

ST.ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University)

GORANTLA, GUNTUR- 522034



STUDENT HAND BOOK

2022 - 2023

TelNo: 0863-2236470,

Email: st_anns_coll@yahoo.co.in,

Website: www.stannscollegeforwomen.org

stannscollegegnt@gmail.com

GENERAL INFORMATION

ADDRESS

St. Ann's College for Women
Gorantla,
Guntur- 522035

TELEPHONE

College : 0863 – 2236470
Email : st_anns_coll@yahoo.co.in
stannscollegegnt@gmail.com
Website : www.stannscollegeforwomen.org

BANK

Andhra Bank
Gorantla Branch

HDFC BANK
Lakshmi Puram Branch

OUR PATRON ST. ANNE



St. Ann's College for Women
Gorantla, GUNTUR.

Our Foundress



Mother Thatipatri Gnanamma

Foundress - CSSA - Phirangipuram

SERVANT OF GOD

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1.THE COLLEGE

VISION: Academic excellence, value based education, enrichment of innovative skills and transforming them as empowered women.

MISSION: By inducing the novel techniques to achieve excellence in education, enhance ethical values for the holistic development of the students, the college aims to brighten the lives of the rural women by providing ideal and diversified learning environment.

OBJECTIVES:

- To promote an integral and holistic growth of young minds through inter-personal relationship.
- To instill socially desirable instincts, attitude and aptitude.
- To reinforce the ethical values like simplicity, honesty, hardwork and commitment.
- To blend sacred and secular education.
- To transform them into well adjusted personalities to cope up with the challenges emerging in the society and home life.
- To train students for employment and entrepreneurship.
- To emerge the students as competent individuals and reach the excellence.

OUR MOTTO: EDUCATE, ENRICH, EMPOWER

St. Ann's College for Women strives for **the Education** of rural young women, preparing them as ideal citizens, **Enriching** and **Empowering** them abundantly with knowledge & wisdom in finding the ultimate truth.



Candle is the symbol of light of hope which dispels the darkness of illiteracy, making a person fearless but cheerful and a distinct identity.

Book imparts knowledge and understanding. The prudence and cognition obtained from it makes the student educated, enriched and empowered.

Light represents the purity and readiness of mind to respond to the truth and light achieved through education.

PROFILE OF THE INSTITUTION

The Management of the college is a composite of dedicated, devoted and humanistic Congregation of the Sisters of St. Ann. They are the channels of love and compassion to the underprivileged people. Their main ambition is to educate the rural girls and build them as strong foundational stones of the society.

St. Ann's college for women was established in 1997 to uplift the rural women, impart intellect and spiritual integrity into the young lives and serve them for overall development. It is affiliated to Acharya Nagarjuna University and ever since its inception it has emerged as a universal cosmopolitan and prestigious college in Guntur.

Initially the college had only B. Sc (M.B.C), B. Sc (M.P.Cs) and B. Com (General) courses from 1997. In 1998, B.C.A course & B. Sc (M.S.Cs) were introduced. Keeping in pace with the emerging needs of the society, additional course of B. Com (Res) was added in 1999. Seeing the aptitude for research in Biology, the courses were again streamlined in 2003 with the introduction of Biotechnology (B.B.C) and also commenced B. Sc (MPC) in 2003.

To bridge the gap of previous value based education and the present day job oriented education, a Post Graduate course of M.C.A was installed into College Academics in 2002-2003. During the Academic year 2007-2008 to be in par with the professionalism, M.B.A course was introduced and the college grew to the heights of excellence in educational ladder and thus reached the status of Post Graduate College.

In the present day of Commercialization of Education, though the college is encircled with many corporate colleges, still it has strength of 1086 students and 42 experienced, competent Teaching Staff of UG & PG and 28 Administrative, Non- Teaching and Auxiliary staff, both at UG and PG levels.

As a missionary college the institution adheres to inculcate and enrich moral & ethical values which makes each student equipped with academic excellence, skill enhancement, value-based education for the holistic development to promote them as corporate friendly and socially responsible citizens.

Smart Campus:

1. The college uniform and ID card system.
2. 24/7 security with CCTV Surveillance.
3. Eco-friendly Campus with "Botanica" garden.
4. Digital Classrooms with ICT facilities.

As the college is away from hustle & bustle of City a serene and calm environment prevails in the campus.

LORD'S PRAYER

“Our Father in heaven, Holy be your Name. Your Kingdom come, your will be done on Earth as it is in heaven. Give us this day our daily bread, forgive us our sins, as we forgive those who sin against us. Do not lead us to the test, but deliver us from evil. Amen”

COLLEGE PRAYER

“O GOD! YOU are the truth and origin of our knowledge. Bless our studies which we consecrate ourselves to you. Enlighten our minds, strengthen our memories, direct our will towards what is right and grant us to speak the truth always and make us truly wise. Amen”

COLLEGE SONG

JESUS THE LIGHT OF THE WORLD
SHINE UPON OUR ST.ANNE
RAIN THE SPIRIT OF WISDOM
REIGN LOVE TO THE ENDS OF THE WORLD
CH : SHINE SHINE SHINE
LET YOUR LIGHT SHINE

01. JESUS THE LIGHT OF THE WORLD
BANISH OUR IGNORANCE
PLANT IN THE DIVINE POWER
REIGN LOVE TO THE ENDS OF THE WORLD”SHINE”

02. JESUS THE LORD OF THE UNIVERSE
MAKE YOUR CHILDREN UNIVERSAL
LIVE PEACE, PROSPERITY AND FRATERNITY
REIGN LOVE TO THE ENDS OF THE WORLD” SHINE”



COLLEGE SILVER JUBILEE (1997 – 2022)



Celebrating 25 years glorious journey of academic excellence

Our hearts leap with joy, souls chant with hymns of praise at very thought of **Silver Jubilee Celebration** of **St. Ann's College for Women, Gorantla, Guntur**. Cheers to **25** years of Learning, Leadership, and Service. It is a moment where the dreams meet the reality. Cherishing the Legacy, enjoying the present and driving towards glorious and magnificent years ahead the Silver Jubilee was celebrated on 12th March 2022 with distinguished guests **Most. Rt. Rev. Dr. Ch. Bhagyaiah** the Bishop of Guntur Diocese, **Rev. Mother Anthonamma P** the Superior General, **CSSA**, **Rev. Dr. Sr. T. Mary Paul Tresa** the Provincial Superior of Guntur Province, **Rev. Fr. N. Bala Sowri** the Parish Priest & Rector of ArogyaMatha Shrine, Gorantla Guntur and **Rev. Sr. Ann Rose. D** the Provincial Superior of Hyderabad Province, Former Superior General **Rev. Mother Fatima Mary B** and Former Principals & Correspondents **Rev. Dr. Sr. Amrutha P**, **Rev. Dr. Sr. Antony Mary. K**, and **Rev. Sr. Inyasamma. Y.** Principal & Correspondent **Rev. Dr. Sr Fatima Rani P**, the Chairperson of the memorable occasion, welcomed all the Dignitaries, Guests, Special invitees of Priests, Sisters of St. Ann's family, Parents, Staff & Students with warm welcome address.

St Ann's College was instituted in **1997 by The Congregation of Sisters of St Anne (CSSA)** at Bharat pet, Guntur, affiliated to Acharya Nagarjuna University.

Right from the inception of college it has been developing into a reputable institution under the effective leadership and administration of legacy of well qualified, committed and skillful Principals, experienced Teaching Staff and Non-teaching Staff.

Though the college has been surrounded by many corporate colleges, yet it is growing with full strength of intake of students into a cosmopolitan prestigious college in Guntur.

The fullness of joy is to behold God's faithfulness enabling us to cross a major milestone by completing 25 years of glorious and magnificent excellence.

This is an important Milestone in the historic book of St. Ann's College for Women, Gorantla, Guntur.

GLIMPSES OF SILVER JUBILEE CELEBRATIONS





COLLEGE TIMINGS

MONDAY TO FRIDAY TIMINGS

Prayer -	8.50 A.M	to	9.00 A.M
1stHour -	9.00 A.M	to	10.00 A.M
2nd Hour -	10.00 A.M	to	11.00 A.M
BREAK -	11.00 A.M	to	11.10 A.M
3rd Hour –	11.10 A.M	to	12.00 Noon
4th Hour –	12.00 Noon	to	12.50 P.M

LUNCH BREAK- 12.50 P.M to 1.30 P.M

5th Hour –	1.30 P.M	to	2.30 P.M
6th Hour –	2.30 P.M	to	3.30 P.M

SATURDAY TIMINGS

Prayer -	8.50 A.M	to	9.00 A.M
1stHour -	9.00 A.M	to	9.40 A.M
2nd Hour –	9.40 A.M	to	10.20 A.M
3rd Hour –	10.20 A.M	to	11.00 A.M
BREAK -	11.00 A.M	to	11.10 A.M
4th Hour –	11.10 A.M	to	11.50 A.M
5th Hour –	11.50 A.M	to	12.30 P.M

COLLEGE OFFICE TIMINGS 8.30 A.M to 5.00 P.M

GOVERNING BODY

S.NO	NAME	DESIGNATION
01	Sr. Anthonamma Pyreddy	President
02	Sr. Fatima Rani Pentareddy	Vice President
03	Sr. Margaret Priyanka Gade	Secretary
04	Sr. Lakshmi Jyothi Vanga	Treasurer
05	Sr. Maria Regina Aduri	Member
06	Sr. Lourdu Mary Golamari	Member
07.	Sr. Philomenamma Yeruva	Member

ADMINISTRATIVE BODY–U.G

S.NO	NAME	DESIGNATION
01	Dr. Sr. Fatima Rani. P	Principal & Correspondent
02	Sr. Lakshmi Jyothi Vanga	Office Superintendent
03	Mrs. R. Sharon Rose	Vice-Principal & IQAC-Coordinator
04	Mrs. B. Joyce	Member
05	Mr. Ch. Rama Rao	Examination-Controller

ADMINISTRATIVE BODY–P.G

S.NO	NAME	DESIGNATION
01	Dr. Sr. Fatima Rani.P	Secretary & Correspondent
02	Dr. J. Pratapa Reddy	Director & Placement Officer
03	Mrs. G. Radhika	Member
04	Mrs. D. Swarna Charani Rai	Member
05	Mrs.M.Usha Rani	Member

2. THE STUDENT

GENERAL CONDUCT:

- a Cell Phones are permitted in the campus exclusively for internships & online training classes. Unnecessary usage of phone is strictly prohibited.
- b Students are required to carry their Identity Cards all the time and the same should be produced when required by College authorities
- c Students applying for certificates, Testimonials etc should approach the office. No student should directly approach the Principal for such requirements.
- d Students should make themselves familiar with the notices displayed from time to time on the notice board.
- e Originals once submitted at the time of admission will not be returned for any purpose. Students should keep the required number of photo copies of their certificates.
- f Once admitted the original T.C of Intermediate will not be returned.
- g The college premises and the building should be kept clean and tidy.

h RAGGING IS STRICTLY BANNED.

ADMISSION PROCEDURE

UG COURSES:

As per G.O Ms. No. 34 Higher Education Dt: 15-10-2020, Online Admission Process was introduced for admission into Under Graduate Programmes offered by the Degree Colleges in the state. To promote merit, achieve excellence, curb malpractices, implement reservations, conduct fair, non-discriminatory and merit based admissions in a transparent basis in the larger interest and welfare of the student community.

As per G.O.Ms.No. 46 HE (CE) Dt: 22-12-2020, non professional Degree Programmes shall be 4-year Honours Programme from the academic year 2020 – 21. There will be an exit option after 3 years with Degree.

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The eligible candidates who passed out from Board of Intermediate, AP or other recognized Boards are eligible to participate in web counseling for the seats available in Undergraduate Programmes in Arts, Science, Social Sciences, Commerce, Management, Computer applications and Social Work, etc., leading to the award of B.A., B.Sc., B.Com., BBA., B.Voc, etc, in Government Degree Colleges, Government Autonomous Degree Colleges, Private Aided Degree Colleges, Private Unaided Degree Colleges, Private Autonomous Degree Colleges (Aided and Unaided) in the State of Andhra Pradesh for the Academic year 2020-21. Candidates are informed that the online admission process comprising of registration, payment of processing fee and pending certificate verification will be conducted from 06-01-2021 to 12-01-2021.

Payment of Processing fee:

Rs.200/- (for OC/BC) and Rs. 100/- (for SC/ST) through online by credit card/ debit card/ (or) net banking through the “Pay Processing Fee” link in the web site <https://oamdc.ap.gov.in>

- All the eligible and desirous candidates can pay the processing fee from 06-01-2021 onwards using URL <https://oamdc.ap.gov.in>.
- Processing fee can be paid through online using credit card or debit card or through internet banking.
- Enter URL <https://oamdc.ap.gov.in> and after filling in the required details of the Pre Registration Page, click on “Proceed to Payment”.
- The candidate will be directed to payment gateway.
- Select any one mode of payment i.e credit card or debit card or net banking and enter credentials.
- The following are the transaction charges

Sl No	Mode	Type	Transaction charges
1	Credit Card	Visa/Master/Rupay	1% of transaction
2	Debit Card	Rupay	Nil charges
3	Debit Card	Visa/Master	0.90%
4	UPI	-	Nil charges
5	Internet Banking	-	Rs.10/-per transaction

Verification of Certificates:

- On successful payment of processing fee, Application Number and Password will be provided through SMS to the Mobile number furnished at the time of filing the Pre Registration Page.
- By clicking the "Click here for Submitting the Application Details" the Online Application shall be filled. Photograph and signature of the candidate need to be uploaded.
- Candidates whose certificate data is already verified through web services can proceed for exercising web-options.
- For candidates whose certificate data is incomplete, an SMS will be sent to attend for verification of certificates at HLC.
- By entering the Application Number, date of birth and password the candidate can exercise the options from Internet facility available at Home/Internet Café/ Helpline Center.
- In respect of candidates whose data is not verified, the Message "Your application is pending, visit the nearest helpline centre for verification" will be sent to the registered Mobile Number
- Such Candidates are informed that the verification of certificates viz SSC memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section(EWS) certificate, Physically Challenged Certificate, Residence Certificate have to be verified by the counseling authorities.

CANDIDATES BELONGING TO SPECIAL CATEGORY LIKE CAP, NCC/EXTRA CURRICULAR ACTIVITIES/SPORTS AND PHYSICALLY CHALLENGED SHALL REPORT TO THE SPECIFIED HELP LINE CENTRE FOR VERIFICATION ON THE SPECIFIED DATES.

- Unless the candidate fills in the application details online and exercises web options, he will not be considered for allotment of a seat.
- Candidates are informed that there are at least 4 Helpline Centers in each district and the list is provided in Annexure-I.
- *ALL THE CANDIDATES NEED NOT go to help line centers for verification of certificates. In case of candidates whose data is verified, displayed and agreed, they can directly proceed for option entry as per the schedule.*
- For such of the candidates whose data is incomplete, their data will not be displayed. Such Candidates alone have to report to Help Line Centre and get the data verified and proceed for option entry.
- For any Help such as change of Mobile number, Non Receipt of Login Id, Registration Number or any other corrections, candidates are requested to approach nearest Help Line centers with valid proof.
- Allotments now made are subject to the grant of affiliation from the University.
- Detailed instructions for options entry i.e Instruction Manual for candidates will be placed in home page of <https://oamdc.ap.gov.in>

S. No	Details
1	Notification
2	Phase I Registrations
3	Web options
4	Dates of operation of HLCs for Phase-I
5	Verification of Special Category Certificates NCC / CAP / Sports & Games/Extracurricular Activities & Physically Handicapped
6	Phase I Seat allotment
7	Online self-reporting/reporting at college by students

Certificates to be produced by candidates:

All original Certificates and one set of photocopies

- 1) Memorandum of Marks (Inter or its equivalent).
- 2) Proof of Date of Birth (SSC or its Equivalent Memo).
- 3) Transfer Certificate (T.C)
- 4) Study Certificate from VI to Intermediate
- 5) EWS certificate valid for the year 2020-21 from Mee Seva for OC candidates who claim reservation under EWS category
- 6) Residence Certificate of candidate for a period of 7 years preceding the qualifying examination (Inter or its equivalent examination) in case where the candidate has no institutionalized education.
- 7) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 8) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.
- 9) Income certificate of parents from all sources issued on or after 01.01.2017 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) in case of candidates who claim tuition fee reimbursement.
- 10) Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June- 2021 shall be regarded as the local candidate in the state of Andhra Pradesh.

- 11) Candidates claiming reservation under NCC/Sports/ PH/ CAP shall bring the original certificates.
- a) PH - Candidates shall submit certificate issued by the District Medical Board.
 - b) CAP - Candidates shall submit certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In- Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
 - c) NCC & Sports – Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
 - d) Minorities - Muslim and Christian Minority Candidates should produce TC of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied/appeared for SSC or its equivalent Examination.
 - e) Extracurricular activities: Candidates claiming reservation under this category shall produce relevant certificates.

SPOT ADMISSIONS:

The management of private un-aided colleges are informed that the leftover seats after final phase of admission process can be filled by the respective institutions as per merit through SPOT ADMISSIONS, which are to be made in accordance with the guidelines issued by APSCHE.

MANAGEMENT QUOTA ADMISSIONS:

The managements of private un-aided colleges are informed that seats under 30% Category-B Management Quota can be filled as per the notification of APSCHE. The candidates who got admissions under Management Quota are not eligible for Fee Reimbursement

RULES AND REGULATIONS OF THE COLLEGE:

1. Discipline:

- The College mainly follow discipline which includes the observance of good conduct and orderly behaviour by the students.
- Every student shall maintain discipline and consider it as her duty to behave decently at all places.
- Students should always keep the institute clean and ensure the surroundings are also clean and tidy.
- Full care of computer systems, laboratories equipment, furniture and other equipment should be taken by the students.

2. Attendance:

The college lays absolute stress on attendance. It is compulsory for the students to have a minimum of 75% in each subject and general attendance to be eligible to appear for the final examinations.

- Attendance shortage is displayed on the notice board at the end of every month.
- Students should be punctual and attend to all their classes of the day.

Library Rules and Regulations:

- **Strict silence should be observed in the library.**
- **Personal belonging such as bags, notebooks etc., should be left at the property counter in the library entrance.**
- **Using mobile phones inside the library is strictly prohibited.**
- **Books are lent to the students on all working days.**
- Issue of a book is renewed for a period of two weeks and can be extended if it is not in demand by other students.
- If the book is lost, three times of book cost and fine also is collected from the borrower.
- If the book is damaged, the cost of replacing it with a new copy along with fine will be recovered from the borrower.
- No outside / personal books are allowed in the library for reading purpose.

Library Services:

- ❖ Circulation Section
- ❖ Print Journals & E-Journal Services
- ❖ Previous Question Paper Service
- ❖ Digital Library Service

Library Timings:

Monday to Friday : 8.00 A. M to 4.00 P. M
Saturday : 8.00 A. M to 1.00 P. M

3. STUDENT FACILITIES & SUPPORT SERVICES

COLLEGE INFRASTRUCTURE:

From ages past, it is always a pride of Catholic Institutions to stand high in the social norms for its best infra structure. The campus area of the entire college is 3.65 acres. It is divided into four major areas as- cubits of College building, Hostel building, Sprawling lawn with Playground and Convent building.

The management of St. Ann's has taken a step forward to provide sophisticated GNANAM BLOCK with four floors consisting of Magnificent AC Auditorium with Green Room, UG Library, Language Lab, 2 Digital Classrooms, Seminar Hall, IQAC Room, Chair Person & Secretary Room, Health Centre, NAAC Conference Hall, Department of Physical Education, - Sports & Games, Gym, NCC, NSS, Canteen and Elevator.

The GNANAM BLOCK was inaugurated by Most. Rt. Rev. Chinnabathini Bhagyaiah, Bishop of Guntur Diocese. Rev. Mother Anthonamma. P, Superior General, CSSA, Phirangipuram, Rev. Sr. T. Ratna Mary, Provincial Superior, Guntur Province, College Principal & Correspondent, Rev. Dr. Sr. Fatima Rani. P, Sisters & Fathers of the Community attended the Eucharistic Celebration and Holy Mass on 26th July, 2020.

The College has following amenities:

1. MAIN BUILDING: Compass of the Institution

It comprises of Administrative block, UG and PG blocks. Administrative block is the foundational stone of the College. It consists of Main office, maintenance and estate office, syndicate room, waiting room, conference hall and Principal office.

2. LECTURE HALLS: Arena of Knowledge Transmittance.

The vivid, spacious, well aerated and furnished Lecture halls in ground, 1st and 2nd floors which are essentials of place of study. The pleasant atmosphere in the rooms makes teaching- learning sessions very effective and lively.

3. LIBRARY: Key House of Knowledge and Information.

The college has well organized library to refer various volumes of standard books of related subjects, Encyclopedia and National & International journals and periodicals for both UG and PG Colleges.

4. LABORATORIES: Analysis for Expertise.

The College has following Laboratories to impart practical knowledge to the students with sophisticated equipment related to the subjects:

- ◆ Statistics Lab
- ◆ Bio Technology Lab
- ◆ Botany Lab
- ◆ Chemistry Lab
- ◆ Microbiology Lab
- ◆ Physics Lab
- ◆ Physics – Optics Lab
- ◆ Computer Lab – UG
- ◆ Computer Lab – PG
- ◆ APSSDC Lab
- ◆ Language Lab

5. SEMINAR HALL: Perfection Exhibit.

Seminars and Guest lectures on general topics and recent trends are conducted by the faculty and External subject experts to bring the all round development in students in the seminar hall. Work- shops, Quiz Competitions, elocution, debates etc; are organized in Seminar hall. The hall is for the use of both UG & PG sections.

6. SICK-ROOM: Restoration Place:

A sound and healthy mind is better than treasures of the world. Therefore instead of creating disturbing, gloomy feeling among the students in class room, a sick student is sent to the sick room for recuperation and restoration in between the hours. Sick room is provided with all requirements and amenities.

7. WASH-ROOMS: Health and Hygiene:

Cleanliness is next to godliness. The cleaning work of the college especially of the wash rooms by Ayah's are regularly monitored by the authorities. Toilets are built in every floor to meet the needs of students and staff.

8. GYMNASIUM: Fitness for Health:

To keep the mind alert and active, physical activity is also needed to the students. The controlled exercise makes a person fit as fiddle. Gymnasium has the Exercise cycle and aerobic equipments to warm up the sport persons and other interested people and build up their fitness.

9. WATER SUMP AND COOLERS: Thirst Quencher.:

A huge water sump is built at the north eastern portion of the campus. It has the capacity to store water of two tankers. Corporation work is pumped into it. The water is then pumped into overhead tanks for the use in the hostel and college.

The Authorities monitor the cleaning of the sump from time to time. Aqua guard water filters and coolers are fixed on every floor to ensure drinking of pure, safe and clean water. Prevention is better than cure.

10. CANTEEN: Place of Yummy Delicacies:

Hygiene and reasonably priced eatables are sold in canteen. The staff and students relax quenching the thirst and hunger. Stationary is also sold in the canteen to meet the emergency needs of students.

11. HOSTEL: Cocoon of Safety and Rest:

The college provides hostel facility within the campus under the supervision of sisters in secure environment. Well furnished rooms and hygienic food and medical assistance are provided. Study hours are conducted in a spacious hall.

4. CURRICULUM

COURSES OFFERED: U.G COURSES:

S.No	Courses	Year of Approval	Intake
1	B.Sc(MPCs)	1997	100
2	B.Sc (MBC)	1997	30
3	B.Com (General)	1997	50
4	B.Sc (MSCs)	1998	100
5	B.C.A	1998	40
6	B.Com (Res)	1999	50
7	B.Sc (MPC)	2003	60
8	B.Sc(BBC)	2003	30

PGCOURSES:

S.No	Courses	Year of Approval	Intake
01	MCA	2002-2003	60
02	MBA	2007-2008	60

TESTS & EXAMINATIONS:

The College conducts Unit Tests, Term Examinations, Assignments and other to measure the student performance and improvement at regular intervals. Students are expected to attend the exams without fail. Prior permission must be taken in case of emergency.

SCHOLARSHIPS:Monitory Services:

Education for all is a fundamental right. As such there is a provision to all sections of students to pursue their studies and obtain the Scholarships like

- 1) SC,ST Scholarship
- 2) BC “
- 3) EBC “
- 4) PC “(Physically Challenged)
- 5) National Merit Scholarship (for University Top rankers)

EXAMINATION AND EVALUATION SYSTEM

To provide effective and transparent examination evaluation system for the students, St. Ann's College for Women framed the following **Examination and Evaluation System** to ensure the implementation of **CBCS Framework**. As per the guidelines of APSCHE and the Affiliating University, the Examination Committee strictly follows the revised pattern accordingly.

Choice Based Credit System (CBCS)

Choice Based Credit System (CBCS) provides cafeteria type approach in which the students can choose courses of their interest, learn at their own pace and undergo additional courses as career-oriented courses and acquire more skills and adopt an interdisciplinary approach in learning. This approach suits the need of students to keep in pace with the development in higher education and quality assurance in the light of globalization of higher education.

CBCS Evaluation System consists of two components.

- Continuous Internal Assessment (CIA)
- Semester End Examination (SEE).
- CIA is given weightage of 25% of total marks.
- SEE carries the remaining 75% weightage in the total marks for a given
- course.

CIA : CIA consists of tests and assignments/seminars along with regular attendance for each course during every semester. Marks allotted for CIA are distributed as follows.

S.No	Category	Marks
1	I Internal / II Internal Examination	15
2	Assignment / Seminar	05
3	Attendance	05
	Total Marks for CI	25

SEE: Regular semester end examinations for odd semesters (I, III, V) are held in OCT/ NOV and for even semesters (II,IV,VI) in MAR /APR in an academic year.

- Supplementary examinations of I, III and V will be conducted along with regular odd semester end examinations.
- Supplementary examinations of II, IV and VI will be conducted along with regular even semester end examinations.

Practical / Project Work:

The practical work includes laboratory work, project work, field work, practical training, record work etc. throughout the semester. 50 marks are allotted for semester – end practical examination. The respective departments will provide the syllabi, model question papers and the practical schedule in consultation with the Convenor of Examination Committee.

- The practical work is done in each semester in specified practical hours.
- If any student fails or absent to present herself will lose the marks in that semester.
- Student will be given opportunity to appear for practical exam in the next academic year of the same semester by paying prescribed fee.

Details of CBCS:

Credit: It is the unit by which the course work is measured. It determines number of hours of instruction required per week. One credit is one hour of teaching work or two hours of practical work per week.

The instructional days as worked out by the UGC for one academic year are 180 working days and 90 days per semester.

Grade Point: It is the weightage allotted to each grade letter depending on the marks awarded in a course / paper.

Semester Grade Point Average (SGPA);

SGPA indicates the performance of a student in a given semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in that semester.

Calculation of SGPA:

SGPA = (Credit X Grade Point) of the course

Note: SGPA is computed only if the student passes in all the courses/papers.

Cumulative Grade Point Average (CGPA):

CGPA refers to the Cumulative Grade Points Average weighted across all the semesters. CGPA is obtained by dividing the total number of credit points in all the semesters by the total number of credits in all the semesters. The final result at the end of all the semesters is declared in the form of CGPA.

Note: CGPA is computed only if the student passes in all the courses/papers of all the semesters.

Grading System:

It is a numerical weight allotted to each letter grade on a 10-point scale. After adding the internal marks and external marks (maximum of 40 marks i.e. internal 10 marks and external 30 marks) the marks secured by a student from maximum of 100 will be converted into a letter grade. The grade points are the numerical equivalent of letter grade assigned to a student in the 10 pointscale. The grade classification is as follows.

GRADE TABLE				
S.No	Range of Marks	Absolute Grade Points	Letter Grade Awarded	Performance
1	100	10.0	O	Outstanding
2	90 – 99	9.0 – 9.9	A+	Excellent
3	80 – 89	8.0 - 8.9	A	Very good
4	70 - 79	7.0 – 7.9	B+	Good
5	60 - 69	6.0 – 6.9	B	Above Average
6	50 - 59	5.0 – 5.9	C	Average
7	40 - 49	4.0 – 4.9	P	Pass
8	Below 40	0	F	Fail
9	Absent	0	Ab	Absent

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum CiGi}{\sum Ci}$$

$$\text{Percentage of Marks in a subject} = \text{SGPA} \times 10$$

Internships:

As per the revised CBCS based curriculum which is implemented from the academic year 2020-21, three internships are mandatory for all students for the programme of study (B.Sc/B. Com/BCA).The following is the evaluation methodology for awarding marks/grades proposed by Andhra Pradesh State Council of Higher Education (APSCHE).

Assessment methodology for Internships I On the Job Training I

Apprenticeship under the revised CBCS(2020 — 21 onwards)

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 -

- The individual student's effort and commitment.
- The originality and quality of the work produced by the individual student.
- The student's integration and co-operation with the work assigned.
- 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

- 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) Follow-up 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.

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.
- Acquire additional skills required for world of work.

Assessment Model for the Second Internship (April-May after 2nd 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 and the credits assigned are 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

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 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.

Third internship (5th/6th Semester 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 I internship's 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 every month up to 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 —

- Monthly Reports submitted by the student
- Final Project Report
- 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.

Community Service Project

The detailed Guidelines of Community Service Project given by AP State Council of Higher Education for the students of first year (Have to do after 2nd semester) are as follows:

1. It is mandatory for all the students who are in second semester have to complete 2 months (180 hours) of Community Service Project as a part of the 10-month mandatory internship/on the job training.
2. Consider yourself as a committed volunteer in the community, you work with.
3. Every student should identify the village/community/habitation for Community Service Project (CSP) in consultation with the College Principal/the authorized person nominated by the Principal.
4. Report to the community/habitation as per the schedule given by the College. You must make your own arrangements of transportation to reach the community/habitation.
5. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow volunteers. Post your daily activity done and/or any difficulty you encounter during the programme.
6. You should maintain punctuality in attending the CSP. Daily attendance is compulsory.
7. You are expected to learn about the community/habitation and their problems.
8. Know the leaders and the officials of the community/habitation.
9. While in project, always wear your College Identity Card.
10. If your college has a prescribed dress as uniform, wear the uniform daily.
11. Identify at least five learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Information about the community, including the realities and problems of the society.
 - Need for creating awareness on socially relevant aspects/programs.
 - Acquiring specific Life Skills.
 - Learning areas of application of knowledge and technologies related to your discipline.
 - Identifying developmental needs of the community/habitation.
12. Practice professional communication skills with team members, and with the leaders and officials of the community. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
13. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.

14. At the end of Community Service Project, you shall be evaluated by the person-in-charge of the community/habitation to whom you report to.
15. There shall also be evaluation at the end of the community service by the Faculty Guide and the Principal.
16. Do not indulge in any political activities.
17. Ensure that you do not cause any disturbance to the inhabitants or households during your interaction or collection of data.
18. Be cordial but not too intimate with the persons you come across during your service activities.
19. You should understand that during this activity, you are the ambassador of your college, and your behaviour during the community service programme is of utmost importance.
20. If you are involved in any discipline related issues, you will be withdrawn from the programme immediately and disciplinary action shall be initiated.
21. Do not forget to keep up your family pride and prestige of your college.
22. Remember that you are rendering valuable service to the society and your role in the community development will become part of the history of the community.

MARKS STATEMENT (To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name of the Student:
 Programme of Study:
 Year of Study / Group:
 Register No/H. T.No:

Name of the College:
 University:

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	20	
2.	Community Service Project Implementation	30	
3.	Mini Project Work	25	
4.	Oral Presentation	25	
	GRAND TOTAL	100	

Date
Guide

Signature of the Faculty

Date:

Certified by
Signature of the Head of the Department/Principal with seal

Short-Term Internship

Specific guidelines given by Andhra Pradesh State Council of Higher Education to the students of 2nd year (have to do after 4th semester) for STI are as follows:

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/she will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.

14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your college, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your college.

MARKS STATEMENT (To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

- Name of the Student : _____
- Programme of Study & Course : _____
- Register No/H.T.No : _____
- Name of the College : _____
- Name of the University: _____

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date: _____

Signature of the Faculty Guide

Certified by

Date: _____

Signature of the Head of the Department/Principal with Seal: _____

Semester Internship (Long Term)

Specific guidelines given by Andhra Pradesh State Council of Higher Education to the students for Semester Internship (STI) are as follows:

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your college has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/she will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.

15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your college, and your behaviour during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.
23. Completion of Project work (Long Term Internship) in VI semester is compulsory for obtaining the degree.

MARKS STATEMENT (To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

- Name of the Student:
- Programme of Study:
- Year of Study:
- Group:
- Register No/H.T. No: Name of the College:
- University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

- Name of the Student:
- Programme of Study:
- Year of Study:
- Group:
- Register No / H.T. No: Name of the College:
- University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

EXAMINATION COMMITTEE:

Our college has an Examination Committee to look after the whole internal assessment process.

FUNCTIONS:

- Prepares Examinations Calendar at the beginning of the semester duly following academic calendar of the affiliating university.
- Notifies the schedule well in advance to the students through circular besides displaying on the notice boards.
- Ensures that the setting of question paper is in accordance with the pattern adopted for CIA.
- Conducts the Internal Examination as per the schedule.

GRIEVANCE REDRESSAL MECHANISM:

The following three tier Grievance Redressal mechanism is practised in our college to redress the grievances raised by students regarding examinations.

INTERNAL EXAMINATIONS:

- ❖ After the time bound evaluation of internal answer scripts, students get an opportunity to review their papers and interact with the teacher about their performance and resolve the grievances if any.
- ❖ If the students are not satisfied, they may approach the HOD of the respective departments and get it resolved.
- ❖ If still the students are not yet satisfied, they may consult one of the members of Examination Committee and express his / her grievance.

The committee looks into examination related grievances. It takes necessary steps to redress them amicably within one week. Thus, obtained grievances are taken into consideration, resolved and final marks are brought to the notice of the student to his / her satisfaction.

SEMESTER END EXAMINATIONS:

The grievances reported if any with respect to SEE are sent to Controller of Examinations of affiliating University. The Chief Superintendent of the examination looks after grievances during the university examinations and coordinates in case of any discrepancy in the hall tickets. As soon as the results are declared the students are given awareness about the procedure of applying for revaluation and recounting. The applications received are consolidated and sent to the University for necessary action.

The college implemented CBCS along with semester system as per the instructions of the UGC and APSCHE in the academic year 2015-16. The institution has to follow the timeline of internal examinations given by Acharya Nagarjuna University. As per the question paper pattern, the external evaluation is for 75 marks and internal evaluation is for 25 marks.

Continuous Internal Assessment System:

The College follows and adheres to the guidelines given by the affiliating university for conducting internal assessment. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in advance as follows.

- At the beginning of the semester, faculty members inform the students about the assessment process during the semester as directed by the university.
- Schedule of internal examinations and semester end theory and practical exams are prepared as per the university academic calendar.
- The examination committee conducts tests as per the schedule with two internal exams for each semester.
- The progress of the students is monitored by their performance in internal assessment examinations and attendance.
- The students are given valued answer scripts for their perusal to know where they went wrong, and to satisfy themselves about the valuation.
- Then the marks are entered. Remedial classes are scheduled for slow-learners basing on their performance in mid examinations.

The Internal Assessment has been given 25 % of Weightage in overall examination for all Domain subjects.

This 25 % of Weightage is divided into

Internal -I	15 Marks
Internal -II	15 Marks
Assignments	5 marks
Seminar/ Attendance / GD/Field Trips	5 marks
Total	25 marks

Assignments: Students are assigned different tasks based on their learning levels, and assignments are evaluated by faculty based on criteria such as timely submission, clarity, neatness, etc.

- The internal examinations are conducted with utmost care and transparency with fairness.

University (Semester End Examinations):

The university theory examinations are conducted at centres prescribed by the university. The end examinations for the laboratory and projects are conducted with external and internal examiners. The external examiner is appointed from other colleges by the university examination cell.

Redressal mechanism for Continuous Internal Examinations:

The institution has set up a perfect mechanism to deal with the examination related grievances of the students. Examination committee takes care of resolving all types of examination grievances received from the students.

Grievances expressed by the students in internal examinations conducted by the college are resolved within a week by the respective subject Lecturer. Corrected answer scripts are shown to the students and if any grievances (like mistakes noticed in totalling or posting) are raised by the students will be corrected by the concerned Lecturer immediately.

Redressal Mechanism for University Semester End Examinations:

After announcing the end semester results by the university, students who are not satisfied with the marks obtained in their subjects, approach the examination grievance cell.

As per the university examination norms, re-counting, revaluation and personal verification of answer scripts are allowed. Last date of submission of applications and fee particulars for verification is displayed on the notice board.

Members of examination Grievance cell provide all types of guidance and support to all the students coming with grievances and submit the data of all such students to university within the stipulated time.

- **Re – counting:** A student may apply for re- counting of marks in any paper within 10 days from the date of announcement of marks /declaration of results by paying prescribed recounting fees.
- **Revaluation:** A student may apply for revaluation in the prescribed application in any paper within 10 days from the date of announcement of marks /declaration of results by paying prescribed revaluation fees.

5. TEACHING FACULTY - UG & PG COURSES

2022 - 23

1 Dr. Sr. Fatima Rani. P M.A Litt, M. Phil., Ph .D Principal & Correspondent

DEPARTMENT OF BIO – TECHNOLOGY

2 Mrs. K. Vanaja M.Sc, B.Ed. HOD . Dept. of Biotechnology

3 Sr. Margaret Priyanka. G M. Sc Lecturer

DEPARTMENT OF MICROBIOLOGY

4 Mrs.B. Ranjitha M.Sc HOD. Dept of Microbiology

DEPARTMENT OF BOTANY

5 Mrs. K. Vidyadhari M. Sc, M.Ed HOD. Dept. of Botany

6 Mr. D .Simon M.Sc, B.Ed Lecturer

DEPARTMENT OF CHEMISTRY

7 Mrs. G. Anitha Bhanu M.Sc, B.Ed HOD, Dept. of Chemistry

8 Mrs. B.Joyce M.Sc, M.Ed Lecturer

DEPARTMENT OF MATHEMATICS

9 Mr. S. M. Subhani M.Sc, M. Phil HOD. Dept. of Mathematics

10 Mrs. L. Mary Anusha M. Sc Lecturer

11 Mrs. K. Sandhya Rani M.Sc., B.Ed Lecturer

DEPARTMENT OF PHYSICS

12 Mr. Ch. Rama Rao M.Sc., M. Phil HOD. Dept. of Physics

13 Mrs. K. Swathi M. Sc Lecturer

14 Miss. G. Santha Kumari M. Sc Lecturer

DEPARTMENT OF STATISTICS

15	Dr. J. Pratapa Reddy	M.Sc, M. Phil.,M.E,(CSE), Ph.D	HOD. Dept. of Statistics
16	Mrs. G. Vijaya Lakshmi	M.Sc	Lecturer
17	Miss. P. Jaya Lakshmi	M. Sc	Lecturer

DEPARTMENT OF COMMERCE

18	Mrs. R. Sharon Rose	M.Com, M. Phil, MDCA	Vice – Principal , Dept of Commerce
19	Mrs. J. Prameela Rani	M. Com, M. Phil	HOD. Dept. of Commerce
20	Mrs. G. Saroja	M.Com, MBA, A. P. Set	Lecturer
21	Mrs. M. Anjana Devi	M.Com, M.A Economics M.phil	Lecturer M.A(Arch)
22	Mr. S. M. Subani	M.Com	Lecturer

DEPARTMENT OF ENGLISH

23	Mrs. P. Sandhya	M. A (English)	HOD, Dept. of English
24	Mrs. N. Kavya	M. A (English)	Lecturer
25	Mrs. N. Aparna	M. A (English),. M. Phil	Lecturer

DEPARTMENT OF ORIENTAL LANGUAGES

26	Mrs. I. Adi Lakshmi	M.A(Tel & Sans)	HOD, Dept. of Telugu& Sanskrit
27	Mr. K. Ananada Kumar	M.A(Sans)	Lecturer in Sanskrit

DEPARTMENT OF PHYSICAL EDUCATION

28	Mr. G. Bala Show Reddy	B.A, M. P. Ed, M. Phil	Physical Director
29	Mrs. K. Susmitha	B. Com, B. P. Ed	NCC Cadet Officer

DEPARTMENT OF LIBRARY SCIENCES

30	Mrs. D. Anitha	M.A, M Li. Sc	Librarian, UG Library
31	Mrs. G. Sailaja	M.A, M Li. Sc	Librarian, PG Library

DEPARTMENT OF COMPUTER SCIENCE

32	Mrs.D.Swarna Charani Rai	MCA	HOD. Dept. of Computer Science
33	Mrs.M.Usha Rani	MCA	HOD, MCA
34	Mrs. B.Usha Rani	MCA	HOD, BCA
35	Mrs. D.V. Ramanamma	MCA	Lecturer
36	Miss. G. Vani	MCA	Lecturer
37	Mrs. B. Manasa	MCA	Lecturer
38	Miss. P. Anitha	MCA	Lecturer

DEPARTMENT OF MBA

39	Dr. P. L. Narasimha Rao	M.Com, M. Phil, Ph. D	Professor
40	Mrs. G. Radhika	M. Com, MBA, M. Phil, Ph. D	HOD, Dept of MBA
41	Sr. T. Sandhya	MBA	Lecturer
42	Dr. V. Vani	MBA, M. Sc, Ph. D	Lecturer

6.ADMINISTRATIVE STAFF

1	Sr. Vanga Lakshmi Jyothi	Office Superintendent
2	Sr. A. Amitha Rani	Jr. Assistant
3	P. Joseph Vijaya Kumar Reddy	Record. Assistant
4	Ravela Veeramma	Sr. Assistant
5	Tadigiri Kishore Babu	Computer Operator
6	Chivukula Siva Rama Prasad	Jr. Assistant & Examinations
7	Jonnada Venkateswara Rao	Jr. Assistant & Scholarships
8	Vemula Ratna Kumari	Sr. Assistant
9	Murugudu Pavani	Jr. Assistant

7. NON-TEACHING STAFF

10	Yerramsetti Anjana Devi	Attender
11	Govindu Mary Aswini	Attender
12	Yarla Badaraiah	Attender
13	Nelaturi Aneesha	Library Assistant
14	Yamarthi Sundari	Attender
15	Madasu Premalatha	Attender
16	Tumma Neelima	Attender
17	Nelaturi Geetha	Attender
18	Koyyagura Rajesh	Attender
19	Dodda Chitty	Library Assistant

8. SUPPORTING STAFF

20	Manchala Ratna Kumari	Sweeper
21	Peyyala Jyothi	Sweeper
22	Seelam Savithri	Sweeper
23	Turaka Rajani	Sweeper
24	Gera Suvartha	Sweeper
25	Turaka Papa	Sweeper
26	Bandaru Sailaja	Sweeper
27	A. Anitha	Sweeper
28	B. Arogya Reddy	Gardener

8	Anti Ragging Cell	Dr.Sr.Fatima Rani.P Mrs. J. Prameela Rani Mr. S. J. Subhani Mr.G.Bala Show Reddy Mrs.D. Simon Mrs. D. Swarna Charani Rai Dr.G. Radhika	Chairperson Convener PG(MCA) PG(MBA)
9	Alumni Committee	Mrs. G.Saroja Mrs.K.Vidhyadhri Mrs.D.V.Ramana Mrs.K.Sandhya Mrs.G. Vani Mrs.N.Aparna Mrs. B.Usha Rani Dr.V.Vani Mrs.G.Sailaja	Convener (UG) PG(MBA)
10	Attendance Committee	Mrs. J.Prameela Rani Mrs. G.Anitha Bhanu Mrs. N.Kavya Miss.Ch.Anitha Mrs. M.Usha Rani Dr.G.Radhika	Convener (UG) PG(MCA) PG(MBA)
11	Cultural Committee	Mrs. K.Vanaja Mrs. I. Adi Lakshmi Mrs. K. Vidyadhari Mrs.M.Anjana Devi Mrs.B.Ranjitha Mrs.N.Kavya Mrs. K. Sandhya Dr. G.Radhika Mrs.D.V.Ramana Mrs.G.Vani	Convener (UG) PG(MCA) PG(MBA)

12	Discipline Committee	Mr. G.Bala Show Reddy Mr. S.M.Subani Mrs. J. Prameela Rani Mrs.G.Anitha Bhanu Mrs. K. Susmitha Dr.G.Radhika Mrs.G.Sailaja	Convener PG(MBA) PG(MBA)
13	ECO – Club Committee	Mrs. K. Vidyadhari Mrs.K.Vanaja Mrs.G.Anitha Bhanu Mr. D. Simon Mrs.B.Ranjitha Dr. G.Radhika Mrs. G. Sailaja	Convener PG(MBA)
14	Literary Committee	Mrs. I. Adi Laskhmi Mr. K.Anand Kumar Mrs.N.Kavya Mrs.N.Aparna Dr. G.Radhika Mrs. G. Sailaja	Convener PG(MBA)
15	Sports & Games Committee	Mr. G. Bala Show Reddy Mrs. K.Susmitha Mr.D.Simon Mr.S.M.Subani Mr.T .Kishore Babu Mr. K.Rajesh Mrs. M.Usha Rani Mrs.D.Swarna Charani Rai	Convener PG(MCA)
16	Staff Grievances Committee	Mrs. R. Sharon Rose Mr. S.M.Subani Mrs.J.Prameela Rani Mrs.B.Joyce Mr.Ch. Rama Rao Mrs. K. Vanaja Mrs. D. Swarna Charani Rai Dr.G. Radhika	Convener PG(MCA) PG(MBA)

17	Library Committee	Mrs.D.Anitha Mrs.M.Anjana Devi Mrs.K.Vidyadhari Mrs.I. Adi Lakshmi Mrs.D.V.Ramana Mrs.B.Usha Mrs.N.Kavya Mrs. K. Sandhya Dr.G.Radhika Mrs.M .Usha Rani	Convener PG(MBA) PG(MCA)
18	Out Reach Committee	Dr.Sr.Fatima Rani.P Mrs. J. Prameela Rani Mrs. K. Vanaja Mrs. D.V. Ramana Mrs. L.Mary Anusha Mrs. M.Usha Rani Dr.G.Radhika	Chairperson Convener PG(MCA) PG(MBA)
19	Parents Association Committee	Mrs.R.Sharon Rose Mrs. B. Joyce Dr.J. Pratapa Reddy Mr.Ch. Rama Rao Mrs. L.Mary Anusha Miss.B.Manasa Mrs.M. Usha Rani Mrs.D.SwarnaCharani Rai Dr.G.Radhika	Convener PG(MCA) PG(MCA) PG(MBA)
20	Visual Aids Committee Seminar Hall In Charge	Mrs. M. Usha Rani Mrs.K. Vidhyadhari Mrs.G. Saroja Mrs. K. Sandhya Mrs. G.Sailaja	Convener

21	IQAC Committee (UG&PG)	Rev. Dr.Sr.Fatima Rani.P Mrs. R. Sharon Rose Dr. J. Pratapa Reddy Mrs.D. Swarana charani Rai Dr. P.L. Narasimha Rao Mrs.. B. Joyce Members: UG Mr. S.M. Subani Mrs. J.Prameela Rani Mr. Ch. Rama Rao Mrs. K. Vanaja Mrs. I. Adi Lakshmi Mrs. N. Kavya Members: PG Mrs. M. Usha Rani Dr. G. Radhika	Chairperson Coordinator Addil.Coordinator - 1 Addil.Coordinator -2
22	Magazine Committee	Mrs. B. Joyce Mrs. R.Sharon Rose Mrs. J. Prameela Rani Mrs. K. Vanaja Mrs.B.Usha Mrs. I. Adi Lakshmi Mrs. D.V.Ramana Mrs.N.Kavya Mrs. D. Swarna Charani Rai Dr.G.Radhika	Convener PG(MCA) PG(MBA)
23	Scholarship Committee	Sr. V.L. Jyothi Mr.P.Joseph Reddy Mr. J.Venkateswarlu Mr.Ch. Siva Rama Prasad	Convener

24	Placement Committee	Dr.Sr.FatimaRani.P Dr.J.Pratapa Reddy Mr.Ch.Rama Rao Mrs.K.Vidyadhari Mr.S.M.Subani (Commerce) Mrs. M.Usha Rani Dr.G.Radhika	Chair Person Convener PG(MCA) PG(MBA)
25	Red Ribbon Committee	Mrs.B.Joyce Mrs .R.Sharon Rose Mrs.K.Vanaja Mrs.B.Ranjitha Mrs. P.Jaya Lakshmi Mr.S.M.Subani Mrs.G.Radhika Mrs.B.Usha Rani	Convener PG(MCA) PG(MBA)
26	Student Counseling Committee	Mrs.J.Prameela Rani Mrs.B.Joyce Mrs. R. Sharon Rose Mrs.K.Vanaja Mrs.B.Usha Rani Mrs.N.Aparna Mrs.M.Usha Mrs.D.Swarna Charani Rai	Convener
27	N.S.S Committee	Mrs.I.Adi Lakshmi Mr.G.Bala Show Reddy Mrs. K.Susmitha Mr.S.M.Subani Miss.G.Vani Mrs. L.Mary Anusha Miss.Ch.Anitha Mrs.D.Swarna Charani Rai Mrs.D.V.Ramana	Convener PG(MCA)

28	Mother Gnanmma Club	Dr.Sr.FatimaRani.P Mrs.J.Prameela Rani Mrs.R.Sharon Rose Mrs.B.Joyce Mrs.K.Vidhyadhari Mrs.B.Usha Rani Mrs. L.Mary Anusha Mrs.M.Usha Rani Miss.B.Manasa	Chairperson Convener PG(MCA)
29	Co – Curricular Activities Committee	Mrs.R. Sharon Rose Mr.S.M.Subani Mrs.K.Vanaja Mrs.D.V Ramana Mrs. K.Susmitha Mrs.N.Aparna Dr.G.Radhika Mrs.G.Sailaja	Convener PG(MBA)
30	Hand Book Committee-	Rev. Dr. Sr. Fatima Rani. P – Mrs. R. Sharon Rose - Mrs. D. Swarna Charani Rai Mrs. V. Ratna Kumari Mrs. R. Tresa	Chair Person Convener
31	Internal Compliance Committee -	Rev. Dr. Sr. Fatima Rani. P Mrs. G. Anitha Bhanu - Sr. G. Margaret Priyanka Mrs. I. Adi Lakshmi	Chair Person Convener
32	Grievance Redressal Committee	Rev. Dr. Sr. Fatima Rani. P Mrs. K. Vidyadhari Mrs. B. Ranjitha	Chair Person Convener
33	Women Empowerment Cell -	Rev. Dr. Sr. Fatima Rani. P Mrs. D. V. Ramana Mrs. M. Anjana Devi Mrs. G. Radhika	Chair Person Convener

34	Anti-Sexual Harassment Committee	Rev. Dr. Sr. Fatima Rani. P Mrs. B. Usha Rani - Mrs. G. Saroja Mrs. I. Adi Lakshmi Mrs. G. Sailaja	Chair Person Convener
35	Finance Committee -	Rev. Dr. Sr. Fatima Rani. P Sr. T. Sandhya Sr. Margaret Priyanka Mrs. J. Prameela Rani Mrs. K. Vanaja	Chair Person
36	SC,ST, Minority / OBC Committee	Mrs. G. Sailaja Mrs. M. Anjana Dev Mrs. G. Vijaya Lakshmi Mrs. K. Vidhyadhari	Convener

10. CLASS IN CHARGE LECTURERS

III Year Class In Charge Lecturers

1.	Mr. Ch. Rama Rao	-	MPCs
2.	Dr. J. Pratapa Reddy	-	MSCs
3.	Mrs. G. Anitha Bhanu	-	MPC
4.	Mrs. K. Vanaja	-	MBC & BBC
5.	Mrs. R. Sharon Rose	-	B.Com (Gen & Res)

II Year Class in Charge Lecturers

1.	Mrs. D. V. Ramanamma	-	MPCs
2.	Mrs. K. Sandhya Rani	-	MSCs
3.	Mrs. B. Joyce	-	MPC
4.	Mrs. K. Vidyadhari	-	MBC & BBC
5.	Mrs. J. Prameela Rani	-	B.Com (Gen & Res)
6.	Mrs. B. Usha Rani	-	BCA

I Year Class In Charge Lecturers

1.	Mrs. I. Adi Lakshmi	-	MPCs
2.	Mrs. L. Mary Anusha	-	MSCs
3.	Mrs. G. Santha Kumari	-	MPC
4.	Mrs. B. Ranjitha	-	M.B.C & BBC
5.	Mrs. G. Saroja	-	B.Com (Gen & Res)
6.	Miss. G. Vani	-	BCA

11. Academic Calendar / Semester Wise / B.SC /B.COM /BCA : 2022– 2023

College reopening date : 10-10-2022	
SCHEDULE FOR 1st , 3rd & 5th SEMESTERS	
Commencement of Classes for 1 th Semesters:	17-10-2022
Commencement of Classes for 3 rd Semesters:	25-10-2022
Commencement of Classes for 5 th Semesters (B. Sc) :	01-11-2022
Commencement of VI Semester B. COM & BCA (Semester Internship):	01-11-2022
Christmas : 22-12-2022 to 26-12-2022	
Pongal Holidays : 12-01-2023 to 17-01-2023	
I Internal Examinations for I, III & V Semesters	28-11-2022 to 30-11-2023
II Internal Examinations for I, III & V Semesters	12-12-2022 to 17-12-2022
ANU – Practical Examinations for I, III & V Semesters	27-01-2023 to 31-01-2023
Closure of 1,III & V Semester Classes : 25-01-2023	
Commencement of 1, III & V – Semester End Examinations	01-02-2023
SCHEDULE FOR 2ND, 4TH & 6THSEMESTERS	
Commencement of Classes for II, IV, & V Semesters(B. Com & BCA) :	01-03-2023
Commencement of VI Semester B. Sc (Semester Internship):	01-03-2023
I Internal Examinations for II, IV & VI Semesters	10-04-2023 to 12-04-2023
II Internal Examinations for II, IV & VI Semesters	01-05-2023 to 06-05-2023
ANU – Practical Examinations for II, IV & V Semester	03-07-2023 to 10-07-2023
Closure of II,IV & V Semester Classes : 10-07-2023	
Commencement of V – Semester End Examinations	27-06-2023
Commencement of II & IV – Semester End Examinations	13-07-2023
Reopening of college for the Academic year 2023- 2024 : 02-08-2023	

PG COURSES (MCA & MBA)
Academic Calendar : 2022-23

III SEMESTER

Sl.No	Particulars	Date(s)
01	Commencement of Classes for III Semester Candidates	20-10-2022
02	CHRISTMAS Festival' break	22-12-2022 to 26-12-2022
03	Conduct of 1st Internal Exams for III Semester Candidates	27-12-2022 to 29-12-2022
04	PONGAL Festival break	11-01-2023 to 16-01-2023
05	Conduct of 2 nd Internal Exams for III Semester Candidates	18-01-2023 to 21-01-2023
06	Closure of Instructions for III Semester students	23-01-2023
07	Commencement of III Semester End Examinations	31-01-2023 to 04-02-2023
08	Commencement of Practical Examinations	06-02-2023

I SEMESTER

Sl.No.	Particulars	Date(s)
01	Commencement of Classes for I Semester Candidates	01-11-2022
02	CHRISTMAS Festival'break	22-12-2022 to 26-12-2022
03	PONGAL Festival break	11-01-2023 to 16-01-2023
04	Conduct of 1 st Internal Exams for I Semester Candidates	02-02-2023 to 04-02-2023
05	Conduct of 2 nd Internal Examsfor I Semester Candidates	21-02-2023 to 24-02-2023
06	Closure of Instructions for I Semester students	24-02-2023
07	Commencement of I Semester-End Examinations	01-03-2023 to 06 – 03 - 2023
08	Commencement of Practical Examinations	08-03-2023

II SEMESTER

S.No	Particulars	Date(s)
01	Commencement of Classes for II Semester Candidates	09-03-2023
02	Conduct of 1 st Internal Exams for II Semester	03-04-2023 to 05-04-2023
03	Conduct of 2 nd Internal Exams for II Semester	02-05-2023 to 04-05-2023
04	Closure of Instructions for IISemester students	12-05-2023
05	Commencement of II Semester-End Examinations	17-05-2023
06	Commencement of Practical Examinations / Viva-Voceetc.	With in three days Before or after theory exams

12.ANNUAL INSTITUTIONAL PLAN : 2022-23

OCTOBER – 2022

DATE	DAY	ACTIVITY
1.	SAT	Commencement of ANU – II Semester End Theory Examinations for UG First Year Students
2.	SUN	Mahatma Gandhi Jayanthi
3.	MON	Dasara vacation
4.	TUE	Dasara vacation
5.	WED	Dasara vacation
6.	THU	Dasara vacation
7.	FRI	Commencement of ANU Semester End Theory Examinations for First MCA & MBA – II Semester students
8.	SAT	
9.	SUN	
10.	MON	
11.	TUE	
12.	WED	
13.	THU	
14.	FRI	
15.	SAT	
16.	SUN	
17.	MON	Reporting of First Year UG Students to the College.
18.	TUE	Commencement of Classes for II MBA/ III Semester and II MCA /III Semester students
19.	WED	
20.	THU	
21.	FRI	
22.	SAT	
23.	SUN	
24.	MON	
25.	TUE	Reopening of the College for Second Year 3 rd Semester students .
26.	WED	
27.	THU	
28.	FRI	
29.	SAT	
30.	SUN	
31.	MON	Commencement of Classes for I - MBA/ I Semester and I - MCA /III Semester Students.National Unity Day- Birth Anniversary of SardharVallabai Patel.

NOVEMBER – 2022

DATE	DAY	ACTIVITY
1	TUE	Commencement of Classes for Final Year- V Semester B. Sc students
2	WED	Awareness Programme on “Waste to Wealth - Department of Life Sciences
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	Feast day of Fr. Dieckmann
10	THU	Swachh TOYCATHON Programme
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	Awareness Programme on Career Opportunities - Department of Commerce .
18	FRI	SWACHH COMPETITIONS - 2023 “ Guntur Municipal Corporation
19	SAT	Essay Writing Competition in (English /Telugu) on Importance and Benefits of Solid Waste Management
20	SUN	
21	MON	Elocution in (English /Telugu) on Growing Trend of E – Waste - Causes Impacts and Remedies -Dept. of Telugu & Sanskrit
22	TUE	
23	WED	Awareness Session on Stress Management
24	THU	
25	FRI	Flag Day
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	

DECEMBER – 2022

DATE	DAY	ACTIVITY
1	THU	AIDS Day
2	FRI	
3	SAT	
4	SUN	
5	MON	Cultural Week – Cultural Competitions
6	TUE	
7	WED	
8	THU	
9	FRI	Literary Competitions
10	SAT	
11	SUN	
12	MON	Sports & Games Competitions
13	TUE	
14	WED	
15	THU	Two – Day Seminar -Department of Commerce
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	Death Anniversary of Mother Thatipatri Gnanamma - foundress of St. Ann's Congregation
21	WED	College Semi Christmas Celebration
22	THU	
23	FRI	Christmas Vacation
24	SAT	Christmas Vacation
25	SUN	Christmas
26	MON	Christmas Vacation
27	TUE	Re-opening of the college after Christmas vacation for all the UG & PG students.
28	WED	Commencement of Mid – Examinations for UG (I/III/V Semesters) students
29	THU	
30		
31		

JANUARY - 2023

DATE	DAY	ACTIVITY
1	SUN	
2	MON	
3	TUE	Employers Sensitization Meet to the faculty
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	Pongal vacation.
13	FRI	Pongal vacation
14	SAT	Pongal vacation
15	SUN	Sankranthi Festival
16	MON	Pongal vacation
17	TUE	Re- Opening of the College after Pongal Break for UG and PG Students.
18	WED	Preparations for Academic Audit
19	THU	
20	FRI	Preparations for Academic Audit
21	SAT	Academic Audit with the inspection panel
22	SUN	
23	MON	
24	TUE	
25	WED	Commencement of ANU Internal Practical Examinations for First and Second (I/III Semester) B.Sc.BCA and B.Com (Computers) students .
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	Commencement of ANU – III Semester End Theory Examinations for second year MBA & MCA students

FEBRUARY – 2023

DATE	DAY	ACTIVITY
1	WED	Commencement of ANU – II MCA & MBA / III Semester End Theory Examinations
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	Commencement of ANU – Second Year / III Semester End Theory Examinations for UG B.Sc. BCA and B.Com Students
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	Sivaratri Holiday
19	SUN	
20	MON	
21	TUE	Commencement of ANU – First Year / I Semester End Theory Examinations for UG B.Sc. BCA and B. Com Students
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	Commencement of ANU – Final Year / V Semester End Theory Examinations for UG – B.Sc Students
28	TUE	

MARCH – 2023

DATE	DAY	ACTIVITY
1	WED	Commencement of Classes for Final Year /Second Year – Sixth /Fourth Semester of UG Courses
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	Holi Holiday
9	THU	Commencement of Classes for First Year – Second Semester of UG Courses Commencement of Classes for I MBA & MCA -II Semester
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	Free Cool Water Service Point -NSS students
29	WED	Free Medical Camp Seminar on Women Trafficking& Cyber Crime
30	THU	Sri Rama Navami Holiday.Awareness Programme on Health and Hygiene -NSS Special Camp.
31	FRI	Awareness Programme on Water Pollution.

APRIL-2023

DATE	DAY	ACTIVITY
1	SAT	ANU NSS Special Camp
2	SUN	
3	MON	Commencement of ANU - I Internal Examinations for I MCA& MBA - II Semester students.
4	TUE	
5	WED	BabuJagivan Ram Birthday Holiday
6	THU	
7	FRI	Good Friday Holiday
8	SAT	
9	SUN	Easter Sunday
10	MON	Commencement of ANU - I Mid Examinations for Second, Fourth and Fifth Semesters of UG students
11	TUE	
12	WED	
13	THU	
14	FRI	Dr. AmbedkarJayanthi Holiday
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	Dental Checkup- Gnanamma Club Activity
22	SAT	Ramzan Holiday
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	BIOANALYTICA – 2023 - Department of Life Sciences
29	SAT	COMVICTUS -23 -Department of Commerce
30	SUN	

MAY– 2023

DATE	DAY	ACTIVITY
1	MON	International Labor Day - Commencement of ANU – II Internal Examinations for IV/ V Semesters of UG
2	TUE	Guest Lecture -Department of English
3	WED	Seminar on “Cyber Security & Ethical Hacking - Department of Computers
4	THU	
5	FRI	Seminar on Something Deeply Hidden on Metacognition Student Seminar Committee
6	SAT	
7	SUN	
8	MON	Summer vocation
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

JUNE-2023

DATE	DAY	ACTIVITY
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	Reopening of the College after summer vacation
6	TUE	
7	WED	Webinar on Career Counseling -APSSDC
8	THU	Five Day Faculty Development Programme on "Implementation of NEP 2020
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	Commencement of ANU - I MCA& MBA /II Semester – End Theory Examinations.
15	THU	
16	FRI	Placement Drive -Team Lease, Master Minds and Aurobindo Companies
17	SAT	
18	SUN	
19	MON	Workshop on Research Methodology-Department of Mathematics, Physics and Statistic
20	TUE	Pre - Final Examinations for BCA and B. Com Students
21	WED	International Yoga Day
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	International Day against Drug Abuse & Illicit Trafficking -2023.
27	TUE	Commencement of ANU – Final Year / V Semester End Theory Examinations for BCA and B. Com Students
28	WED	
29	THU	Bakrid Holiday
30	FRI	

JULY-2023

DATE	DAY	ACTIVITY
1	SAT	Alumni Meet
2	SUN	
3	MON	
4	TUE	Parents Meet
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	Last Instruction Day
11	TUE	
12	WED	
13	THU	
14	FRI	Commencement of Pre - Final Examinations for UG Programmes i.e for First Year – II Semester Students.
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	St Ann's Feast
27	THU	Commencement of ANU – First Year / II Semester End Theory Examinations for B.Sc, BCA and B.Com Students
28	FRI	
29	SAT	Muharram Holiday
30	SUN	
31	MON	