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(Accredited by NAAC with "A" grade)

STANDARD OPERATING PROCEDURES (SOP)
MANUAL
2016

CONTENTS

DEPARTMENTAL ACADEMIC ACTIVITIES

1.1 Teaching and Laboratories

1) Preparation of Academic plan:

- Every staff member who has been allotted the subject for the semester reviews the syllabus
- Staff members decide approximately the number of classes required for the completion of a particular unit of syllabus.
- Identification of learning objectives in that particular unit of syllabus.
- Preparation of lecture plan for each unit based on the expected number of classes for that unit.
- Identification of suitable assignment questions in that particular unit.
- University model question papers are included at end of the academic plan.

2) Conducting Classes:

- Every staff member handles a class for a specified period of time i.e., 60 minutes.
- Attendance is taken either at the beginning/end of the class by calling the students by their names instead of their Roll Numbers.
- Before starting the lecture for that day, the staff member has to review the previous class discussion by asking suitable questions.
- Heading and Sub-headings of the topic are listed out on the board and the lecture is delivered
- The lecture must be in such a way that the staff must be able to draw and hold the attention of the students continuously by asking suitable questions through out the class time.
- At end of the class the topic is summarized and then the class is concluded.
- At the end of the class it must be ensured that the board is kept clean.
- The entries are to be made on the attendance register.
- It must be ensured that the faculty member records the cumulative attendance for the month in the concerned department by the end of every month and posted in the central attendance register.

3) Assessment and evaluation of the student:

A. Mid Examinations- Theory
- Collection of Answer scripts after the examination and evaluate the scripts for 10 marks.
- Review the overall performance of the students and identify the students whose performance in examinations is poor.
- Assignments/ Surprise tests / Slip Tests etc.
- The counselors must be informed about the poor performance of the students and guidance must be provided to them to perform better in the following examinations.
- Preparation of Award list for that examination and display on notice boards for Student information.
- Entering the marks in the registers/sheets provided by the CoEs.
- Returning the Continuous Internal Assessment marks sheet within the stipulated time.

B. Lab Evaluation:

Student's performance in the lab sessions can be measured in the following ways:

a) Regular attendance to the labs.
b) Maintenance of Record books.
c) Maintenance of observation books.
d) Lab Internal Examinations.

• For the assessment and evaluation of the student's performance in the lab sessions the following evaluation sheet is maintained.

Format of evaluation sheet

S.NO	Problem Definition (5M)	Analysis & Design of Exp(15M)	Execution of Exp(15M)	Viva 5M	Record (10M)
1.					

4) Remedial Coaching/Work:

• Preparation of timetables for classes after normal class hours by identifying free slots in existing time tables.
• Allotment of faculty for required subjects.
• Subject allotment information to be sent to the respective faculty members.
• Extra classes can be conducted for the slow learners/ students for the required subjects/topics.
• For students with backlogs, extra classes can be conducted for the required subjects.
• Classes are conducted according to the schedules specially prepared for the remedial classes.
• An attendance register is maintained.

5) Guidance outside the class:

• The students are guided after the normal class work hours
  i.e., between 4.00 pm to 6.00 pm.
• Guidance for the students is provided in the following instances:
  • Doubts related to subjects.
  • Project work.
  • New Technologies/Trends in the respective areas.
  • Paper presentation topics
  • Seminar topics.
• Conducting frequent reviews with the students to monitor their performance.

6) Discipline:

• The staff member is present near the class room atleast 5 minutes before the commencement of the class
• Every staff member must handle the class for the specified period of time i.e. 60 minutes for every class (staff should not go late to the class and should not leave the class early).
• Attendance must be maintained strictly throughout the semester.

- Students are not allowed to the first hour classes 5 minutes after the commencement of the class.
- When a member of the faculty intends to take leave, the information is given in advance to the Head of the Department.
- Attendance registers must be maintained up to date and every month attendance is posted in Central attendance register in the college.
- Evaluation of mid exam answer scripts must be followed according to the instructions given by Exam branch.
- Evaluated answer scripts must be returned to the students duly entering the marks in the register.
- Marks must be posted in the consolidated mark sheets in the respective departments

7) Conducting Student Seminars:

- Allotment of separate seminar slot in the department time tables.
- One staff member is assigned as a seminar- in-charge for every section.
- Separate attendance register is maintained for seminar sessions.
- The students are instructed to select the seminar topics in their area of interest.
- The students are helped to select the seminar topics in new areas / technologies.
- The seminar is conducted in an interactive mode i.e. by posing suitable/related questions.
- Suggestions are given for improvement
- The soft/hard copies of the literature for delivered topics are collected.

8) Establishment and Maintenance of Laboratories:

a) **Purpose:** The Purpose of this Standard Operating Procedure (SOP) is to provide guidelines to establish a new laboratory by the concerned laboratory in-charge whenever there is a modification in syllabus.

b) **Scope:** This procedure is applicable to all laboratories to be established in different disciplines and for each semester and in all departments.

c) **Responsibilities:** Concerned faculty in-charge, lab assistant and HOD are responsible for the establishment of the lab.

d) **Structure:** This Standard Operating Procedure (SOP) comprises activities before the commencement of a semester
  - Introduction of new course and new labs if any , are established
  - Modification of syllabus
  - For the purpose of research, etc.

e) **Details of Activities:**
  - Prior to the start of the course. Identifying the requirements according to the syllabus/curriculum.
  - Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc.
  - Calling budgetary Quotations and demonstrations.
  - Preparing the comparative statement of the prices quoted by different vendors who satisfy our requirements
  - Estimating the approximate budget and the approval from higher authorities.

- Calling the vendors for price negotiations at the purchase committee meeting.
- On the recommendation of purchase committee, the vendors are finalized.
- The purchase order is placed.
- The necessary approvals for the budget are submitted to the accounts section.
- Based on the terms and conditions of the purchase order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab assistants/technicians.
- The bill is passed after the purchased items satisfy all requirements
- The details are entered in the accession register and lab stock register.
- The passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

f) Records to be maintained:
- Procurement file
- Consumable file
- Stock register.
- Accession Register

9) Preparation of lab manuals/updating

a) **Purpose:** The purpose of this Standard Operating Procedure (SOP) is to provide guidelines to prepare or update laboratory manuals before conducting of a lab course in a semester by the concerned faculty member

b) **Scope:** This procedure is applicable to all concerned laboratory in-charge in different disciplines

Responsibilities: Concerned laboratory in-charge

c) **Structure:** This standard Operating Procedure (SOP) comprises of activities prior to the start of the semester

e) **Details of Activities:**
- Prior to the start of the course
- As per the curriculum, experiments are identified.
- Select the programs, design, simulate and verify the output, test/validate physically
- Aim of the experiment is identified
- Apparatus required for the experiment is acquired
- Design required, if any
- Circuit diagram required
- Description of the diagram/experiment
- Procedure is carried out during the experiment
- Theoretical calculations, if any
- Model graphs if any
- Space is provided for practical calculations
- Provide graph sheets if required for presenting the practical reading.
- Provide space for comparative study of theoretical and practical results
- Summary of results, References if any, Remarks of the teacher
- Marks awarded by the teacher.
- Instructions regarding precautions to be taken.

f)Records to be maintained: Copies of Lab Manual

10) Upgrading/Augmentation of labs

a) **Purpose:** The Purpose of this standard Operation Procedure (SOP) is to provide guidance to update Labs to meet the needs listed as per the syllabus by the concerned Lab in-charge.

b) **Scope:** This procedure is applicable to all faculty in-charge and technician of the concerned laboratory in different disciplines.

c) **Responsibilities:** Concerned laboratory in-charge

d) **Structure:** This standard Operating Procedure (SOP) comprises activities.
   - Prior to the start of the semester

e) **Details of Activities :**
   - Prior to the start of the course:
   - Whenever the University modifies the syllabus, the extra equipment required to meet the needs is listed as per the syllabus.
   - Procurement of newly identified equipment is done according to the procedure listed under "Establishment of new Labs".

f) **Records to be maintained:**
   - Service report.
   - Gate pass.
   - Purchase order, office note.
   - Stock Registers.
   - Accession Register

11) Maintaining equipment in labs:

a) **Purpose:** The Purpose of this standard Operating Procedure (SOP) is to provide guidelines to maintain equipment in laboratories to ensure perfect functioning of labs before conducting classes in a semester by the concerned lab in-charge (faculty member & technician)

b) **Scope:** This procedure is applicable to all laboratories maintained by the faculty in–charge of labs in different disciplines and in each semester of all departments.

c) **Responsibilities:** Concerned laboratory in-charge

d) **Structure:** This standard Operation Procedure (SOP) comprises of activities.
   - Prior to the start of the semester
   - During the conduction of lab in that semester
   - After completion of the semester

e) **Details of Activities:**
   - Prior to the start of the course
   - Check the essentials like connecting cables, equipment performance etc., every evening by Technician and repair them as and when required.

- Check the working condition of equipment in the presence of faculty lab- in-charge of the corresponding lab in each laboratory by Technician at the end of semester exams.
- As and when the equipment fails the equipment is repaired at the earliest by the laboratory Technician or by calling the Service Engineer.
- The equipment with minor repairs is serviced by technicians in the lab itself. The equipment which is not working is listed out.
- With the permission of HOD the authorized service engineer is contacted for the major repairs.

1.2 Examinations

1.2.1 Degree Examinations:

a) Degree (Continuous Internal Assessment):

3 Descriptive/Objective exams are to be conducted and sum of best 2 exam performances is computed / considered for 20 marks and 5 marks for Assignments and 15 marks for pedagogical methods adopted by the faculty.

b) PG (Internal Examinations):

Best 2 out of 3 Descriptive/Objective exams are to be conducted in each semester and average of best 2 exam Performances computed/considered and also seminars will be considered for assessment.

I/c Examinations is to follow the checklist to monitor and control various activities:

- Check for the Academic schedules of all courses in that semester / year.
- Schedule **mid examination** for all courses; communicate to all HODs with a request to communicate to the staff and to circulate among students in the class rooms of the concerned course.
- Mid examinations are non-institutionalized and the concerned HoDs are held responsible for conduct of CIA.
- Both hard and soft copies of the internal marks for each course for each examination are kept in the examination branch for record as collected from the departments.

c) Internal (lab) Examinations:

- Preparation of examination schedule by respective HODs
- The schedule is displayed on the notice board of the lab for the benefit of students by respective lab I/c
- Conduct of examination and evaluation by the concerned staff members as per schedule
- Finalize lab internal marks and display them on the notice board for the benefit of students and handover the award lists to I/c examinations.

d) End Semester (lab) Examinations:

- The list of eligible candidates for lab examinations is prepared based on using the registration forms filled by the students
- A schedule for Lab Examination is prepared and sent to the respective HODs with a request to circulate among the staff to ensure that there are no overlapping duties. After correction, if any, the same is circulated to students and is also displayed on all the notice boards
- Prepare orders for external and internal Examiners with details of time, duration of examination, day, name of the staff member and date along with instructions.
- The orders are circulated to the concerned examiners
- Supply of required stationery to the concerned laboratories
- The concerned examiners conduct the lab examination for the eligible candidates
- The concerned lab examiners send the D-form along with the award lists (original and duplicate in separate covers) to the examination branch.
- The D-forms and Award lists are signed by the Chief superintendent / Principal and sealed.

e) End Semester (theory) Examinations:

- End semester examination schedule will be notified by as the examination section.
- Registration forms and hall ticket forms will be filled by the eligible candidates within the scheduled time, and appropriate fees from the candidates colleted.
- After the verification of the filled in forms, Hall tickets will be issued to students.
- The time table schedule is sent to the respective HODs with a request to circulate among the staff and students and the same is displayed on all the notice boards
- Seating arrangement with room numbers is to be prepared as per the format, one copy is to be retained with the examination branch and another is to be displayed on exam day for the benefit of the students.
- An invigilation chart is prepared with the details of time, duration of exam, day, name of the staff member and date along with instructions as per the guidelines.
- Full invigilation chart is to be circulated to all HODs and individual invigilation chart is to be circulated to the concerned faculty member, one copy of it is retained in the examination branch for writing day-wise invigilation
- A circular to staff issued that in case of availing leave for personal reasons alternative arrangement in the prescribed format, should be made.
- The I/c of examinations is to clearly educate the mode of conduct of examinations to invigilators before the commencement of the examinations. Copies of instructions to the invigilators are also distributed.

- The I/c of examinations is to distribute the pads containing required materials to invigilators half an hour before the commencement of the examinations
- The seating plan for each room is prepared and attached to the sealed cover containing question papers and distributed to the examination halls under the supervision of the observer
- According to the seating plan the invigilators distribute the question papers subject wise and set wise
- The invigilators mark the absentees in the seating plan in red ink, The absentee list is collected by the examination branch to prepare seating-room statements and prepare D-forms accordingly which are countersigned by the Observer and Chief superintendent / Principal.
- I/c of examinations is to ensure receipt of the answer scripts from the invigilators. The answer scripts shall be packed set wise, branch wise, sealed and kept ready for evaluation.
- If any malpractice case is found, it will be brought to the notice of the Chief Superintendent and necessary action will be taken as per the guidelines.

Note:
1. The list of invigilators who do not report for duty without making alternative arrangements is prepared and sent to the Principal on every examination day for necessary action.
2. A list of persons who performed duties for external examinations (Theory and Lab) is prepared for payment of remuneration and the amount is disbursed to the concerned after taking the amount from accounts section.
3. The invigilators shall not leave the examination hall before the end of examination without intimating the Incharge of examinations.
4. The invigilators can leave the hall for a few minutes only after their duty is taken over by a reliever.

1.3 Project Work

- **Approval of Project Works:**

  1. The HOD has to appoint a Project Review Committee (PRC) comprising the project coordinator and three senior faculty members with different specializations.
  2. All the project proposals consisting of the project topic, location of work etc are to be forwarded to the PRC
  3. The PRC will discuss with the project guides the feasibility and quality of the project proposals.
  4. Based on the PRC recommendations, the students are given permission to start their project work.

- **Assessment of the Project Works:**

  1. The progress of the project work is to be monitored periodically by respective guides.
  2. Each project group has to give three seminars in the IV year II semester stating the progress of the work. These project seminars are spread evenly over the entire semester and are to be reviewed by the PRC and the guide.
  3. The PRC shell helps the students with suggestions for completing the project.
  4. There will be 40 marks for internal assessment of the project. In consultation with HOD, PRC and project guides appropriate breakup is to be done for these 40 marks like: Literature survey, quality of work, presentation skills etc.,
  5. Finally the guide & PRC should approve the work for final submission of thesis and preparation of project report.
  6. Heads of Departments will give a panel of examiners for conducting the viva-voce examination and the name of the examiner is approved by the Principal / *i/c* Examiner.

2.Maintenance

In getting the services of electrical maintenance department and getting electrical equipment repaired, the following activities are involved.

1. After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.
2. An instruction will be given to faculty in-charge through Head to take up the work.
3. In-charge will instruct concerned Electrician to carry out the work.
4. If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
5. The electrician after completing the work, will report to the person in-charge.

2.1 EPABX - Internal Telephone Exchange:

Purpose:
To provide Intra-departmental communication in the institute and external communication facility for Staff members.

a) **Scope:** This procedure is applicable to procure a new EPABX system and Maintenance of Telephone equipment and communications with in the Institute.

b) Responsibility: In-charge Telephones

c) Activities:
- Installation and maintenance of EPABX system
- Maintenance of telephone instruments and signals
- To ensure uninterrupted signals from P & T lines.

d) Procedure for Procurement of New EPABX System:

1. Identify the No. of extensions required as present requirement plus 50% as the total requirement of the telephone lines for the Institute.
2. List out the specifications of the system.
3. Estimate the approximate cost of the system and apply for financial approval from the management.
4. Identify the vendors and call them for the quotations
5. Enquire about the systems quality and reliability from the users of the system.
6. Prepare Comparative statement for the price and technical specifications.
7. After getting confirmation from the management call the vendors for price negotiations before the purchase committee.
8. On recommendations of purchase committee the vendor will be finalized.
9. Principal will place the purchase order
10. Based on the terms and conditions of the purchase order the vendor will supply and install the system.
11. Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the necessary people.
12. After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the accession register

e) Procedure for Maintenance of Internal Telephone Exchange:
1. Check availability of spares regularly
2. After receiving the complaint from the individuals inform the same to the technician and discuss the problem and its solution.
3. Check the voltage at the telephone instrument end.
4. After that check the voltage at the Junction box and at the system end.
5. Rectify the problem where ever it is identified.
6. If the problem is related to the system, call the service engineer of the system and the supplier and rectify the problem.

f) Records to be maintained:

- EPABX File
- Telephone Complaints Register
- EPABX Maintenance File
- Standard Manuals for EPABX system and Wiring details

2.2 Maintenance of Computers (Hardware & Software) and Networking:

Purpose: The purpose of this Standard Operating Procedure (SOP) is to prepare the maintenance of computers (Hardware & Software) and networking.

a) Scope: This procedure is applicable to maintenance of computers in all the departments.

b) Responsibility: Hardware and networking maintenance in-charge and Head of the Department of Computer Science & Applications.

c) Activities/ Information:
 ➢ General Procedure
 ➢ Repair Request Form
 ➢ Policies and Procedures

d) General Procedure:

 ➢ Whenever there was a problem with computer hardware and software the respective lab-in charge have to fill the repair request form.
 ➢ Each and every department lab-in charges should maintain a copy of repair request form.

f) Records to be Maintained:

To record the problems and the time of their resolving, the following should be maintained.

 1. Repair Request Form
 2. Log book containing repair request forms
 3. System maintenance register

2.3 Stock Verification

The concerned committees.

Purpose:

 The purpose of this Standard Operating Procedure (SOP) is to ensure development of Stock Verification Procedure.

a) Scope:

 The various items of stocks both non consumable and consumable shall be physically verified for their intactness, working condition and quantity as per stock register and to report for the discrepancies, deficits, working condition etc.

 This stock verification and the procedures laid down shall be carried out in each department.

b) Activities:

 i. Bills Procurement for items purchased
 ii. Accession Register
 iii. Stock Registers
 iv. Stock Verification Procedure
 v. Obsolete Items

i. Bills Procurement for items purchased:

 • Various items are being purchased after necessary approval obtained by the Principal/Management.

 • Every purchase shall be made in the name of Principal, GOVT. COLLEGE RAJAHMUNDRY and bills, vouchers, invoices, delivery challans etc. shall be obtained in triplicate.

• Items/equipments shall be received in good condition and certified to that extent by the HOD or by the purchasing / receiving officer and Laboratory in-charge and the same shall be recorded on the invoices or delivery challans. Defected / damaged items shall be rejected.

ii. Accession Register (Day Book):

• Items purchased and after due compliance as above shall be entered in the Accession Register with Accession Number/Code.
• Accession Register may be maintained at central office and also at department level.

iii. Stock Registers:

• The items of purchase can either be consumable or non-consumable.
• Separate registers shall be maintained for both consumable, non-consumable and obsolete items and entries be made accordingly.
• All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
• In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be posted. An account for each item is thus maintained. An index is also maintained in the stock register.
• In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the stock register in the column remarks. This transfer shall be endorsed by the section heads or HODs while exit and entry.

iv. Stock Verification Procedure:
• It helps to keep updated records for the intactness, performance and cost appraisal purposes.
• It also helps to replenish consumed or defected items.
• Separate teams may be constituted to physically verify the stocks in all the sections / laboratories of each department.
• These teams will appraise for the physical presence of the item, intactness, performance etc. and make suitable recommendation or remark. During verification, the in-charges of laboratories / sections shall cooperate with the verification teams.
• Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
• The individual department / section will prepare a list of laboratories & sections including names of in-charges, items of stocks both consumable & non-consumable etc. and make available copies to the verification teams.
• The team members personally visit each department / laboratory / section and physically verify the stocks as per the information or records or stock register presented by the Heads of the Departments.

- The discrepancies, lapses, physical presence of items, working condition of items, events of lending & borrowing etc. shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the Principal.
- Stocks shall be verified atleast once in a year.

v. Obsolete Items:
- Separate register shall be maintained for obsolete items.
- While posting entries in the stock registers, purchase details like name of item, quantity, cost, manufacturers address, technical specification etc. shall be clearly noted. These details will help to replace the obsolete items and to procure updated versions.

4. ACTIVITIES OF COMMITTEES

With a view of decentralization of administration and for effective an smooth functioning of academic & administration activities, the following committees with specific jobchart are constituted.

3.1 Empowerment & Central Purchase Committee

Purpose: To monitor all purchases regarding the Institution and certify them.

Activities:

- To look after the important activities related to the college development.
- To observe the specifications of all purchasing products and certify them.
- To monitor the Semester end examinations for their smooth conduct.
- To assist the Principal in any problem that arises in the college.

3.2 Science Association Committee
Purpose: Encourage the students to enlighten them towards Science

Activities:

- Departments are advised to observe important National and world famous Science days
- National Science Day is conducted by all science departments. Students are encouraged to participate in various competitions

3.3 Science Block Discipline Committee
Purpose: To encourage discipline in Science block for smooth running of classwork.
Activities:

- Vigilance of Lecturers at the beginning of class work by making rounds.
- Any problem arises among the students is solved by team of Lecturers
- Raging is strictly banned in the Science Block.

- Work adjustment is made if any Lecturer is on leave.

3.4 Time Table Committee

Purpose: A committee is constituted to look over the time table.

Activities:

- Identification of Rooms available with their capacity.
- Time Table is framed with respect to class work.
- To check any discrepancy with respect to rooms and faculty
- Classes also allotted for certificate courses and skill development classes.

3.5 Remedial Coaching Committee

Purpose: Committee advised departments to organise Remedial Coaching for different

categories of students

Activities:

- Study material is supplied to slow learners.
- Remedial classes are conducted before semester end examinations.
- Study hours are maintained for poor learners till the end of the exams.
- Fast learners are encouraged with additional input and study projects.

3.6 Auction committee

Purpose: Safe disposal of unwanted and Damaged Material from the campus.

Activities:

- To identify material (damaged / unwanted) in the campus
- To confirm its disposability by the committee members.
- To advertise / notify the sale of the material.
- To invite the quotes.
- To conduct Auction process.
- To decide / finalise the bid.
- To credit the amount to concerned college account.
- To record / maintain the above documentation & conduct the process transparently.
- To utilise the generated fund for welfare of the college.

3.7 Audio video education committee

Purpose:

- To provide infrastructural facilities regarding A V E equipment.
- To provide maintenance facilities to the existing A V E equipment.

Regular Activities:

- Look after the Functioning of college Radio.
- Maintenance of public address system.

- Provide outside public address system.
- Provide Audio Visual infrastructure facilities to Dr. B.R.Ambedkar Seminar hall.
- Complete servicing and innovation to the college public system.
- Provide infrastructure facilities in the College activities

3.8 Bridge Courses

- All the departments conduct a bridge course for the first year students who comes from varies subjects in the beginning of the academic year and fill the gap in the areas of specializations/subjects that the students choose.

3.9 Career Guidance & Counselling Cell
Purpose:

- The Career Guidance Cell of the Government College (Autonomous), Rajahmundry supports both UG & PG students of the college in achieving their dream careers by providing Career Guidance, Career Counselling, and other related services.
- The scheme of establishing a Career and Counselling Cell in College has been formulated to address the diverse socio-economic challenges and geographic backgrounds of the heterogeneous population of students coming to the College vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information.
- The career and counselling support that the college offers to its students makes them confident to perform better. Counselling thus addresses both the academic and the career concerns and opportunities.
- The inculcation of guidance about market patterns and employability can help the institution in building a base for its students. Career Guidance Cell would help the students with appropriate guidance to establish linkages with the world of work and locate career opportunities vis-à-vis the realities and job profiles in the context of highly competitive emerging occupational patterns.

Objectives / Job Chart of the Career Guidance Cell:

1. To create awareness about job opportunities in various sectors like Government and Private.
2. To provide information about the skill sets required to join government and private organization.
3. To pose carrier guidance and motivational programme periodically.
4. To arrange coaching/training for Civil Services, Group Exams, Indian Armed Forces, Bank exams, Railway exams, and postal exams.
5. To organize programs to create awareness about the importance of higher studies in India and Abroad.
6. To provide available updated information about jobs /positions/opportunities.
7. To organize lectures on career development by subject experts.
8. To help students share knowledge about themselves by identifying skills, and interests.

9. To organize lectures/seminars on interview skills, personality development, communication skills, leadership skills, resume writing, analytical skills, quantitative ability, verbal and reasoning skills essential to all competitive exams.

3.10 College with Potential for Excellence

Excellence refers to a state of exceptional or outstanding achievement in one's field of activity. Excellence of an academic institution involves reaching outstanding levels of performance in teaching, research and related academic pursuits, and attaining peerless position in the areas offered for study and research. Excellence is achieved in stages through a process of continuous improvement in content and quality of the pursuits. Committed academic community and adequate infrastructural facilities are essential ingredients of excellence. Often institutions with such potential merit need to be recognized and nurtured for the realization of their full potential.

Job Chart:
- Define and manage the processes included in the design, development, and delivery of the chosen academic programmes.
- Strengthen the academic and physical infrastructure for achieving excellence in teaching, research and outreach programmes that would be comparable to global standards.
- Promote flexible and effective governance.
- Enhance the quality of the learning and teaching process at the undergraduate and postgraduate levels with the help of a flexible credit based modular system, and the w h o l e range of innovations currently accepted globally.
- Promote academic programmes relevant to the socio-economic needs of the nation in general, and the region in particular.
- Improve undergraduate education in colleges by the interfacing of the postgraduate programmes.
- Promote networking with University departments, research centres and laboratories in the country.
- Promote skill oriented programmes.

3.11 Examination Cell

Purpose

- To conduct semester end examinations under Autonomous setup.
- To oversee different activities related to student graduates.

Job chart

- Notify the schedule and dates of various stages connected with the examinations (Examination Calendar).
- Fixing the Time Table for the conduct of the examinations.

- Question paper setting as per syllabi and model question papers decided by the Boards of Studies.
- Moderation of question papers to rectify mistakes, if any.
- Printing of Question Papers.
- Procurement of stationery, equipment and all the articles necessary for the conduct of examinations.
- Supply of examination applications to the candidates.
- Processing of Examination Applications and preparation of Hall Tickets.
- Printing of subject wise OMR sheets and D-forms.
- Preparation of semester wise nominal rolls.
- Preparation of room plans and photo identity sheets.
- Issuing of Answer scripts one day before the each examination.
- Distribution of the question papers directly to the Assistant Examiners/Invigilators in the room five minutes before the commencement of the examinations.
- Receiving of Answer scripts as per the D-form supplied to the Examination Committee.
- Coding of the answer scripts on the same day of the examination and bundling the scripts.
- Undertaking valuation of answer scripts.
- Scrutiny of Answer scripts.
- Computerizing the marks with bar code reader/bubble reader.
- Processing and verification of marks with register.
- Release of results through Online.
- Printing and distribution of marks memos.
- Revaluation of Answer Scripts.
- Preparation of Consolidated Marks Memoranda cum Provisional Pass Certificates.
- Submission of all data and marks to the University for the award of Original Degrees by the University.
- Maintenance of Tabulated Marks Register (TR's) and Degree Registers.
- Maintenance of up to date records of marks.
- Maintenance of cash book and accounts of the Examination Cell.
- Maintenance of stock of the Examination Cell.
- Annual Stock Verification.

3.12 EXAMINATION BRANCH

Purpose
- To conduct autonomous examination of UG and PG
- To conduct Distance Examinations of BRAOU, AU
- To conduct Professional examination of ICAI, Kolkata
- To conduct Entrance Examination of AU,BRAOU.
- To conduct competitive examination of both Central and State.

Activities
- To communicate with Principal about the conduct of examination process
- To conduct meetings with the examination committee members
- To make resolutions before and after conducting examination
- To prepare examination remuneration bills from time to time
- To communicate with the controller of examinations of various universities
- To facilitate the 4092 students to write SEM-END Examinations
- To communicate with the College controller of exams for smooth conduct of exams.
- To involve the teaching and non-teaching staff of the college in the examinations process.

3.13 OBC CELL
Purpose:
- To identify the needs and requirements of learning and development among BC students educationally and economically.
- To assess the level of knowledge, skills, attitude and aptitude of the OBC students through coaching in various Government/Department exams.

Activities

- To impart knowledge on career planning opportunities among the OBC students through Career Guidance Cell.
- To create awareness about various Government Programmes for the economically backward BC students
- To create awareness among the BC students about the BC welfare schemes of the State and Central Government.
- To associate with district administration of Andhra Pradesh B.C. Study Circle, Rajahmundry for seeking information about the conduct of various programmes for the development of backward class students.

3.14 VIRTUAL CLASSROOM

Purpose:
- To facilitate the students with good learning experience by exposing them to diversified intellectual capital of various teaching staff working in various Government Degree Colleges of the district and also from other districts of the State.
- To provide access to various e-learning resources available in their respective colleges to improve their knowledge.

Activities:
- To conduct virtual classes to the students on various courses as per the time-table prepared by the college/DRC.
- To coordinate with the respective virtual class room in-charges for smooth conduct of virtual classes according to the time-table.
- To facilitate qualitative teaching and learning for the development of the students using virtual reality eco-system.
- To enable to students to gain diversified skills to enhance their knowledge in their domain areas.

- To share the experience of gaining knowledge and skills among the peers through online interaction through virtual classroom.

3.15 Green audit committee

Purpose: Systematic identification, Recording, Reporting and Analysis of Components of Ecological diversity.

Activities:

- To establish processing unit for Safe and useful way of disposal of waste in the campus.
- To maintain record of variety of plants available in the campus.
- To quantify the biomass present in the campus.
- To make arrangement and record the production of green energy through solar panels.
- To record the number of 4 wheeler, 2 wheeler, bicycles etc entering into the campus on daily basis.
- To conduct qualitative tests for potability of drinking water in the campus.
- To suggest the staff & Students to observe plastic free day, vehicle free day for encouraging Eco-friendly environment in the campus & beyond.
- To carry on plantation programs.
- Labelling all the Big trees in the campus with scientific / Botanical names.

3.16 Poor Student Aid Fund

Purpose:-
- To help economically backward students who do not have any scholarships.
- Meritorious students will be given priority.

Activities:-
- Fund will be collected in every Thursday of First week of the month from staff, students and public.
- Six selected boxes will be placed at the college campus.
- Collected amount has been deposited in the HDFC bank.
- A joint account Opened in the name of the college under the operating signatures of Principal and convenor of this committee.
- The semester exam fee gave to 30 students who are needy and meritorious in march2018.
- The semester exam fee gave to 11 students who are needy and meritorious in september2018.

3.17 Anti-Ragging Committee

Objective:

To root out ragging in all its forms from institution by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

Punishable offences under Ragging

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or even unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation.
- All other offences following from the definition of "Ragging".

Powers and Functions:

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging;
2. To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
3. To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;

4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
5. Conduct workshops against ragging menace and orient the students;
6. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
7. To offer services of counselling and create awareness to the students;
8. To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.

The procedure for handling issues of ragging will be as follows:

1. **The information on ragging can be received in the following manner :**
    1. Through the notified contact details of the Committee members, and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
    2. Through any other member of the Institute.
    3. From any external source.
2. In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hour of receipt of this information.
3. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
4. The Anti-Ragging Committee of the Institute shall promptly conduct enquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
5. The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
6. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.

3.18 DIFFERENTLY ABLED STUDENTS WELFARE COMMITTEE

Preamble

Persons with disability are unable to access education at all levels. In the higher education sector, the Ministry of Social Justice & Empowerment and University Grants Commission support all institutions to involve and empower differently-abled persons in special education activities.

Aims & Objectives

- To facilitate admission of persons with disability by following Rules & Regulations and Policies of the States and Central Governments,

- To provide counselling to differently-abled individuals in the College for better learning support,
- To provide guidance to avail various fellowships / scholarships of different funding agencies,
- To provide appropriate financial assistance to disabled individuals to increase their sustainability in higher education,
- To create awareness about the needs of persons with disabilities and other general issues concerning disabilities,
- To provide equal educational opportunities to disabled persons in the College,
- To provide infrastructural needs to enable them to easily access classrooms, laboratories, toilets, etc for barrier free learning environment,
- To provide special facilities in the College campus for differently abled persons ,
- As per the UGC guidelines, promote Teacher Preparation in Special Education (TEPSE), Higher Education for Persons with Special Needs (Differently-Abled Persons) (HEPSN) and Visually Handicapped Teachers (VHT) schemes.
- To encourage the College to start such type of courses through which differently abled persons are benefitted specially,
- To provide information to the College authority about the Guidelines of the Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India for conducting written examination for Persons with Disabilities,
- To explore the full participation and equality as well as suitable placement opportunities for educated disabled graduates in public as well as private sector enterprises as per the Acts, Rules & Regulations and Policies of the Department of Social Justice & Empowerment, Ministry of Social Justice & Empowerment, Government of India (socialjustice.nic.in) for differently abled persons.

Categories of the Disability:

As per the guidelines of the University Grants Commission, New Delhi and the Ministry of Social Justice & Empowerment and the Ministry of Human Resource Development, Government of India, the "Disability" is classified in following categories:

- (i) Blindness
- (ii) Low vision
- (iii) Leprosy-cured
- (iv) Hearing impairment
- (v) Loco motor disability
- (vi) Mental retardation and
- (vii) Mental illness

3.19 Minority Cell
Purpose:
- Minority cell of the college was established with the purpose of empowering the minority communities in the college.
- The Minority Cell helps minority students including Christian, Muslim etc. for their academic development.
- The minority cell of the college is dedicated to provide services to the educational needs of the Minority community along with other caste, creed and Nationality.

Objectives of the Cell:

- To provide equal opportunities to minority students in education fields.
- To support the minority students in scholarship issues and making them aware of financial support from governmental agencies and other sources.
- To provide career guidance and counselling to minority students and making them aware of various competitive exams
- Making them aware of the reservation systems, the minority community can avail in various state and central level job /Higher Education oriented competitions.

3.20 NCC
Purpose:
- The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and universities all over India. The Cadets are given basic military training in small arms and parades.

Aims / Objectives of NCC:

- The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens.
- Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all walks of life, who will serve the Nation regardless of which career they choose.
- Needless to say, the NCC also provides an environment conducive to motivating young Indians to join the armed forces.

3.21 Women Empowerment Cell
Purpose:

1.To address the needs of the women staff and girls/women students of the college.
2. To protect and safe guard their Rights by organising various events, counselling and awareness programmes on career guidance, Health and Education to ensure their all-round development.

Activities of the Committee

- To conduct a Rallies on various issues/awareness
- To conduct Gender Sensitization /Awareness programs
- To conduct World Literacy Day celebrations.
- Organizing/to give Trainings on SarvasikshaAbhiyan and other related issues
- To Celebrate International Women's Day.
- To Arrange Free Health Check-up to Students frequently by the institution on women issues.

3.22 DST-FIST
THE ROLE OF COMMITTEE
- Renovation of DST-FIST Block at Nannaya Bhavan

- Purchase of Equipment (Research & Teaching)and establish Central Instrumentation Laboratory (CIL)
- Purchase of Books and Establish Library
- Establish Net-working centre
- Establish e-learning resource centre

3.23 Community College
- Academic and Student Support.
- Admissions, Registration and Financial Aid.
- Counseling, Career Services
- General/Administration.
- Student Employment

3.24 Eco club Committee

Mission : Connect people by building and bonding relationship with trees (Nature and work for future of earth)

Vision : Our vision to create awareness of environment and to awaken the philanthropic side of mankind.

Objectives :
- Creating environmental awareness among students and the public
- Preserving natural resources (forests, mines, ecosystem and to love nature)
- To present pollution (pollution free day)
- To establish herbal gardening in college campus medicinal garden, fruit garden.
- Clean and Green (Swachh Bharath) globe.
- Health nutrition.

Activities:
- Herbal exhibition
- Short film on forests, environments
- Environmental pollution (vehicle free day)
- Bio diversity
- Eco system
- Natural resources
- Urbanisation

Eco club activities :
- Talk show and rally pollution free environment
- Skit on earth day
- Plantation drive
- Skit on disaster management , Play grounds , Garden gym
- Rakhi tying to trees
- Work shop on adolescence

3.25 Clubs
The college has various clubs run by the departments.
- Clubs organized individually by various departments to inculcate the skills among the students on various issues.

- Red Ribbon club, Eco club, Quiz club, Photography club , Music club.
- Drama club, Rangoli club,Debate club
- Departments - with gardens, trees facilities
- Hostels - Men and Women
- Infrastructure-seminar hall ,VC ,DG classes

3.26 Endowment Prizes Committee
Objectives
- To Identify the meritorious students in various programs offered by the college
- To distribute the prizes among merit students of UG and PG Courses according to the donor's preference.

Activities
- Identifying the meritorious students of the college for the respective academic year from various programs for awarding the prizes
- Resolutions are made before distribution of endowment prizes to various meritorious students
- The Fixed Deposit Receipts of the Donors in memory of their parents donated are deposited in various nationalised banks in the name of the Principal and the interest earned annually is distributed as endowment prizes on the college annual day function to meritorious students.

3.27 Center for Innovation, Incubation and Entrepreneurship
Purpose:
The objective of CIIE is to inculcate innovation driven entrepreneurship among students and also encourage the students to start-ups.
Activities:
- Students with innovative ideas can share their views to the CIIE Committee member during college working hours.
- Identifies the students with the interest to become an employer rather than an employee.
- Provides an eco-system to implement their ideas in the campus.
- Mentor the students to convert idea into start-up.
- Provides support to overcome technical difficulties.

3.28 Website Monitoring Committee
Purpose: To keep the website up to date
Activities:
- Provides technical support to departments and faculty to update their respective dynamic login pages and departmental blogs.
- Updates day wise activities of the college in the website.
- Provides support to collect and analyse the feedbacks online from various stakeholders.
- Update activities of the support services as per the requirements and suggestions of the coordinators of various support services.

- Tracking the website access across the globe by industry, academia and other agencies.

3.29 MANA TV
Purpose: To conduct and monitor smooth flow of MANA TV lessons in the campus
Activities:
- Intimating of schedule to the departments at the beginning of the month.
- Maintain logbook of students who attended the use the MANA TV facility.
- Maintain logbook of MANA TV facilitators of the college.
- Submitting day to day feedback to the CCE on various programmes telecasted on MANA TV.

3.30 SWAYAM Committee
Purpose: To encourage the staff and students to join and use Online Courses platform to enrich their knowledge.
Activities:
- Inform all the staff and students about new courses introduced on Swayam.
- Monitor and help the Students and Staff from enrolment to completion of the course
- Maintain logbook of Staff and Students who have enrolled and completed the course successfully.
- As spoken tutorial open software courses are mandatory for students we trained them to complete the course.

3.31 Digital Classrooms Committee
Purpose: The **digital classroom** refers to the "Technology-Enabled" classroom where student learning and interaction with the instructor and peers is fully supported through strategic use of information and communication technologies (ICTs).
Activities:
1. Connected with virtual classrooms with the help of life size cloud software.
2. Provides support for Student Satisfaction Survey (SSS)
3. Provides support to N-List and NDL registrations
4. Decided to purchase wall hanging racks to place CPUs
5. Allotting time slots to faculty for studio.
6. Maintenance of log book for digital classroom usage.

3.32 Commerce Association

Objectives :
- To enable students to develop the Skills expected commerce Graduates.
- To act as catalyst in the process of overall development of students.
- To expose students to the practical aspects of business, industry and commerce.
- To develop team spirit among students.

Activities :

- Every year the proposed activity of the Commerce Association are finalized in the meeting of Commerce Association.
- The Commerce Association consists of teachers from the Commerce Faculty and few students representing each class
- The Calendar of annual activities are finalized in the meeting of the Association is communicated to the class representative of each class.
- Normally the following activities can be cited as few examples of the activities of our Association:

  - Group Discussion/ Debating/ Elocution on contemporary issue.
  - Guest Lectures.
  - Career Guidance.
  - Management and Business Quiz.
  - Industrial Visits/ Field Trips
  - Commerce Exhibitions
  - Poster Competitions
  - Hand written magazine competition
  - Essay writing competition.
  - Placement Activities etc.

3.33 National Service Scheme (NSS)

Purpose :

- NSS is part of our academic, social and personal life as it is the third dimension of education.
- It allows the students to actively contribute their services for the cause of community and the nation, thus helping them develop their personality.
- Service and attain the traits of a leader of the nation.
- The programme aims to inculcate social welfare in students, and to provide service to society without bias.
- NSS volunteers work to ensure that everyone who is needy get help to enhance their standard of living and live a life of dignity.
- As such, the NSS is the right platform, where the student-youth of the nation may get to involve with real-life social activities, and thereby become responsible citizen of India.

Activities:

- To Conduct all kinds of awareness programs related to service in the society
- To adopt villages to attend their need on ODF survey and other Clean & green activities
- To provide and inculcate the students and participate in the Institution Social Responsibilities activies.

3.34 Dispensary/Health center

JOB CHART

- General and mental health guidance to students.
- Providing first aid.
- Wellness and health promotion activities.
- Psychological Counselling.
- Awareness on Sexual health and education.
- Awareness about adolescence and sexually transmitted diseases(STDs).
- Awareness on Gynecologic problems,breast,cervical,uterine cancers.
- Awareness on Tobacco and drug abuse.
- Blood donation camps.
- Eye camps.
- Dental camps.
- Awareness on organ donation and save life.
- Awareness about epidemic diseases like viral fevers,diarrhea,cholera,dengue,malaria etc..
- Observing national DEWORMING DAY (FEB 10).
- Observing MALARIA DAY (APR 25).
- Observing AIDS DAY(DEC1).

Day	Name of the doctor	Timings
FRIDAY of every week	1. Dr.P.Kamale 2. Dr.S.Jyothi kumari 3.Dr.K.Vijaya kumara	11 am to 01 pm

Aims & Objectives:
- ✓ A dispensary is a small outpatient health facility; it is an office in a school, college or other Organization that dispenses medications, medical supplies, and in some cases even medical and dental treatment.
- ✓ In our college, a dispensary refers to a small setup with basic medical facilities where a doctor can provide a primary level of care to rural communities, e.g., wound Dressing and management of common ailments like colds, diarrhea and simple malaria, Stomach ache, adolescence problems.

3.35 Faculty Forum
Purpose: Faculty Forum provides an opportunity to exchange knowledge among the faculty members without any specific agenda.
Objective:
- This aims to strengthen and broaden the intellectual pursuits of faculty by encouraging and facilitating collaboration in the areas of teaching-learning and research.
- It is the platform to highlight the achievements of the faculty members.

Activities:
- At each Faculty forum meeting, three members of the faculty spends a few minutes (15 to 20 minutes)
- To give a presentation on their respective subject
- Review on something recently read
- Recent experience or innovative idea in teaching- learning process.

- It ends with an interactive session between participants and presenter.

3.36 Hostel committee

Activities:
- To provide safety
- To provide ragging free Hostel
- To provide healthy atmosphere to reading
- To provide Nutritious food
- To provide Clean and green campus
- To encourage group discussion on difficult topics
- To encourage Human values

3.37 Library Committee

Purpose: To collect, organize and disseminate print and electronic information to the academic community of the Institution,

Activities:
- The need and benefit of the students we are gather relevant books from various sources to support the student committee.
- Purchase the books and material for concern subject recommended by the departments.
- Library will provide competitive books and magazines for the progression of the students.
- Committee as identified the internal requirements, infrastructure, materials and promptly support the works.
- Committee is always giving technical support to the students.
- Committee always monitoring the facilities for the students.
- Committee will stand on norms framed by the library.
- Committee will see the maintenances of cordial relations library staff to faculty and students.

3.38 Reading Room and Library special fee fund Committee
- The committee has been monitoring special fee fund for the activities of the library and reading room.
- Committee unanimously the resolve to sharing the amount to various heads as per distribution of amounts they meet the incurred expenditure.
- Identified the requirements and procure the relevant material (books/newspapers/magazines etc.)
- The committee has taken decision as per the library rules and regulations.

3.39 Minor Works committee
- The minor works committee will operate the entire campus for any minor repairs/works with concern the heads.
- The committee will collect the minor works from the incharges were ever is need
- Committee will discuss thoroughly and take decision to initiate the works
- The incurred expenditure for the works should meet from the relevant funds
- The committee should fallow the norms of the college while the adopting the works

- Every resolution approved by the corm of the committee

3.40 RUSA Project Monitoring Committee

Institution Level Arrangements: The project at the Institutional level will be managed by two bodies; the Board of Governors (BoG) and a Project Monitoring Unit. The BoG will take all policy decisions with regard to smooth, cost effective and timely implementation of the Institutional project and ensure overall faculty development etc. A Project Monitoring Unit represented by academic officials, faculty, administrative officers and students would be responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

Functions: Responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

3.41 Support Services: Language Association Committee

Purpose:

- To Promote the learning and teaching of languages;
- To provide opportunities for the strengthening of networks and professional identity through the exchange of ideas, information and expertise among members;
- To seek improvement in curriculum and assessment provisions of second language teaching by negotiating with and providing expertise to appropriate groups and institutions;
- To provide political representation for the languages teaching profession;
- To provide a recreational and consolidating opportunity for students to learn and practice language.
- To create an awareness of themselves as individuals with special different talents and capacities.
- To give vent students' creative talents.
- Provide encouraging atmosphere for students to express personal views about whatever they choose.
- Enhance students' learning opportunities.
- Engage them in cooperative tasks.
- Develop students' personality

Activities:

- Provides a Graduate Student Lounge where students can relax and meet members of the committee.
- The committee compiles a list of convention sessions of interest to graduate students.
- The committee produces informative documents for graduate students.
- Introduce your partner
- Pick and speak (JAM).
- Creative writing.
- Word express

- One act play
- Advertisement
- Watch to recall
- Word jumbling/Riddles.
- Imaginary speaking.
- Audio/video interpretation
- Idea generation.
- Debate.
- Group discussion.
- Personal interview.

3.42 Arts Block Discipline Committee
Purpose: Maintain the overall discipline in the Arts Block
Job Chart:
- Conducts meetings twice in every semester
- Supervises in Varandahs every day before instruction commences, during lunch and at the end of instruction
- Guides the students how to maintain cleanliness in the class room and in campus
- Supervises the gardens and warns the students not to damage the plants
- Guides the students how to save water and energy resources
- To see the students to wear proper uniform with identity card
- Action to be initiated if an in- disciplinary incident takes place

3.43 IT Initiatives Committee
Purpose:
- Provide secure compute and internet access to learning resources and support services by systematically pans, acquires, maintains and upgrades or replaces technology and equipment to meet institutional needs.

- A **Technology Committee** is a group of people that provide leadership, planning and coordination for the institution's **technology** needs (including computing, telecommunication, security and **technology** in general).

- They provide advice on the full range of information and instructional **technology** Directions, strategies, policies, and plans that are vital to the institutional missions and programs for teaching learning process.

Activities:

- To see the required facilities of institutions regarding ICT based teaching and learning process in the college.
- To pass resolutions related to procurement and maintenance of IT related equipment.
- Committee fulfils the role by establishing annual and long-range *technology* goals.
- To monitor daily, weekly, monthly and semester wise maintenance and facilities available in IT related activities.
- To analyze percentage of students and staff attended and absent, leave, on duty and other leaves.
- To monitor and take necessary steps to provide digital learning and maintenance.

- To solve any problems encountered by the staff and students during the process regarding biometric attendance system.
- Arrangement of INTERNET Facility to all required places in the college
- Disposal of not working and irreparable and E-Waste Equipment in all the places (Labs ,departments and office) to certified E-Waste companies to reduce emission

3.44 Swachh Bharat Committee
Objectives:
- To increase the greenery in the college campus by promoting Vanama Manam Programs in the college Campus.
- To make awareness among the students for improve the cleanliness by promoting students personal hygiene
- To conduct Swachh Bharat program by increase cleanliness in the campus and surrounding areas
- To motivate people in adopted villages to adopt sustainable sanitation practices and facilities through awareness creation and health education.

Activities:
- Frequently conduct Vanama Manam Programs in the college Campus
- Conduct the Swachh Bharat programs for cleanliness of the campus
- Conduct Rally to make awareness among the public regarding Swachch Bharat and Seasonal diseases
- Vehicle free day program organised in the campus on every Friday
- Conduct plastic free awareness programs and rally

3.45 Public Relation, Press and Media Committee

Objectives:
- Dealing with enquiries from the public, the press, and related organizations
- Organizing and attending press meets for conferences, exhibitions, tours, event and visits
- To analyzing media coverage
- commissioning or undertaking relevant market research
- liaising with College, Principal and journalistic
- writing and producing presentations and press releases

Activities:
- To give the press note for various events conducted by the departments in time
- To organise press meet in the college campus, whenever necessary

3.46 Academic Cell
Purpose: The main objective of the Academic Cell (AC) is to administer the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. The members of the AC meet at regular intervals to develop the ways and means to ensure that quality teaching-learning process should remain the topmost

priority. This Cell also formulates the guidelines, rules and regulations of all Academic affairs of the College.

Activities/Job Chart:

- To Organize the following meetings
  - BOS
  - Academic Council
  - Finance Committee
  - Governing body
  - Staff Council Meetings
- Curricular Plans related (Lecturer wise & Departmental)
- Compilation of Departmental Activities
- Autonomous Grants Utilization
- Academic & Administrative Audit related
- ATR on Staff council Meetings
- Review of Examinations Result
- Seminars information
- Course/Syllabus Completion Reports
- NIRF/AISHE related
- Guest Lecturers related (Work done Statements etc.)
- University related issues
- Any other work endorsed by the Principal

3.47 District Resource Centre

Purpose: To share the human resources and material resources among the degree colleges in the districts

Activities/Job Chart   :

- The DRC EC members, i.e., Principals of all the Government and Aided Colleges in the East Godavari District will meet on second Monday of every month to resolve the issues related to implementation its objectives.
- Identifying the subject and student needs and shortages
- Pooling and sharing the human resources as well as material resources for the benefit of all students, especially the rural students
- District-level seminars, workshops etc. for the teachers for improving their awareness and skills in teaching
- A variety of district-level regular programmes, workshops and summer programmes for students from all the colleges of the district, in areas such as subjects, skills, career, employment etc.
- Strengthening the existing infrastructural, material and human resources

3.48 Humanities and Arts Association

Purpose: The main purpose of the committee is to coordinate various activities to be organized under this association.

Job Chart:

- Identification of various activities to be organized during the academic year
- Coordination of various departments in conducting the activities comes under this association

- Assistance for the arrangement of resource persons as well as financial resources
- Guidance to Conduct various activities in a smoother manner
- Maintenance of record of activities

3.49 Biometric Attendance Committee
Purpose:

- Aadhaar Enabled Biometric Attendance Solution (AEBAS) is an attendance management system designed for government organizations by Government of India to improve productivity of employees.
- Biometric time and attendance system has brought more precise system to measure group or individual's activities.
- Biometric attendance system is a foolproof technology to ensure the accuracy of attendance and is useful to the ones who deal with large number of employees and students in any organization
- Time and attendance systems (TNA) are used to track and monitor when employees start and stop work.
- A time and attendance system enables an employer to monitor their employees working hours and late arrivals, early departures, time taken on breaks and absenteeism.
- The system authenticates attendance using Aadhaar number created by Unique Identification Authority of India (UIDAI).

Activities:
- To see the registration and enrolment of all the teaching and non-teaching staff and students of the college
- To monitor daily, weekly, monthly and semester wise attendance details.
- To analyze percentage of students and staff attended and absent, leave, On duty and other leaves.
- To monitor and take necessary steps to reduce number of absentees and improve attendance of students and staff of the college.
- To solve any problems encountered by the staff and students during the process regarding biometric attendance system.

3.50 Red Ribbon Club Committee
Purpose: To generate awareness from HIV and AIDS, promote voluntary blood donations and DRUG abuses.
Activities:
- Blood donation camp
- To conduct a Rally against Drug abuse
- Arranging awareness talk on HIV/AIDS
- To conduct competitions and awareness programs during Red ribbon week (last week of October)
- To take out rally procession on 1 December of every year regarding AIDS awareness.

3.51 Magazine Committee

Purpose: To encourage creativity and share feelings in students.

Activities:

- To give advertisement for students and teachers
- To collect the works from stake holders and subject experts.
- To edit the works by the committee members.
- To send the edited works to DTP Center
- To re-edit DTP material that edited works.
- To pass the order to publish the works after getting permission by higher authorities.
- To submit copies of printed material in form of book to higher authorities.

3.52 Youth Redcross

Introduction: Youth Redcross of Andhra Pradesh was formed on 26th June 2001 with the assent of His Excellency the Governor of Andhra Pradesh and President, AP State Branch of Indian Red Cross Society, Hyderabad. It is led by a Nodal Officer along with four team leaders in the age group of 18years to 20 years.

Objectives:

- To develop humanitarian values and principles
- Youth RedCross activities help the students in channelizing their energies for constructive actions.
- Activities make the student volunteers aware of issues of environment and society.
- Active participation in these socially responsible activities makes them better citizens tomorrow.

Activities :

- Cleanliness, Hygiene and Green Cover in the Campus
- Conservation of Energy and Water
- Waste Management
- Awareness on Social issues

Sub activities under Cleanliness, Hygiene and green cover in the campus :

- Cleanliness of Classrooms
- Cleanliness of College Campus
- Cleanliness in Labs
- Dustbin availability in Classrooms, Common areas
- Promotion of cleanliness by signage/rallies
- Celebration of Hand Wash Day
- Conducting Essay Writing/Painting/Elocution/Skits competitions on cleanliness and hygiene

Sub activities under Conservation of Energy and Water:

- Switching off Bulbs/Fans/Computers etc wen not in use
- Replacement of traditional bulbs with LED Bulbs
- Waste water management by supplying to plants/garden
- Digging Rain Water harvesting pits

- Celebration of World Water Day, Earth Day, World Energy Conservation Day
- Essay writing/Painting. Elocutions, Skit competitions
- Rallies

Sub activities under Waste Management:
- Proper segregation of wastes wet and dry
- Essay Writing/Painting/Elocution/skit competitions
- Rallies on Waste management

Sub activities under awareness on Social issues :
- Participation in ODF campaigns
- Blood Donation by YRC Volunteers
- Visits to Government Hospitals
- Visits to Old age homes, Orphanage homes
- Essay Writing, Painting, Elocution
- Catchy Slogan Writing

3.53 PG Course Committee
Purpose: To monitor Post graduation courses conduct of class work, examinations and student development activities.
Activities:
- Conduct of BoS
- Preparation of time tables
- Monitoring of class work
- Conducting student activities
- Maintaining correspondence with university
- Conducting of internal and external examinations
- Support to the student progression
- Guidance and giving support for UGC NET & AP SLET Examinations and research activities

3.54 Student Welfare Committee
Purpose: To monitor and organise various committees relating to student issues and achievements.
Activities:
- Organising skill based trainings
- Monitoring scholarships
- Conducting various programmes relating to girl students
- Encourage students applying for support scholarships
- Getting feedback from the students on Academic and Co-curricular activities
- Encourage the students in sports & games
- Suggesting the staff to take extra classes for slow learners
- Enhance the values and ethics of the students
- Drive the students towards Swachh Bharat and NSS activities

3.55 Jawahar Knowledge Center (Training & Placement)

Purpose: The primary aim is to provide intensive training to students in employable skills and enable students avail themselves of the bright opportunities in the global job market.

- To shape students and make them globally acceptable citizens
- To promote College – Industry relations through training and placements
- To provide the best of the opportunities to the students who belong to weaker and marginalized sections.

Activities:

- Career Awareness/ Planning Workshops
- 250 hours training
- Training Practice on employable skills
- Training by Enabled Faculty/ Industry
- Co- curricular activities to enhance Communication and Soft skills
- Campus Placement with Major MNCs
- Industry Orientation

3.56 Campus Radio Committee
Purpose:
- To increase language skills, expression levels of thinking, and creativity.
- To make co-ordinate between the various departments.
- To help to observe the various evolutions in society, and give skills to express them and utilize the awareness for self respect.
- To have team spirit, positive thinking etc…..
- To have better way of thinking to lead life with peace & Harmonious.

Activities:
- To have paper reading
- Saying idioms and proverbs.
- Write poetry.
- Sing songs.
- Recitation poetry and appreciation of poetry.
- To make give lecturers by the persons which have popular in their fields.
- To have happiness by the lyrics of the movies.
- To explain knowledgeable issues.
- To announce the information of departments.
- To greet birthday wishes.

4.General Rules to be followed

1. At the time of admission, extension of time will not be given to the candidates selected under merit list to produce any certificate or payment of fee.

2. The student must abide by rules and regulations of the college, **Uniform is compulsory for UG and PG students.**

3. The College reserves the right to alter the fee structure and other conditons mentioned in the prospectus when there is a change in the rules from time to

time by the Government / University.

4. Admission will not be made if sufficient number of applications is not received in any group combinations, and the applicants may be accommodated in the combination in which the seats are vacant subject to their eligibility and willingness.

5. The condidates are informed to keep the required number of Photostat copies of the documents which they submit at the time of admission. The original intermediate transfer certificate once submitted will not be returned. In case of the cancellation of admission, TC from the college will be issued and Readmission of candidate is not allowed after 12th June.

6. Reimbursement of scholarship as per Government norms.

7. Examination process is as per college rules.

8. Hostel Facility available in the College Campus for both girls and boys.

9. **I.D. Card & Dress Code:** Student must carry the Identification Card compulsorily and should wear the College Uniform for all days in the week **except on Wednesday**.

10. **Attendance:** 75% of attendance in theory and 90% of attendance in Practicals is compulsory for every Semester. The candidate who is not eligible for the examination due to the shortage of attendance i.e., less than 75% may be condoned upto 66% on medical grounds with a fee of Rs.500/-. Otherwise, they will have to seek re-admission in the same semester in the next academic year.

11. **Tuition Fee:** Candidates must pay the college fees of the semester within the stipulated date. Defaulters of payment of tuition fee will not be eligible to take the examination.

12. **No Waiving of Fees to discontinued Students:** As per the University instructions, students who discontinue their studies for various personal reasons should pay the entire fee for all the three years. Under any circumstances no waiving of fee to discontinued student is admissible. Parents are advised to make clear note of the fee structure as it is an Autonomous Institution. No T.C. and C.C. will be issued if there are any dues from the students.

13. **Examination Fee:** Candidates who pay the college fee and have minimum 75% attendance will be eligible to pay examination fee.The candidates who do not pay the examination fee will not be promoted to the next semester.

14. **Scholarship Holders:**

1. The SC and ST Scholarship Holders are not eligible to get Scholarship if they discontinue in the middle of the course.

2. The SC and ST candidates who wish to take TC without completion of the courses have to pay all their dues and take TC.

3. The Scholarship Holders have to submit the Original Caste and Income Certificate in the Office.

15. **Admission on T.C.:** There is no admission on T.C. as the College is Autonomous and its Examination pattern and syllabus are different.

16. **Re-Admission:** Students – (i) who do not pay the Tuition fee; (ii) who do not have the required attendance; and (iii) who do not pay the Examination fee, may seek re-admission for continuing in the same Semester in the next academic year.

17. **Parent – Teachers Meet:** Parent or Guardian must attend the ParentP Teacher Meet without fail whenever intimated by the proctors. Each student must submit 4 self-addressed cards and two stamp-size photos to their proctors concerned.

5.Student Admission Policy and Procedures

1. Introduction

Student Admission Policy and Procedures is related to the application and admission of students into various programmes of the College.

2. Objective of Policy and procedure.

The policy describes the stipulations and procedures for student application and admission into the programs of the college through a transparent and accountable online admission process.

3. General principles underlying this policy and procedures

i. The policy and procedures are used to admit the students in a transparent, explicit, clear and consistent way.

ii. The policy and procedures provide equal opportunities
The policy provides equal opportunities to all students regardless of caste, creed, region, gender, nationality, race, culture and religion.

iii. Students are offered unbiased guidance and advice.

iv. Students have the right to appeal about any aspect of the way in which their application and/or admission was managed.

A policy and procedures exist for handling student appeals and complaints in a fair, free, effective and time-bound way.

College reserves the right to cancel any programme onto which students have been accepted, in accordance with its rules and regulations.

4. Application of policy and procedures

i., The policy is applicable to the application and admission of all students, including those already admitted in College programs.

ii., All feeder colleges and individual students applying for programs should be made aware of the relevant terms of *Student Admissions Policy and Procedures* by the **Academic Cell (AC)** of the college.

iii., The Academic Cell is responsible for ensuring the feeder colleges and individual students abide by the terms of this policy when completing and submitting applications. The concerned student is responsible for ensuring the validity of information included in application forms and information/ evidence provided in support of his/her application.

5. The role of AC

i. AC monitors the student application and admission process, from providing the

materials and means for application through to the students' arrival at college to begin their studies.

ii. All the applications and admissions are processed by the AC in accordance with *Student Admissions Policy and Procedures*.

6. *Entry requirements*

i. AC admits students to College programs according to pre-specified entry requirements.

ii. Entry requirements include minimum student age, academic qualifications and/or record. the duration of the program etc.

7. Student application and admissions process

i. Student applications to College programs are usually received through one of the three routes shown below:

a) Via submitting an application along with the required documents

b) Digitally (e.g. via college website www.gcrjy.ac.in)

c) Directly from an individual

ii. The filled-in application form of each student must be received through any of the route of application.

iii. All the filled-in applications must be submitted along with required and relevant documents/evidences to support their claim.

8. Student application and admission timelines

The AC will announce the admissions schedule every year in the month of April and closes by the end of May.

9. Admission appeals and complaints

i. Students have got every right to appeal against any decision taken during the application process.

ii. Students also have the right to complain about any aspect of the application or admission process.

iii. AC will respond to appeals and complaints in accordance with *Admission Policy and Procedures*.

10. Offering places on College programs

i. AC is responsible, in accordance with its defined role and responsibilities for formally offering places to successful applicants.

ii. A student receiving an offer of a place in any of the College programs should clearly understand:

a) The details, rules and regulations of the offer

b) That the offer can be withdrawn based on failure to meet the conditions on which it is made

c) The total fee associated with their program of study and the related payment plan

d) Where to direct any queries they may have during the remainder of the admission process.

11. Confirming student places on College programs

Following students' acceptance of an unconditional offer, or successful conversion of a conditional offer, AC will interact with each student, to confirm their place and provide all relevant logistical and program information and advice in accordance with *College Work Flow.*

12. Student Scholarships

The eligible students will receive scholarships as per the Government norms and procedures.

13. Cancellation and refunds

If a student requests to cancel admission, the college never refund any fee and in fact the student needs to pay the total fee dues for the entire program.

14. Maintaining records

The AC maintains the records of all student applications and admissions.

6. Student Attendance Policy

1. Purpose

The purpose of the attendance policy is to ensure that staff and students are fully aware of their responsibilities for attendance and absences in relation to the statutory requirements detailed within *the Education Act of Andhra Pradesh.*

2. Scope

This policy applies to all teaching staff with responsibility for maintaining registers. It also applies to every staff member, regardless of role, as part of their safeguarding and student protection responsibilities.

3. Policy Aim

The aims of the attendance policy are to:

i.   Provide clarity on the college's expectations of students attendance   Ensure that
ii.   teaching staff are aware of their statutory responsibilities for registering attendance
iii   and absences

Ensure that all staff are aware of the links between absences and the Missing person procedures

4. Attendance

4.1 Minimum attendance levels

i.   We expect all students to make every effort to attend college regularly and punctually in order to gain the maximum benefit from all the educational opportunities open to them.

ii.   Unauthorized absence and lateness is discouraged as it leads to educational disadvantage. Procedures are in place to ensure that instances of unauthorized absence and lateness are followed-up, and where it is appropriate, these will result in disciplinary action as detailed within the *Student Disciplinary Policy and Procedures.*

4.2 Teacher responsibilities

i.   The college has a statutory duty under *the Education policy* to maintain a register of all students attending the college. For the purposes of the attendance policy, it is the teacher's responsibility to maintain these registers.

ii.   All registers need to be completed within 5 minutes of a start of each period/ class.

Teachers should report absences as per the local attendance procedures.   Failure to maintain a register will result in action under the *Staff Code of Conduct.*

*ii*i. Teachers should report absences as per the local attendance procedures.

iv. Failure to maintain a register will result in action under the staff code of Conduct.

5. Raising Concerns

Any concern, including repeated or prolonged absence, should be reported to the Designated Safeguarding Lead or their Deputy either verbally or via a Welfare Concerns Form. The Welfare Officer/Proctor is available to offer advice and support to the student if required.

6.   Reporting

In the event that a student is absent for more than 10 consecutive working days, then the teacher shall inform the absence about the student to his/her parent in writing it may result to initiate disciplinary action againt the students.

7. Maintaining records

i. The College's attendance register is kept by means of a computer and/or a hard copy register and must be backed up in the form of an electronic, micro-fiche or printed copy not less than once a month. Each of these additional copies must be retained

for three years after the end of the college year in question.

ii. Copies of all actions taken in respect of Unauthorized Absence are to be recorded and retained for three years after the college year in question.

iii. Students' attendance record will be included within their half and end term reports.

7. Student Disciplinary Policy and Procedures

1. Introduction

i. This policy and its associated procedures support College Statutory duty to safeguard and promote the welfare of students and the College is a caring learning community that respects the desire of each individual student to enjoy a safe and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members of staff and students.

ii. As members of the college community, all students are expected to abide by *College Code of Conduct for Students*.

iii. Positive behaviour is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.

iv. Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to the disciplinary procedures outlined in this document. Disciplinary procedures invoked will reflect the seriousness of the student's misconduct.

2. Application of this policy and procedures

i. *College Disciplinary Policy and Procedures* apply to all students studying   at College when they are both on and off college premises.

ii. This policy and its associated procedures will be implemented fairly and consistently.

iii. The policy outlines students' right to state their case in defence of their actions in response to an allegation of misconduct.

iv. This policy and all stages of its associated disciplinary procedures should be aligned to the relevant policies and procedures of awarding and validating bodies for College academic programs.

3. Policy aims

The aims of this policy and its associated procedures are to:

i.   Encourage positive student behavior in all aspects of life at College

ii.   Define College approach to and procedures for managing student misconduct

iii. Ensure student misconduct is identified and managed consistently and fairly

i v . Enable students to state their case in response to any allegation of behavioral misconduct

v. Ensure students and staff are aware of the protocols for investigating possible cases of behavioral misconduct and for dealing with aggressive behavior

Ensure accurate recording and reporting of disciplinary matters.

4. Expectations of student behavior

i. *College Code of Conduct for Students* sets out overarching rules and expectations of student behavior.

ii. College residences and homestay providers may also have specific additional rules or expectations for students.

5. Behavioral misconduct

i. Behavioral misconduct is defined as any breach of college rules, as described in *College Code of Conduct for Students*.

ii. In addition, a breach of any additional rules that have been clearly and explicitly set out by individual colleges, college residences or homestay providers will be considered behavioral misconduct.

iii. A case of misconduct that is considered by staff to be an isolated incident and minor in nature may be managed with an informal verbal warning outside of the official procedures outlined in this document.

iv. More serious misconduct and misconduct following a previous informal warning will be managed using the procedures below. Cases of suspected or substantiated gross misconduct will be referred immediately to the college Principal and may result in a student being expelled in extreme cases.

6. Roles and responsibilities of staff

i. All staff have a duty to report suspected or substantiated misconduct to the college Welfare Officer and to the student's Proctor.

ii. The Welfare Officer and Proctor will decide who is best placed to manage the case of misconduct, depending on the nature of the incident, and involve further welfare and/or academic staff in any investigation or disciplinary procedure as needed.

iii. Cases of misconduct are escalated to more senior staff if

Early stage procedures have not adequately resolved the matter

This is not the first case of misconduct for the student

The misconduct is of a sufficiently serious nature that early stage procedures are deemed to be inappropriate.

7. Recording cases of misconduct

· All cases of misconduct should be recorded. Initial details of the case should be recorded by the member of staff who identified the misconduct using a

Misconduct Record.

8. Reporting cases of misconduct

i.   Staff identifying misconduct should report it to the college Welfare Officer and to the Proctor. This should be done by forwarding them the details of the case recorded in a *Misconduct Record.*

ii.   Cases of misconduct occurring at college or in relation to academic work will be managed in the first instance by the student's Proctor. The student's proctor should keep the college Welfare Officer informed regarding progress and outcome.

iii.   Cases of misconduct occurring in college residences, homestay or off-site

will be managed in the first instance by the college Welfare Officer or passed to the appropriate authority. The college Welfare Officer or Chief warden should keep the student's Proctor informed regarding progress and outcome.

iv.   All cases of misconduct that result in a written warning to the student should be reported to the student's parent(s)/guardian(s).

v.   Misconduct case files and notes will be available in students' records. If other members of staff have concerns about a student's conduct or behavior, they are encouraged to check the student's record and discuss their concerns with the student's Proctor.

9. Disciplinary procedures

i.   Following a case of misconduct, early disciplinary procedures will be managed by the Students' Proctor or the college Welfare Officer, depending on the nature of the misconduct. Later-stage procedures will be managed by more senior members of staff. Further details can be found below as part of the description of each procedural stage.

8. Student Progress Policy

1. Introduction

This policy describes the processes in place to manage the progress of students to support them in achieving their full potential. It describes the role of students, Teachers, HoDs/Principal and parents/guardians and explains the tools used for monitoring purposes. It describes in detail the procedures to be followed when students make insufficient progress.

2. Policy and procedures aim

The aim of this policy and procedures is to maximize the achievement of learners to encompass subject achievement, language and skill development, and acculturation.

3. General principles underlying this policy and procedures

The policy and procedures for managing student progress are explicit, clear, and consistently applied

Teachers have the responsibility for monitoring the progress of students they teach, include subject achievement and skill development

Proctors have the responsibility for monitoring the overall progress of students on their program of study

Students are expected to take a high level of responsibility for managing their own progress, and teachers will support them to develop the necessary skills to do this.

4. Approach to progress management

4.1 Approach

i. Managing the progress of students at College is the joint responsibility of academic staff, welfare staff and the students themselves, and effort from all three sources is required to enable the student to fulfill their academic potential.

ii. Staff continuously monitors a student's welfare and academic progress and work together to quickly address any concerns and provide any additional support required. In turn, students are expected to monitor their own progressw, using a student planner provided by the college, identify and and raise any concerns they may have, and work proactively with staff to try to address them.

iii. A group of students shall have a proctor, with whom they meet regularly. Proctors monitor and manage students' welfare and academic progress and work with students and other members of staff to address any concerns.

4.2 Overview of student progress management processes

i. Student progress is continuously monitored by teaching staff

ii. Attendance, assignments and assessment marks are recorded by teaching staff regularly.

iii. Attendance data, progress information, assignment and assessment marks to date are assessed by Proctors whenever needed to support progress management

iv. Students are encouraged to evaluate, their own progress using student planners provided by the college

v. Proctors meet students during academic sessions to discuss progress and welfare

vi. Concerns/issues are reported by staff, or raised by the students shall be addressed by relevant academic and welfare staff

vii. Student support plans, including detailed management plans for students with special educational needs or disability (SEND), are developed and put in place if required.

In future, the College will introduce individual learning plans (ILPs) for teachers and students to use as a joint resource for managing progress.

5. Progress management: Admission and startup of program

In the beginning of every program, students undergo some level of baseline testing, including cognitive ability and English language testing. Results of these tests are provided to proctors and concerned Teachers, who are able to interpret the outcomes. Further the proctor is provided with individual, class and proctor

group profile reports, based on information furnished by students in application, which include details such as gender, age, nationality, and academic entry qualifications.

i. All staff are expected to appropriately maintain the confidentiality of baseline and initial assessment information.

5.1 Long-term Goals and Aspirations

i. On admission, each students' long term goals and aspirations are discussed by Proctors/ Academic Advisors in the light of existing qualifications outlined in the student's baseline profile report, and the results of start-upo program baseline testing.

ii. A student's own goals and aspirations help to inform the process of managing their progress. These goals and aspirations will be discussed with the student as they progress through their program to ensure that the student has realistic expectations and targets to work further.

5.2 Target Grades

i. Target grades will be set for each student by teaching staff, who will evaluate information drawn from the student's past educational achievements and on-arrival baseline testing outcomes.

ii. Subsequently these target grades can be adjusted in the light of progressive formative and summative assessment outcomes and subject-based reviews from time to time.

5.3 Skill development and acculturation

i. Areas such as skill development and acculturation are discussed with students using the baseline profile information.

ii. Any development that is required in these areas will be addressed by academic staff to support the student's overall learning needs.

5.4 Expectations for attendance and study

i. In order to actively engage the students in their own learning process and make the best possible progress, it is important that they are aware of the expectations casted upon them.

ii. Teachers and Proctors continuously communicate to students that 100% attendance at lessons is expected unless legitimate absence is authorized, and outline the disciplinary process if this expectation is not met.

iii. In addition, students are expected to take a proactive role in their studies, monitoring and managing their own progress by putting maximum efforts. At the same time, staff should be proactive in identifying and managing additional learning or welfare support needs.

6. Progress management: On program

6.1 Recording of assessment and attendance

i. All assignments/test and assessment marks and all student attendance at lessons are recorded punctually.

ii. Summary reports showing marks and attendance to date, by student and

group, are available with Teachers and Proctors to facilitate the monitoring and management of student progress.

6.2 Review of progress by Teachers

i. Teachers monitor the attendance and progress of students persistently, looking at skill development and acculturation in addition to academic achievement and general welfare, and take appropriate action to support students wherever needed.

6.3 Actions to address concerns/issues by Teachers

Where there are concerns/issues identified by a Teacher, resulting actions may include:

For general concerns/issues relating to a student's *health or welfare*

i. Informal discussion of the concern/issue with the student, if appropriate, try to understand and work to resolve it, informing other relevant staff of the discussion and outcome

ii. Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and develop a plan for addressing the concern/issue, if required.

For general concerns/issues relating to a student's *academic progress*

i. Informal discussion of the concern/issue with the student, if appropriate, try to understand and resolve it, informing other relevant staff for discussion and outcome

ii. Discussion of the concern/issue with the concerned Proctor and other Teachers and chalk out a plan for addressing the concern/issue, if required.

For specific issues relating to attendance or behavior

i. An informal discussion of the issue with the student, if appropriate, try to

understand and resolve it, informing other relevant staff for the discussion and outcome

ii. Discussion of the concern/issue with the concerned Proctor, relevant welfare staff and other Teachers and chalk out a plan for addressing the issue, if required

6.4 Review of student progress and welfare by Proctors

Each student is allocated to a Proctor to support and facilitate their academic progress across all subjects/modules and to support their general welfare. Proctors meet regularly with their students to resolve issues related to academics and personal welfare.

Proctors monitor attendance and achievement data of students as recorded by Teachers from time to time. Proctors monitor for concerns/issues, including:

i.   Poor attendance (overall/by subject/at particular times)

ii.   Declining attendance (overall/by subject/at particular times)

iii.
        Internal assessment marks below pass standard (overall/by subject)

iv.
        Declining academic performance (overall/by subject)

v.   Missing attendance data or marks.

In addition, Proctors monitor:

i. General welfare

ii. Potential safeguarding/child protection issues

iii.   English language development

iv. Progress towards acculturation

v .   Learning skill development

vi. Spiritual, moral, social and cultural (SMSC) development

vii. Attitude towards/engagement with studies.

Proctors provide balanced feedback to students, including positive and constructive comments. They give positive reinforcement where good progress is being made and supportive encouragement where progress could be improved. The Proctor also responds to the concerns raised by the students, their Teachers and welfare staff.

6.5 Review of progress across subjects/modules by Proctors

i. Once in a Semester Proctors carry out a review of progress across all subjects/modules of each student. The student is expected to prepare by reviewing and evaluating their attendance data and subject/module marks, provided by the Teachers/tutor. The Tutor prepares by reviewing attendance data and homework and test marks, and Teacher comments included in students' progression reports.

ii. The tutor acknowledges achievements and discusses areas for improvement and then supports the student to identify action for betterment or continued high performance. Support needs are addressed.

iii. Outcomes are recorded by the student in their student planner. The tutor also records key points and outcomes of the progress review and shares the records with other relevant staff.

6.5 Actions to address concerns/issues by Tutors/Teachers

i. Where a concern/issue is identified by a Tutor, the Tutors will firstly discuss it with other relevant academic and welfare staff. A joint plan of action to address the concern/issue should be developed by the Tutor/Teacher, as needed.

ii. For attendance or behavioral issues, after initial discussion with other relevant staff, the Tutor or Teacher should invoke, as needed, relevant

iii. Where concerns continue, the Tutor should refer the matter to the relevant academic manager (Programme Manager/Academic Director/HoD) and/ or welfare manager

7. Students making insufficient progress

7.1 Identification of students making insufficient progress

i. Periodic monitoring of performance in formative and summative assessments is undertaken by the student's Tutor overall subjects/modules studied and enables Teachers and Tutors to identify students making insufficient progress.

ii. Students making insufficient progress are categorized as follows:

a) Insufficient progress to pass the program

b) Insufficient progress to achieve progression to university

c) Insufficient progress to achieve progression to first or second (insurance) choice university for a program

7.2 Gathering further information

All available relevant information is gathered by the Tutor, with inputs from the Program Manager if needed, for any student making insufficient progress in order to identify possible causes. Information gathering includes:

i. Baseline student profile (age, gender, nationality, academic background, Baseline testing results etc.)

ii. Copies of relevant college records (academic and welfare) – e.g. attendance and formative assessment marks for all semesters, midterm progress reports, tutorial review records, reports of concern, SEND/medical information, disciplinary procedures etc.

In addition, the Tutor/ Program Manager should contact all other relevant staff (academic and welfare) to obtain further ('soft') information about:

i. The student's current perceived English language ability

ii. The student's perceived academic ability

iii. The student's general attitude towards their studies, including homework and assessment

iv. The student's behavior and participation in the class/extra-curricular activities/enrichment programs

v. The student's general welfare

vi. Recent changes in behavioral patterns, attitude, welfare etc.

7.3 Procedures when insufficient progress is identified

If a Tutor and their colleagues feel that further information gathered reveals a cause

for concern regarding insufficient progress in any of the above categories being made by a student, should follow the procedures outline below, as relevant:

1. The Tutor will meet with the relevant Program Manager, if they have not already been involved in the processes to date, to review all relevant information and agreed upon an approach for talking to the student about the concerns and subsequently managing their progress

2. The Tutor/Program Manager will then meet the student to discuss the concerns and identify the means to support the student, recording the key points and actions of the discussion

3. The Tutor/Program Manager will share management plans for the student with all other relevant staff to ensure support is provided in all areas needed.

4 . If there is an indication from information gathered that lack of progress may be due to welfare/accommodation issues, then relevant welfare/ accommodation policy and procedures are followed

8. Additional classes / Extra Tuition

Extra tuitions can be arranged for students who feel they are not making the progress they wish to, or where academic staff feel additional support, which cannot be provided as part of the student's usual timetable, is required.

8.1 Definition of extra student tuition

i.   College defines extra student tuition as any one-to-one or group tuition provided by a member of its academic teaching staff on College grounds outside of the structured curriculum timetable or official extra-curricular activities. This definition excludes ad-hoc assistance provided by teachers in response to specific queries made by students outside of lesson and tutorial time.

ii.   If sufficient students have requested the same additional tuition, the college may opt to run an additional class in the relevant subject as an extension to the current timetable. In this case, this support will not be classed as extra tuition.

8.2 Provision of extra tuition

College permits its academic teaching staff to provide extra tuition for students in the following circumstances:

i.   A recommendation has been made by a member of academic or welfare staff that extra subject/English tuition is required in order to facilitate a student's reasonable progress on their program of study. The recommendation has been accepted by the student and their parent/guardian/ the individual who will pay for the extra tuition

ii.   A student has requested extra subject/English tuition in order to facilitate
    reasonable progress or enhance performance on their program of study, which has

been approved by their parent/guardian/the individual who will pay for the extra tuition

iii. A recommendation has been made by a member of academic or welfare

staff that extra English tuition is required in order to facilitate the student's integration into college academic life. The recommendation has been accepted by the student and their parent/guardian/the individual who will pay for the extra tuition

iv. A student has requested extra English tuition to facilitate their integration into college academic life, which has been approved by their parent/guardian/the individual who will pay for the extra tuition.

v. The Academic Coordinator must review and approve all consent forms before extra tuition arrangements are put in place.

vi. Payment will be collected in advance directly by college. Teachers must not take direct payment for extra tuition.

9.Student Code of Conduct Policy

1. Introduction

i. College is a caring learning community which respects the rights and duties of each student to enjoy a safe, positive, congenial and successful learning experience. College also promotes a safe, respectful and cooperative working environment for its members.

ii. As members of the college community, all students are expected to abide by its code of conduct.

iii. Positive behavior is expected from all students and is actively encouraged and acknowledged by staff. When students behave in a positive way, and cooperate with one another and with staff, a happier, more cohesive and more productive college community results.

iv. Students who do not behave in a positive way and do not abide by the college code of conduct will be subjected to College Disciplinary Policy and Procedures, which outlines actions in response to breaches of this code.

2. Code of conduct for students

i. This code relates to students' conduct throughout their time at College and should be followed whilst students are both on and off college grounds, where ever applicable.

ii. Students may contact any member of college staff if they have any concerns during their stay at College. Students may wish to raise matters relating to the conduct of fellow students or members of staff and should feel free to do so anonymously in writing, if required.

2.1. General conduct

Students should:

a. Treat their fellow students, members of staff, visitors, and homestay providers courteously.

b. Follow appropriate instructions given by staff members from time to time.

c. Be honest

d. Positively represent the college

e. Positively represent values and culture

f. Avoid the use of offensive, abusive, filthy language

g. Inform a member of staff if they know that other students are involved in misconduct that may endanger them or others.

h. Inform any staff member if they are concerned about a fellow student

i. Dress appropriately for college activities and external trips/visits and in college and hostels.

2.2.Discrimination

i. Discrimination in any form will not be tolerated at College.

ii. Students should behave in a way that is respectful, tolerant and accepting to others which does not discriminate against others on any grounds,including age, gender, race, nationality, language, culture, religion, disability, health, status and appearance etc.

2.3. Bullying and harassment

i..Bullying and harassment/Ragging in any form will not be tolerated at College.

ii. Students should:

o Not engage in, encourage or condone bullying or harassment of fellow students or college staff, including banter that can be perceived as bullying

o Report any incident where they feel bullying or harassment is taking place

2.5.Security

Students should:

i. Wear their college identity card at all times whilst on college and show it to college staff on demand.

ii. Use their identity card to let other people into or out of college premises.

iii. Not lend their identity card to anyone else.

iv. Not use their identity card to let other people into or out of college premises.

v. Report lost or stolen identity cards to a member of staff immediately and arrange for a replacement.

vi. Not leave personal belongings unattended or unsecured on college premises

vii. Report suspicious persons /packages or items to a member of staff or to Security

2.6. Health and safety

Students should:

a. Declare any known medical conditions to a member of staff

b. Provide details of any medication they are taking and/or have with them at college to a member of staff

c. Use equipment safely/in accordance with safety instructions Report health or safety concerns to a member of staff

d. Report accidents/safety-related incidents to college staff

e. Report accidents/safety-related incidents to college staff.

f. Inform staff if they are injured or feeling unwell, particularly if they cannot attend the college, are concerned about their condition, may require medical attention, or may not be able to leave their residence in the event of an emergency

g. Report to a member of staff if a fellow student needs urgent medical attention

h. Sound the fire alarm in the event of a fire and evacuate the building

i. Not tamper with safety or medical equipment

j. Not bring pets into college premises, including hostels

k. Not bring babies or young children onto college grounds without prior consent from the college authorities.

2.7. Welfare

All students should:

i. Follow guidance given by the college to safeguard their welfare
ii. Report to a member of staff any significant concerns they have about their own welfare or that of fellow students.

2.8. Alcohol, narcotic and illegal /psychotropic substances

Students should not:

a. Purchase, Store and consume or be under the influence of alcohol/narcotics on college grounds or at college events
b. Purchase alcohol for anyone else
c. Store, attempt to obtain, purchase, share or use illegal/ psychotropic substances at any time.

2.9. Smoking

This relates to all tobacco products and e-cigarettes/vaporizing products Students should not:

a. Smoke anywhere on college premises
b. Smoke in hostels

c.   Purchase or solicit tobacco products

2.10. Criminal /Anti-Social Activity

Criminal activity in any form will not be tolerated at College. Students should:

a.   Not engage in, encourage, condone or conceal criminal activity

b.   Seek the help of the police, college staff, the Proctor or an external specialist group if they become the victim of serious crime

c.   Report to a member of staff all criminal activities of other students or members of staff.

2.12. Intimidation, aggression and violence

Intimidation, aggression and violence in any form will not be tolerated at College.

i. Not engage in, encourage or condone intimidating, aggressive or violent behavior

ii. Report to a member of staff any serious incidences of aggressive or violent behavior of other students or members of staff

iii. Report to a member of staff any examples of students using intolerant language or promoting or identifying with extremist views or groups.

2.13. Attendance at college

Students should:

a. Attend all timetabled lessons, tutorials and activities unless they have received prior authorization for absence or are unwell

b. Students who require time off college for legitimate reasons should request authorization for absence according to the college's *Attendance Policy*

c. Students who are unwell and cannot attend college should inform the college on the first day that they are unwell.

2.14. Learner conduct

Students should:

a. Behave in a way that allows them and others to learn

b. Arrive on time for all classes and other events associated with their studies, and bring with them any required materials and equipment

c. Use electronic devices during timetabled activities only when permitted to do so

d. Refrain from using any photographic or video-recording devices during timetabled activities without the consent of fellow students and/or college staff

e. Complete all work themselves and within the stipulated time.

f. Abide by the assessment regulations set out by the College and the awarding/ validating bodies for their academic program, where ever   applicable

g. Must not plagiarize work from other sources, i.e. internet or another student

2.15. Use of college resources and facilities

Students should:

a. Treat resources and facilities belonging to the college with respect and due care.

b. Leave resources and facilities tidy/clean after use

c. Not remove or alter resources and facilities without permission Use college resources only for their intended purpose(s)

d. Not leave personal information or belongings behind after using resources and facilities.

2.16. Use of the internet

Students should:

i. Be vigilant about their safety when using the internet and, specifically, not provide personal details, contact information or images to, or arrange to meet, people unknown to them

ii. Not post images of fellow students or members of staff on the internet

iii. Not share any youth produced pornographic imageries

iv. Not access private, secure or financial material on public devices

v. Not access inappropriate material on public devices

vi. Not access or download illegal material

vii. Not purchase inappropriate items, or items that they are too young to purchase, online.

2.17. Conduct in college residences/ hostels

Students should:

a. Follow signing in and out protocols

b. Not change their allocated bedroom without consent of authorities

c. Not allow visitors other than parents/guardians and college peers into their residence at any time

d. Ensure permitted visitors abide by relevant residence regulations

e. Sign permitted visitors in and out

f. Ensure all permitted visitors leave the residence after the allotted time

g . Not cover or obstruct heaters/radiators

h. Not have their own items of furniture, fridge, freezer, cooking, appliance, air conditioning unit, heater or electric bedding in their bedroom

i. Not burn inflammable material or other materials in their room

j. Refrain from photographing or video recording fellow students.

k. Leave vehicles in designated areas only

l. Report any damage they incur to college property

m. Place rubbish in the bins provided and not leave litter outside the residences and maintain the campus clean and green.

n. Not throw anything out of windows

o. Keep their room tidy so that it can be cleaned effectively

q. Be respectful of fellow students by keeping noise to a minimum and reducing noise levels when requested by fellow students or staff

r. Respect the privacy of fellow students and not enter any student's room without their permission

s. Be respectful of fellow students when using communal areas Use all facilities responsibly and hygienically.

2.18. Conduct in homestay residences

i. Homestay providers are given guidance on how to keep homestay students safe and the rules they should follow when staying in their home.

ii. In addition, host families will set their own rules for students staying with them. Students should follow all rules set by their host family in addition to behaving in a courteous, respectful and cooperative manner at all times.

2.19. Conduct on external trips and visits

Students should:

i. Pay attention to and follow welfare, health and safety instructions given by members of staff

ii. Act in a way that positively promotes the college

iii. Not do anything that puts others in danger

10. Scholarships & Prizes

The Govt. College (A), Rajamahendravaram, offers various scholarships to the students who excel in their Academics.

Prizes under Academic Festival:

As per the Orders of the Commissioner of Collegiate Education, the College identified and felicitated the Final year students who stood in the first position subject wise and Group wise.

Other Scholarships & Prizes:

1. **Subrahmanyam Ayyar Endowment Fund:**

   This prize is to be awarded to III year B.A. Special English student who gets highest percentage of marks and whose conduct is good (Total marks of all the subjects will be considered).

2. **Poor Scholars fund:**

   This scholarship shall be awarded to III year Degree (BA/ B.Sc./B.Com) student

who secures highest marks in II year Exams and whose parent's income does not exceed Rs.12,000/- per annum.

3. Fazullah's **Scholarship Endowment Fund:**

   This scholarship shall be awarded to a Muslim Student of B.Sc. Class who secures maximum marks in II year Exams and whose parents' income does not exceed Rs.12,000/- per annum.

4. **Kokkonda Rajagopala Rao Scholarship Endowment Fund:**

   This scholarship shall be awarded to III year Degree (B.A./ B.Com./ B.Sc.) Brahmin student who secures maximum marks in the II year Degree Exams and whose parental income does not exceed Rs.12,000/-.

5. **The Dharwada Venkata Krishna Rao Scholarship and Endowment Fund:**

   The Scholarship shall be awarded to a student of II year degree class who secures highest marks in the I year Degree Examination and whose parental income does not exceed Rs.12,000/-. This shall continue for III year, if the student continues his studies in this college.

6. **Nori Veeranna Memorial Prize:**

   This shall be awarded to a student of 2nd year Degree class on the basis of maximum marks obtained in 1st year Degree.

7. **The Dr. Gurumurthy Co-op. Endowment Prize:**

   This shall be awarded to two students of 3rd year Degree class by conducting an Essay Writing Competition on Co-operation and Rural upliftment (I&II prizes are distributed in the ratio of 3:2 respectively.)

8. **S.V. Appalacharyulu Memorial Endowment Fund:**

   This shall be awarded to a student of III year Degree class who secures maximum marks in II year Sanskrit.

9. **Manchiraju Lakshmi Venkataramana Murthy Prize:**

   This shall be awarded to a student of this College who secures the highest marks in the III year Examination in the M.P.C. group.

10. **Koti Janikamma Poor Sanskrit Student Scholarship:**

    This shall be awarded to a poor deserving Madhwa Brahmin student of III year Exam and whose parental income is less than 12,000/- per annum.

11. **The Meda Radha Krishna Memorial Prize:**

    This prize shall be awarded to a non-Brahmin student of III year B.Sc. class with Physics as one subject and who secures maximum aggregate marks in group subject put together in 3 years.

12. **The Kotipalli Janakamma Scholarship:**

    This shall be awarded to a poor, deserving 1st year Degree student who belongs to Madhwa Brahmin Community and whose parental income does not exceed Rs.12,000/- and who secures maximum marks in Intermediate Examination.

13. **Sriman Maha Mahopadhyaya Kalluri Venkata Rama Sastry Memorial Prize:**

This shallbe awarded to a student who gets the highest number of marks in the aggregate at B.A. Degree Examination.

14. **Centenary Merit Awards:**

The fund shall be called 'Rajamahendravaram College Centenary Merit Awards Fund".

Merit awards shall be awarded every year in cash to each of the student who scores the highest marks among the student of this college in the March or April University Examinations of the previous year in the following subjects.

English, Telugu (under Part-1), History, Politics, Economics, Sociology, Philosophy, Commerce, Mathematics, Physics, Chemistry, Botany, Zoology, Geology, Psychology (II Hindi & Sanskrit) Part. In addition one award is for the student who is declared, by the Principal, as the best in Physical Education.

15. **Smt. Veera Ghatta Suramma Scholarship:**

This shall be awarded to the 1 year Degree student who secures the highest marks in Sanskrit in his/her Intermediate examination.

16. **The N.K. Venkatesam Sri Mark Hunter Memorial Prize:**

This shall be awarded to a III year B.A. Student who secures the highest No. of marks in Part-1 English at the second year Degree Examination.

17. **Tatavarthy Sree Rama Murthy Memorial Prize:**

The prize will be given to the student who scored in highest total marks in I & II years put together in B.Com. course (including languages). The student must have got in 75% attendance and pass in first attempt.

18. **Sri Bulusu Venkateswarlu Endowment Prize:**

The prize will be given to the student who secures highest marks in B.Sc. Physics upto 3rd Semester.

19. **Sripada Suramma Endowment Prize:**

The prize will be given to the student who secures highest marks in M.Sc. Chemistry & B.Sc. Chemistry.

20. **Thirumala Peda Bhushani Venkata Narasimhacharyulu Endowment Prize:**

The prize will be given to the student who secures highest marks in III B,A. Geography subject in 4th & 5th semesters.

21. **Dr. Rolla Seshagiri Rao Memorial Endowment Prize:**

he prize will be given to the topper in I B.Sc. (BZC).

22. **P. Rajeswara Rao & Smt. P. Satyavathi Memorial Endowment Prize:**

The prize will be given to the topper in II B.Sc. (BZC).

23. **Dr. K.S. Bilgrami Memorial Endowment Prize:**

The prize will be given to the topper in III B.Sc. (BZC).

24. **Sri N. Subba Rao Memorial Endowment Prize:**

The prize will be given to the student who secures highest marks in I M.Sc. (Organic Chemistry) for 1st and 2nd semesters.

25. **Pattisapu Satyanarayana Murty Memorial Prize:**

The prize will be given to the Topper male student in B.A.

26. **The Metcalf Memorial Scholarship of Rajamahendravaram:**

This shall be awarded to a student who is admitted into I year Degree Class and who secures highest marks in Intermediate class among all the students admitted in this college.

27. **Damerla Venkata Rao Memorial Prize:**

This shall be awarded to III year B.A. Degree student with History as one subject and who secures the highest marks in the I and II year History Examinations put together (Rs.444/-)

28. **Mahidhara Jaganmohan Rao and Sitadevi Endowment Prize:**

This shall be awarded to a student who secures maximum marks in the III year B.A. Degree Examination.

29. **Sri K. Prakasa Rao &SmtKrishnaveni gold medal:**

This will be awarded to the topper of M.Sc. Final year student of Physics department.

30. **Kasarabada Scholarship:**

This will be awarded to all 3 year degree students who topped the class from mathematics stream (Rs. 750/- per month per students)

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