-operation in this regard is sought from the parents.

All students are answerable to the Principal, Staff and other College authorities for their conduct and behavior.

- * Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the Institution. Students have the responsibility to attend all their classes regularly.
- * A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 10.00 a.m. to 4.00p.m.
- * All the students are expected to present in the class well - within time and late coming will also result in loss of attendance for the corresponding hour.
- * Students without minimum attendance will not be allowed to write examinations and thus are detained without progress to the next semester.
- * Courtesy requires that every Student greets the Staff when she meets them for the first time in the day.
- * No Student shall enter or leave the class room when the session is on without the permission of the Teacher concerned.
- * In the event of Student Seminars / Project Presentations etc., it is compulsory that all the Students of the concerned class be present for the entire session.
- * Students can leave the campus during class hours only after getting a gate pass from the Principal, HoD, or the Tutor and after making entry in the Gate Register maintained by the Gate Keeper.
- * Students shall come to the college in approved uniforms. All the students are expected to attend all College functions in College Uniform unless otherwise specified.
- * Every student should aspire to create an atmosphere of friendliness and good cheer in the College.
- * They should refrain from any conduct that would interfere with College Functions or endanger the health, welfare, or safety of other persons.

- * Keeping Classrooms and College premises neat and clean and treating the College property carefully, as their own, gives a sense of belongingness. Do not put any waste anywhere in the campus except in the waste baskets kept. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the College and destroy the academic ambience.
- * They will avoid standing in the verandahs of the College during and between the class hours.
- * Updating themselves by reading notices posted on the College bulletin is required and ignorance of any notice thus posted cannot be accepted as an excuse for failing to comply with it.
- * As a citizen of the State, a Student should not discriminate on the basis of race, colour, creed, caste, age, religion, gender, national or ethnic origin, marital status, physical disability, or any other legally protected status
- * Any damage to the property of the College will be severely dealt with. Anyone damaging any property in the College or the Hostels is liable to punishment which may include fine, suspension from Hostel or even from the College. The cost of the damaged property shall be recovered from the resident(s) guilty of the damage to such property.
- * Students are generally not permitted to take leave during working days. In exceptional cases, on a written request made by the Parent/Guardian addressed and on the approval, may avail leave.
- * The Principal at discretion may require a Student who fails to show adequate progress in studies, who is irregular in attendance or who takes part in strikes to withdraw from the College and the Hostel.
- * Students and Staff are always required to wear their identity card when they are in the College.
- * A Student or group of Students shall not form any Organization, Society or organize any event or collect any fund or subscription without the specific written permission of the College.
- * Students must not use Cell Phones for any purpose inside the College Buildings and Hostel. Violation of this rule will be punished by confiscation of the mobile set.
- * Students are expressly prohibited from speaking on behalf of College with any media organization or publication, or from inviting the same to any College-owned or operated property, facility, or events without the express written permission of the Principal of the College.

Anti-Ragging Policy

Ragging is a punishable offence. Honorable Supreme Court of India has held as follows, “If any incidents of ragging come to the notice of the authority, the concerned Student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution. Ragging of any kind is strictly for bidden in the campus.

Grievance Cell

The College has constituted a Grievance Committee to address any grievance(s) of Student(s). The student(s) are hereby informed to follow the list of committee members and the procedure for such grievances. The students shall submit their grievances to the Student Council as constituted from time to time by the College.

LMS

Learning Management System (LMS) is an important initiative of the CCE, to enhance the quality of teaching to promote cooperative learning among Students. It enables the Students to think critically, logically and have command over subjects. As an Academic Reform under RUSA, the effort is a step toward realising the Government’s vision to transform Andhra Pradesh into a knowledge hub and empower Students with knowledge and skills in line with NEP-2020.

CONTROLLER OF EXAMINATIONS

The Office of the Controller of Examinations is responsible for the preparation, scheduling, and conduct of the Examinations for all the programmes offered by the Institute. It also facilitates the central valuation of answer scripts and the timely publication of Results. The other responsibilities are: Issuing Semester marks memos, Consolidated Marks Statement and Provisional Certificates as and when candidates become eligible to receive the same.

- * Preparation of Degree Certificates
- * Preparation of Rank List / List of Gold Medalists.
- * Providing genuineness/verification services to various stakeholders such as Government Authorities, Corporate Bodies, and Educational Institutions.
- * Facilitating Revaluation Processes.
- * The issue of Duplicate Certificates.

Rules and Regulations

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

Evaluation Procedures and Reforms

- * The Examination Cell which is constituted by following the revised Guidelines of the U.G.C., with one Controller of Examinations and two Assistant Controllers of Examinations to conduct examinations for the Students of all the three years.
- * The allotment of External and Internal Assessment is 70% , 30% respectively
- * Implementing Standard Operating Procedure (SOP) for Continuous Internal Assessment(CIA) designed and circulated by the CCE, Vijayawada.
- * CIA New Pattern
- * Two Mid Exams are conducted as explained in the SOP. The marks obtained by a student for 50 are to be scaled down to 30 and this should be treated as CIA score of the student in that subject.
- * The Examination Notification period is 30 or 45 days before the commencement of External Examination.
- * Following the guidelines of CBCS, 40% is considered as minimum pass percentage in External Evaluation and

- * Evaluation Scheme for Practical is proposed to be :
 - (i) Internal Evaluation for 50 marks in Odd Semester.
 - (ii) External Evaluation for 50 marks in Even Semester.
- * Special External Examination will be conducted for the Students who have missed their Examinations due to attending important NCC, NSS, Sports and Cultural events.
- * Instant Examination will be conducted to the backlogs in 5 and 6 semesters for final year regular students who cleared 1 to 4 semesters.
- * After completion of the Programme maximum of three attempts are permitted for the supplementary.
- * Detained Students will rejoin in the next year for the detained Semester.
- * In order to ensure fair conduct of Examinations a team of observers is appointed by senior most Faculty who are nominated by the Committee constituted by the College. The team plays the role of internal squad in the conduct of Internal as well as External Examinations. If any case of malpractice is identified, then the candidate is debarred from that paper and will be allowed to write other Exams. The level of punishment will depend on the severity of malpractice which will be decided by the committee.
- * Students representing National Sports and Games and who are selected for training in specialized Institutions are allowed to write the Examinations after the submission of Attendance Certificate from the respective body.
- * Computation of Grade per each Semester is carried out following SGPA (Semester Grade Point Average) which is shown below.

<i>Marks</i>	<i>Letter Grade</i>	<i>Performance</i>
90-100	O	Outstanding
80-89.9	A	Very Good
70.79.9	B	Good
60.69.9	C	Average
50.69.9	D	Pass
40-49.9	E	Pass
0-39.9	F	Fail

* Computation of Grade will be carried out at the end of Sixth Semester, following the CGPA (Cumulative Grade Point Average) formula when the Candidate gets through all the Six Semesters. A student is eligible for the award of a Grade only when the Student completes all the subjects within three more Academic Years after the completion of their Programme.

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



Teaching Staff

<i>S.No</i>	<i>Name of the Faculty</i>	<i>Subject</i>
1	Dr. D. GIRI	Principal
2	Dr. Ch. Krishna Murthy	English
3	Smt. P. Umamaheswari	English
4	Dr. Y. Venkateswarlu	English
5	Dr. S. Vindhyavali	English
6	Smt. Sk. Tamanna	English
7	Dr. K. Karunasri	Telugu
8	Dr. K. V. Satyanarayana	Telugu
9	Dr. Y. Divya	Telugu
10	Dr. I. Subhashini	Telugu
11	Dr. K. Eswaramma	Telugu
12	Dr. S. Surendra	Hindi
13	Sri K. Joji	Political Science
14	Dr. T. Rambabu	Political Science
15	Sri V.V. Ramana Reddy	Political Science
16	Dr. R. Vijaya Bhaskar	Commerce
17	Smt. J. Srujana	Commerce
18	Dr. K. Sravana Kumar	History
19	Sri Y. John Saheb	History
20	Dr. V. Chenchu Ramaiah	Economics
21	Sri D. Rama Krishna Reddy	Economics
22	Dr. K. Suvarna	Mathematics
23	Dr. J. Kavitha	Mathematics
24	Dr. P. M.V. Prasad	Mathematics
25	Dr. K. Chandra Sekhar	Mathematics
26	Smt. K. Geetha	Computer Science
27	Smt. Md Sameera	Computer Science
28	Smt. K. Anusha Devi	Computer Science

29	Smt. V. Padmavathi	Computer Science
30	Sri A.V. Ramana Rao	Physics
31	Dr. C. Salma	Physics
32	Smt. T. Mounika	Physics
33	Dr. Sk. Annar	Chemistry
34	Dr. N. Sarath Babu	Chemistry
35	Dr. K. Ramesh babu	Chemistry
36	Dr. K. P. P. R Mohan Reddy	Chemistry
37	Dr. M. Muni Prasad	Chemistry
38	Dr. T. Raveendranath Babu	Chemistry
39	Dr. B. Rajarajeswari	Botany
40	Dr. S. Priyanka	Biotechnology
41	Dr. T. Sreeranjani	Zoology
42	Sri K. Nagaraju	Zoology
43	Dr. Ch. Rama Devi	Zoology
44	Dr. N. Anitha	Zoology
45	Dr. Ch. Lalitha Kumari	Zoology
46	Smt. E. Kanya Kumari	Microbiology
47	Dr. C. Kalapriya	Home Science
48	Dr. K. Sreenivasulu	Statistics
49	Dr. Ch. Narayana Reddy	Library Science
50	Dr. C. Vijaya Kala	Physical Education
51	Sri Sk. Mahboob Subhani	Urdu
52	Dr. T. Mamatha	Home Science
53	Smt. K. Aparna Devi	Home Science
54	Smt. N. Naga Syamala	Statistics
55	Dr. M. Umashankar Raju	Botany
56	Smt. V. Samatha	Computer Applications
57	Smt. K. Lakshmi	Economics
58	Smt. K. Bhagyalakshmi	Commerce

59	Sri M. Premanand Babu	Commerce
60	Sri B. Madhusudhana Rao	Commerce
61	Smt. H. Swathi	Zoology
62	Kum. S. Rukmini	Home Science
63	Sk. Seema	Computer Science
64	Smt. V. Jayanthi	Statistics

Non - Teaching Staff

<i>S.No</i>	<i>Name of the Faculty</i>	<i>Subject</i>
01	Sri N. Sudhakar	Admn. Officer
02	Sri D. Venkateswarlu	Superintendent
03	Sri Sk. Mahaboob Basha	Sr. Asst
04	Sri M. Bala Kishore Kumar	Sr. Asst
05	Kum K. Prathyusha	Jr. Asst
06	Sri A. Venkata Ramesh	Jr. Asst
07	Sri B. Hanuman Bhukya	Store Keeper
08	Sri G. Sita Ramudu	Store Keeper
09	Sri N. Sreenivasulu	Herbarium Keeper
10	Smt M. Hemalatha Daniel	Record Asst
11	Sri V. Masthanaiah	Record Asst
12	Smt. Ch. Dhanamma	Record Asst
13	Smt. P. Rathnamma	Record Asst
14	Smt. D. Vanaja	Record Asst
15	Sri K. Ramanamma	Record Asst
16	Sri K. Ramanaiah	Record Asst
17	Smt. I.V. Ramanamma	Office Subordinate
18	Sri J. Hari Babu	Office Subordinate

19	Smt. S. Vijaya	Office Subordinate
20	Smt. M. Vasundhara	Office Subordinate
21	Smt. T. Sukanya	Office Subordinate
22	Sri B. Prabhakar	Sweeper
23	Sri K. Naraiah	Gardener
24	Smt. K. Polamma	Scavenger
25	Sri Sk. Masthan Basha	Watchman
26	Sri K. Bahadur Singh	Watchman
27	Sri M. Edukondalu	Contingent Class IV

COMMITTEES

PROCEEDINGS OF THE PRINCIPAL, D.K. GOVT. COLLEGE FOR WOMEN - NELLORE

PRESENT: Dr. D. GIRI, M.Sc., Ph.D.

Rc. No. Spl./A/ Estb./2023

Dt.: 04-08-2023

Sub.: Constitution of various Academic and Administrative Committees for the Academic year 2023-24 - Regarding.

ORDERS: The undersigned is pleased to constitute the following Academic and Administrative Committees for the Academic Year 2023-24 for the smooth running of the Institution. The Convener of each Committee is to coordinate with the members to complete the work assigned to them from time to time and submit the compliance report to the Principal. Further, they are informed to prepare the Action Plan for the Academic Year 2023-24 and record the activities. The Convener and the Members of the Committees are solely held responsible for any lapses in discharging the duties allotted to them and maintaining the Records/ Registers.

1. Students Union Committee :

Convener : Sri A.V. Ramana Rao

Vice – Principal &

Lecturer in Physics

Members :1. Sri D. Ramakrishna Reddy

Lecturer in Economics

2. Dr. Sk. Annar

Lecturer in Chemistry

3. Dr. C. Kala Priya

Lecturer in Home Sciences

4. Dr. K. Karunasri

Lecturer in Telugu

5. Sri John Saheb

Lecturer in History

2. Restructured Special Fee (UG) Committee:

Convener	: Sri A.V. Ramana Rao	Vice – Principal & Lecturer in Physics
Members	:1. Dr. Vijaya Bhaskar 2. Dr. K. Karuna Sri 3. Dr. T. Sriranjani 4. Dr. S. Vindhyavali 5. Smt. T. Padmavathi	Lecturer in Commerce Lecturer in Telugu Lecturer in Zoology Lecturer in English Lecturer in Computer Science
Students	:1. T Prasanthi 2. Ch. Sneha	III B.Sc. (MPCs) III B.Com (CA)

3. Scholarships (ALL) Committee :

Convener	: Sri A. V. Ramana Rao	Vice – Principal Lecturer in Physics
Members	:1. Dr. V. Chenchu Ramaiah 2. Dr. M. Muni Prasad 3. Dr. R. Vijay Bhaskar 4. Sri K. Nagaraju 5. Sri M. Bala Kishore Kumar	Lecturer in Economics Lecturer in Chemistry Lecturer in Commerce Lecturer in Zoology Lecturer in Assistant
Students	:1. D.Anusha 2. G.Santhi Swarupa	III BA (HEP) II B.Sc. (BZC)

4. College Magazine Committee :

Convener	: Smt. Sk. Tamanna	Lecturer in English
Members	:1. Dr. K. Karunasri 2. Dr. S. Vindhyavali 3. Dr. S. Surendra	Lecturer in Telugu Lecturer in English Lecturer in Hindi
Students	:1. Amulya 2. Maheswari	II B.A. (HECE) III B.Sc. (Bt ZC)

5. Career Guidance Cell & JKC (PLACEMENT CELL):

Convener	: 1. Dr. Y. Venkateswarlu	Lecturer in English
Members	:1. Sk. Tamanna 2. Smt. V. Padmavathi 3. Dr. Ch. Krishnamurthy	Lecturer in English Lecturer in Computer Science Lecturer in English
Students	:1.T. Prasanti 2. I. Deepika	III B.Sc. (MPCs) II B.Com. (Gen.)

6. Competitive Examination Committee :

Convener	: Dr. Ch. Chenchu Ramaiah	Lecturer in Economics
Members	:1. Sri John Saheb	Lecturer in History
	2. Smt. V. Padmavathi	Lecturer in Computer Science
	3. Dr. K. Sravankumar	Lecturer in History
	4. Smt. J. Srujana	Lecturer in Commerce

7. RTI Committee :

Appellant Authority	: Dr. D. Giri	Principal
PIO	:Dr. K. Karuna Sri	Lecturer in Telugu
APIO	: N. Sudhakar	Administrative Officer

8. Internal Complaints & Grievance Redressal Committee :

Convenor	:Dr. B. Rajarajeswari	Lecturer in Botany
Members	:1. Dr. S. Vindhyavali	Lecturer in English
	2. Dr. T. Sriranjani	Lecturer in Zoology
	3. Smt. T. Mounika	Lecturer in Physics
	4. Smt. E. Kanyakumari	Lecturer in Microbiology

9. Anti-Ragging Committee :

Nodal Officer	: Dr. C. vijayakala	Lecturer in Physical Education
Members	:1. Ch. Narayana Reddy	Lecturer in Library Science
	2. Dr. S. Priyanka	Lecturer in Bio-Technology
	3. Dr. C. Kalapriya	Lecturer in Home Science
	4. Dr. N. Anita	Lecturer in Zoology

10. Hostel Committee :

Deputy Warden:	Dr. C. Kalapriya	Lecturer in Home Science
Members	:1. Dr.K. Chandra Sekhar	Lecturer in Zoology
	2. Smt. J. Srujana	Lecturer in Commerce
	3. Dr. C. Vijaya kala	Lecturer in Physical Education
	4. B. Raja rajeswari	Lecturer in Botany
	5. Dr. Ch. Ramadevi	Lecturer in Zoology
	6. Dr. R. Vijaya Bhaskar	Lecturer in Commerce
	7. Dr. Y. Venkateswarlu	Lecturer in English
	8. Dr. C. Salma	Lecturer in Physics
Students	:1.K. Vamsamma	III B.Com.
	2. Supriya	III B.Com.
	3. Venkata Lakshmi	II B.Sc. (HSC)

11. General Discipline and Classwork Monitoring Committee :

Convener	: A. V. Ramana Rao	Vice-Principal & Lecturer in Physics
Members	: 1. Dr. C. Vijayakala 2. Dr. C. Kalapriya 3. Smt. P. Uma Maheswari	Lecturer in Physical Education Lecturer in Home Science Lecturer in English

12. Medical Inspection Committee :

Convener	: Dr. T. Sriranjani	Lecturer in Zoology
Members	: 1. Dr. Ch. Ramadevi 2. Dr. S. Priyanka 3. Dr. C. Vijayakala 4. Kum. Grishma	Lecturer in Zoology Lecturer in Biotechnology Lecturer in Physical Education Student

13. Women Empowerment Cell :

Nodal Officer	: Smt. P. Uma Maheswari	Lecturer in English
Members	: 1. Dr. C. Vijayakala 2. Dr. C. Kalapriya 3. Smt. SK. Tamanna 4. Smt. K. Geetha 5. Dr.Ch. Lalitha Kumara	Lecturer in Physical Education Lecturer in Home Science Lecturer in English Lecturer in Computer Science Lecturer in Zoology

14. Fine Arts & Cultural Club :

Convener	: Dr. K. Eswaramma	Lecturer in Telugu
Members	: 1. Dr. Y. Divya 2. Smt. E. Kanya kumari 3. Smt. K. Anusha Devi 4. Dr. N. Anitha 5. Dr. Vijay Bhaskar 6. Smt. K .Aparna Devi 7. Smt. K. Lakshmi	Lecturer in Telugu Lecturer in Microbiology Lecturer in Computer Science Lecturer in Zoology Lecturer in Commerce CF in Home Science CF in Economics
Students	: 1. A. V. Jahnavi 2. P. Sathvika 3. Kerthana	II BtZC III B.Sc. (HSC) I BA

15. Audio Visual Committee:

Convener	: Dr. C. Salma	Lecturer in Physics
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Members	: 1. T. Mounika	Lecturer in Physics
	2. Sri K. Naga Raju	Lecturer in Zoology
	3. Sri M. Premananda Babu	GF in Commerce
	4. Ch. Dhanamma	Record Assistant
	5. M. Edukondalu	Waterman

16. NCC Committee :

Convener	: Lt. Dr. C. Kala Priya	Lecturer in Home Science (Army)
Member	: Dr. T. Mamatha	CF in Home Science
Convener	: Dr. Y. Divya	Lecturer in Telugu (Army)
Member	: Dr. Sravan Kumar	Lecturer in History
Students	: 1. M. Maheswari	III BtZc
	2. B. Manisri	III B.Sc. (MPCs)

17. NSS Committee :

Convener & Unit 1 Co-ordinator	: P. Umamaheswari	Lecturer in English
Unit 2	: Dr. Y. Divya	Lecturer in Telugu
Unit 3	: Sri K. Naga Raju	Lecturer in Zoology
Members	: 1. Dr. Y. Venkateswarlu	Lecturer in English
	2. Dr. S. Priyanka	Lecturer in Bio-Technology
	3. Sri K. Joji	Lecturer in Political Science
Students	: 1. P. Leelasree	III B.Com. (CA)
	2. D. Mahima	II B.Sc. (Aqua)
	3. Tejaswini	III BA (EPT)

18. Red Ribbon Club :

Convener	: Dr. N. Anitha	Lecturer in Zoology
Members	: 1. Sri K. Joji	Lecturer in Political Science
	2. K. Nagasyamala	CF in Statistics
Students	: 1. K. Anusha	III BtZC
	2. Srilakshmi	II B.Sc. (BZC)

19. Purchase Committee :

Convener	: A.V. Ramana Rao	Vice Principal & Lecturer in Physics
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Members	: 1. Dr. Sk. Annar	Lecturer in Chemistry
	2. Smt. K. Geetha	Lecturer in Computer Science
	3. Dr. Lalitha Kumari	Lecturer in Zoology
	4. Sri N. Sudhakar	Administrative Officer

20. Value Education Committee :

Convener	: Dr. Ch. Krishnamurthy	Lecturer in English
Members	: 1. Dr. K. V. Satyanarayana	Lecturer in Telugu
	2. K. Nagaraju	Lecturer in Zoology
	3. Smt. T. Mounika	Lecturer in Physics
Students	: 1. Amulya	II BA (HECE)
	2. Krishna Krutika	I BA (Spl. Eng)

21. Faculty Forum :

Convener	: Dr. Ch. Krishnamurthy	Lecturer in English
Members	: 1. Dr. K. Suvarna	Lecturer in Mathematics
	2. Dr. K. V. Satyanarayana	Lecturer in Telugu
	3. Dr. S. Vindhyavali	Lecturer in English

22. Academic Cell & Autonomy Committee :

Academic Co-ordinator	: Dr. S. Vindhyavali	Lecturer in English
Members	: 1. Dr. K. Srinivasulu	Lecturer in Statistics
	2. Smt. Sd. Sameera	Lecturer in Computer Science
	3. Sri Y. John Saheb	Lecturer in History
	4. Dr. C. Salma	Lecturer in Physics

23. Autonomous Examination Committee :

C.O.E.	: Sr. D. Rama Krishna Reddy	Lecturer in English
Asst. C.O.E.	: 1. Dr. J. Kavitha	Lecturer in Maths
	2. Dr. K. Ramesh Babu	Lecturer in Chemistry
Members	: 1. Smt. V. Padmavathi	Lecturer in Computer Science
	2. Sri N. Sreenivasulu	Lecturer in Statistics
	3. Sri K. Ramanaiah	Record Assistant
	4. Kum. R.Pavani	Technical Assistant

24. UGC Committee :

Coordinator	: Sri. A.V. Ramana Rao	Vice Principal & Lecturer in Physics
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Members	: 1. Dr. T. Sriranjani	Lecturer in Zoology
	2. Dr. K. Survarna	Lecturer in Mathematics
	3. Smt. J. Srujana	Lecturer in Commerce
	4. Smt. Md. Sameera	Lecturer in Computer Science

25. Nodal Resource Centre :

Convener	: Sri A.V. Ramana Rao	Vice Principal & Lecturer in Physics
Members	: 1. Dr. T. Ravindranath Babu	Lecturer in Chemistry
	2. Smt. K. Anusha Devi	Lecturer in Computer Science
	3. Dr. Sk. Annar	Lecturer in Chemistry
	4. Sri. Ch. Prasanna Balaji	JKC Mentor

26. V.S.U Examination Committee :

Convener	: Dr. Y. Venkateswarlu	Lecturer in English
MEMBERS	: 1. Sri .K. Nagaraju	Lecturer in Zoology
	2. Sri A. Ramesh Reddy	Junior Asst.

27. Website Committee :

Convener	: Smt. K. Geetha	Lecturer in Computer Science
Members	: 1. Smt. V. Padmavathi	Lecturer in Computer Science
	2. Smt. K. Anusha Devi	Lecturer in Computer Science
	3. Smt Md. Sameera	Lecturer in Computer Science
	4. Smt. V. Samatha	Lecturer in Computer Science
Students	: 1. T.Prasanthi	III M.P.Cs.
	2. Vakula	B.Sc. (MSCs)

28. Library Association :

Convener	: Dr. CH. Narayana Reddy	Lecturer in Library Science
Members	: 1. Sri D. Rama Krishna Reddy	Lecturer in Economics
	2. Smt. N. Naga Syamala	CF in Statistics
	3. Sri. V. Ramana Reddy	Lecturer in Political Science
Students	: 1. Kum. M. Sri Durga	II B.Sc.
	2. Kum. M. Manju	II BSc.

29. Endowment Prizes Committee :

Convener	: Dr. V. Chenchu Ramaiah	Lecturer in Commerce
Members	: 1. Dr. I. Subhashini	Lecturer in Telugu

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| 2. Dr. Ch. Rama Devi | Lecturer in Zoology |
| 3. Dr.K.P.R.P. Mohan Reddy | Lecturer in Chemistry |

30. Co-operative Society :

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| Convener | : Dr. R. Vijaya Bhaskar | Lecturer in Commerce |
| Members | : Smt. J. Srujana | Lecturer in Commerce |

31. Garden Development Committee :

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|----------|----------------------------|----------------------------|
| Members | : 1. Dr. B. Rajarajeswari | Lecturer in Botany |
| | 2. Dr. S. Priyanka | Lecturer in Bio-technology |
| | 3. Dr. M. Uma Sankara Raju | CF in Botany |
| Students | : 1. Kum. Sd. Bebesameera | II B.Sc. (BZC) |
| | 2. Kum. K. Navya | II B.Sc (BZC) |

32. College Building & Infrastructure Maintenance Committee :

- | | | |
|----------|-----------------------------|-------------------------------|
| Convener | : Dr. K. Chandra Sekhar | Lecturer in Mathematics |
| Members | : 1. Dr. Ch. Narayana Reddy | Lecturer in Library Science |
| | 2. Sri. K. Joji | Lecturer in Political Science |
| | 3. Sri. N. Sudhakar | A.O |

33. Furniture Committee :

- | | | |
|----------|--------------------------|-------------------------------|
| Convener | : Dr. K .Sruvan Kumar | Lecturer in History |
| Members | : 1. Sri. K. Joji | Lecturer in Political Science |
| | 2. Sri. N. Sudhakar | A.O |
| | 3. Sri. V. Ramana Reddy | Lecturer in Political Science |
| | 4. Dr. K. Chandra Sekhar | Lecturer in Mathematics |

34. Consumer Club :

- | | | |
|----------|----------------------------|-----------------------|
| Convener | : Dr. V. Chenchu Ramaiah | Lecturer in Economics |
| Members | : 1. Dr. R. Vijaya Bhaskar | Lecturer in Commerce |
| | 2. Smt. J. Srujana | Lecturer in Commerce |
| | 3. Smt K. Aparna Devi | CF in Home Science |
| | 4. Smt. N. Venkata Ramana | CF in Botany |
| Students | : 1.Kum. Ch. Sneha | III B.Com |
| | 2. P. Jessika | III.Com |

37. Internal Quality Assurance Cell :

Co-ordinator	: Dr. P.M.V. Prasad	Lecturer in Mathematics
Member	: 1. Criterion	In- Charges
	2. Sri Ch. Prasanna Balaji	JKC Guest Mentor

38. OTLP App :

Convener	: Smt. V. Padmavathi	Lecturer in Computer Science
Members	: 1. Smt. K. Geetha	Lecturer in Computer Science
	2. K. Naga Raju	Lecturer in Zoology
	3. Md. Sameera	Lecturer in Computer Science
	4. E. Premananda Babu	Lecturer in Commerce

39. Time Table Committee :

Convener	: Dr. K. Kavitha	Lecturer in Mathematics
Members	: 1. Dr. K. Sreenivasulu	Lecturer in Statistics
	2. Sri N. Naga Syamala	CF in Statistics
	3. Dr. M. Muni Prasad	Lecturer in Chemistry

40. RUSA/PM USHA Committee :

Convener	: Sri Y. John Saheb	Lecturer in History
Members	: 1. Sri K. Joji	Lecturer in Political Science
	2. Smt. J. Srujana	Lecturer in Commerce
	3. Dr. K.V. Satyanarayana	Lecturer in Telugu
	4. Dr. Ch. Narayana Reddy	Lecturer in library Science

41. RUSA Project Monitoring Unit:

Convener	: Smt. K. Geetha VC I & II	Lecturer in Computer Science
Members	: 1. Sri. A.V. Ramana rao	Vice Principal & Lecturer in Physics
	2. Dr. M. Muni Prasad	Lecturer in Chemistry
	3. Sri. K. Joji	Lecturer in Political Science
	4. Dr. T. Sri Ranjani	Lecturer in Zoology
	5. Dr. T. Rambabu (I/C DC1)	Lecturer in Political Science
	6. Dr. Ch. Narayana Reddy (I/C Civil Works)	Lecturer in Library Science
	7. J. Srujana (I/C DC2)	Lecturer in Commerce
	8. Dr. Priyanka (I/C DC III)	Lecturer in Biotechnology

42. CPE Committee :

Chairman	: Dr. D. Giri	Principal
Convener	: Sri A.V. Ramana Rao	Vice Principal & Lecturer in Physics
Members	: 1. Dr.K.Chandra Sekhar 2. Dr. Ch. Krishnamurthy 3. Dr. Ch. Chenchuramaiah	Lecturer in Mathematics Lecturer in English Lecturer in Economics

43. Research Committee :

Coordinator	: Dr. T. Sri Ranjani	Lecturer in Zoology
Members	: 1. Dr. K. Karuna Sri 2. Dr. C. Kalapriya 3. Dr. S. Vindhyavali 4. Dr. M. Muni Prasad 5. Dr. P.M.V. Prasad 6. Dr. R. Vijaya Bhaskar 7. Dr. C. Salma 8. Dr. K. Sravan Kumar	Lecturer in Telugu Lecturer in Home Science Lecturer in English Lecturer in Chemistry Lecturer in Mathematics Lecturer in Commerce Lecturer in Physics Lecturer in History
Students	: 1. Kum. Prasanna Lakshmi 2. Kum.D. Seetha Mahalaxmi	III B.Sc. (MPCs) I Yr Aqua

44. Alumni Committee :

Convener	: Dr. K. Karuna Sri	Lecturer in Telugu
Members	: 1. Dr. B. Rajarajeswari 2. Dr. Ch. Lalita Kumari 3. Smt. K. Aparna Devi 4. Dr. T. Mamatha 5. Smt. H. Swathi 6. Smt. S. Rukmini	Lecturer in Botany Lecturer in Zoology CF in Home Science CF in Home Science GF in Zoology GF in Home Science

45. Feedback Committee :

Convener	: Dr. N. Anitha	Lecturer in Zoology
Members	: 1. Smt. Sk. Tamanna 2. Smt. V. Samatha 3. Sri John Saheb 4. Smt. K. Lakshmi	Lecturer in English CF in Computer Science Lecturer in History Lecturer in Economics
Students	: 1. Kum. Kajal 2. Kum. T. Prasanthi	III BA III B.Sc. (MPCs)

46. Biometric Committee :

Convener	: Sri. K. Nagaraju	Lecturer in Zoology
Members	: 1. Smt. K. Geetha	Lecturer in Computer Science
	2. V. Samatha	CF in Computer Science
	3. Sri Ch. Prasanna Balaji	JKC Mentor

47. Youth Red Cross Committee :

Convener	: Dr. T. Sri Ranjani	Lecturer in Zoology
Members	: 1. Dr. Ch. Rama Devi	Lecturer in Zoology
	2. Dr. I. Subhashini	Lecturer in Telugu
	3. Dr. T. Mamatha	CF in Home Science
	4. Smt. H. Swathi	GF in Zoology
Students	: 1. Kum.D.Seetha Maha Laxmi	I Yr Aqua
	2. Ch. Dayahlory	III AZC

48. Swayam Committee :

Convener	: Smt. V. Padmavathi	Lecturer in Computer Science
Members	: 1. Dr. T. Sri Ranajani	Lecturer in Zoology
	2. Smt. Sk. Tamanna	Lecturer in English
	3. Smt. Md. Sameera	Lecturer in Computer Science
	4. Smt. K. Anusha Devi	Lecturer in Computer Science
Students	: 1. Kum. Kajal	3 rd B. A.
	2. Kum. P Suvarna	3 rd B.Sc. (MPCs)

49. SC/ST Welfare Committee :

Convener	: Sri. K. Joji	Lecturer in Political Science
Members	: 1. Smt. T. Mouinika	Lecturer in Physics
	2. Smt. E. Kanya Kumari	Lecturer in Microbiology
	3. Dr. Ch. Rama Devi	Lecturer in Zoology

50. BC Welfare Committee :

Convener	: Dr. B. Raja Rajeswari	Lecturer in Botany
Members	: 1. Dr. V. Chenchu Ramaiah	Lecturer in Economics
	2. Smt. D. Vanaja	Record Assistant
Students	: 1. Kum. Ch. Dhana Lakshmi	III B.Com.
	2. Kum. Ch Deepika	II B.Com.

51. Minority Welfare Committee :

Convener	: Dr. Sk. Annar	Lecturer in Chemistry
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Members	: 1. Smt. Md. Sameera	Lecturer in Computer Science
	2. Dr. C. Salma	Lecturer in Physics
Students	: 1. Kum. Sk. Hasina	IIB.Sc. (MPCs)
	2. Kum. Sk. Thahasin	IIB.Sc. (H Sc)

52. Sports Committee :

Convener	: Dr. C. Vijayakala	Lecturer in Physical Director
Members	: 1. Smt. P. Umamaheswari	Lecturer in English
	2. Smt. K. Aparna Devi	CF in Home Science
	3. Smt. Sk. Tamanna	Lecturer in English
	4. Smt. Kanya Kumari	Lecturer in Microbiology
Students	: 1. Kum. Geetha	II BtZC
	2. Kum. Supriya	I MA Telugu

53. Student Induction Programme Committee :

Convener	: Dr. R. Vijay Bhaskar	Lecturer in Commerce
Add. Coordinator	: Dr. C. Kalapriya	Lecturer in home Science
Members	: 1. Dr. B. Rajarajeswari	Lecturer in Botany
	2. Dr. C. Salma	Lecturer in Physics
	3. Dr. C. Vijaya Kala	Lecturer in Physical Education
	4. Dr. K. Eswaramma	Lecturer in Telugu
	5. All class Teacher assigned for first year classes	
	6. All Final year Class Representatives	
	7. Sri K. Ramanaiah	Record Asst.
	8. Smt. Sukanya	Attender
Students	: 1. Kum. Ch. Sneha	3 rd B.Com.
	2. Kajal	3 rd B.A.
	3. P Suvarna	3 rd B.Sc.

54. Attendance Monitoring Committee :

Convener	: Dr. SK. Annar	Lecturer in Chemistry
Members	: 1. Smt. K. Geetha	Lecturer in Computer Science
	2. Dr. I. Subhasini	Lecturer in Telugu
	3. Smt. E. Kanya Kumari	Lecturer in Microbiology
	4. Dr. Ch. Lalitha Kumari	Lecturer in Zoology
	5. Dr. M. Muni Prasad	Lecturer in Chemistry
	6. Smt. T. Mounika	Lecturer in Physics
	7. Smt. J. Srujana	Lecturer in Commerce

55. Csp & Internship Monitoring Committee :

Convenor	: Dr. T. Raveendranath Babu	Lecturer in Chemistry
Members	: 1. Dr. T. Raveendranath Babu	Lecturer in Chemistry
	2. Smt. K. Anusha Devi	Lecturer in Computer Science
	3. Dr. Ch. Rama Devi	Lecturer in Zoology
	4. Dr. K. Srinivasulu	Lecturer in Statistics

56. Academic Audit Committee :

Principal	: Dr. D. GIRI	
Vice-Principal	: Sri A. V. Ramana Rao	Lecturer in Physics
IQAC Co-ordinator	: Dr. P.M.V. Prasad	Lecturer in Mathematics
Academic Co-ordinator	: Dr. S.Vindhyavali	Lecturer in English
COE	: D. Rama Krishana Reddy	Lecturer in Economics

Academic Audit Co-ordinator:

1. Dr. V. Chenchuramaiah	Lecturer in Economics
2. Dr. S. Priyanka	Lecturer in Biotechnology

57. APSSDC :

Convener	: Dr. K. Survarma	Lecturer in Maths
Skill Hub	: Dr. T.Sri Ranjani	Lecturer in Zoology

58. Ambedkar Open University :

Convener	: Dr. K. Karuna Sri	Lecturer in Telugu
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59. NIRF :

Convener	: Dr.K.P.R.P.Mohan Reddy	Lecturer in Chemistry
Members	: 1. Sri. D.Rama Krishna Reddy	Lecturer in Chemistry
	2. Dr. M. Muni Prasad	Lecturer in Chemistry
	3. Dr. T. Rambabu	Lecturer in Political Science

60. AISHE :

Convener	: Dr. K. Karuna Sri	Lecturer in Telugu
Members	: 1. Dr. K. Eswaramma	Lecturer in Telugu
	2. Dr. R. Vijaya Bhaskar	Lecturer in Commerce
	3. Dr. Ch. Rama Devi	Lecturer in Zoology
	4. Dr. K. Sreenivasulu	Lecturer in Statistics

61. F-MAP Committee :

Convener	: Dr. C. Salma	Lecturer in Physics
Members	: 1.Smt. V. Padmavathi	Lecturer in Computer Science
	2. Kum. K. Prathyusha	Junior Asst.

62. Press And Public Relations Committee :

Convener	: Sri K. Joji	Lecturer in Political Science
Members	: 1.Dr. Y. Divya	Lecturer in Telugu
	2. Sri Ch. Prasanna Balaji	JKC Guest Mentor

63. Women and Gender Sensitization Committee (WGSC) :

Co-ordinator	: Dr. N. Anitha	Lecturer in Zoology
Members	: 1. Dr. S. vindhyavali	Lecturer in English
	2. Sri. T. Mounika	Lecturer in Physics
	3. Smt. K. Naga Syamala	CF in Statistics
	4. Dr. T. Mamatha	CF in Home Science

64. Assembly Maintenance Committee :

Convenor	: Dr.C. Vijaya Kala	Lecturer in Physical Education
Members	: 1. Dr. K. Narayana Reddy	Lecturer in Library Sciences
	2. Dr. N. Anitha	Lecturer in Zoology
	3. Dr. K. Ramababu	Lecturer in Political Sciences
	4. Dr. Y. Divya	Lecturer in Telugu
	5. Dr. R. Vijaya Bhaskar	Lecturer in Commerce
	6. Dr. J. Kavitha	Lecturer in Mathematics
	7. Smt K. Anusha Devi	Lecturer in Computer Science
	8. Sri K. Naga Raju	Lecturer in Zoology
	9. Dr. Y. Venkateswarlu	Lecturer in English

65. University Coodination Committee :

Convenor	: Dr. Ch. Ramadevi	Lecturer in Zoology
Members	: 1. Dr. R. Vijaya Bhaskar	Lecturer in Commerce
	2. Dr. Y. Venkateswarlu	Lecturer in English
	3. Sri S. Ramakrishna Reddy	Lecturer in Economics
	4. Smt. P. Uma Maheswari	Lecturer in English

OTLP :

“The TLP App” system that was introduced during the AY 2021-22 is used for streamlining the delivery of classroom (online/offline) instructions. Through this app, regular monitoring and reporting of classes, recouping of deviated classes, re-assigning the classes as per last minute modifications in the time table , Continuous Internal Assessment etc..., can be done.

I-MAP :

The I-MAP INTERNSHIP MONITORING APPLICATION is to monitor the students who are doing internship in Onsite by going to various industries and monitoring the student weekly tasks by the mentor, trainer and principal.

F-MAP :

The F-MAP Fee collection management system is mainly used to get the student fee through online by providing an application he/she get the fee details in the provided application and if the student wants to pay, he/she can pay through that total amount or half amount.

The fee amount will be directly credited in to the respective college account and it will be shown in header wise and college wise reports.

FRS:

The student attendance for JVD is implemented through Jnanabhumi Attendance App which is through Facial Recognition System (FRS).

e-CEGRaM:

The application developed as a Web application and Mobile responsive. The e-CEGRaM of CCE allows you to lodge GRIEVANCES through this website. This will allow the CCE to speedily redress your GRIEVANCES. The process and the time taken to resolve GRIEVANCES varies according to the amount of work required to resolve the GRIEVANCES. This document covers the complete information which were related to the process of GRIEVANCES registration, escalation, and resolving the issues raised for CCE.

INFRASTRUCTURE FACILITIES

Library and Reading Room

In Colleges, the Library occupies a prominent position and it is an important and integral part of the teaching programme. It is not merely a depository of books, but an active workshop instrument in the production of original thinking. The aim of College education and College Libraries is inter-related. College Library extends opportunities for self-education to the deserving and enthusiastic Students without any distinction. Students are developed a sense of responsibility in the pursuit of knowledge. College library stimulates the Students to obtain, evaluate and recognize knowledge and to familiarize themselves with the trends of knowledge for further Education and learning new disciplines. The General Library shall be under the supervision of the Librarian of the College.

The Library shall be opened to the borrowers on all working days from **9.00 A.M. to 6.00 PM.** The entry of a reader desirous of using the Library books shall be taken as an acknowledgement that the person agrees to conform to the rules of the Library. It is necessary to maintain an atmosphere of quiet and dignity in the Library as it is a place of individual study. Members are therefore reminded that conversation or consultation among themselves inside the Library be strictly avoided.

Unauthorized removal of books or other property from the Library will be dealt very severely.

Reading Room

Popular dailies, weeklies and monthlies are placed in the reading room for the use of students and staff during their leisure time.

Strict silence and discipline should be observed in the reading room. Journals and Magazines placed on the reading room racks should not be misplaced.

Ladies Waiting Room, Canteen & Post Box

As a part of providing infrastructure facilities in the college campus, the following facilities are provided.

A Post box is installed at the entrance gate, which is useful for students and staff. A modest canteen fulfilling the requirements of breakfast is arranged. A separate ladies waiting room with toilet facilities is provided.

Laboratory

Laboratories have an essential role in helping the development of students' thinking processes. In this Global scenario students are needed practical application of concepts. Departments of Sciences in the college has an array of highly advanced laboratories that are sufficiently equipped with the latest instruments and apparatus. The aim is to provide dents a conceptual as well as practical understanding of the subject through hands-on training. The College allocates considerable resources on a regular basis in enhancing all its facilities meet cutting edge, international standards with persistent staff.

Each Student, on completing his course and leaving the laboratory, is required to return any apparatus, which he has been provided with from the laboratory.

All breaking in the laboratories must be paid for in the shape of fines by the students concerned.

Each student must provide himself with observation note books. The certificate for the practical course required under the University Regulations will not be granted unless the student's progress has been satisfactory but also by the neat, systematic and regular writing in the record book of the account of the experiments done.

Record book should be submitted regularly on the days prescribed.

CELLS IN THE COLLEGE

IQAC

Internal Quality Assurance Cell is constituted as per NAAC norms. The cell periodically assesses an ensures quality in academic Programs. It holds periodical meetings to enhance the quality in education.

Most of the Government offices in AP have digitalized the attendance for easy access and monitoring. For the quality assurance of higher education CCE introduced digital attendance for the staff and the Students.

Jawahar Knowledge Center

Jawahar Knowledge Centre was initiated by the government of Andhra Pradesh in 2005. JKC's were established across the state and students are trained in communication skills, soft skills, analytical skills, computer skills and General Awareness. The students trained in JKC's are shown placement opportunities in noted and well reputed companies and MNCs. It has evolved into a dynamic and student friendly platform to accommodate the job aspirations of students in Degree colleges. It has successfully risen to the challenge of training students in skills relevant to the needs of job industry and is continuously helping them adapt to the global business enrolment.

The college has a well-equipped Jawahar Knowledge Center to impart Computer knowledge and Communication and Soft Skills to the students enabling them to get good jobs in the campus selections conducted by various Multi National Companies, Banking, Insurance and other Institutions.

Career Guidance Cell

The Career Guidance Cell provides relevant academic and career information to enable students handling the situation. Our focus is to provide learning/training opportunities in the areas of academic, career and personal/social development to meet their future challenges. The Career Guidance Cell of the college constituted with Jawahar Knowledge Center. A placement officer and faculty members of the college provide necessary guidance and information to students in shaping their future career. The team keeps up to date with employment trends and options to ensure quality advice to students. The Career Guidance Cell has been catering the needs of students with the following objectives:

- * To conduct a survey among students on their career options.
- * To organize programmes to create awareness about the importance of higher studies.
- * To organize diagnostic tests for the competitive exams and seminar on higher studies.
- * To organize Training classes on Technical skills towards opportunities and studies. To conduct Orientation Programmes for freshers.

- * To organize and offer various programmes on Personality Development, Communication Skills and Soft Skills.
- * To organize Pre-Placement Training Programmes to enable students to showcase their skills during the Final Placement Interview.

CEJP (Insert)

The CCE is prestigiously launched a Job Platform named Collegiate Education Job Portal (CEJP). The Portal is meant to act as a virtual meeting place for Job seekers and Job providers. Students can login with their login credentials and can upload the required data. Employers will have access to the database which can be customized as per educational qualifications NRC details and Industry verticals.

Grievance Redressal Cell

A Grievance Redressal Cell has been formed to redress the grievances of students on the academic, financial and administrative matters. A box titled “Grievances Box” is kept where in students drop their applications.

Women Empowerment Cell

To promote general well-being of female students, teaching and non-teaching women staff of the College and to provide and maintain a dignified congenial working environment for women and enable them to explore their imminent potential in all aspects. Smt. P. Uma Maheswari is coordinating the committee.

Cultural Committee

Cultural Committee allocates and approves all the clubs and social functions of the College. The Cultural Committee of the College strives to celebrate the cultural diversity on campus by organizing various events and festivals along with the National fests.

The Committee provides various opportunities for the students to relax and enjoy campus life amidst rigorous academics. Members of the committee come from diversified backgrounds. Celebrating this diversity helps us to unite and learn from each other.

We understand the importance of cultural sensitivity in today's world and the cultural committee makes the young leaders to be sensitive to each other's culture. The committee seeks to create a platform that provides the students with an opportunity to display creative talents in various ways.

Sports

The Sports Committee is formed to encourage and promote various Sports Activities amongst Students for their holistic development. The Committee Coordinator Dr. C. Vijaya Kala encourages Students to participate in various Sports Events at Inter-College, University, District, State and National Level and conducts training and selection trials in order to select the top performers to represent the College in various Indoor and Outdoor Sports Tournaments.

National Service Scheme (NSS)

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. The college has 3 NSS units with Smt. P. Uma Maheswari as the coordinator.

National Cadet Corps (NCC)

NCC has been a platform for many young talents who aspire to join the Indian defense forces and pursue a career in it, making their lives an adventurous and respectful journey. The organization has always tried to re-mould and re-exercise the activities and boost up the moral values of the aspirants to create a wholesome multi-talented personality who, in future, would render their best to safeguard the motherland, on whom resides the trust of 120 billion people who sleep peacefully at night. The College is active NCC (ARMY) unit with Lt. Dr. C. Kala Priya as the Coordinator and NCC (NAVY) unit with Dr. Y. Divya as the Coordinator.

Youth Red Cross (YRC)

The Indian Red Cross is a voluntary humanitarian organization having a network of over 700 branches throughout the country, providing relief in times of disasters/emergencies and promotes health & care of the vulnerable people and communities.

The Youth Red Cross, through its junior and youth programmes, plays an important role in channeling and guiding this young energy in the cause of humanitarian action. Youth represent a substantial part of the membership of Red Cross for its humanitarian commitment.

Young volunteers can make a significant contribution to meeting the needs of the most vulnerable people within their local communities through Red Cross youth Programme. This has been designed to involve young people as much as possible in the movement and its activities not only as workers and also as beneficiaries, but as partners in management. The YRC in the college is coordinated by Dr. T. Sriranjani.

ABC (Insert)

The “Academic Bank of Credits” (ABC) is an educational digital platform created to facilitate students’ seamless mobility between or within degree-granting. The ABC platform will provide students with the opportunity to register for a unique ABC ID, an interactive dashboard to see their credit accumulation and options to begin a choice-based credit transfer mechanism. In addition, a student self-registration module will enable accurate identification of candidates who want to check and transfer their credits depending on their needs. A Grievances Redressal Cell has been formed to redress the grievances of students on the academic, financial and administrative matters. A box titled “Grievances Box” is kept where in students drop their applications.

STANDARD OPERATING PROCEDURES

Standard Operating Procedure of College Attendance Monitoring Committee

1. Objectives:

- A. The student attendance committee aims to ensure accurate record
ing & monitoring the student attendance.
- B. Promoting regular attendance.
- C. Appropriate action will be taken in the case when the attendance
falls below the bench mark level.
- D. Develop & Implementation of transparent and fair monitoring
policy.

2. Attendance recording:

Our college considering attendance plays pivoted role in the academic success. Therefore we frame some rules for our college students.

- A. All the faculty members should mark attendance of the concerned students in the attendance registers in all the time tables sessions (Theory & Practicals, Classroom seminars, and Assignment sessions) scrupulously.
- B. Attendance shall be marked promptly in the first 5-10 minutes of each and every class with the help of class representative.
- C. The student attendance data will be collected and posted into the consolidated register by mentor at principals chamber everyday i.e. Arts Stream student's attendance should be posted at 4.00 pm - 4.30pm. Science stream students attendance should be entered into consolidated register from 4.30 - 5.00pm

3. Composition of Committee:

1. This committee is headed by our honourable principal Dr.D.Giri. This committee is composed with convenor Dr. SK. Annar, Head of the department of chemistry along with faculty members from various departments covering all the streams. The monitoring committee will maintain a uniformity and consistency in the implementation of the policy.
2. The college monitoring committee will cross check the attendance records for any discrepancies and ensure accuracy.
3. The attendance committee reserves the right to give attendance to the students based on some conditions.
4. The attendance of all the college students will be displayed in the college notice board for every four weeks.
5. The students whose attendance below 75% should come with their parents and consult with the principal. Otherwise serious action will be taken against these students.
6. The mentors are asked to post number of hours in the consolidated attendance register against each student.
7. The committee will consider the attendance basing on the appearance of the student in a particular session. If the student fails to attend in the FN/AN sessions, half day attendance will be considered otherwise absent.

**Standard Operating Procedure (SOP)
for the Continuous Internal Assessment (CIA)**

PRESENT: Dr. D. Giri, M. Sc., Ph. D.

Sub: D. K. Government College for Women (A), Nellore – Academic Cell – Implementation SOP for the Continuous Internal Assessment (CIA) – Orders – Issued.

Ref: 1. Proceedings RC. No. 003/Academic Cell/AC-10/22 dated 06.04.2022 of the Commissioner, CCE., AP., Vijayawada.
2. College Level Academic Council Meeting Minutes, dated 16.08.2023.

* * *

With references cited D. K. Government College for Women (A), Nellore has devised and adopted a seamless CIA Policy and issued Standard Operating Procedure to follow for CIA at our college. This ensures that our students are continuously tracked and reminded of their academic performance for feedback-assisted iterative learning. Therefore it is easy for students to complete the programme in time with good knowledge and score.

SOP ON CONTINUOUS INTERNAL ASSESSMENT AND EVALUATION

1. While measuring the qualitative aspect of higher education, it is essential for everyone involved in the assessment process to understand the concepts clearly. Unless the correct interpretations and benchmarking are understood by everyone, there will be ambiguity in judgments.
2. In a changing context, the needs and aspirations of the students have to be met through the curriculum and curricular transactions to enable them to play an effective role in the employment sectors. The thrust of education is shifting to employability based on the changing philosophy from idealism to pragmatism.

3. One of the key insights into the knowledge issue is that what you know is less important than how you know it and how you apply it. It boils down to the difference between two types of thinking. Low level concrete thinking concerns simple observations, facts and figures and is the foundation of the next level of thinking – high level abstract thinking – concerns and relationships. Both kinds of thinking are necessary.
4. ‘Examination reforms’ has been a prominent theme in the deliberations in connection with higher educationalists apparently had little impact; examinations are universally associated with anxiety and stress both for students and others. There are various malpractices that reduce the dependability and credibility of the examination system.
5. The academic quality of the actual examination has long been a major complaint. The methodology in the system is the root cause that needs to be tackled on priority basis. The sizable weight for internal assessment is a major step. The main problem is the incomplete development and articulation of relevant and systematic schemes for internal assessment designed to suit the needs of different subjects and levels of the students.
6. In this regard, faculty members have not been offered sufficient support through ‘clearly spells out SOPs’, specific to their subjects and effective orientation through manuals or workshops. The absence of clarity is leading students to perceive internal assessment as lacking objectivity and transparency.
7. Benjamin Bloom, an ‘Educational Psychologist’ devised a pyramid model that represents different ways of learning which is known as “Bloom’s Taxonomy’ and is described below:

A learner is expected to progress from the lowest level of the pyramid to the highest i.e. from the Lower Order Thinking Skills (LOTS) to the Higher Order Thinking Skills (HOTS).

8. There is every need for a change in focus in the Internal Assessment from question patterns that require simple memory recall to a judicious mix of questions which assess.

- Knowledge acquired
- Standard Application of Knowledge
- Application of Knowledge in new situations
- Critical Evaluation of Knowledge
- Ability to Synthesize Knowledge drawn from different sources

9. Therefore, the Internal Assessment should be aimed towards ensuring the descriptions of the abilities and other qualities a course seeks to develop in students. In other words, from inert product to processes and capacities that point to continued learning.

10. The major principle for improving the quality of Internal Assessment is that a variety of means of assessment should be used to match many dimensions of learning objectives. The use of many such devices is possible only in the college setting of Internal Assessment handled directly by the individual faculty member.

11. Under the above circumstances, the CIA has been divided into four categories of inventory tasks and activities as detailed below:

12. Assessment Criteria:

Sl. No.	Type of Assessment	Weightage of Marks
01.	Project Work	05
02.	Seminar / Group Discussion / Quiz / Presentation / Role Play	05
03.	Assignments and Extra-Curricular Activities like cleaning & greening, NCC, NSS	05
04.	Testing of Knowledge through Mid - Exams I & II	35 (20+15)
Total		50

13. Assignments: A writing assignment encompasses any writing task a teacher asks of students that involves more and more thought processes including analysis, evaluation, interpretation, narration, syntheses, reflection, clarification, summarization, creative expression and application or demonstration of knowledge or learning. Every faculty member should determine the purpose of the assignment and the levels of students and accordingly assignments should be given. There should be at least one assignment for each unit / module as and when the syllabus (unit/module) is completed.

The weightage of marks, assigned for the assignments should be awarded after completion of all the assignments in respect of all the units/modules and it should be finished before the 1st and 2nd Mid-Term Examinations are commenced.

14. In Class Activities: Laboratory/manipulative skill which include as described below for different subjects should be organized by every faculty member in respect of the subjects being taught by him/her. Students should be encouraged to participate in the Extracurricular Activities like Sports, Games, and Clean & Green of the Campus/in the Community, NCC, NSS etc. Pucca record should be maintained showing the authenticity of the participation and accordingly marks should be awarded to each student. There should not be any malpractices in this regard.

Sl. No.	Subject	Suggested Activities / Activities for CIA
01.	Chemistry Physics Mathematics	Peer Teaching, Student Seminars, Quiz, Worksheets on Subjects, KWL (Know, Want-to-Know, and Learned) Group Work, Worksheets on Subject Industrial Visit, Individual and Group Projects.
02.	Zoology, Botany, Computer Science	Field Visit, Students Projects, Student Seminars, Peer Teaching, Filling Gaps, Matching, Quiz, Worksheets on Subjects, KWL, Hydroponic Gardening, Live Projects, Vermicompost Preparation, Growing Nursery Plants, Aquarium Maintenance, Fish Farming.
03.	Microbiology, Biotechnology, Home Science, Aquaculture	Industrial Visit, Lab Visit, Student Seminars, Quiz, Worksheets on Subjects, KWL, Student Projects, Hydroponic Gardening, Live Projects, Vermicompost Preparation, Growing Nursery Plants, Aquarium Maintenance, Fish Farming, Mushroom Cultivation, Organic Farming.
04.	Statistics, Economics, History, Political Science	Socio Economic Survey, Group Discussions, Student Seminars, Peer Teaching, Quiz, Worksheets on subjects, KWL, Field Visits, Mock Parliament, Web Assignments.

Sl. No.	Subject	Suggested Activities / Activities for CIA
05.	Languages	Comprehension Paragraphs, Book Review, Think-Pair-Share Actions, Student Seminars, Peer Teaching, Filling Gaps, Quiz, Worksheets on Subjects, KWL, Group Discussion, LSRW Activities.
06.	Commerce and Management	Industry visits and tours, group discussion, group projects, Student Seminars, one-word answers, multiple choice questions, peer teaching, filling gaps, matching, quiz, worksheets on subjects, KWL, Socio-economic Surveys.

15. Testing of Knowledge: Subject-wise testing through Mid-Term Exams is very important outcome of learning, covering a weightage to the extent of 40% of the total internal assessment. Hence, there should be three kinds of questions. Firstly, One out of Three Essay Type Questions carrying 5 marks should be given. Secondly, Five out of Seven Short Answer Questions should be set carrying $5 \times 2 = 10$ Marks with weightage and thirdly, Ten Objective Type Questions should be framed carrying $10 \times 1/2 = 5$ Marks with weightage comprising Multiple Choice Answers, Fill in the Blank Questions, Matching Answer Questions, Comprehension etc.

Mid - Term Examination Pattern:

Sl. No.	Question Paper Pattern	Weightage of Marks
Mid Exam I	Section I: 10 Objective Type of Questions Section II: 5 out of 7 short Answer Questions Section III: 1 out of 3 Essay Type Questions Total	$10 \times 1/2 = 5$ $5 \times 2 = 10$ $1 \times 5 = 5$ 20 Marks
Mid Exam II	Section I: 5 out of 7 Short Answer Questions Section II: 1 out of 3 Essay Type Questions Total	$5 \times 2 = 10$ $1 \times 5 = 5$ 15 Marks

- The Marks obtained by a student for 50 Marks (Mid – Exams I & II and Assessment) need to be scaled down to 30 Marks. Both examinations and scale down the marks to 30 will be done by Controller of Examinations of our college.
15. Two Mid-Term Examinations consisting of four components as explained above should be conducted with 50% marks, for the 50% of the syllabus finished for each mid-term and it should be scaled down to 30 marks. The total of two Mid-term examination marks secured by each student should be taken towards 30% weightage of total 100 marks.
 16. Blended mode of internal assessment shall be followed. At least one mid/assignment may be conducted through online. Faculty can use technical tools for evaluation and records of every student should be documented for reference.
 17. All Question Papers for Internal Exams should be prepared by concerned faculty and should be handed over to Controller of Examinations within the stipulated time.
 18. All the staff members should maintain records/registers properly in the prescribed format. The details of the marks secured by the students, subject-wise and component-wise, should be uploaded by each faculty member in the TLE monitoring App (TLP APP) on real time basis without fail. The Principal will monitor three (03) types of records are to be maintained in the college which are to be submitted during inspection.
 - a. Student-wise and Semester-wise CIA Record is to be maintained by the concerned faculty member as per Student Academic Evaluation Register.
 - b. Subject-wise and Semester-wise CIA Record is to be maintained by the concerned in-charge of the department of all the students of the subject as per Student Academic Evaluation Register prepared by concerned faculty.
 - c. Program-wise and Semester-wise consolidated CIA Records of all students of the college are to be maintained by the Principal of the College/Examination I/C. Similar Registers are to be maintained for Skill Enhancement, Multi-Disciplinary and Skill Development Courses Etc.
 - d. Besides these records, student wise progress report generated by the APP will be communicated to individual students and parents.

Standard Operating Procedure on Additional Credits for Co-Curricular and Extracurricular Activities

Present: Dr. D. GIRI, M.Sc., Ph.D.

Awarding extra credits to students for participating three National Festivals like Republic Day, Independence Day and Gandhi Jayanthi is a commendable initiative. To instill the feeling of patriotism in the young minds – a feeling which is missing in the younger generation these days, D. K. Government College for Women (A), Nellore has taken an excellent initiation of awarding Additional Credits for participating three National Festivals.

In acknowledgement of the students' dedication to community service and national duty our College is pleased to announce the initiation of extra credits for participating NCC, NSS, YRC, Certificate Courses and Sports. Involvement in these extracurricular activities not only fosters a sense of discipline and civic responsibility but also cultivates leadership skills. This approach fosters a sense of Civic Responsibility, Team Work and Leadership Skills among students, enhancing their overall educational experience. This initiative reflects commitment to fostering well-rounded individuals who not only excel academically but also contribute meaningfully to society.

Objectives:

1. Encourage Active Citizenship
2. Recognize commitment to National Service
3. Strengthen College Pride
4. Foster a Sense of Belonging
5. Develop Leadership Skills
6. Enhance Soft Skills
7. Build a Well-Rounded Profile
8. Promote Physical Fitness

Allotment of Credits:

For the allotment of Credits, the Mentors will collect the students' attendance for each festival and submit to the Controller of Examinations. The Controller of Examinations will establish a transparent and fair evaluation process, clearly communicate the criteria to students and regularly review and update the guidelines to align with the evolving nature of these activities.

All the credits are awarded at the end of the Sixth Semester at the time of completion of the Programme. There is no maximum limit for the number of Additional Credits that a student can secure as these are Non-Academic Credits and are recorded separately from the Programme Academic Credits. A single student can acquire Credits in Sports as well as NCC, Sports and NSS; Sports and NCC/NSS and Certificate Courses. The Credits will be given to the students as shown in the following:

- 1.1 Credit per Academic Year for attending all the Three National Festivals like Independence Day, Gandhi Jayanthi and Republic Day after duly attending weekly College Assembly with more than 75% attendance.
- 2.1 Credit for Offline Certificate Courses conducted by the Departments / Online Certificate Courses like Swayam, MOOCs, NPTEL, IIT Spoken Tutorials etc.
- 3.1 Credit for winners at Inter University and State Level Participation in Sports and Games, 2 Credits for winners at National Level Sports and Games.
- 4.1 Credit for participation of 80% in NSS & YRC Special Camp.
- 5.1 Credit for the Attendance of 28 Parade Classes in NCC with minimum attendance of 75% and appearing for 'C' Certificate.

**SOP for Assessment methodology for
Internships / On the Job Training / Apprenticeship
under the revised CBCS (2020 – 21 onwards)**

Rc.No. 01/CCE-Acad.Cell.-Policies/AC-15/2022 dt on 09.02.2023.

As per the revised CBCS based curriculum which is implemented from the academic year 2020-21, three internships are mandatory for all students irrespective of the type of College (Govt / Private Aided / Autonomous / Constituent / Private Unaided) and the programme of study (BA/B.Com/ B.Sc/BBA/Honours, etc.).The following is the evaluation methodology for awarding marks/grades.

First internship (April-May after 1st year examinations): Community Service Project

To inculcate social responsibility and compassionate commitment among the students, the summer vacation in the intervening 1st and 2nd years of study shall be for Community Service Project (the detailed guidelines are circulated separately).

Learning outcomes:

- To facilitate an understanding of the issues that confronts the vulnerable /marginalized sections of the society.
- To initiate team processes with the student groups for societal change.
- To provide students an opportunity to familiarize themselves with urban / rural community they live in.
- To enable students to engage in the development of the community.
- To plan activities based on the focused groups.
- To know the ways of transforming the society through systematic programme implementation.

Assessment Model for the First Internship (April-May after 1st year examinations):

There will be only internal evaluation for this internship. Each faculty member is to be assigned with 10 to 15 students depending upon availability of the faculty members. The faculty member will act as a faculty-mentor for the group and is in-charge for the learning activities of the students and also for the comprehensive and continuous assessment of the students. The assessment is to be conducted for 100 marks. The number of credits assigned is 4. Later as per the present practice the marks are converted into grades and grade points to include finally in the SGPA and CGPA.

The weightings shall be:

Project Log	20%
Project Implementation	30%
Project report	25%,
Presentation	25%

Each student is required to maintain an individual logbook, where he/she is supposed to record day to day activities. The project log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work. While grading the student's performance, using the student's project log, the following should be taken into account -

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

The assessment for the Community Service Project implementation shall include the following components and based on the entries of Project Log and Project Report:

- a. Orientation to the community development
- b. Conducting a baseline assessment of development needs
- c. Number and Quality of Awareness Programmes organised on beneficiary programmes and improvement in quality of life, environment and social consciousness, motivation and leadership, personality development, etc.
- d. Number Quality and Duration of Intervention/service Programmes (Prevention or promotion programs that aim to promote behavioural change in defined community contexts to address social problems) organised.
- e. Followup Programmes suggested (Referral Services, Bringing Community Participation)
- f. Developing short and mid-term action plans in consultation with local leadership and local government officers.

The Project Report should contain

- a) Introduction, scope, objectives, and methodology
- b) Project specifications (area / background of the work assigned).
- c) Problems identified.
- d) Analyses of the problems
- e) Community awareness programmes conducted w.r.t the problems and their outcomes.
- f) Intervention/service programmes taken up
- g) Short-term and long term action plan for implementation
- h) Recommendations and conclusions.
- i) References

The **Project Presentation** is to be made by the student after he/she reports back to

the College. The components for assessment are:-

- a. assessing the involvement in the project

- b. presentation skills
- c. final outcome of the project as evinced by the student.

Example:

Name of the Student:	X YY ZZZ	
Class & Year of Study	II B.A. 2021 - 2022	
Registrar Number	000000	
Assessment Component	Max Marks	Marks Secured
1. Project Log	20	15
2. Project Implementation	30	20
3. Project Report	25	20
4. Presentation	25	20
TOTAL OUT OF 100	100	75

Letter Grade	Grade Point	Credits	Credit Point
O (Outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above Average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 marks are converted to letter grade / grade point.

Letter Grade	Grade Point	Credits	Credit Point
B+ (Good)	7	2	14

Second Internship (April-May after 2nd year examinations): Apprenticeship / Internship / On the job training / In-house Project / Off-site Project

To make the students employable, an Apprenticeship / Internship / On the job training / In-house Project / Off-site Project shall be undertaken by the students in the intervening summer vacation between the 2nd and 3rd years.

While grading the student's performance, using the student's project log, the following should be taken into account -

- a. The individual student's effort and commitment.
- b. The originality and quality of the work produced by the individual student.
- c. The student's integration and co-operation with the work assigned.
- d. The completeness of the logbook.

The assessment for Project Implementation during second internship / Project Work/ On the Job Training / Apprenticeship shall include the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

The Project Report should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are –

- a. assessing the involvement in the project
- b. presentation skills
- c. final outcome of the project as evinced by the student.

Example:

Name of the Student:	X YY ZZZ
Class & Year of Study	II B.A. 2021 - 2022
Registrar Number	000000

Assessment Component	Max Marks	Marks Secured
1. Project Log	20	10
2. Project Implementation	30	15
3. Project Report	25	20
4. Presentation	25	20
TOTAL OUT OF 100	100	65

Letter Grade	Grade Point	Credits	Credit Point
O (Outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above Average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 marks are converted to letter grade / grade point.

Letter Grade	Grade Point	Credits	Credit Point
B (Above Average)	6	2	12

Third internship (5th/6thSemester period):

During the entire 5th /6th Semester, the student shall undergo Apprenticeship / Internship / On the Job Training. This is to ensure that the students develop hands on technical skills which will be of great help in facing the world of work.

Learning outcomes

- Explore career alternatives prior to graduation.
- Integrate theory and practice.
- Assess interests and abilities in their field of study.
- Learn to appreciate work and its function towards future .
- Develop work habits and attitudes necessary for job success.
- Develop communication, interpersonal and other critical skills in the future job.

- Build a record of work experience.
- Acquire employment contacts leading directly to a full-time job following graduation from college.
- Acquire additional skills required for world of work.

Assessment model for the semester long apprenticeship / on the job training / internships during the VI Semester:

The assessment for the V / VI Semester long apprenticeship is for 200 marks and credits assigned are 12.

A monthly report is to be submitted to the teacher guide online within 15 days after the completion of the every moth upto four months. The last two months of internship period shall be used for preparation of final project report simultaneously undergoing on the job training / internship / apprenticeship.

The assessment for this internship / on the job training will be both internal and external assessment. The internal assessment will be for 25% of marks which will be continuous and the assessment by the industry / enterprise / organisation where the student does his/her internship will be indicated in grades. A template to that extent is appended as Annexure – 1. This assessment is to be conducted by a responsible person (General Manager / HR Manager / Head of the Division) in consultation with the supervisor under whom the internship was done.

The components of internal assessment during this **third internship / Project Work / On the Job Training / Apprenticeship** shall include the following components and based on the entries of Project Log and Project Report:

- a. Involvement in the work assigned
- b. Regularity in the work assigned
- c. New knowledge acquired
- d. New skill acquired

The Project Report should contain

- a. Introduction.
- b. Project specifications (area / background of the work assigned).
- c. Problems taken up.
- d. Analysis of the problem.
- e. Recommendations and conclusions.

The Project Presentation is to be made by the student after he/she reports back to the College. The components for assessment are:

- a. assessing the involvement in the project
- b. presentation skills
- c. final outcome of the project as evinced by the student.

There shall be a final evaluation committee comprising of Principal, Teacher Guide, Internal Expert and External Expert nominated by the affiliating University.

The final evaluation committee shall consider the following for evaluation :

- A. Monthly Reports submitted by the student
- B. Final Project Report
- C. Grading given by the Company / Business unit / Enterprise where the student has undergone the training. The grades shall be converted into marks on the scale followed by the University.

To evaluate and award marks, the Committee conducts viva voce examination at the college.

Name of the Student:	X YY ZZZ	
Class & Year of Study	III B.A. 2021 - 2022	
Registrar Number	000000	
Internal Assessment Component	Max Marks	Marks Secured
1. Project Log	10	10
2. Project Implementation	20	15
3. Project Report	10	10
4. Presentation	10	05
TOTAL OUT OF 100	50	40
Internal Assessment Component	Max Marks	Marks Secured
Performance Assessment by the Evaluation committee, converting the grades awarded by the grades awarded by the industry, enterprise, etc.	100	80
External Viva Voice	50	30
Grand Total	200	150

Letter Grade	Grade Point	Credits	Credit Point
O (Outstanding)	10	2	20
A+ (Excellent)	9	2	18
A (Very Good)	8	2	16
B+ (Good)	7	2	14
B (Above Average)	6	2	12
C (Average)	5	2	10
D (Pass)	4	2	8
F (Fail)	0		
Ab (Absent)	0		

In the above example, 75 marks are converted to letter grade / grade point.

Letter Grade	Grade Point	Credits	Credit Point
B + (Good)	7	6	14

Thus the Comprehensive Continuous Assessment for the projects/ internships/on the job training shall focus on enhancing the student's learning by ensuring that the student invests considerable time in studying, preparing and building on academic skills, moulding them into competent and skill perspective workforce. The assessment should also cater to the improvement of education and institutional assessment system that portrays the student performance.

Student Internship / Project Work / On the Job Training / Apprenticeship Performance Evaluation

Term of Internship: From dd/mm/yyyy To dd/mm/yyyy

Date of Evaluation:

Student Name:

Registration : Organization Name&Address:

Name of the Supervisor: Supervisor email/phone:

Faculty Internship Coordinator

Please attach: Internship Job Description

Supervisor Comments (i.e. strengths, areas for improvement, etc.,)

Please rate the instern's performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral Communication	1	2	3	4	5
2) Written Communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) Overall Performance	1	2	3	4	5

ACADEMIC CALENDAR

REVISED ACADEMIC CALENDAR FOR THE UNDERGRADUATE PROGRAMMES - 2023-2024

II SEMESTER (B.A., B.Com., & B.Sc., Programmes)

Sl. No.	Particulars	Date	Day
01.	Commencement of Class Work for II Semester Students	29-01-2024	Monday
02.	First Internal Examinations (Note: Last date for submission of Internal Marks is 14.03.2024)	04-03-2024 to 07-03-2024	Monday to Thursday
03.	Second Internal Examinations (Note: Last date for submission of Internal Marks is 26.04.2024)	15-04-2024 to 19-04-2024	Monday to Friday
04.	Last date of payment of examination fees and submission of examination application for II semester students (without fee)	25-04-2024	Thursday
05.	Last date of payment of examination fees and submission of examination application for II semester students (with fee)	30-04-2024	Tuesday
06.	Closure of Instruction	30-04-2024	Tuesday
07.	Semester End Practical Examinations	01-05-2024 to 04-05-2024	Wednesday to Saturday
08.	Semester End Examinations	08-05-2024 to 24-05-2024	Wednesday to Friday
09.	Summer Vacation	25-05-2024 to 30-06-2024	Saturday to Sunday

**NUMBER OF WORKING DAYS,
HOLIDAYS AND HOLIDAYS DESCRIPTION**

Sl. No.	Month	Number of Working Days	Number of Holidays	Holidays Description
01.	January, 2024	03	00	Nil
02.	February, 2024	24	05	04 - Sunday 10 - Second Saturday 11 - Sunday 18 - Sunday 25 - Sunday
03.	March, 2024	22	09	03 - Sunday 08 - Mahasivaratri 09 - Second Saturday 10 - Sunday 17 - Sunday 24 - Holi 29 - Good Friday 31 - Sunday
04.	April, 2024	21	09	05 -Babu Jagjivan Ram's Birthday 07 - Sunday 09 - Ugadi 11 - Ramzan 13 - Second Saturday 14 - Sunday 17 - Sriramanavami 21 - Sunday 28 - Sunday
05.	May, 2024	20	04	05 - Sunday 11 - Second Saturday 12 - Sunday 19 - Sunday
Total		90	27	

CURRICULAR AND EXTRA - CURRICULAR ACTIVITIES FOR 2023-2024

Sl. No.	Month	Curricular Activities	Extra Curricular Activities
01.	January, 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) 	NIL
02.	February, 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • International Cancer Day 04-02-2024. • World language Day 21-02-2024. • National Science Day 28-02-2024. • Alumni Meeting – III. • JKC Training for Final Year Students. • Graduation Day
03.	March, 2024	<ul style="list-style-type: none"> • I Internal Examinations for II & IV Semester Students • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • Women's Day Celebrations 08-03-2024 • World Consumer's Day 15-03-2023 • International Forest Day 21-03-2024 • World Water Day 22-03-2024 • National Tuberculosis Day 24-03-2024 • College Day • College Hostel Day • Cultural Day • Sports Day • JKC Training for Final Year Students
04.	April 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) • II Internal Examinations for II & IV Semester Students 	<ul style="list-style-type: none"> • English Language Day 23-04-2024

Sl. No.	Month	Curricular Activities	Extra Curricular Activities
05.	May & June 2024	<ul style="list-style-type: none"> • Practical and Semester End Examinations for II & IV Semester Students. • Summer Vacation- Community Service Project (CSP). • Short Term Internship 	

**Extra 2 Credits will be given to the students who participate in Three Important National Festivals.*



REVISED ACADEMIC CALENDAR FOR THE UNDERGRADUATE PROGRAMMES - 2023-2024

IV SEMESTER (B.A., B.Com., & B.Sc., Programmes)

Sl. No.	Particulars	Date	Day
01.	Commencement of Class Work for IV Semester Students	24-01-2024	Wednesday
02.	First Internal Examinations (Note: Last date for submission of Internal Marks is 14.03.2024)	04-03-2024 to 07-03-2024	Monday to Thursday
03.	Second Internal Examinations (Note: Last date for submission of Internal Marks is 26.04.2024)	15-04-2024 to 19-04-2024	Monday to Friday
04.	Last date of payment of examination fees and submission of examination application for IV semester students (without fee)	25-04-2024	Thursday
05.	Last date of payment of examination fees and submission of examination application for IV semester students (with fee)	30-04-2024	Tuesday
06.	Closure of Instruction	30-04-2024	Tuesday
07.	Semester End Practical Examinations	01-05-2024 to 04-05-2024	Wednesday to Saturday
08.	Semester End Examinations	09-05-2024 to 24-05-2024	Thursday to Friday
09.	Summer Vacation	25-05-2024 to 30-06-2024	Saturday to Sunday

**NUMBER OF WORKING DAYS,
HOLIDAYS AND HOLIDAYS DESCRIPTION**

Sl. No.	Month	Number of Working Days	Number of Holidays	Holidays Description
01.	January, 2024	06	02	26 - Republic Day 28 - Sunday
02.	February, 2024	24	05	04 - Sunday 10 - Second Saturday 11 - Sunday 18 - Sunday 25 - Sunday
03.	March, 2024	22	09	03 - Sunday 08 - Mahasivaratri 09 - Second Saturday 10 - Sunday 17 - Sunday 24 - Sunday 25 - Holi 29 - Good Friday 31 - Sunday / Easter
04.	April, 2024	21	09	05 -Babu Jagjivan Ram's Birthday 07 - Sunday 09 - Ugadi 11 - Ramzan 13 - Second Saturday 14 - Sunday 17 - Sriramanavami 21 - Sunday 28 - Sunday
05.	May, 2024	17	04	05 - Sunday 11 - Second Saturday 12 - Sunday 19 - Sunday
Total		90	29	

CURRICULAR AND EXTRA - CURRICULAR ACTIVITIES FOR 2023-2024

Sl. No.	Month	Curricular Activities	Extra Curricular Activities
01.	January, 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • Voters' Day-25-01-2024. • Republic Day-26-01-2024*. • Parent Teacher Meeting – II. • JKC Training for Final Year Students
02.	February, 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • International Cancer Day 04-02-2024. • World language Day 21-02-2024. • National Science Day 28-02-2024. • Alumni Meeting – III. • JKC Training for Final Year Students. • Graduation Day
03.	March, 2024	<ul style="list-style-type: none"> • I Internal Examinations for II & IV Semester Students • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • Women's Day Celebrations 08-03-2024 • World Consumer's Day 15-03-2023 • International Forest Day 21-03-2024 • World Water Day 22-03-2024 • National Tuberculosis Day 24-03-2024 • College Day • College Hostel Day • Cultural Day • Sports Day • JKC Training for Final Year Students

Sl. No.	Month	Curricular Activities	Extra Curricular Activities
04.	April 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) • II Internal Examinations for II & IV Semester Students 	<ul style="list-style-type: none"> • English Language Day 23-04-2024
05.	May & June 2024	<ul style="list-style-type: none"> • Practical and Semester End Examinations for II & IV Semester Students. • Summer Vacation. • Community Service Project (CSP). • Short Term Internship 	

**Extra 2 Credits will be given to the students who participate in Three Important National Festivals.*



REVISED ACADEMIC CALENDAR FOR THE UNDERGRADUATE PROGRAMMES - 2023-2024

VI SEMESTER (B.A., B.Com., & B.Sc., Programmes)

Sl. No.	Particulars	Date	Day
01.	Closure of Instruction	22-01-2024 30-04-2024	Monday
02.	Industry Evaluation	04-03-2024 to 07-03-2024	Monday to Thursday
03.	Second Internal Examinations (Note: Last date for submission of Internal Marks is 26.04.2024)	15-04-2024 to 19-04-2024	Monday to Friday
04.	Last date of payment of examination fees and submission of examination application for II semester students (without fee)	25-04-2024	Thursday
05.	Last date of payment of examination fees and submission of examination application for II semester students (with fee)	30-04-2024	Tuesday
06.	Closure of Instruction	30-04-2024	Tuesday
07.	Semester End Practical Examinations	01-05-2024 to 04-05-2024	Wednesday to Saturday
08.	Semester End Examinations	08-05-2024 to 24-05-2024	Wednesday to Friday
09.	Summer Vacation	25-05-2024 to 30-06-2024	Saturday to Sunday

**NUMBER OF WORKING DAYS,
HOLIDAYS AND HOLIDAYS DESCRIPTION**

Sl. No.	Month	Number of Working Days	Number of Holidays	Holidays Description
01.	January, 2024	08	02	26 - Republic Day 28 - Sunday
02.	February, 2024	24	05	04 - Sunday 10 - Second Saturday 11 - Sunday 18 - Sunday 25 - Sunday
03.	March, 2024	22	09	03 - Sunday 08 - Mahasivaratri 09 - Second Saturday 10 - Sunday 17 - Sunday 24 - Sunday 25 - Holi 29 - Good Friday 31 - Sunday
04.	April, 2024	21	09	05 -Babu Jagjivan Ram's Birthday 07 - Sunday 09 - Ugadi 11 - Ramzan 13 - Second Saturday 14 - Sunday 17 - Sriramanavami 21 - Sunday 28 - Sunday
05.	May, 2024	15	03	05 - Sunday 11 - Second Saturday 12 - Sunday
Total		90	28	

CURRICULAR AND EXTRA - CURRICULAR ACTIVITIES FOR 2023-2024

Sl. No.	Month	Curricular Activities	Extra Curricular Activities
01.	January, 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • Voters' Day-25-01-2024. • Republic Day-26-01-2024*. • Parent Teacher Meeting – II. • JKC Training for Final Year Students
02.	February, 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • International Cancer Day 04-02-2024. • World language Day 21-02-2024. • National Science Day 28-02-2024. • Alumni Meeting – III. • JKC Training for Final Year Students. • Graduation Day
03.	March, 2024	<ul style="list-style-type: none"> • I Internal Examinations for II & IV Semester Students • Assembly (Every Wednesday) 	<ul style="list-style-type: none"> • Women's Day Celebrations 08-03-2024 • World Consumer's Day 15-03-2023 • International Forest Day 21-03-2024 • World Water Day 22-03-2024 • National Tuberculosis Day 24-03-2024 • College Day • College Hostel Day • Cultural Day • Sports Day • JKC Training for Final Year Students

Sl. No.	Month	Curricular Activities	Extra Curricular Activities
04.	April 2024	<ul style="list-style-type: none"> • Assembly (Every Wednesday) • II Internal Examinations for II & IV Semester Students 	<ul style="list-style-type: none"> • English Language Day 23-04-2024
05.	May & June 2024	<ul style="list-style-type: none"> • Practical and Semester End Examinations for II & IV Semester Students. • Summer Vacation • Community Service Project (CSP). • Short Term Internship 	

**Extra 2 Credits will be given to the students who participate in Three Important National Festivals.*



2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Brief Notes on Monthly Activities
(2023-2024)



Education is the most powerful weapon you can use to change the world."

Brief Notes on Monthly Activities
(2023-2024)



You don't have to be great to start, but you have to start to be great."

Brief notes on Monthly Activities
(2023-2024)



Genius is 10% inspiration, 90% perspiration.

Brief Notes on Monthly Activities
(2023-2024)



You don't have to be great to start, but you have to start to be great."

Brief notes on Monthly Activities
(2023-2024)



Genius is 10% inspiration, 90% perspiration.

PERSONAL MEMORANDA

1. Name :
2. Class & Roll No. :
3. Intermediate/CBSE(Agg) :
4. Language Proficiency :
5. Date of Birth :
6. Blood Group :
7. Aadhaar Card No. :
8. Bank & Account No. :
9. Religion. :
10. Whether OC/SC/ST/BC/EBC/etc., :
11. Any Medical History/Allergies :
.....
12. Residential Address :
.....
13. If Hosteller (Hostel Address) :
.....
14. Contact No with STD :
15. E-mail ID :

DECLARATION BY PARENTS

I hereby declare that I have gone through the rules and regulations mentioned in the hand book regarding the various aspects of the college and I promise to abide by them.

Qualification & Occupation	Specimen Signature
<i>Father</i>
<i>Annual Income</i>	
<i>Mother</i>
<i>Annual Income</i>	
<i>Guardian (if any)</i>



Our College Activities

*You don't have to be great to start,
but you have to start to be great.*



Affiliated to

VIKRAMA SIMHAPURI UNIVERSITY

Nellore - 524 324.

ANDHRA PRADESH, INDIA.

Web site :- www.dkwgdcnellore.ac.in,

E-mail :- nellore,jkc@gmail.com

