

# ST.ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University)

GORANTLA, GUNTUR- 522034



## STUDENT HAND BOOK

**2023 - 2024**

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**GENERAL INFORMATION****ADDRESS**

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

**TELEPHONE**

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Email : [st\\_anns\\_coll@yahoo.co.in](mailto:st_anns_coll@yahoo.co.in)  
[stannscollgegnt@gmail.com](mailto:stannscollgegnt@gmail.com)  
Website : [www.stannscollegeforwomen.org](http://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**

## CONTENTS

1. The College
  - Vision, Mission, Objectives
  - Profile, College Prayer
  - Silver Jubilee Celebrations of the College (1997–2022)
  - College Timings
  - Governing Body & Administrative Body
2. The Student
  - General Conduct
  - Admission Procedure
  - Rules and Regulations of the College
3. Student Facilities & Support Services
  - College Infrastructure
  - Library, Canteen & Hostel
  - Institutional Awards & Medals
4. Curriculum
  - Courses Offered
  - Tests & Examinations, Scholarships
  - Examination and Evaluation System
5. Teaching Faculty
6. Administrative Staff
7. Non-Teaching Staff
8. Supporting Staff
9. College Committees
10. List of Class - in Charges
11. Academic Calendar
12. Annual Institutional Plan

## 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.

In accordance with NEP -2020, APSCHE had introduced 4 years UG Honours Programme From the year 2020-21 onwards. The process of Conversion of Three Majors to Single Majors with one Minor is introduced from the Academic year 2023-24 onwards and is implemented with Thirteen New Programmes.

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 1046 students and 41 experienced, competent Teaching Staff of UG & PG and 25 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 12<sup>th</sup> 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 Arogya Matha Shrine, Gorantla Guntur and Rev. Sr. Ann Rose. D the Provincial Superior of Hyderabad Province, Former Superior General Rev. Mother Fatima Mary, 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

# GLIMPSES OF SILVER JUBILEE CELEBRATIONS





## COLLEGE TIMINGS

### MONDAY TO FRIDAY TIMINGS

<b>Prayer -</b>	<b>8.50 A.M</b>	<b>to</b>	<b>9.00 A.M</b>
<b>1<sup>st</sup>Hour -</b>	<b>9.00 A.M</b>	<b>to</b>	<b>10.00 A.M</b>
<b>2<sup>nd</sup> Hour -</b>	<b>10.00 A.M</b>	<b>to</b>	<b>11.00 A.M</b>
<b>BREAK -</b>	<b>11.00 A.M</b>	<b>to</b>	<b>11.10 A.M</b>
<b>3<sup>rd</sup> Hour –</b>	<b>11.10 A.M</b>	<b>to</b>	<b>12.00 Noon</b>
<b>4<sup>th</sup> Hour –</b>	<b>12.00 Noon</b>	<b>to</b>	<b>12.50 P.M</b>

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

<b>5<sup>th</sup> Hour –</b>	<b>1.30 P.M</b>	<b>to</b>	<b>2.30 P.M</b>
<b>6<sup>th</sup> Hour –</b>	<b>2.30 P.M</b>	<b>to</b>	<b>3.30 P.M</b>

### SATURDAY TIMINGS

<b>Prayer -</b>	<b>8.50 A.M</b>	<b>to</b>	<b>9.00 A.M</b>
<b>1<sup>st</sup>Hour -</b>	<b>9.00 A.M</b>	<b>to</b>	<b>9.40 A.M</b>
<b>2<sup>nd</sup> Hour –</b>	<b>9.40 A.M</b>	<b>to</b>	<b>10.20 A.M</b>
<b>3<sup>rd</sup> Hour –</b>	<b>10.20 A.M</b>	<b>to</b>	<b>11.00 A.M</b>
<b>BREAK -</b>	<b>11.00 A.M</b>	<b>to</b>	<b>11.10 A.M</b>
<b>4<sup>th</sup> Hour –</b>	<b>11.10 A.M</b>	<b>to</b>	<b>11.50 A.M</b>
<b>5<sup>th</sup> Hour –</b>	<b>11.50 A.M</b>	<b>to</b>	<b>12.30 P.M</b>

**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. Sandhya Thumma	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. Margaret Priyanka Gade	Office Superintendent and Accountant
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.

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 3.64 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, Basketball Court with International Standards, 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 26<sup>th</sup> 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, 1<sup>st</sup> and 2<sup>nd</sup> 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.

## INSTITUTIONAL AWARDS & MEDALS

As a best practice of the institution, St. Anns College for Women, Gorantla, Guntur honours the academic toppers with gold medals, and silver medals for Subject Toppers instituted by the Management and faculty also sponsors memorial awards.

The management also honours the toppers who have achieved Prathiba Puraskar Awards, announced by the State Government, University Ranks and Gold

## 4. CURRICULUM

### COURSES OFFERED: U.G COURSES:

S.No	Courses	Year of Approval	Intake
1	B.Sc (MPCs)	1997	50
	B.Sc (MPCs)-Addl. Section	2019	50
2	B.Sc (MBC)	1997	30
3	B.Com (General)	1997	50
4	B.Sc (MSCs)	1998	50
	B.Sc (MSCs)-Addl. Section	2017	50
5	B.C.A	1998	40
6	B.Com (Computers)	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

#### 4-Year UG Honours Programs with Single Major w. e. f 2023-24

S.No	Courses	Year of Introduction	Intake
1	B Com Honours (Computer Application)	2023-24	50
2	B Com Honours (General)	2023-24	25
3	B. Sc Honours (Computer Science)	2023-24	75
4	B. Sc Honours (Mathematics)	2023-24	25
5	B Sc Honours (Statistics)	2023-24	25
6	B Sc Honours (Physics)	2023-24	25
7	B. Sc Honours (Microbiology)	2023-24	30
8	B. Sc Honours (Biotechnology)	2023-24	30
9	B Sc Honours (Botany)	2023-24	25
10	B Sc Honours (Artificial Intelligence)	2023-24	25
11	B Sc Honours (Chemistry)	2023-24	30
12	BBA Honours	2023-24	25
13	BCA Honours	2023-24	70

#### 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.

<b>S.No</b>	<b>Category</b>	<b>Marks</b>
1	I Internal / II Internal Examination (Best of Two)	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

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum C_i G_i}{\sum C_i}$$

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

## **Guidelines for 4-Year UG Honours Program with Single Major:**

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.

The AP State Council of Higher Education (APSCHE) has constituted an Expert Committee vide Procs. No. APSCHE/AC-I/CBCS-2023-24/Review Dt. 13.03.2023 under the Chairmanship of Prof. K. Rama Mohana Rao, Vice-Chairman AP State Council of Higher Education. On the recommendations of the Committee, 4-year UG Honours Program with a single Major and one minor is introduced from the A.Y. 2023-2024.

### **Program Overview**

#### **A. Program Name and Duration**

- **4-Year UG Honours with Single Major:** The duration of the Program 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 is awarded. Honours with Research Degree is awarded at the end of 4-years of study.

## **B. Program Objectives and Goals of UG Honours in Single Major**

- **Depth of Knowledge:** Single major programs allow students to focus on a specific discipline, enabling them to develop in-depth knowledge and expertise in their chosen field.
- **By concentrating their studies on a single major,** students have the opportunity to delve deeply into the subject matter, engage in advanced coursework, and pursue specialized research or projects.
- **Clarity and Specialization:** Single major programs provide students with a clear academic pathway and a focused direction for their studies. They can pursue their passion and interests in a specific discipline without the need to divide their time and attention across multiple majors. This clarity of focus allows students to specialize in their chosen field, potentially enhancing their future career prospects
- **Efficient Use of Resources:** Single major programs can be more efficient in terms of resource utilization for both students and institutions. Students can allocate their time, energy, and resources towards mastering a single subject area, maximizing their learning experience. Institutions can streamline their course offerings, faculty resources, and infrastructure to support single-major programs more effectively.
- **Time Management and Graduation Timelines:** Pursuing a single major program can offer advantages in terms of time management and graduation timelines. With a focused academic plan, students may have a clearer roadmap for completing their degree requirements within the expected timeframe. This can potentially minimize delays in graduation and facilitate a smoother academic journey.
- **Flexibility and Elective Choices:** Single-major programs often provide students with flexibility in choosing elective courses and exploring interdisciplinary studies. By focusing on a single major, students may have more room in their curriculum to pursue elective courses that complement their primary area of study or explore related disciplines that align with their interests.

- **Research and Career Alignment:** Single major programs can better align with students' research interests and career goals. By immersing themselves in a specific field, students have more opportunities to engage in research projects, internships, and practical experiences directly related to their major. This specialization can enhance their expertise and make them more competitive in their chosen career path.
- **Reduced Course Load and Stress:** Pursuing a single major program typically involves a lower course load compared to three major programs. This can help reduce the stress and academic burden on students, allowing them to focus more deeply on their coursework, engage in extracurricular activities, and maintain a better work-life balance.
- Ensuring Multidisciplinary and Interdisciplinary learning.
- Opportunity for learners to choose the courses of their interest in all disciplines;
- Facilitating multiple entry and exit options with UG certificate/ UG diploma/ or degree depending upon the number of credits secured and period of study;
- Online learning, and hybrid modes of blended learning ensured.
- Integrated Community Service Project into the curriculum.
- Internship/On the Job Training (both in physical or virtual mode) incorporated in two stages, one, a short-term internship during the summer vacation between 2nd and 3rd years of study and the other a full-semester internship, either in the V or VI semester.
- Multidisciplinary courses are made mandatory.
- Skill Enhancement courses are introduced.
- Mandatory Open Online Transdisciplinary courses are introduced.
- Courses on Indian Knowledge Systems introduced.
- Multiple entry and exit options are provided.
- One Minor with 6 courses and 24 credits is compulsory.

## Program 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).

- 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 program.

**Eligibility:** APSCHE will publish the eligibility criteria in consultation with universities for all the UG programmes.

- Universities can offer new Majors in addition to those identified for the A.Y. 2023-24 with prior permission of APSCHE.
- 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 practicals, 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 for BCA 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.
- Universities can add new minors with intimation to APSCHE.

## D. Languages

● Two courses in English Language and two courses in Modern Indian Language are to be completed in the first two semesters.

● Each 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 2 Skill Enhancement courses each with choices are offered in Semesters VII and VIII in the concerned major.

● Universities can add new Skill enhancement courses with intimation to APSICHE.

## 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.

● Universities can add new multidisciplinary courses with intimation to APSICHE.

### **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.
- Universities can add new IKS courses with an intimation to APSICHE.

### **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.
- Internship/On the Job Training (both in physical or virtual mode) incorporated in two stages, one, a short-term internship during the summer vacation between 2nd and 3rd years of study and the other a full-semester internship, either in the V or VI semester.
- Multidisciplinary courses are made mandatory.
- Skill Enhancement courses are introduced.
- Mandatory Open Online Transdisciplinary courses are introduced.
- Courses on Indian Knowledge Systems introduced.
- Multiple entry and exit options are provided.
- One Minor with 6 courses and 24 credits is compulsory.

## Multiple Entry and Exit Options

### ■ 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.
- 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.

## 2. Program Outcomes and Benefits

### A. Knowledge and Skills Development

- Knowledge and skills development can be explained as a crucial program outcome and benefit of a 4-year Honours Degree Program. As students progress through the program, they acquire a wide range of subject-specific knowledge and general skills that prepare them for success in their chosen field and beyond.

- **Subject-Specific Knowledge:**

*In-Depth Understanding:* The 4-year Honours Degree Program provides students with an opportunity to develop a deep understanding of their chosen major. Through advanced coursework and specialized study, students gain expertise in their field of interest.

*Critical Analysis:* Students learn to critically analyze complex concepts and theories within their major. They acquire the ability to evaluate and apply knowledge to real-world scenarios, fostering problem-solving skills.

- **Interdisciplinary/Multidisciplinary Knowledge:**

*Holistic Perspectives:* Honours Degree Programs often encourage interdisciplinary learning, allowing students to explore connections between different fields of study. This broadens their perspectives and promotes a well-rounded education.

*Integrative Learning:* Students develop the ability to integrate knowledge from various disciplines, enabling them to address multifaceted challenges with a comprehensive approach.

- **Communication Skills:**

*Written Communication:* Students enhance their written communication skills by preparing reports, essays, and research papers. They learn to articulate complex ideas clearly and effectively.

*Oral Presentation:* Through presentations and seminars, students develop strong oral communication skills, enabling them to present ideas confidently and persuasively.

- **Research and Analytical Skills:**

Research Experience: Honours Degree Program with Research typically include research components such as a capstone project or thesis. Students engage in research methodologies, data analysis, and independent inquiry, honing their research skills.

Critical Thinking: Through research and coursework, students cultivate critical thinking abilities, enabling them to analyze data, evaluate evidence, and form well-founded arguments.

## **B. Career Opportunities and Graduate Employability**

- Career options and graduate employability are the significant program outcomes and benefits of the 4-year Honours Degree Program. The program equips students with the necessary knowledge, skills, and experiences to pursue diverse career paths and enhances their potential for successful employment after graduation.

- The 4-year Honours Degree Program provides students with specialized knowledge and expertise in their chosen field of study through advanced coursework and in-depth study.

- Graduates possess a deep understanding of their subject, making them more attractive to employers seeking candidates with specialized knowledge and skills.

- Throughout the program, students develop a range of industry-relevant skills such as critical thinking, problem-solving, data analysis, research, and communication skills.

- Graduates are well-prepared to meet the demands of the job market and can apply their skills effectively in professional settings.

- Honours Degree Program incorporate mandatory internships; hence graduates gain valuable practical experience during their studies, enhancing their employability by demonstrating hands-on skills and industry exposure.

- Honours Degree Program emphasizes critical thinking and adaptability, preparing students for the rapidly changing job market.
- Graduates are equipped to navigate and thrive in dynamic work environments, and they possess a strong foundation for continuous learning and skill development.
- As a result of the specialized knowledge, skills, and experiences gained graduates are highly sought after by employers. And enjoy enhanced employability and marketability, increasing their chances of securing rewarding job opportunities and career advancement.

### **C. Further Education and Postgraduate Studies**

- After completion of the first 3 years of study in the Honours Degree Program, if a student exits, he/she is awarded a Degree and is eligible to pursue a 2-year Postgraduate Program.
- A student getting a UG Honours Degree can do 1-year Postgraduate Program.
- A student awarded with UG Honours Degree with Research is eligible to get direct admission into Ph.D. program provided the student secures 75% and above marks.

## 6. Appendices

### A. Curriculum framework

### B.Sc (Honours) with Single Major

Semester	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	C	H	C	H	C	H	C	H	C	H	C	H	C	H	C	H	C	H	C	H	Cr	Cr	
Sem 1	2*	10	8					2	8	6	1	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
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	2	1	2	0	6	29	22
Sem 8	3	9+6	12										2*	6+4	8	1	2	2	2	1	2	0	6	29	22
	21		84	6	24	4		12	3	6	6	10	32	28	2	4	4	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/BBA (Honours) with Minor

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

## **B. Guidelines for UG Honours with research**

### ***UG Honours with Research***

1. Students have to choose after the completion of the third year of study, the Honours program for the fourth year of study.

2. They can pursue Honours program in the major/minor domain of joining in Honours with the research programme.

3. If the student wants to join in Honours with research, he/she should pass all the courses in the first three years of the UG program and secure 75% or more marks.

4. For Semester 7, the curricular structure includes 3 common courses on Research Methodologies and 2 discipline-specific courses in the 7th semester.

5. In the 8th Semester, the student has to complete an individual research project in one of the three subjects of his/her study in the first three years.

6. Courses on Research Methodology (7th Semester): The course structure for the 7th Semester shall be as follows: B.A./B.Com./BBA/BCA, etc:

1. Course 7.1 (7th Semester Course 1)

Research Methodology: Conceptual and Theoretical Perspectives

2. Course 7.2

Research Methodology: Observational and Empirical Perspectives

3. Course 7.3

Statistical Analysis using Computer Packages for Research Methodology

4. Course 7.4

Introduction to Social Science Research

5. Course 7.5

Quantitative Approach to Social Science Research

B.Sc (Statistics/Mathematics/Computer Science)

1. Course 7.1

Research Methodology: Conceptual and Theoretical Perspectives

2. Course 7.2

Research Methodology: Observational and Empirical Perspectives

3. Course 7.3

Statistical Analysis using Computer Packages for Research Methodology

4. Course 7.4

Advanced Statistical Methods for Data Analysis (For Statistics students)

5. Course 7.4

Advanced Areas of Computer Science (For Computer Science students)

## **Advanced Mathematics for Research (For Mathematics students)**

NOTE: For Statistics students, apart from Courses 7.1, 7.2 and 7.3 being mandatory courses, sl no.4 is compulsory and they can opt for sl no.5 or 6 as their 5th Course.

For Computer Science students, apart from Courses 7.1, 7.2 and 7.3 being mandatory courses, sl no.5 is compulsory and they can choose between sl. nos. 4 and 6 as their 5th Course.

In case of Mathematics students, apart from Courses 7.1, 7.2 and 7.3 being mandatory courses, sl no.6 is compulsory and there will be a choice between sl nos. 4 and 5 as their 5th Course.

## **B.Sc (Physical Sciences/Chemical Sciences)**

1. Course 7.1

Research Methodology: Conceptual and Theoretical Perspectives

2. Course 7.2

Research Methodology: Observational and Empirical Perspectives

3. Course 7.3

Statistical Analysis using Computer Packages for Research Methodology

4. Course 7.4

Advanced Analytical Techniques for Science Research

5. Course 7.5

Materials Science

## **B.Sc (Biological Sciences)**

### 1. Course 7.1

Research Methodology: Conceptual and Theoretical Perspectives

### 2. Course 7.2

Research Methodology: Observational and Empirical Perspectives

### 3. Course 7.3

Statistical Analysis using Computer Packages for Research Methodology

### 4. Course 7.4

Advanced Analytical Techniques for Science Research

### 5. Course 7.5

Advanced Techniques in Biological Sciences

### 7. Open Online Courses

A Student shall do TWO Open Online Transdisciplinary Courses, in Semesters 7 & 8. The Online Courses can be of students' choice, either in the same domain/ related domain or multidisciplinary in nature. The

Online Courses can also be done either in SWAYAM or NPTEL or COURSEERA or from any other resources recognized by the APSCHE and the competent authority of the respective Universities. The Open Online Courses shall carry 4 Credits each. Students shall have a choice of choosing either two online courses of 2 credits each or one course of 4 credits or can acquire a greater number of credits. If a student is desirous of choosing Open Online Courses offered by industry or a recognized online course provider, the duration shall be not less than 60 hours for a 4-credit course.

Assessment for Online Courses:

If the Online Course is done from among the Online courses offered in SWAYAM or UGC MOOCs or NPTEL, the credits and marks awarded shall be recognised and calculated for the SGPA and CGPA. The same shall be the case if any service provider conducts an online examination (proctored). If no online examination is conducted either on SWAYAM or UGC MOOCs or NPTEL or proctored examination by the service provider, a pen and paper examination be conducted by the university.

Year	Semester	Course Code	Type of Course	Hrs/ Week	Credits
4	VII	VII.1.8	Common Course	5	5
4	VII	VII.2.9	Common Course	5	5
4	VII	VII.3.10	Common Course	5	5
4	VII	VII.4.11	Discipline Specific Course	5	5
4	VII	VII.5.12	Discipline Specific Course	5	5
4	VII	VII.6.13	Transdisciplinary Online Course	15	2
4	VII	VII. 7.14	IKS	15	0
4	VIII	VIII.1.14	Research Project in major/minor	15	25
4	VIII				
4	VIII	VIII.1.14	Research Project in major/minor		25
4	VIII				
4	VIII				
4	VIII	VIII.2.15	Transdisciplinary Online Course	15	2
4	VIII	VIII.3. 16	IKS	15	0

8. Individual Research Project in Semester 8 for students of Commerce, Arts, Management, Languages, etc:

## **Guidelines for the Research Project to be done during VIII Semester**

### **Objectives:**

The purpose of this course is to introduce students to the process of conducting social science research projects. The students will be helped to conceptualise, design and execute a research project by a teacher guide.

### **Structure:**

Most of the sessions in this semester will be designed in a seminar format. This will be supplemented by individual / group conference/supervision. The focus will be on discussions and analysis of assignments.

Learners will be encouraged to read books and research journals related to his/her research topic and share them in the seminars.

Learners will be initiated to think about research issues throughout the semester, debate these issues with teachers and classmates and synthesize these issues mentally to develop as a researcher.

Being a research degree, this course will entail (1) a much higher workload than any bachelor's degree course studied so far (2) a heavy dose of readings, and (3) a substantial amount of critical thinking.

Duration of the Project: 15 Weeks Method of Assessment:

Continuous Internal Evaluation      100 marks (spread across the semester)

Semester End External Evaluation shall be conducted at the end of the Semester.

Dissertation      200 marks

Seminar      100 marks

Viva voce      100 marks

There shall be a panel of three Examiners for the Semester End External Evaluation, comprising of Faculty Supervisor, one faculty member-internal examiner and one external examiner.

## **Research Project Work Schedule:**

- A. Individual Research Project in Semester VIII for students of BA,
- B. Com, BBA, BCA, etc :

### ***Week 1 : Research Seminar***

Learners will be helped to select a topic of his/her choice and prepare a paper (3-4 pages) and present it in a seminar organised by the department in the end of the week.

Method of Internal Assessment: Two faculty members (Faculty supervisor and the faculty member who is teaching research methodology papers)

### ***Week 2 : Research Proposal***

In this week using the learning of the previous semester about the research process learners would prepare a research proposal.

Learners will select a research problem of his/her choice for this proposal and submit it at the end of the week. This proposal will be 5 to 6 pages. It would include (1) research problem and significance, (2) literature review, (3) theory and hypotheses, (4) research design (5) Sampling (6) tool of data collection (7) data processing and analysis and (8) plan of research report. The learner will be required to present his/her research proposal at the end of the week in 15-20 minutes in the classroom.

Method of Internal Assessment: Two faculty members (the Faculty supervisor and the faculty member who is teaching research methodology courses) will assess the proposal.

### ***Week 3: Data Collection***

In order to collect the requisite data for research study, learners are required to and use the tools of data collection devised/selected during the last semester. Learners are advised to go for pre-testing of tool of data collection selecting 5 to 10 respondents and revise or modify their tool.

### ***Week 4: Data Collection***

In this week the learners will go to the field and collect data from the respondents selected for the study in the previous semester.

Method of Internal Assessment: The faculty supervisor will assess the method and procedures used by the learner in data collection.

### ***Week 5: Data Processing using SPSS***

Once the data are collected, the learners will be helped to process it. They will be required to prepare a Code Book and a Master Chart. This is essential to process the data using SPSS. Learners will be helped to define data, enter data in Data Editor of SPSS.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by learner in data collection.

### ***Week 6: Data Analysis using SPSS***

In this week the learners will be helped to prepare a plan of tabulation and execute it. The tabulation plan may include a list of independent and dependent variables, univariate tables, bivariate tables, trivariate tables and a list of statistical procedures to be applied. Accordingly, the learners will generate Tables and Statistical test results.

Method of Internal Assessment: The faculty supervisor will assess the method and procedures used by the learner in data collection.

### ***Week 7 and Week 8 : Writing of Chapter I : Introduction***

The research report starts with the 'Introduction' of the research problem. It introduces the topic or research under investigation and its importance. The introductory chapter gives the background to the specific area of investigation. This is followed by a brief statement of the problem under study. It is also necessary to explain the significance of the present problem. Here researcher is expected to describe precisely and clearly the objective(s) of the research study. This is followed by the statement of the proposed hypotheses of the study that would be tested through statistical procedures.

Method of Internal Assessment: The faculty supervisor will assess the method and procedures used by the learner in data collection.

## **Week 9: Writing of Chapter II : Review of Literature**

The next task of the researcher is to present a review of the relevant literature. This includes a critical analysis of earlier research studies. As such, while reviewing the literature, it should be kept in mind that literature has been critically examined in terms of agreements and disagreements among the researchers in order to justify the necessity for conducting the research study.

Method of Internal Assessment: The faculty supervisor will assess the method and procedures used by the learner in data collection.

## ***Week 10 and Week 11: Writing of Chapter III : Research Methodology***

This is followed by a description of the design of a study. This section provides a detailed overview of “how” the study was conducted. The various sub- sections include: i) description of the research design of the study, ii) variables: the independent, dependent and control variables with their operational definitions; iii) sampling procedures: defining the population, and drawing of sample for the present study; iv) listing and describing methods and tools of data collection used in the study, like questionnaires, attitude scales, etc., their reliability, validity and administration etc.; v) describing the statistical procedures used in the analysis of data including the rationale of the use and method of data analysis.

Method of Internal Assessment: Faculty supervisor will assess the method and procedures used by learner in data collection.

## ***Week 12 and Week 13: Writing of Chapter V: Data Analysis and Interpretation***

The outcome of the research is presented in tabular form with the help of statistical procedures. The data are analysed and interpreted and presented in the form of a research report. If necessary, the findings are also presented graphically. The figures do not necessarily repeat the tables, but present data visually for easy understanding and easy comparisons.

Method of Internal Assessment: The faculty supervisor will assess the quality of analysis and interpretation of data.

***Week 14 and Week 15: Writing of Chapter VI: Major Findings, Conclusions and Discussions***

This is usually the fifth chapter of a research report. The major findings of the study analyzed and interpreted in the preceding chapter are precisely and objectively stated in this chapter. The fourth chapter contains such presentations as only a trained researcher can understand because of the complexities involved, but in the fifth chapter, the major findings are presented in a non-technical language so that even non-trained researchers such as a planner or an administrator in the field can make sense out of them.

The major findings are followed by a discussion of the findings. The major findings are compared with the findings of other related research studies which have already been reviewed in the second chapter of the report. Accordingly, the hypotheses formulated in the first chapter are either accepted or rejected. In case the null-hypotheses are rejected, alternative hypotheses are accepted. If the findings do have any discrepancy in comparison with those of other researches, or if the findings do not explain sufficiently the situation or problem under study, or if they are inadequate for generalizations, explanations with proper justification and explanation have to be provided. Method of Internal Assessment: The faculty supervisor will assess the presentation of major findings, conclusions and discussions and will give a grade.

Though the Research Project is completed in the VIII Semester, the work could be initiated in the VII Semester itself.

## B.A/B.Com/BBA (Honours) with Minor

Semester	Major' (4 Cr)			Minor (4 Cr)			Languages (3 Cr)			Multi Disney' (2 Cr)			Skill Enhancement Courses (2Cr)			OOC			Env. Edn (2Cr)			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 respective 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						OOC Open Online Transdisciplinary							
IKS# Indian Knowledge Systems - Audit Course																									

## B.Sc (Honours) with Single Major

Semester	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
<b>Sem 1</b>	2*	10	8				2	8	6	1	2	2	2	4	4							7	24	20
<b>Sem 2</b>	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																								
<b>Sem 3</b>	4	12+8	16	1	3+2	4				1	2	2	1	2	2							7	29	24
<b>Sem 4</b>	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																								
<b>Sem 5</b>	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 minor																								
IKS#																								
<b>Sem 7</b>	3	9+6	12										2*	6+4	8	1	2	2	1	2	0	6	29	22
<b>Sem 8</b>	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		100

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**

## ***Guidelines for Evaluation of the Foundational Level Courses of the 1<sup>st</sup> Semester in the 4-year UG Honours Programs w.e.f 2023-24***

### **1. Background:**

Commencing in the academic year 2023-24, a 4-year undergraduate (UG) Honors Program, is launched. This unique program encompasses both a Single Major and a Minor.

Within the first semester of this 4-year UG program, two fundamental courses have been designed. These courses fall into four distinct categories: one category is consistent across all arts and social sciences majors, another is tailored for commerce and business administration majors, a third category is designed for biological sciences majors, and the fourth category is intended for students majoring in mathematics, statistics, physical sciences, chemical sciences, and computer science. It's important to note that these courses are foundational in nature.

It's important to note that these courses are foundational in nature.

### **3. List of courses designed**

For Arts and Social Sciences:

1. Fundamentals of Social Sciences
2. Perspectives on Indian Society

For Commerce/Business Administration:

1. Fundamentals of Commerce
2. Business Organization

For Biological Sciences

1. Introduction to Classical Biology
2. Introduction to Applied Biology

For Mathematics/ Physical/ Chemical/ Computer Sciences:

1. Essentials and Applications of Mathematical, Physical and Chemical Sciences
2. Advances in Mathematical, Physical, and Chemical Sciences.

Universities are also given the freedom to devise such types of courses wherever necessary, meeting the stated objectives.

#### 4.Evaluation Methodology:

As these courses have been structured with distinct and individualized, and recognized need for a standardized evaluation approach. Consequently, it is suggested that the assessment of these courses will adopt an objective format, encompassing multiple choice questions, completion exercises, matching exercises, concise one-word responses, and succinct one- sentence responses.

#### 8.Semester End Evaluation & Internal Assessment:

70 marks for Semester End Examination and 30marks for Internal Assessment. Pro portionate changes could be made if the reisa change in the marks assigned for Semester End and Internal Assessments. The examination will have a maximum duration of 2 hours.

#### 9.Question Paper Pattern:

QUESTION PAPER TAXONOMY										
Level of Bloom's Taxonomy	Type of Question & mAssigned									
	MCQs		FIB		VSQ		MC		T/F	
	CIA	SEE	CIA	SEE	CIA	SEE	CIA	SEE	CIA	SEE
Remembering	3m	10m								
Understanding	3m	10m								
Applying	4m	10m								
Analyzing					5m	10m				
Evaluating							5m	10m	5m	10m
Creating			5m	10m						

MCQs: Multiple Choice Questions 1 mark per question. 1.5 minutes to answer

FIB: Fill in the blanks. 1 mark for question. 1.5 minute to answer

VSQ: Very short answer questions. 1 mark per question. 1.5 minute to answer

MC: Matching. 5 marks for matching of 5 items. 2.5 minutes to answer

T/F: True or False. 1 mark per question. 1.5 minutes to answer

(m: marks; CIA: Continuous Internal Assessment; SEE: Semester End Examinations)

10. Each University shall prepare a Question Bank as per the Question Paper

Taxonomy suggested above.

11. Universities shall prepare 4 series of Question Paper cum Answer Booklets

marked A, B, C, and D with the questions jumbled, with equal weightage for all units of the syllabus.

12. The seating plan of the examination hall shall be prepared for students in multiples of 4 plus 2 or 8 plus 2 in a column as is done in the conduct of competitive examinations.

13. The question paper cum answer booklets shall bear the Register number of students and the question paper code (A or B or C or D) of that particular candidate.

14. For very short answer questions answers shall be given in one sentence and grading rubrics shall be provided for evaluation.

15. The key for the question paper series shall be provided and shall be in the custody of the Controller of Examinations.

16. It is desirable to conduct these examinations online.

## 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 1<sup>st</sup> 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 intimal and external assessment. The intimal 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 2<sup>nd</sup> 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	
	<b>GRAND TOTAL</b>	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 2<sup>nd</sup> year (have to do after 4<sup>th</sup> 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	
	<b>GRAND TOTAL</b>	<b>100</b>	

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:

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

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:

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

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
<b>Total</b>	<b>25 marks</b>

**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.

## 1.TEACHING FACULTY - 2023 – 24

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

### **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 MSc, M. Ed HOD. Dept. of Botany

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

### **DEPARTMENT OF CHEMISTRY**

7 Mrs. B. Joyce N. J. Kumari M. Sc, B. Ed HOD, Dept. of Chemistry

8 Mrs. G. Anitha Bhanu M.Sc., M. Ed Lecturer

### **DEPARTMENT OF MATHEMATICS**

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

10 Mrs. L. Mary Anusha M. Sc Lecturer

### **DEPARTMENT OF PHYSICS**

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

12 Mrs. K. Swathi M. Sc Lecturer

13 Miss.N.Sri Harika M. Sc ,TSET Lecturer

### **DEPARTMENT OF STATISTICS**

14 Dr. J. Pratapa Reddy M. Sc, ,M.Phil., M.E,(CSE), Ph. D

HOD, Dept. of Statistics

15 Mrs. G. Vijaya Lakshmi M. Sc Lecturer

## DEPARTMENT OF COMMERCE

- 16 Mrs. R. Sharon Rose M.Com., M.Phil., MDCA  
Vice – Principal, Dept of Commerce
- 17 Mrs. J. Prameela Rani M. Com, M. Phil HOD. Dept. of Commerce
- 18 Mrs. G. Saroja M.Com, MBA, APSET Lecturer
- 19 Mrs. M. Anjana Devi M.Com, M.A Economics, M. Phil Lecturer
- 20 Mr. S. M. Subani M.Com Lecturer

## DEPARTMENT OF ENGLISH

- 21 Mrs. P. Sandhya M. A (English) HOD, Dept. of English
- 22 Miss.K.Grace Shanthi Ann M. A (English) Lecturer

## DEPARTMENT OF ORIENTAL LANGUAGES

- 23 Mrs. I. Adi Lakshmi M.A Telugu & Sanskrit (Lit),T.P.T  
HOD of Sanskrit
- 24 Mrs. R.Phani Rajya Lakshmi M.A Telugu B. Ed HOD of Telugu

## DEPARTMENT OF PHYSICAL EDUCATION

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

## DEPARTMENT OF LIBRARY SCIENCES

- 27 Mrs. D. Anitha M.A, M .Li. Sc Librarian, UG Library
- 28 Mrs. G. Sailaja M.A, M. Li. Sc Librarian, PG Library

## DEPARTMENT OF COMPUTER SCIENCE

29	Mrs. D. Swarna Charani Rai	MCA	HOD, Dept. of Computer Science
30	Mrs. M. Usha Rani	MCA	HOD, MCA
31	Mrs. B. Usha rani	MCA	HOD, BCA
32	Mrs. D.V. Ramanamma	MCA	Lecturer
33	Miss. G. Vani	MCA	Lecturer
34	Mrs. B. Manasa	MCA	Lecturer
35	Miss. P. Anitha	MCA	Lecturer
<b>36</b>	Mr.J. Venkateswara Rao	MCA	Lecturer

## DEPARTMENT OF MBA

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

## 6. ADMINISTRATIVE STAFF

1	Sr. G. Margaret Priyanka. G	Office Superintendent and Accountant
2	Sr. A. Amitha Rani	Jr. Assistant
3	P. Joseph Vijaya Kumar Reddy	Record. Assistant
4	Ravela Veeramma	Sr. Assistant
5	Tadigiri Kishore Babu	Electrician / Computer Operator
6	Chivukula Siva Rama Prasad	Jr. Assistant & Examinations
7	Jonnada Venkateswara Rao	Jr. Assistant & Scholarships
8	Vemula Ratna Kumari	Sr. Assistant

## 7. NON-TEACHING STAFF

9	Yerramsetti Anjana Devi	Attender
10	Govindu Mary Aswini	Attender
11	YarlaBadaraiah	Attender
12	Nelaturi Aneesha	Library Assistant
13	Yamarthi Sundari	Attender
14	Madasu Premalatha	Attender
15	NelaturiGeetha	Attender
16	Dodda Chitty	Library Assistant
17	Yendluri.Sekhar Babu	Attender
18	Mr.ChukkaManoj Kumar	Attender

## 8. SUPPORTING STAFF

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





8	Anti Ragging Cell	<b>Rev Dr .Sr. Fatima Rani. P</b> Mrs. J. Prameela Rani, Mr. G Bala Show Reddy Mrs. K. Vidyadhari Mrs. P. Sandhya Mrs. Dr. G. Radhika Mrs. D. SwarnaCharani Rai Mr. V. Chandra Sekhar Mr. R. JaithyaNaik Mr. Y. Koteswara Rao Mrs. M. Parvathi Ch. Likhitha N. Eschol	<b>Chair Person</b> Convener  MBA MCA Lawyer S.I, Nallapadu Parent Parent, Student Student
9	Alumni Committee	Mrs. G.Saroja Mrs.K.Vidhyadhri Mrs.D.V.Ramana Mrs.P.Sandhya Mrs.G. Vani Miss B.Manasa Mrs. B.Usha Rani Miss .P.Anitha Mrs.G.Sailaja	Convener (UG)  President  PG(MCA) PG(MBA)
10	Attendance Committee	Mrs. J.Prameela Rani Mrs. G.Anitha Bhanu Mrs. P.Sandhya 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. P. Sandhya Miss.P.Anitha Mrs.D.V.Ramana Dr. G.Radhika 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) PG(MCA)
14	Literary Committee	Mrs.P.Sandhya Mrs.N.Phani Rajya Lakshmi Miss.K.Grace Shanthy Ann Dr. G.Radhika Mrs. G. Sailaja	Convener   PG(MBA) PG(MCA)
15	Sports & Games Committee	Mr. G. Bala Show Reddy Mrs. K.Susmitha Mr.D.Simon Mr.S.M.Subhani Mr.T .Kishore Babu Mrs. M.Usha Rani Dr.J.Sirisha	Convener     PG(MCA) PG(MBA)
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 Mrs. M.Usha Rani Dr.G. Radhika	Convener       PG(MCA) PG(MBA)

17	Library Committee	Mrs.D.Anitha Mrs.M.AnjanaDevi Mrs.KVidyadhari Mrs.P.Sandhya Mrs.I. Adi Lakshmi Mrs.D.V.Ramana Mrs.B.Usha Dr.G.Radhika Mrs.M. Usha Rani	Convener       PG(MBA) PG(MCA)
18	Out Reach Committee	<b>Dr.Sr.Fatima Rani.P</b> Mrs. J. Prameela Rani Mrs. K. Vanaja Mrs. D.V. Ramana Mrs. L.Mary Anusha Mrs. M.Usha Rani Dr.G.Radhika	<b>Chairperson</b> 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.D.SwarnaCharani Rai Mrs. L.Mary Anusha Miss.B.Manasa Mrs.M. Usha Rani Dr.G.Radhika	Convener       PG(MCA) PG(MBA)
20	Visual Aids Committee Seminar Hall In Charge	Mrs. M. Usha Rani Mrs.K. Vidhyadhari Mrs.G. Saroja Mrs. P. Sandhya Mrs. G.Sailaja	Convener    PG(MCA)

21	IQAC Committee ( UG&PG )	Rev. Dr.Sr.Fatima Rani.P Mrs. R. Sharon Rose Dr. J. Pratapa Reddy Mrs. D. Swarna Charani Rai Dr. P.L. Narasimha Rao Mrs. B. Joyce <b>Members: UG</b> Mr. S.M. Subani Mrs. J.Prameela Rani Mr. Ch. Rama Rao Mrs. K. Vanaja Mrs. I. Adi Lakshmi Mrs. P. Sandhya <b>Members: PG</b> Mrs. M. Usha Rani Dr. G. Radhika	Chairperson Coordinator Addl.Coordinator Addl.Coordinator Member Member
22	Magazine Committee	Mrs. B. Joyce Convener Mrs. R.Sharon Rose Mrs. J. Prameela Rani Mrs. K. Vanaja Mrs.B.Usha Mrs. I. Adi Lakshmi Mrs. D.V.Ramana Mrs.P.Sandhya Mrs. D. Swarna Charani Rai Dr.G.Radhika	PG(MCA) PG(MBA)
23	Scholarship Committee	Sr. G.Margaret Priyanka 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.Subhani ( 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. G.Vijaya Lakshmi Mr.S.M.Subani Mrs.B.Usha Rani Dr.G.Radhika	Convener     PG(MCA) PG(MBA)
26	Student Counseling Committee	Mrs.J.Prameela Rani Mrs.B.Joyce Mrs. R. Sharon Rose Mrs.K.Vanaja Mrs.D.Swarna Charani Rai Mrs.B.Usha Rani Mrs.P.Sandhya Mrs.M.Usha Dr.G.Radhika	Convener      PG(MCA) PG(MBA)
27	N.S.S Committee	Mr.G.Bala Show Reddy Mrs.K.Susmitha Mr.S.M.Subhani Miss.G.Vani Mrs. L.Mary Anusha Miss.P.Anitha Mrs.D.Swarna Charani Rai Mrs.D.V.Ramana Mrs.J.Sirisha	Convener      PG(MCA) PG(MBA)

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 Dr.G.Radhika	Chairperson Convener  PG(MCA) PG (MBA)
29	Co – Curricular Activities Committee	Mrs.R. Sharon Rose Mr.S.M.Subani Mrs.K.Vanaja Mrs.P.Sandhya Mrs.D.V Ramana Mrs. K.Susmitha Dr.G.Radhika Mrs.G.Sailaja	Convener   PG(MBA) PG(MCA)
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
37	Mentor & Mentee Committee	Dr.Sr.FatimaRani.P Mr.S.M.Subhani Mrs.J.Prameela Rani Mrs.K.Vanaja Mrs.B.Usha Rani Mrs.M.Usha Rani Dr.G.Radhika	Chair Person Convener  PG(MCA) PG(MBA)
38	Research and Development Cell Entrepreneurship Development Committee	Dr. Sr. Fatima Rani P. Dr. G. Radhika Dr. P.L. Narasimha Rao Dr. J. Pratapa Reddy Mrs. R. Sharon Rose	Chairperson Convener
39	Institution Innovation Council (IIC)	Dr. Sr. Fatima Rani. P Mr. D. Simon Mrs. D. Swarna Charani Rai Mrs. M. Usha Rani Mrs. G. Saroja Mrs. G. Sailaja	Chairperson Convenor

## 10. LIST OF CLASS IN CHARGES - 2023– 2024

### III Year Class - In Charge Lecturers

- |                           |                   |
|---------------------------|-------------------|
| 1. Mr. Ch. Rama Rao -     | MPCs              |
| 2. Dr. J. Pratapa Reddy - | MSCs              |
| 3. Mr. S. M. Subani       | MPC               |
| 4. Mrs. K. Vanaja -       | MBC & BBC         |
| 5. Mrs. R. Sharon Rose -  | B.Com (Gen & Res) |
| 6. Mrs. B. Usha Rani      | B.C.A             |

### II Year Class - in Charge Lecturers

- |                            |                   |
|----------------------------|-------------------|
| 1. Mrs. D. V. Ramanamma -  | MPCs              |
| 2. Mrs. G. Vijaya Lakshmi  | MSCs              |
| 3. Mrs. K. Vidyadhari -    | MBC & BBC         |
| 4. Mrs. J. Prameela Rani - | B.Com (Gen & Res) |
| 5. Miss. G. Vani -         | BCA               |

## I Year Class - In Charge Lecturers

- |                               |  |
|-------------------------------|--|
| 1. Mrs. I. Adi Lakshmi        | B.Sc - Honours Computer Science        |
| 2. Mrs. L. Mary Anusha        | B.Sc – Honours Mathematics             |
|                               | B.Sc - Honours Physics                 |
|                               | B.Sc - Honours Statistics              |
|                               | B.Sc - Honours Artificial Intelligence |
|                               | B.Sc - Honours Chemistry               |
| 3. Mrs. G. Anitha Bhanu       | B.Sc - Honours Biotechnology           |
| 4. Mrs. B. Ranjitha           | B.Sc - Honours Microbiology            |
|                               | B.Sc - Honours Botany                  |
| 5. Mrs. G. Saroja             | B.COM Honours Computer Applications    |
| 6. Mrs.R. Phani Rajya Lakshmi | B.COM Honours - General                |
| 7. Miss.K. Grace Shanthi Ann  | BBA Honours                            |
| 8. Mrs. P. Sandhya            | BCA Honours                            |

## Academic Calendar 2023 - 24 / Semester Wise / B. Sc, B. Com, BCA & BBA Programmes

### I, III & V SEMESTERS

Sl. No.	Particulars	Date(s)
1	Commencement of the Academic Year 2023-24	01/08/2023
2	Commencement of Classes for First Year /I Semester	02/08/2023
3	Commencement of Classes for Second Year/ III Semester	18/08/2023
4	Commencement of Classes for Third Year /V Semester	(Class work - B.Sc )01/09/2023
5	Semester Internship for Third Year /V Semester B. Com and BCA	01/09/2023 - 18/01/2024
6	1 <sup>st</sup> Internal Examinations for I, & III Semesters	2 <sup>nd</sup> week of September 2023
7	1 <sup>st</sup> Internal Examinations for V Semester B.Sc	2 <sup>nd</sup> week of October 2023
	<b>Dussehra Festival Break</b>	19/10/2023 – 24/10/2023
8	2 <sup>nd</sup> Internal Examinations for I&III Semesters	4 <sup>th</sup> week of October 2023
9	2 <sup>nd</sup> Internal Examinations for V Semester B. Sc	4 <sup>th</sup> week of November 2023
10	Closure of Instructions - I, & III Semesters	06/ 11/2023
11	Closure of Instructions - V Semester	08/12/2023
12	Commencement of Practical Examinations for I & III Semesters	1 <sup>st</sup> week of November 2023
13	Commencement of Practical Examinations for V Semester B.Sc	After ANU theory Examinations
14	Commencement of Semester End Examinations for I Semester	15/11/2023 onwards
15	Commencement of Semester End Examinations for III Semester	29/11/2023 onwards
16	Commencement of Semester End Examinations for V Semester B.Sc	11/12/2023 onwards

## II, IV & VI SEMESTERS

17	Commencement of Classes for First Year /II Semester	01/12/2023
18	Commencement of Classes for Second Year/ IV Semester	15/12/2023
	<b>Christmas Festival Break</b>	23/12/2023 – 26/12/2023
19	Commencement of Classes for Third Year /IV Semester (Class work for B. Com & BCA)	19/01/2024
20	Semester Internship for Third Year /V Semester B. Sc	19/01/2024 – 18/04/2024
21	1 <sup>st</sup> Internal Examinations for First Year/II Semester	2 <sup>nd</sup> week of January 2024
22	1 <sup>st</sup> Internal Examinations for Second Year/ IV Semester	4 <sup>th</sup> Week of January 2024
23	1 <sup>st</sup> Internal Examinations for Third Year /V Semester B.Com & BCA	2 <sup>nd</sup> week of January 2024
	<b>Pongal Festival Break</b>	13/01/2024 – 18/01/2024
24	2 <sup>nd</sup> Internal Examinations for II Semester	2 <sup>nd</sup> week of February 2024
25	2 <sup>nd</sup> Internal Examinations for IV Semester	1 <sup>st</sup> week of March 2024
26	2 <sup>nd</sup> Internal Examinations for Third Year /V Semester B. Com & BCA	2 <sup>nd</sup> week of March 2024
27	Closure of Instructions for II & IV Semesters	11/03/2024
28	Closure of Instructions for V Semester BCA & B.Com	15/04/2024
29	Commencement of Practical Examinations for II & IV Semesters	2 <sup>nd</sup> week of March 2024
30	Commencement of Practical Examinations for VI Semester B.Com & BCA	After ANU theory Examinations
31	Commencement of Semester End Examinations for II Semester	18/03/2024 onwards
32	Commencement of Semester End Examinations for IV Semester	08/04/2024 onwards
33	Commencement of Semester End Examinations for V Semester BCA & B.Com	18/04/2024 onwards
34	Community Service Project for all Programmes after II Semester	During Summer Vacation
35	Short Term Internship for all Programmes after IV Semester	During Summer Vacation
<b>Summer Vacation :: 01/05/2024 – 09/06/2024</b>		
<b>Reopening of the College for the Academic Year 2024 – 2025: 06/06/2024</b>		

## Academic Calendar 2023 - 24/ PG Programmes (MCA & MBA)

### III SEMESTER

Sl. No	Particulars	Date(s)
1	Re-Opening of the College	12/06/2023
2	Commencement of Classes for III Semester students	23/06/2023
3	1 <sup>st</sup> Internal Examinations for III Semester	10/08/2023
4	2 <sup>nd</sup> Internal Examinations for III Semester	25/09/2023
5	Closure of Instructions for III Semester	30/09/2023
6	Commencement of Practical Examinations	Within three days before or after theory Examinations
7	Commencement of III Semester End Examinations	04/10/2023
<b>IV SEMESTER</b>		
8	Commencement of Classes for IV Semester students	16/10/2023
<b>Dusshera Festival Break</b>		19/10/2023 – 24/10/2023
9	1 <sup>st</sup> Internal Examinations for IV Semester	04/12/2023
<b>Christmas Festival Break</b>		23/12/2023 – 26/12/2023
<b>Pongal Festival Break</b>		13/01/2024 – 18/01/2024
10	2 <sup>nd</sup> Internal Examinations for IV Semester	29/01/2024
11	Closure of Instructions for IV Semester	23/02/2023
12	Commencement of Practical Examinations/Viva – Voice etc.	Within three days before or after theory Examinations
13	Commencement of IV Semester End Examinations	01/03/2024

**II SEMESTER**

<b>S.No</b>	<b>Particulars</b>	<b>Date(s)</b>
01	Commencement of Classes for II Semester Candidates	09-03-2023
02	Conduct of 1 <sup>st</sup> Internal Exams for II Semester	03-04-2023 to 05-04-2023
03	Conduct of 2 <sup>nd</sup> 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

**I SEMESTER**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Date(s)</b>
01	Commencement of Classes for ISemester Candidates	10-10-2023
02	DUSSHERA Festival Break	19-10-2023 To 24-10-2023
03	CHRISTMAS Festival'break	24-12-2023 To 26-12-2023
04	Conduct of 1 <sup>st</sup> Internal Exams for ISemester Candidates	15-02-2024 To 17-02-2024
05	PONGAL Festival break	13-01-2024 To 17-01-2024
06	AICTE Activities	12-03-2024 To 14-03-2024
07	Conduct of 2 <sup>nd</sup> Internal Exams for ISemester Candidates	20-03-2024 To 22-03-2024
08	Departmental Activites (IT Quiz, Debate, PPT, Seminars, Group Discussion)	23-03-2024 To 22-03-2024
09	Closure of Instructions for ISemester students	23-03-2024
10	Commencement of ISemester-end examinations	02-04-2024 To 08-04-2024
11	Commencement of Practical Examinations for I Semester	12-04-2024

**ANNUAL INSTITUTIONAL PLAN–2023-2024 (AUGUST 2023–MAY2024)  
AUGUST– 2023**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	TUE	
2	WED	Commencement of Classes for First Year/ I Semester
3	THU	
4	FRI	
5	SAT	
<b>6</b>	<b>SUN</b>	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Anti-Ragging Week–Department of MBA
<b>13</b>	<b>SUN</b>	
14	MON	
15	TUE	Independence Day
16	WED	Two–Day National Seminar
17	THU	
18	FRI	Commencement of Classes for Second Year/ III Semester
19	SAT	
<b>20</b>	<b>SUN</b>	
21	MON	
22	TUE	Assignments–Department of English
23	WED	
24	THU	
25	FRI	
26	SAT	One Day Workshopon "Milestones of ISRO"
<b>27</b>	<b>SUN</b>	
28	MON	
29	TUE	National Sports Day
30	WED	Raksha Bandhan
31	THU	Elocution on Kalidasa Department of Sanskrit & Telugu

**SEPTEMBER–2023**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	FRI	Commencement of Classes for Third Year / V Semester (Classwork-B.Sc)Semester Internship for Third Year / V Semester B.Com and BCA from 01/09/2023-18/01/2024
2	SAT	
3	<b>SUN</b>	
4	MON	National Nutrition week Celebrations Department of Biotechnology
5	TUE	Teachersday
6	WED	Krishnastami
7	THU	Vanamahotsavam NSS Unit
8	FRI	International Literacy Day
9	SAT	
10	<b>SUN</b>	
11	MON	ExhibitiononNewArrivals–DepartmentofLibrary Sciences
12	TUE	StudentSeminars–Departmentof Commerce
13	WED	
14	THU	Group Discussions & Quiz– Department of English
15	FRI	
16	SAT	World Ozone Day Department of Biotechnology
17	<b>SUN</b>	World Microbiome Day–Department of Microbiology
W	MON	Quiz–Department of Chemistry
19	TUE	Vinayaka Chaturthi
20	WED	PPT Presentations–Department of Botany
21	THU	
22	FRI	
23	SAT	
24	<b>SUN</b>	
25	MON	
26	TUE	
27	WED	World Tourism Day
28	THU	Milad-un–Nabi
29	FRI	
30	SAT	

## OCTOBER-2023

DATE	DAY	ACTIVITY
1	<b>SUN</b>	
2	MON	Mahatma Gandhi Jayanthi
3	TUE	Awareness Blood Group–Department of Biotechnology
4	WED	Blood Camp–Department of Microbiology
5	THU	
6	FRI	
7	SAT	
<b>8</b>	<b>SUN</b>	
9	MON	Guest Lecture–Department of Chemistry
10	TUE	Assignments to students–Department of Physics
11	WED	Quiz–Department of Botany
12	THU	Project Orientation–Department of MCA
13	FRI	
14	SAT	
<b>15</b>	<b>SUN</b>	World White Cane Day/World Obesity Awareness Day
16	MON	Commencement of Classes for IV Semester MCA & MBA students
17	TUE	Quiz–Dept. of Biotechnology
18	WED	
19	THU	Dussehra Festival Break from 19/10/2023 to 24/10/2023
20	FRI	Dussehra Festival Break
21	SAT	Dussehra Festival Break
<b>22</b>	<b>SUN</b>	
23	MON	Dussehra Festival Break
24	TUE	Dussehra Festival Break
25	WED	
26	THU	Guest Lecture–Department of Chemistry
27	FRI	Power Point Presentations –Department of BCA
28	SAT	Quiz-Department of BCA
<b>29</b>	<b>SUN</b>	
30	MON	
31	TUE	National Unity Day

**NOVEMBER–2023**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	WED	Collection of Seeds–Dept.of Botany
2	THU	
3	FRI	
4	SAT	PPT Presentations–Department of Chemistry
<b>5</b>	<b>SUN</b>	
6	MON	
7	TUE	National Cancer Awareness Day
8	WED	Group Discussion–Department of Physics
9	THU	
10	FRI	World Immunization Day
11	SAT	National Education Day
<b>12</b>	<b>SUN</b>	
13	MON	Deepavali
14	TUE	World Diabetes Day–Department of Microbiology
15	WED	
16	THU	
17	FRI	Treasure Hunt–Department of Library Sciences
18	SAT	Group Discussion–Department of Chemistry
<b>19</b>	<b>SUN</b>	
20	MON	
21	TUE	
22	WED	Speaking Skills, Jam & Debate –Department of English
23	THU	Group Discussion–Department of Statistics
24	FRI	
25	SAT	
<b>26</b>	<b>SUN</b>	
27	MON	
28	TUE	
29	WED	Assignments–Department of Chemistry
30	THU	

**DECEMBER– 2023**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	FRI	Commencement of Classes for First Year / IISemester World Aids Day–PPT Presentations–Department of Microbiology
2	SAT	National Pollution Control Day / Technical Tes Dept.of BCA World Conservation Day – Dept .of Botany
<b>3</b>	<b>SUN</b>	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Student Seminars–Department of Physics
<b>10</b>	<b>SUN</b>	
11	MON	PPT Presentations–Department of Statistics
12	TUE	
13	WED	PPT Presentations–Department of Biotechnology
14	THU	Online Certificate Course-Department of Statistics
15	FRI	Commencement of Classes for Second Year/ IV Semester
16	SAT	
<b>17</b>	<b>SUN</b>	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	National Mathematics Day
23	SAT	Christmas Festival Break from 23/12/2023 to 26/12/2023
<b>24</b>	<b>SUN</b>	
25	MON	Christmas Festival Break
26	TUE	Christmas Festival Break
27	WED	Online Certificate Course-Department of Statistics
28	THU	
29	FRI	International Day for Biological Diversity–Dept.of Botany
30	SAT	
<b>31</b>	<b>SUN</b>	

**JANUARY–2024**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	Addon Course-Department of Statistics
<b>7</b>	<b>SUN</b>	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	National Youth Day
13	SAT	Pongal Festival Break from 13/01/2024 to 18/01/2024
<b>14</b>	<b>SUN</b>	
15	MON	Pongal Festival Break
16	TUE	Pongal Festival Break
17	WED	Pongal Festival Break
18	THU	Pongal Festival Break
19	FRI	Commencement of Classes for Third Year V Semester for B.Com & BCA Semester Internship for Third Year/ V Semester B. Sc from 19/01/2024– 18/04/2024
20	SAT	
<b>21</b>	<b>SUN</b>	
22	MON	Quiz–Department of Biotechnology
23	TUE	
24	WED	National Girl Child Day
25	THU	
26	FRI	Republic Day
27	SAT	
<b>28</b>	<b>SUN</b>	
29	MON	Poster Presentations–Dept.of Biotechnology
30	TUE	Quiz–Department of Microbiology
31	WED	Online Certificate Course-Department of Statistics

**FEBRUARY–2024**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	THU	
2	FRI	Vanamahotsava–Departmentof Botany
3	SAT	World Cancer Day–Department of Microbiology
4	<b>SUN</b>	
5	MON	
6	TUE	Online Quiz–Department of Statistics
7	WED	
8	THU	
9	FRI	Plant Visit to Coco–Cola Company–Department of MBA
10	SAT	Student seminars–Department of Botany
<b>11</b>	<b>SUN</b>	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	Book Review Programme–Department of Library Sciences
<b>18</b>	<b>SUN</b>	
19	MON	
20	TUE	
21	WED	Quiz–Department of Statistics
22	THU	Student Seminars–Dept.of Microbiology
23	FRI	
24	SAT	Industrial Visit–Department of Commerce
<b>25</b>	<b>SUN</b>	
26	MON	Spell Bee—Department of Library Sciences
27	TUE	Commerce Quiz
28	WED	National Science Day Celebrations Dept of Biotechnology
29	THU	Group Discussion Elocution–Department of Chemistry

**MARCH-2024**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	FRI	
2	SAT	Guest Lecture–Department of BCA
3	<b>SUN</b>	
4	MON	Physics Guest Lecture
5	TUE	Poster Presentations –Department of MBA
6	WED	
7	THU	
8	FRI	International Women's Day / Mahasivaratri
9	SAT	
<b>10</b>	<b>SUN</b>	
11	MON	Guest Lecture–Dept of Bio- Technology & Microbiology
12	TUE	
13	WED	Commerce Fest
14	THU	Debate & Group Discussion–Department of MBA
15	FRI	World Consumer Rights Day
16	SAT	National Vaccination Day
<b>17</b>	<b>SUN</b>	
18	MON	Resonance 2k–Department of Physics
19	TUE	IT Quiz, Debate & PPT Presentations–Department of MCA
20	WED	Plant Visit to Mahadeva Dal Industries Ltd- Department of MBA
21	THU	World Forest Day –Dept..of Botany
22	FRI	World Water Day –Dept.of Botany
23	SAT	Industrial Visit–Dept.of Biotechnology
<b>24</b>	<b>SUN</b>	World Tuberculosis Day–Dept.of Microbiology
25	MON	Holi
26	TUE	Seminars & Group Discussion–Department of MCA
27	WED	
28	THU	Field Trip–Dept.of Botany
29	FRI	Good Friday
30	SAT	
31	<b>SUN</b>	Easter

**APRIL–2024**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	MON	Guest lecture & Student Seminars–Department of MBA
2	TUE	
3	WED	
4	THU	
5	FRI	Babu Jagajeevan Rao Birthday
6	SAT	
7	<b>SUN</b>	World Health Day
8	MON	
9	TUE	Ugadi
10	WED	
11	THU	Ramzan
12	FRI	
13	SAT	
14	<b>SUN</b>	Ambedkar Jayanthi
15	MON	
16	TUE	
17	WED	Sri Rama Navami
18	THU	
19	FRI	
20	SAT	
21	<b>SUN</b>	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	World Intellectual Property Day
27	SAT	
28	<b>SUN</b>	
29	MON	
30	TUE	

**MAY-2024**

<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
<b>6</b>	<b>SUN</b>	
7	MON	
8	TUE	
9	WED	SUMMER - BREAK
10	THU	
11	FRI	
12	SAT	
<b>13</b>	<b>SUN</b>	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
<b>20</b>	<b>SUN</b>	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
<b>27</b>	<b>SUN</b>	
28	MON	
29	TUE	
30	WED	
31	THU	