

# Jagarlamudi Kuppuswamy Choudary College

(An Autonomous Institution in the jurisdiction of Acharya Nagarjuna University)

Accredited by NAAC with **A** grade

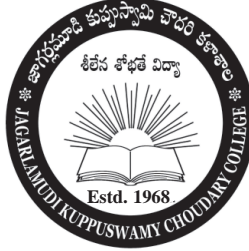
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Sponsored by  
Nagarjuna Education Society,  
Guntur

2024 - 2025

**CALENDAR AND HANDBOOK**

Post - Graduate

## A Few Hints About Good Manners

You have come to the college not only to seek knowledge but also to develop into a good citizen. Good manners are the sign of true education.

- ❖ When you meet your teachers for the first time in the day, greet them with appropriate words and gestures of respect.
- ❖ Use the polite form of address while speaking to your teachers.
- ❖ When the teacher enters the classroom, you shall stand up and sit down only after the teacher takes his seat or tells you to be seated.
- ❖ You may leave the classroom only after the teacher goes out.
- ❖ Always make way for the members of the Teaching Staff.
- ❖ Loud talking and laughing, using vulgar language, smoking on the Campus, loitering on the verandah, throwing litter in and around the classrooms, writing anything on the walls, doors and black boards etc., are bad manners.
- ❖ Have consideration for others and do not always think about your own conveniences.
- ❖ You should always strive to bring credit to your college.
- ❖ Always remember the adage "The end of education is character". Your education shines only if your character is good. Therefore the college motto "Seelena Sobhate Vidya" must be your motto.

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## Personal Memorandum

Name: .....

Class : ..... Roll No : ..... Blood Group : .....

Father's / Guardian's Name : .....

Present Address : .....

## Calendar Committee

Sri P. Gopichand, M.A., M.Phil., NET  
Principal Chairman

Sri S.R.K. Prasad, M.Sc.,  
Director (P.G.) &  
Controller of Examinations

Dr. K. Sambasiva Rao, M.Sc., Ph.D.,  
Lecturer in Physics Vice-Principal

Sri T. Bala Narendra Prasad, M.Sc., M.Phil.,  
Lecturer in Physics Vice- Chairman

Dr. Y. Suresh Babu, M.Com., M.C.A., Ph.D.,  
Director for MCA & Prof. Member

Dr. N. Madhavi, M.Sc., Ph.D.,  
HoD of Chemistry & Asso. Prof. Member

Dr. M. Guravaiah, M.Sc., Ph.D.,  
Asst. Prof. in Microbiology Member

Student Representatives :

1. Chaitanya Prudhvi, III M.CA.,
2. Shaik Vaseema, II M.Sc., (Chemistry)
3. Jabida Sultana, II M.Sc., (Biotechnology)

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Executive Body of  
The Nagarjuna Education Society,  
Guntur

- President : Dr. Rayapati Srinivas, M.B.,B.S.,
- Vice-Presidents : 1. Dr. Jagadish K. Maddineni  
: 2. Sri Madala Ratnagiri Babu  
: 3. Sri Chukkapalli Ramesh
- Secretary : Sri Jagarlamudi Murali Mohan
- Additional Secretary : Sri Byrapaneni Naresh
- Joint Secretary : Dr. C.N. Srinivas. M.B.,B.S.,
- Treasurer : Dr. Kondabolu Vara Prasad
- Member : Sri Rayapati Mohan Sai Krishna
- Special Invitees : 1. Sri V. Kuppu Swamy  
: 2. Dr. P. Gopichand  
: 3. Dr. Madala Srinivas

Governing Body of  
Jagarlamudi Kuppaswamy Choudary College (Autonomous),  
Guntur.

|                                       |  |
|---------------------------------------|--|
| President                             | : Dr. Rayapati Srinivas  |
| Vice - President                      | : Dr. Kondabolu Krishna Prasad   |
| Secretary & Correspondent             | : Sri J. Murali Mohan, B.Tech., M.B.A.,  |
| Joint Secretary                       | : Dr. C.N. Srinivas, M.B.,B.S.,  |
| Treasurer                             | : Dr. P. Gopichand   |
| Industrialist                         | : Sri Chukkapalli Ramesh   |
| University Nominee                    | : Prof. P. Siddaiah  |
| State Govt. Nominee                   | : Dr. A. Amruthavalli  |
| Principal (Ex-Officio)                | : Sri P. Gopichand, M.A., M.Phil., NET   |
| Vice-Principal (Spl. Invitee)         | : Dr. K. Sambasiva Rao, M.Sc., Ph.D.,  |
| Director, P.G. Courses (Spl. Invitee) | : Sri S.R.K. Prasad, M.Sc.,  |
| Teaching Staff                        | : Sri Ch. Ram Prasad, M.Sc., M.Phil.,<br>Sri R. Srinivasa Rao, M.Sc., M.Phil., |
| Senior Administrative Staff           | : Smt. K. Lakshmi Kumari   |
| Educationist                          | : Prof. K.R.S. Sambasavia Rao  |

Executive Body of  
Jagarlamudi Kuppuswamy Choudary College,  
Guntur.

|                           |   |
|---------------------------|---|
| President                 | : Dr. Rayapati Srinivas   |
| Vice-Presidents           | : 1. Dr. Kondabolu Krishna Prasad<br>: 2. Sri Chukkapalli Ramesh  |
| Secretary & Correspondent | : Sri Jagarlamudi Murali Mohan  |
| Joint Secretary           | : Dr. C.N. Srinivas   |
| Treasurer                 | : Dr. P. Gopichand  |
| Members                   | : 1. Sri Y. Naga Venkata Praveen<br>: 2. Sri Rayapati Mohan Sai Krishna<br>: 3. Sri Jagarlamudi Suresh              |
| Special Invitees          | : 1. Sri V. Kupp Swamy<br>: 2. Sri Madala Ratnagiri Babu<br>: 3. Sri Korrapati Rama Rao<br>: 4. Dr. Madala Srinivas |

## Vision and Mission

### Vision

The grand vision of JKC College comprehends large interactive areas of Education, Culture, Literature, Arts, Humanities, Science and Technology; the high quality education at different levels, inculcation of scientific temper and creative thinking, cultivation of character, promotion of dynamic, forward looking outlook.

### Mission

High quality higher education providing the youth, in particular to rural youth in humanities, science and technology and brightening their future with wider educational opportunities and better employment avenues.

### Aims and Objectives

#### Aims

- ❖ Providing high quality higher education in accordance with the changing needs of the society.
- ❖ Brightening the future of rural youth in particular with wider educational opportunities.
- ❖ Facilitating better employment avenues.
- ❖ Training of young men and women of quality to be leaders in all walks of life and serve their people in justice, truth and love.
- ❖ To create personally mature, professionally equipped and service oriented integrated leaders to become assets to the Community and Nation.

#### Objectives

- ❖ Providing education at UG & PG level
- ❖ Providing vocational training for better employment avenues.
- ❖ The training in this college plays a vital role for betterment of the students in general and in particular the poorer and marginalized sections of the society.
- ❖ To develop intellectual capacity and quest for truth and knowledge in order to make the students personally responsible for their own lives.
- ❖ To empower every student to take up the issue of the down-trodden in order to protect their dignity.
- ❖ To inculcate the values enshrined in the Preamble of the Indian Constitution such as love, justice, truth, simplicity, self-sacrifice, service and esteem for special values.
- ❖ To foster an atmosphere of intellectual vigour and moral rectitude in which the young men and women of our country may find fulfillment and achieve eminence.



## Origin and History of the College

**Origin :** The Nagarjuna Education Society was formed in 1967 by eminent educationists, philanthropists with an aim to serve society in the field of education. It is named after the great Buddhist scholar, Acharya Nagarjuna. The brain-child of the Nagarjuna Education Society is J.K.C. College. The legacy of the college started with its name given after the noble patron and celebrated philanthropist Sri Jagarlamudi Kuppuswamy Choudary.

The college was inaugurated on 19-7-1968 by the late Buddhiraju Ramachandra Rao, M.A.,L.T. a veteran educationist and the first Principal of the Hindu College, Guntur. Prof. K. Satchidananda Murthy, M.A., Ph.D., the Principal, Andhra University Post Graduate Centre, Guntur presided over the inauguration function.

Since the day of its inception J.K.C. College has been progressing in leaps and bounds to reach a unique mark of distinction.

**History :** The members of the College Governing Body are enlightened citizens and educationists. Founder President Sri Jagarlamudi Chandramouli, B.A., B.L, Ex-M.P., Ex-M.L.A., Ex-Member of the Syndicate of Acharya Nagarjuna University was a venerable man of high integrity and generous outlook and under his efficient presidentship, which lasted for about two decades, the college achieved all round progress and good reputation.

Dr. K. Sadasiva Rao, the founder Secretary & Correspondent and also a reputed surgeon rendered his invaluable services to the institution over 3 decades by safeguarding the noble objectives of J.K.C. College.

The prominent patrons are Sri Chebrolu Hanumaiah, Ex-MLC and Ex-Minister of Marketing, Govt of A.P and Sri Y.K.S. Prakasa Rao, B.A., a great philanthropist and educationist.

Dr. Kondabolu Basavapunnaiah, renowned physician and surgeon who succeeded Dr. K. Sadasiva Rao as Secretary and Correspondent and later as President has played a pivotal role in the phenomenal physical and academic growth of the institution, working in tandem with all the members of the Governing Body.

Dr. Rayapati Srinivas, a medical practitioner, Ex-Chairman, Guntur Zilla Parishad and Ex-MLC succeeded Dr. K. Basavapunnaiah as president of Nagarjuna Education Society and its institutions.

A veteran of sports and staunch humanitarian Sri J. Narendernath, son of founder President, Late Sri J. Chandramouli, succeeded Dr. K. Basavapunnaiah as Secretary and Correspondent. In his two and half decades tenure, the college has

seen a phenomenal growth in terms of infrastructure and academic excellence. During this period the college was accredited with "A" grade by NAAC and Autonomy status was also conferred by UGC.

A prominent industrialist marked for his magnanimity and meticulous vision, Sri Jagarlamudi Murali Mohan, B.Tech., M.B.A., son of founder President, Late Sri J. Chandramouli, has taken up the noble mission of his great predecessors to ensure the quality of higher education. Under his statesmanship J.K.C. College is certain to reach new heights of glory.

Though the college started with humble beginnings, it has steadily grown from strength to strength, acquiring a full-fledged status in a very short time. By achieving remarkable results in the academic sphere, JKC College has carved out a niche for itself in the temple of education in Andhra Pradesh.

The college had its glorious beginnings with an erudite scholar, Sri Yalavarthi Rosayya as its Founder Principal. Here is the succession list of Principals.

|  |                                      |
|--|--------------------------------------|
| Sri Y. Rosayya (1968 - 1976 )                                | Dr. S. Anantham (1976 - 1980)        |
| Dr. C.N. Sastry (1980 -1984 )                                | Sri E. Bhaskara Rao (1984 - 1993)    |
| Sri A. Nomula Rao (1993 - 1998)                              | Sri G. Someswara Sarma (1998 - 2003) |
| Sri N. Bhushaiah (2003 - 2004)                               | Sri S.R.K.Prasad (2004 - 2007)       |
| Dr. K.V.N.B. Kumar (2007 - 2014)                             | Dr. I. Nageswara Rao (2014 - 2024)   |
| Sri P. Gopichand is appointed as Principal (FAC) on 1-7-2024 |                                      |

The launching of JKC College has breathed life into the slumbering surroundings of Ring Road, a desolate place in 1968. It is now a densely populated area, bustling with hectic activity. Yet the tranquility of yore is preserved intact even after five decades of its inception and classes are run in serene and ideal setting and atmosphere.

It is the fervent prayer and hope of the Nagarjuna Education Society that JKC College shall continue "to strive, to seek, to find and never to yield". In the relentless pursuit of noble ideals enshrined in the memory of the sage and savant, Acharya Nagarjuna, and never resting on its oars, the college shall be "still achieving and still pursuing"

#### **Golden jubilee year :**

J.K.C. College has reached another landmark of Golden Jubilee. The inauguration of the Golden Jubilee year (2017-18) is celebrated on July 19<sup>th</sup> 2017 with great fervour and festivity. College has celebrated the Golden Jubilee on 2<sup>nd</sup> and 3<sup>rd</sup> February 2018. Hon'ble Vice President of India, Sri M. Venkaiah Naidu and Hon'ble Chief Minister of Andhra Pradesh Sri N. Chandra Babu Naidu graced the occasion.

## Profile of the College

**Infrastructure** : The infrastructure of JKC College is shown at a glance in the following table.

| Sl. No. | Infrastructure   | Area and number                     | Purpose of utilization  |
|---------|--|-------------------------------------|---|
| 1.      | Land   | 6.815 acres                         | Buildings and play ground   |
| 2.      | Play Ground  | 4 acres                             | Sports  |
| 3.      | Buildings<br>(a) <i>No. of Class Rooms</i><br>UG<br>PG   | 52<br>16                            | UG Teaching<br>PG Teaching  |
|         | (b) <i>Area of the Class Rooms</i><br>UG<br>PG   | 27,505.20 sq.ft<br>9,683.93 sq.ft.  | UG Teaching<br>PG Teaching  |
|         | (c) <i>No. of Labs</i><br>UG<br>PG   | 16<br>6                             | UG Teaching<br>PG Teaching  |
|         | (d) <i>Area of the Labs</i><br>UG<br>PG  | 22,484.51 sq.ft<br>18,050.84 sq.ft. | UG Practicals<br>PG Practicals  |
|         | (e) <i>Distance Education</i><br>Ambedkar Open University  | 1017.23 sq.ft                       | Administrative Block  |
|         | (f) <i>Andhra Bank</i>   | 1436.74 sq.ft                       | Room for banking transactions   |
|         | (g) <i>Physical education</i><br>Indoor Stadium  | 4,833.32 sq.ft                      | Concrete, Wooden Shuttle Courts, Table Tennis & Physical Education Department                   |
|         | Gymnasium  | 2,100 sq.ft                         | Equipment available for 30 different exercises and steam bath for 5 members in a single sitting |
|         | (h) <i>Common facilities</i> :<br>Canteen, Library, Boys and Girls retiring rooms, Indoor auditorium, 3A.C. conference Halls, 2 English Language Labs, Health Centre, Work Shop etc. | 38,901.74 sq.ft                     | Academic and other facilities   |
| 4.      | Generator facility   | 100 K.V.A<br>20 K.V.A<br>10 K.V.A   | Power supply to the total college during power cut.   |
| 5.      | CALL & Language Lab  | 1200 sq.ft                          | Communication skills and soft skills  |
| 6.      | Autonomous Examination Building  | 5000 sq.ft                          | Exam Section, NCC, NSS, Language Lab-2  |
| 7.      | Solar Power Plant  | 40 kw                               |   |



| Sl. No. | Year of Introduction | Name of the Programme   | Medium             | Intake    |
|---------|----------------------|---|--------------------|-----------|
| 3.      | 1989-90              | <b>B.Sc.</b> , Maths, Statistics,<br>Computer Science,<br>Maths, Physics, Electronics | English<br>English | 100<br>50 |
| 4.      | 2000-01              | <b>B.Sc.</b> , Maths, Electronics,<br>Computer Science                                | English            | 50        |
| 5.      | 2002-03              | <b>B.Sc.</b> , Micro Biology,<br>Bio-Chemistry, Chemistry                             | English            | 30        |
| 6.      | 2003-04              | <b>B.Sc.</b> , Bio-Technology<br>Botany, Chemistry                                    | English            | 30        |
| 7.      | 2005-06              | <b>B.Sc.</b> , Maths, Physics,<br>Computer Science                                    | English            | 50        |
| 8.      | 2006-07              | <b>B.Sc.</b> , Bio-Technology<br>Bio-Informatics<br>Chemistry                         | English            | 30        |
| 9.      | 2007-08              | <b>B.C.A.</b>   | English            | 50        |
| 10.     | 2008-09              | <b>B.Com</b> ,<br>Computer Applications   | English            | 60        |
| 11.     | 2016-17              | <b>B.Sc.</b> ,<br>Maths, Chemistry,<br>Computer Science                               | English            | 50        |
| 12.     | 2018-19              | <b>B.Sc.</b> ,<br>Data Science, Statistics<br>Computer Science                        | English            | 50        |
| 13.     | 2018-19              | <b>B.B.A.</b> ,   | English            | 60        |
| 14.     | 2020-21              | <b>B.Voc</b> (WT & SD)  | English            | 50        |

| P.G. Programmes : |         |                      | Medium  | Intake |
|-------------------|---------|----------------------|---------|--------|
| 1.                | 1993-94 | M.C.A.               | English | 60     |
| 2.                | 1995-96 | M.Sc., Mathematics   | English | 40     |
| 3.                | 1996-97 | M.A., English        | English | 40     |
| 4.                | 1997-98 | M.Sc., Chemistry     | English | 30     |
| 5.                | 1999-00 | M.Sc., Microbiology  | English | 30     |
| 6.                | 2006-07 | M.Sc., Biotechnology | English | 30     |

### Certificate Courses

| Sl.No. | Year of Starting | Name of the Programme                            | Intake |
|--------|------------------|--|--------|
| 1.     | 2002-03          | Accounts Package                                 | 20     |
| 2.     | 2003-04          | Computer Applications                            | 20     |
| 3.     | 2003-04          | Health & Paramedical<br>(Lab Assistant Training) | 20     |

### Training Programmes

| Sl. No. | Year of Starting | Name of the Programme  | Intake         |
|---------|------------------|--|----------------|
| 1.      | 2001-02          | Introduction of Computers & Foxpro   | 25             |
| 2.      | 2002-03          | Functional English   | 75             |
| 3.      |                  | Spoken English   | 40             |
| 4.      |                  | Introduction of Computers and Internet Browsing  | 25             |
| 5.      | 2003-04          | Human Resource Development :<br>Spoken English<br>Reasoning & Arthematics<br>Personality Development | 24             |
| 6.      | 2007-08          | Functional English<br>Journalism<br>Tourism  | 40<br>30<br>30 |

### Diploma

|    |         |  |    |
|----|---------|--|----|
| 1. | 2008-09 | Medical LabTechnology                        | 25 |
| 2. | 2008-09 | Animation                                    | 25 |
| 3. | 2009-10 | Investment Management                        | 70 |
| 4. | 2013-14 | Advanced Diploma<br>in Investment Management | 70 |

**Sports** : The Management of the College deeply believes in the implementation of the famous adage, "A Sound mind is a sound body". Since inception, JKC College has always given utmost importance to sports while planning a comprehensive programme of education. The following table shows the facilities provided by the Physical Education Department.

| Si. No. | Name of the facility | Name of the Game  | Area                       |
|---------|----------------------|---|----------------------------|
| 1.      | Play Ground          | <ul style="list-style-type: none"> <li>a. Cricket Ground</li> <li>b. Two Volley Ball Courts</li> <li>c. Two Kabbadi Courts</li> <li>d. 200 meters track for sprint Track</li> <li>e. Discus throw, Javelin throw, Shotput, High-jump, Long-jump.</li> <li>f. Concrete Cricket Practice Pitch with a mesh enclosure</li> <li>g. Turf Wicket</li> <li>h. Astro Turf Practice Pitches</li> </ul>   | 4 acres                    |
| 2.      | Indoor Courts        | <ul style="list-style-type: none"> <li>a. Two Shuttle Courts (Wooden, Concrete)</li> <li>b. Separate Changing over rooms for boys and girls with modern facilities</li> <li>c. High-Tech Gym equipment</li> <li>d. Indoor games like shuttle-badminton, table-tennis etc., can be played under flood-lights.</li> <li>e. Three Table-Tennis Tables</li> <li>f. Two Carom Boards</li> <li>g. Fifteen Chess Boards</li> <li>h. Parallel Bars, Horizontal Bars, Wall Bars for stretching exercises.</li> </ul> | 129 x 100<br>(1161 sq.ft.) |
| 3.      | Basket Ball Court    | Concrete Basket Ball Court with Flood Lights  | 32 x 19 mtrs.              |
| 4.      | Gymnasium            | <ul style="list-style-type: none"> <li>a. One hall with 30 single stations</li> <li>b. Steam Bath Facility for 5 members in a single sitting</li> </ul>   | 2100 Sq.ft.                |

**NCC:** The motto of the National Cadet Corps, "Unity and Discipline", inspired Sri Y. Rosayya, Founder-Principal of JKC College, a rare classicist by temperament and exemplary stickler for details introduced a unit of NCC in our college in 1969-70. Major B. Subba Rao was the first NCC Officer. He was followed by Lt. T. Raghavaiah, Maj. G. Sambasiva Rao and Lt. T. Raghavendra Rao. And Lt. T. Subba Rao Now Sri U. Venkateswara Rao is the NCC Officer.

NCC Girls Wing is also functioning.

### **Aims of the NCC**

- ❖ To develop disciplined and trained manpower which helps the country in case of emergency.
- ❖ To develop leadership, character, service, spirit, vision and time management skills, which helps for faster development of the country.

**National Service Scheme :** NSS which is deemed as the third dimension of education called extension service work with education as its overall objective of community service. This helps students blossom into individuals with harmonious personality. Extension work is the work done outside the classroom, where adults and the youth work together to find out and work out solutions to the problems of society through action, not through mere contemplation.

### **Aims of NSS**

- ❖ Personality development through community service
- ❖ To involve students and people for the development of their surroundings.
- ❖ To train students in propagating the health awareness.
- ❖ To make the students aware of community development programme.

Practical involvement in such services helps them to turn into a good citizens and leaders. The College has three NSS Units. All the three units are running efficiently and effectively.



**National Level Seminars, Workshops and Symposia** : The College is involved in conducting National Level Seminars and work shops to upgrade the knowledge of students. The staff and students will be exposed to the recent trends in all subjects. They help to inculcate interest in research.

**CALL (Computer Assisted Language Lab)** : The CALL comes out with easier and simpler techniques to aid the students in mastering communication skills in English. This unique lab has advanced software that makes learning a fun and thought provoking. The tyros are at ease in comprehending the intricate items of grammar in a lively atmosphere. "Tense Buster" is one of the software that can teach a student the ins and outs of grammar and it provides necessary feedback to the student. "Sky Pronunciation" is a different package which corrects a speaker's way of articulating words of English.

The CALL conducts practical classes and works with the students in various channels. This programme has been designed for two semesters. The CALL is equipped with 40 systems with rich software and is completely air-conditioned.

**Alumni Participation in the Development of College** : There is an active participation of Alumni on our campus. Nearly 40 members of the teaching staff and 20 members of the non-teaching staff are the old students of our college.

Whenever the college needs the support, the college alumni are ready to take initiative for development. The Alumini donated 27.5 lakhs for construction of new block to provide extra rooms for newly introduced programmes. The Alumni also instituted 12 Merit Awards worth Rs. 4,00,000 to support meritorious poor students.

Whenever Alumni members participated in the college functions, the Management feels very happy by recollecting all the memories of the past. They feel that Alumni Association is an asset to the institution. The alumni has donated Rs. 1.4 Crore to the college during golden jubilee year 2017-18.

**Accredited at A level by the NAAC** : J.K.C. College appeared for Re-accreditation of the National Assessment and Accreditation council for the third cycle. The NAAC peer team visited the college from 21.8.2023 to 22.8.2023. The college is Re-accredited by NAAC with 'A' grade securing 3.19 out of 4 CGPA.

**AUTONOMY** : JKC College has become an autonomous college from the academic year 2007-08. It continues to be an affiliated college of Acharya Nagarjuna University and is autonomous in the sense that it is free to frame its own curriculum and to adopt innovative methods of teaching and evaluation. The examinations are conducted by the college and Acharya Nagarjuna University confers the degrees. UGC granted autonomous status to the college for a period 2023-24 to 2032-33 in its review.

**Programmes Offered :** The College offers the following Programmes for the academic year 2024-2025.

#### Aided Stream

- BSc Honours (Mathematics)
- BSc Honours (Physics)
- BSc Honours (Chemistry)
- BSc Honours (Zoology)
- BCom Honours (General)

#### Self-Financing Stream

- BSc Honours (Microbiology)
- BSc Honours (Biotechnology)
- BSc Honours (Statistics)
- BSc Honours (Computer Science)
- BSc Honours (Data Science)
- BSc Honours (Artificial Intelligence & Machine Learning)
- BCA Honours
- BCom Honours (Computer Applications)
- BBA Honours

#### Post Graduate Programmes

M.Sc. Biotechnology

M.Sc. Chemistry

M.Sc. Microbiology

M.C.A.

Academic Calendar for PG Programmes  
M.Sc., (Chemistry), M.Sc., (Microbiology), M.Sc., (Biotechnology) & M.C.A.,  
Academic Year : 2024-2025

| S No. | First Semester  | Date                        |
|-------|---|-----------------------------|
| 1.    | Commencement of class work for First Semester             | 10-09-2024                  |
| 2.    | Commencement of First Mid Test                            | 06-11-2024                  |
| 3.    | Commencement of Second Mid Test                           | 31-12-2024                  |
| 4.    | Sankranthi Holidays                                       | 12-01-2025 To<br>19-01-2025 |
| 5.    | Commencement of First Semester End Theory Examinations    | 21-01-2025                  |
| 6.    | Commencement of First Semester End Practical Examinations | After Theory                |
|       | <b>Third Semester</b>                                     |                             |
| 7.    | Commencement of class work for Third Semester             | 17-09-2024                  |
| 8.    | Commencement of First Mid Test                            | 13-11-2024                  |
| 9.    | Commencement of Second Mid Test                           | 06-01-2025                  |
| 10.   | Sankranthi Holidays                                       | 12-01-2025 To<br>19-01-2025 |
| 11.   | Commencement of Third Semester End Theory Examinations    | 21-01-2025                  |
| 12.   | Commencement of Third Semester End Practical Examinations | After Theory                |
|       |   |                             |

Academic Calendar for PG Programmes  
M.Sc., (Chemistry), M.Sc., (Microbiology), M.Sc., (Biotechnology) & M.C.A.,  
Academic Year : 2024-2025

| S No.                  | Second Semester  | Date         |
|------------------------|--|--------------|
| 13.                    | Commencement of class work for Second Semester             | 03-02-2025   |
| 14.                    | Commencement of First Mid Test                             | 26-03-2025   |
| 15.                    | Commencement of Second Mid Test                            | 20-05-2025   |
| 16.                    | Commencement of Second Semester End Theory Examinations    | 03-06-2025   |
| 17.                    | Commencement of Second Semester End Practical Examinations | After Theory |
| <b>Fourth Semester</b> |  |              |
| 18.                    | Commencement of class work for Fourth Semester             | 03-02-2025   |
| 19.                    | Commencement of First Mid Test                             | 26-03-2025   |
| 20.                    | Commencement of Second Mid Test                            | 20-05-2025   |
| 21.                    | Commencement of Fourth Semester End Theory Examinations    | 03-06-2025   |
| 22.                    | Commencement of Fourth Semester End Practical Examinations | After Theory |
|                        |  |              |

## JUNE 2024

|    |     |                         |
|----|-----|-------------------------|
| 1  | SAT |                         |
| 2  | SUN |                         |
| 3  | MON |                         |
| 4  | TUE |                         |
| 5  | WED | World Environment Day   |
| 6  | THU |                         |
| 7  | FRI |                         |
| 8  | SAT |                         |
| 9  | SUN |                         |
| 10 | MON |                         |
| 11 | TUE |                         |
| 12 | WED |                         |
| 13 | THU |                         |
| 14 | FRI | World Blood Donor Day   |
| 15 | SAT |                         |
| 16 | SUN |                         |
| 17 | MON | Bakrid - Holiday        |
| 18 | TUE |                         |
| 19 | WED |                         |
| 20 | THU |                         |
| 21 | FRI | International Music Day |
| 22 | SAT |                         |
| 23 | SUN |                         |
| 24 | MON |                         |
| 25 | TUE |                         |
| 26 | WED |                         |
| 27 | THU |                         |
| 28 | FRI |                         |
| 29 | SAT | National Statistics Day |
| 30 | SUN |                         |

## JULY 2024

|    |     |                      |
|----|-----|----------------------|
| 1  | MON |                      |
| 2  | TUE |                      |
| 3  | WED |                      |
| 4  | THU |                      |
| 5  | FRI |                      |
| 6  | SAT |                      |
| 7  | SUN |                      |
| 8  | MON |                      |
| 9  | TUE |                      |
| 10 | WED |                      |
| 11 | THU | World Population Day |
| 12 | FRI |                      |
| 13 | SAT |                      |
| 14 | SUN |                      |
| 15 | MON |                      |
| 16 | TUE |                      |
| 17 | WED | Moharam - Holiday    |
| 18 | THU |                      |
| 19 | FRI |                      |
| 20 | SAT |                      |
| 21 | SUN |                      |
| 22 | MON |                      |
| 23 | TUE |                      |
| 24 | WED |                      |
| 25 | THU |                      |
| 26 | FRI |                      |
| 27 | SAT |                      |
| 28 | SUN |                      |
| 29 | MON |                      |
| 30 | TUE |                      |
| 31 | WED |                      |

## AUGUST 2024

|    |     |   |
|----|-----|---|
| 1  | THU |   |
| 2  | FRI |   |
| 3  | SAT | International Friendship Day  |
| 4  | SUN |   |
| 5  | MON |   |
| 6  | TUE | Hiroshima Day   |
| 7  | WED |   |
| 8  | THU | World Senior Citizens Day   |
| 9  | FRI | Quit India Day  |
| 10 | SAT |   |
| 11 | SUN |   |
| 12 | MON |   |
| 13 | TUE |   |
| 14 | WED |   |
| 15 | THU | Birthday of Sri Jagarlamudi Kuppuswamy Choudary<br>Independence Day - Holiday |
| 16 | FRI | Varalakshmi Vratam - Holiday  |
| 17 | SAT |   |
| 18 | SUN |   |
| 19 | MON | World Photography Day   |
| 20 | TUE |   |
| 21 | WED |   |
| 22 | THU |   |
| 23 | FRI |   |
| 24 | SAT |   |
| 25 | SUN |   |
| 26 | MON | Krishnastami - Holiday  |
| 27 | TUE |   |
| 28 | WED |   |
| 29 | THU | National Sports Day   |
| 30 | FRI |   |
| 31 | SAT |   |

## SEPTEMBER 2024

|    |     |   |
|----|-----|---|
| 1  | SUN |   |
| 2  | MON |   |
| 3  | TUE |   |
| 4  | WED |   |
| 5  | THU | Teacher's Day   |
| 6  | FRI |   |
| 7  | SAT | Vinayakachavithi - Holiday  |
| 8  | SUN | World Literacy Day  |
| 9  | MON |   |
| 10 | TUE |   |
| 11 | WED |   |
| 12 | THU |   |
| 13 | FRI |   |
| 14 | SAT |   |
| 15 | SUN | The Founder's Day   |
| 16 | MON | Eid Miladunabi - Holiday <span style="float: right;">World Ozone Day</span> |
| 17 | TUE |   |
| 18 | WED |   |
| 19 | THU |   |
| 20 | FRI |   |
| 21 | SAT | International Day of Peace  |
| 22 | SUN | Rose Day (Welfare of Cancer Patients)                                       |
| 23 | MON |   |
| 24 | TUE |   |
| 25 | WED |   |
| 26 | THU |   |
| 27 | FRI | World Tourism Day   |
| 28 | SAT |   |
| 29 | SUN |   |
| 30 | MON |   |



## OCTOBER 2024

|    |     |  |
|----|-----|--|
| 1  | TUE | International Day of the Elderly               |
| 2  | WED | Gandhi Jayanthi - Holiday                      |
| 3  | THU |  |
| 4  | FRI |  |
| 5  | SAT |  |
| 6  | SUN | Dasara Holidays Begins                         |
| 7  | MON |  |
| 8  | TUE | Indian Air Force Day                           |
| 9  | WED | World Post Office Day                          |
| 10 | THU | National Post Day                              |
| 11 | FRI | Durgastami                                     |
| 12 | SAT | Vijayadasami                                   |
| 13 | SUN |  |
| 14 | MON | Reopening of the college after Dasara Vacation |
| 15 | TUE |  |
| 16 | WED |  |
| 17 | THU |  |
| 18 | FRI |  |
| 19 | SAT |  |
| 20 | SUN |  |
| 21 | MON |  |
| 22 | TUE |  |
| 23 | WED |  |
| 24 | THU | United Nations Day                             |
| 25 | FRI |  |
| 26 | SAT |  |
| 27 | SUN |  |
| 28 | MON |  |
| 29 | TUE |  |
| 30 | WED |  |
| 31 | THU | Deepavali - Holiday                            |

## NOVEMBER 2024

|    |     |                           |
|----|-----|---------------------------|
| 1  | FRI |                           |
| 2  | SAT |                           |
| 3  | SUN |                           |
| 4  | MON |                           |
| 5  | TUE |                           |
| 6  | WED |                           |
| 7  | THU |                           |
| 8  | FRI |                           |
| 9  | SAT |                           |
| 10 | SUN |                           |
| 11 | MON | National Education Day    |
| 12 | TUE |                           |
| 13 | WED |                           |
| 14 | THU | Children's Day            |
| 15 | FRI |                           |
| 16 | SAT |                           |
| 17 | SUN |                           |
| 18 | MON |                           |
| 19 | TUE |                           |
| 20 | WED |                           |
| 21 | THU |                           |
| 22 | FRI |                           |
| 23 | SAT |                           |
| 24 | SUN |                           |
| 25 | MON |                           |
| 26 | TUE | National Constitution Day |
| 27 | WED |                           |
| 28 | THU |                           |
| 29 | FRI |                           |
| 30 | SAT |                           |

## DECEMBER 2024

|    |     |  |
|----|-----|--|
| 1  | SUN | World Aids Day   |
| 2  | MON |  |
| 3  | TUE | World Day of the Handicapped                                 |
| 4  | WED | Navy Day   |
| 5  | THU |  |
| 6  | FRI |  |
| 7  | SAT | Armed Forces Flag Day  |
| 8  | SUN |  |
| 9  | MON |  |
| 10 | TUE | World Human Rights Day                                       |
| 11 | WED |  |
| 12 | THU |  |
| 13 | FRI |  |
| 14 | SAT |  |
| 15 | SUN |  |
| 16 | MON |  |
| 17 | TUE |  |
| 18 | WED |  |
| 19 | THU |  |
| 20 | FRI |  |
| 21 | SAT |  |
| 22 | SUN |  |
| 23 | MON | Farmer's Day <span style="float: right;">Farmer's Day</span> |
| 24 | TUE | Death Anniversary of Sri Jagaralamudi Kuppuswamy Choudary    |
| 25 | WED | Christmas - Holiday  |
| 26 | THU |  |
| 27 | FRI |  |
| 28 | SAT |  |
| 29 | SUN |  |
| 30 | MON |  |
| 31 | TUE |  |

## JANUARY - 2025

|    |     |  |
|----|-----|--|
| 1  | WED |  |
| 2  | THU |  |
| 3  | FRI |  |
| 4  | SAT |  |
| 5  | SUN |  |
| 6  | MON |  |
| 7  | TUE |  |
| 8  | WED |  |
| 9  | THU | NRI Day  |
| 10 | FRI |  |
| 11 | SAT |  |
| 12 | SUN | Sankranthi Holidays Begins <span style="float: right;">National Youth Day</span> |
| 13 | MON | Bhogi  |
| 14 | TUE | Sankranthi   |
| 15 | WED | Kanuma <span style="float: right;">Army Day</span>                               |
| 16 | THU |  |
| 17 | FRI |  |
| 18 | SAT |  |
| 19 | SUN |  |
| 20 | MON | Reopening of the college after Pongal vacation                                   |
| 21 | TUE |  |
| 22 | WED |  |
| 23 | THU |  |
| 24 | FRI | Girl Child Day   |
| 25 | SAT | National Tourism Day   |
| 26 | SUN | Republic Day   |
| 27 | MON |  |
| 28 | TUE |  |
| 29 | WED |  |
| 30 | THU | Martyr's Day   |
| 31 | FRI |  |

## FEBRUARY 2025

|    |     |                                   |
|----|-----|-----------------------------------|
| 1  | SAT |                                   |
| 2  | SUN |                                   |
| 3  | MON |                                   |
| 4  | TUE |                                   |
| 5  | WED |                                   |
| 6  | THU |                                   |
| 7  | FRI |                                   |
| 8  | SAT |                                   |
| 9  | SUN |                                   |
| 10 | MON |                                   |
| 11 | TUE |                                   |
| 12 | WED |                                   |
| 13 | THU |                                   |
| 14 | FRI |                                   |
| 15 | SAT |                                   |
| 16 | SUN |                                   |
| 17 | MON |                                   |
| 18 | TUE |                                   |
| 19 | WED |                                   |
| 20 | THU |                                   |
| 21 | FRI | International Mother Language Day |
| 22 | SAT |                                   |
| 23 | SUN |                                   |
| 24 | MON |                                   |
| 25 | TUE |                                   |
| 26 | WED | Maha Sivarathri - Holiday         |
| 27 | THU |                                   |
| 28 | FRI | National Science Day              |

## MARCH - 2025

|    |     |                           |
|----|-----|---------------------------|
| 1  | SAT |                           |
| 2  | SUN |                           |
| 3  | MON |                           |
| 4  | TUE | National Security Day     |
| 5  | WED |                           |
| 6  | THU |                           |
| 7  | FRI |                           |
| 8  | SAT |                           |
| 9  | SUN |                           |
| 10 | MON | International Women's Day |
| 11 | TUE |                           |
| 12 | WED |                           |
| 13 | THU |                           |
| 14 | FRI | Holi - Holiday            |
| 15 | SAT |                           |
| 16 | SUN |                           |
| 17 | MON | World Consumer Rights Day |
| 18 | TUE |                           |
| 19 | WED |                           |
| 20 | THU |                           |
| 21 | FRI |                           |
| 22 | SAT |                           |
| 23 | SUN | World Forestry Day        |
| 24 | MON | World Water Day           |
| 25 | TUE |                           |
| 26 | WED |                           |
| 27 | THU |                           |
| 28 | FRI |                           |
| 29 | SAT |                           |
| 30 | SUN | Ugadi                     |
| 31 | MON | Ramzan-Holiday            |

## APRIL 2025

|    |     |   |
|----|-----|---|
| 1  | TUE |   |
| 2  | WED |   |
| 3  | THU |   |
| 4  | FRI |   |
| 5  | SAT |   |
| 6  | SUN | Sri Ramanavami  |
| 7  | MON | World Health Day  |
| 8  | TUE |   |
| 9  | WED |   |
| 10 | THU |   |
| 11 | FRI |   |
| 12 | SAT |   |
| 13 | SUN |   |
| 14 | MON | Dr. B.R. Ambedkar Jayanthi - Holiday  |
| 15 | TUE |   |
| 16 | WED |   |
| 17 | THU |   |
| 18 | FRI | Good Friday - Holiday <span style="float: right;">World Heritage Day</span> |
| 19 | SAT |   |
| 20 | SUN |   |
| 21 | MON |   |
| 22 | TUE | Earth Day   |
| 23 | WED |   |
| 24 | THU |   |
| 25 | FRI |   |
| 26 | SAT |   |
| 27 | SUN |   |
| 28 | MON |   |
| 29 | TUE |   |
| 30 | WED |   |

## MAY 2025

|    |     |  |
|----|-----|--|
| 1  | THU | May Day                                    |
| 2  | FRI |  |
| 3  | SAT |  |
| 4  | SUN |  |
| 5  | MON |  |
| 6  | TUE | Last working day for Academic year 2024-25 |
| 7  | WED | Summer Vacation                            |
| 8  | THU | World Red Cross Day                        |
| 9  | FRI |  |
| 10 | SAT |  |
| 11 | SUN |  |
| 12 | MON |  |
| 13 | TUE |  |
| 14 | WED |  |
| 15 | THU |  |
| 16 | FRI |  |
| 17 | SAT | World Tele Communication Day               |
| 18 | SUN |  |
| 19 | MON |  |
| 20 | TUE |  |
| 21 | WED |  |
| 22 | THU |  |
| 23 | FRI |  |
| 24 | SAT |  |
| 25 | SUN |  |
| 26 | MON |  |
| 27 | TUE |  |
| 28 | WED |  |
| 29 | THU |  |
| 30 | FRI |  |
| 31 | SAT | Anti Tobacco Day                           |



FACULTY  
UNDERGRADUATE FACULTY

Sri P. Gopichand, M.A., M.Phil., NET Principal (FAC)

DEPARTMENT OF BOTANY

Smt. G. Jaya Lakshmi Vyshnavi, M.Sc., Lecturer

DEPARTMENT OF CHEMISTRY

Dr. M. Gowrisankar, M.Sc., M.Phil., Ph.D. Lecturer & HoD

Dr. D. Rahul, M.Sc., Ph.D. Lecturer

Dr. Slavathu Hatti, M.Sc., B.Ed., Ph.D. Lecturer

Smt. K. Anitha, M.Sc., M.Phil., B.Ed., Lecturer

DEPARTMENT OF COMMERCE

Sri M. Appa Rao, M.Com., SLET Lecturer & HoD

Sri K. Charan Choudary, M.Com., M.Phil., Lecturer

Smt. K. Anjani Devi, M.Com., Lecturer

Sri A. Venkata Krishna, M.B.A., M.Com., PGDCA Lecturer

Smt. K. Veena, M.Com., Lecturer

Dr. R. Aruna Kumari, M.Com., Ph.D. Lecturer

Sri U. Venkateswra Rao, M.Com., Lecturer

Smt. K. Kalpana, M.B.A., Lecturer

DEPARTMENT OF ECONOMICS

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DEPARTMENT OF ENGLISH

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Dr. V. Pala Prasada Rao, M.A., M.Phil., M.Ed., Ph.D., NET Lecturer

Smt. J. Madhavi Latha, M.A., M.Phil., Lecturer

## DEPARTMENT OF MATHEMATICS

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| Sri R. Srinivasa Rao, M.Sc., M.Phil.,   | Lecturer & HoD |
| Smt. Y. Anitha Kumari, M.Sc., M.Phil.,  | Lecturer       |
| Sri K. Rama Krishna, M.Sc., M.Phil.,    | Lecturer       |
| Smt. M. Rama Devi, M.Sc., B.Ed.,        | Lecturer       |

## DEPARTMENT OF PHYSICS

|  |                           |
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| Sri Ch. Ramprasad, M.Sc., M.Phil.,           | Lecturer & HoD            |
| Dr. K. Samba Siva Rao, M.Sc., Ph.D.          | Vice-Principal & Lecturer |
| Dr. G.S.C. Bose, M.Sc., M.Phil., Ph.D.       | Lecturer                  |
| Sri T. Bala Narendra Prasad, M.Sc., M.Phil., | Lecturer                  |
| Sri L. Ajay Babu, M.Sc., M.Phil.,            | Lecturer                  |

## DEPARTMENT OF ORIENTAL LANGUAGES

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|--|-------------------------------------|
| Dr. Y. Prasanthi, M.A., M.Phil., Ph.D.   | Dept. Incharge & Lecturer in Telugu |
| Dr. K.V.L.N. Appalacharyulu, M.A., Ph.D. | Lecturer in Sanskrit                |
| Smt. Ch. Suneetha, M.A.                  | Lecturer in Hindi                   |

## DEPARTMENT OF ZOOLOGY

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| Dr. K. Daniel, M.Sc., M.Phil., Ph.D., NET | Lecturer & HoD |
| Dr. K. Saroja, M.Sc., M.Phil., Ph.D.,     | Lecturer       |

## DEPARTMENT OF COMPUTER SCIENCE & ELECTRONICS

|                              |                         |
|------------------------------|-------------------------|
| Sri I. Kshema Babu           | Lecturer in B.C.A.      |
| Smt. P. Poojitha, B.Tech.,   | Lecturer in B.C.A.      |
| Smt. M. Sirisha, M.C.A.,     | Lecturer in B.C.A.      |
| Smt. Inturi Lakshmi, M.C.A., | Lecturer in B.C.A.      |
| Smt. D. Ramya, B.C.A.,       | Lecturer in Comp., Sci. |
| Smt. K. Vineeta, M.Sc., (CS) | Programmer              |
| Smt. T. Tejaswini, M.C.A.,   | Lecturer                |

#### DEPARTMENT OF STATISTICS

|                                 |                |
|---------------------------------|----------------|
| Sri P. Raghu, M.Sc.,            | Lecturer & HoD |
| Sri D. Purnachandra Rao, M.Sc., | Lecturer       |
| Smt. B. Devi Priya, M.Sc.,      | Lecturer       |
| Smt. Shaik Peerabi, M.Sc.,      | Lecturer       |

#### DEPARTMENT OF MICROBIOLOGY

|                                     |          |
|-------------------------------------|----------|
| Smt. N. Harika, M.Sc.,              | Lecturer |
| Smt. K. Meghana Adi Lakshmi, M.Sc., | Lecturer |

#### DEPARTMENT OF BIOTECHNOLOGY

|                             |          |
|-----------------------------|----------|
| Smt. A. Aksa, M.Sc.,        | Lecturer |
| Smt. U. Rohita, M.Sc.,      | Lecturer |
| Smt. K.K. Sowdamini, M.Sc., | Lecturer |

#### DEPARTMENT OF LIBRARY SCIENCE

|   |           |
|---|-----------|
| Smt. Ch. N. Bhavani, M.Sc., M.L.I.Sc., M.Phil., | Librarian |
|---|-----------|

#### DEPARTMENT OF PHYSICAL EDUCATION

|  |                   |
|--|-------------------|
| Sri T. Srinivasu, B.A., M.P.Ed., N.I.S., | Physical Director |
|--|-------------------|

POST - GRADUATE FACULTY

Sri S.R.K. Prasad, M.Sc., Director

M.C.A.

Dr. Y. Suresh Babu, M.Com., M.C.A., Ph.D. Director for M.C.A & Professor

Sri Y. Venkateswara Rao, M.C.A., Asso. Prof. & HoD

Sri G. Venu Gopala Rao, M.Sc., M.Phil., M.Tech., Asso. Prof.

Smt. T.V.N. Lakshmi, M.C.A., Lecturer

Smt. M. Lakshmi, M.C.A., Lecturer

Smt. Kalyani Innamoori, M.C.A., Lecturer

Smt. G. Mounika, M.C.A., Lecturer

Smt. G. Divya, M.C.A., Lecturer

Smt. K. Haritha, M.Sc., (IT) M.Phil., Lecturer

Smt. E. Nalini, M.C.A., Lecturer

Smt. Ch. Mounika, M.C.A., Lecturer

Smt. T. Hepsiba, M.C.A., Lecturer

M.Sc., (CHEMISTRY)

Dr. N. Madhavi, M.Sc., Ph.D. Asso. Prof. & HoD

Smt. M. Madhavi, M.Sc., M.Phil., Lecturer

Smt. K. Mounika Nagasai, M.Sc., Lecturer

M.Sc., (MICROBIOLOGY)

Dr. M. Guravaiah, M.Sc., Ph.D., Asst. Prof.

Smt. M. Srilatha, M.Sc., Lecturer

M.Sc., (BIOTECHNOLOGY)

Smt. J.N. Sravya, M.Sc., Lecturer

Smt. T. Sivamalleswari, M.Sc., Lecturer

NON - TEACHING STAFF

OFFICE

|  |                      |
|--|----------------------|
| Sri Y.V. Krishna Prasad, M.Com.,         | Superintendent       |
| Sri M. Srinivasa Rao, B.Com.,            | Maintenance Supdt.   |
| Smt. K. Lakshmi Kumari, B.Sc.,           | Establishment Supdt. |
| Sri N. Srinivasa Rao, M.A.. M.L.I.Sc.,   | Sr. Assistant        |
| Sri K. Vinod, B.Sc.,                     | Technician           |
| Smt. B. Babitha, B.Com.,                 | Sr. Assistant        |
| Sri R. Sambasiva Rao                     | Jr. Assistant        |
| Sri Y. Panduranga Rao                    | Jr. Assistant        |
| Sri M.V.S. Rama Krishna, B.A., B.L.I.Sc. | Jr. Assistant        |
| Sri A. Srinivasa Rao, M.A.,              | Store Keeper         |
| Sri M. Padmavathi, B.Sc.,                | Jr. Assistant        |
| Smt. N. Lalitha Kumari, B.A.,            | Jr. Assistant        |
| Sri S. Rajesh, M.A.,                     | Jr. Assistant        |
| Sri B. Venkata Appa Rao,                 | Record Assistant     |
| Sri M. Sampath Kumar, B.Sc.,             | Record Assistant     |
| Smt. Ch. Venkayamma                      | Record Assistant     |
| Sri Bapatla Srinivasa Rao                | Lab Boy              |
| Sri T. Kim Bahadur                       | Watchman             |
| Smt. R. Lakshmi                          | Sweeper              |
| Smt. Ch. Jyothi                          | Sweeper              |
| Sri M. Vinod Kumar                       | Sweeper              |
| Smt. Shaik Rajabi                        | Sweeper              |
| Smt. N. Sai Tulasi                       | Sweeper              |
| Smt. Shaik Shakeela                      | Sweeper              |
| Smt. D. Kumari                           | Sweeper              |
| Smt. K. Devamani                         | Attender             |
| Smt. M. Manga Bai                        | Attender             |
| Smt. I. Mariyamma                        | Sweeper              |

## PG. NON TEACHING STAFF

|                                  |                  |
|----------------------------------|------------------|
| Smt. N. Srilakshmi, D.C.M.E.,    | Comp. Operator   |
| Sri P. Rambabu, B.A., B.L.I.Sc., | Assit. Librarian |
| Sri T. Rama Krishna              | Lab Boy          |
| Sri V. Srinivasa Rao             | Lab Boy          |
| Sri N. Siva Rama Krishna         | Lib Boy          |
| Sri J. Samba Siva Rao            | Sweeper          |
| Smt. D. Parameswari              | Sweeper          |
| Smt. N. Suseela                  | Sweeper          |
| Smt. G. Yesu Mani                | Sweeper          |
| Smt. G. Meramma                  | Sweeper          |
| Sri K. Bhaskar Rao               | Watchman         |
| Sri P. Yedukondalu               | Scavenger        |
| Smt. P. Mariyamma                | Scavenger        |

## PART TIME STAFF :

|                       |                 |
|-----------------------|-----------------|
| Sri G. Ravi Kumar     | Data E-Operator |
| Sri Ch. Venkatesh     | Sweeper         |
| Sri Shaik Baba Vali   | Compounder      |
| Sri U. Peda Musalaiah | Gardener        |
| Sri Shaik Sileman     | Watchman        |
| Sri V. Kotaiah        | Watchman        |

## AUTONOMOUS CELL

Controller of Examinations : Sri S.R.K. Prasad, M.Sc.,

Additional Controller of Examinations : Sri P. Raghu, M.Sc.,

Assistant Controller of Examinations : Sri D. Purna Chandra Rao, M.Sc.,

Office Staff

|                                  |                     |
|----------------------------------|---------------------|
| Smt. K. Lakshmi Madhavi, M.Com., | Data Entry Operator |
| Smt. T. Lalithamba, M.A.,        | Data Entry Operator |
| Smt. N. Koteswaramma             | Data Entry Operator |
| Sri P. Suresh                    | Data Entry Operator |
| Sri N. Ravi Kumar                | Lab Boy             |

# The Rules and Regulations of the College Library

## **Working hours of the Library :**

The Library and the reading room remains open from 9.00 am to 5.30 pm. on all working days of college except on Saturday when the library works from 8.30 am to 1.15 pm.

## **Books Issue & Return Timings :**

|                                    |  |
|------------------------------------|--|
| Issue of new borrower cards        | 9-00 am. to 10-30 am.  |
| Issue of books & return of books : | 12-45 pm. to 2-00 pm. 3-45 pm. to 5-00 pm.<br>11-15 am. to 1-15 pm. (On Saturdays) |

## **Membership conditions to borrow library books :**

1. Library membership card is issued to student on presentation of fee receipt, photo and identity card at the library circulation counter.
2. Every student may borrow two books at a time and may keep them with him/her for 15 days.
3. All the meritorious students (top 2) in each class will be issued 2 more books along with their general circulation of books.
4. Students should examine each book before borrowing and immediately report any damage to the library assistant. If they fail to do so, they will be responsible for any damage detected after their use of the book.
5. It is the responsibility of every borrower to keep the membership card in safe custody. If the card is lost it should be immediately reported to the librarian. Duplicate borrower card will be issued on payment of Rs. 10/-.
6. Books should be returned on or before the date mentioned on the borrower card. If a book is not returned on the stipulated date Rs. 1/- will be fined for each day of late return.
7. If any book exceeding the value of Rs. 50/- is damaged or lost, the borrower shall either replace it or pay double the cost of the book. If its cost is below Rs. 50/- he shall pay triple the cost of the book.
8. If a volume from a multi-volume set is lost/damaged the price of the whole set will be charged.

9. The librarian may recall any book from any borrower of the library at any time, even if the normal period of loan has not expired.

**Non-dues Certificate :**

1. Students who want to appear for semester end examinations and who want to get their hall tickets should get non-dues certificates from the librarian and submit them in the college office.

**Book Bank :**

1. The objective of the scheme is to provide text books to the students who are economically poor and socially weaker sections of the society. Books will be issued on loan to deserving students for one academic year.
2. All books on loan should be returned to the library before starting of semester end examinations.
3. Students need not pay any fee for utilizing this scheme.

**General Rules :**

1. Every reader entering the library should sign the visitors register.
2. Strict silence should be maintained in the library and reading room.
3. Personal text books or bags are not allowed in to the library. White sheets of paper are allowed.
4. Exchange of library ID card is not permitted.
5. Readers shall replace any book or library property damaged by them.
6. No book will be issued or taken back unless the student produces his/her Identity card.
7. Books must not be marked or defaced in any manner.
8. Students are advised to search for books through computer catalogue (OPAC).
9. Library services include Internet, e-resources, DVD collection and Institutional Repository.

Note : The rules and regulations which are now in force may be changed or new rules may be framed without any prior notice to the students. The library committee is empowered to do so.



**Rules and Regulations applicable to Post Graduate Programmes for the students  
admitted in 2020-'21 and onwards.**

**1.0 Functioning of autonomy**

- 1.1 The Post graduate programmes are offered on Semester basis. Each academic year is divided into two semesters (1) Odd semester (2) Even semester. A semester consists of 90 working days. The medium of instruction shall be English.
- 1.2 The functioning of Academic Council and Boards of Studies shall be as per U.G.C Guidelines for Autonomous Colleges issued from time to time.

**2.0 Eligibility for admission**

- 2.1 Admission is given generally into I Semester of the programme. A student seeking admission to I Semester should have the eligibility mentioned below.

| Name of the Programme      | Eligibility for Admission   |
|----------------------------|---|
| M.Sc., - Organic Chemistry | Passed a 3-year B.Sc., with Chemistry as one the three equal optional subjects or Chemistry as main subject or B. Pharmacy, of any recognized university.   |
| M.Sc., – Microbiology      | Passed a 3 year B.Sc., with life sciences i.e Botany or Zoology as one of the three equal subjects or Life sciences i.e Botany or Zoology as main subject, of any recognized university   |
| M.Sc., – Biotechnology     | Passed a 3 year B.Sc., with life sciences i.e Botany or Zoology as one of the three equal subjects or Life sciences i.e. Botany or Zoology as main subject, of any recognized university  |
| M.C.A.,                    | Passed a 3-year Bachelor's Degree programme in any discipline with Mathematics at 10+2 level or passed 3-year Bachelor's Degree programme in any discipline with Mathematics as one of the subjects , of any recognized University. |

2.2 Any new programme to be started in future shall stand added to the list contained in 2.1.

2.3 Admissions shall be made following the reservation policy of Government of Andhra Pradesh and a rank in PG CET or ICET.

### **3.0 Attendance**

3.1 The physical presence of the student in the class i.e. attendance is recorded Course wise. The teacher handling the Course (paper) is responsible for recording the attendance of the students of that Course.

3.2 A Student is required to attend at least 75% of the classes conducted for each theory course (paper) to become eligible to appear for the semester end examinations. Where the practical courses (papers) form part of the curriculum, the student should complete 90% of all the practicals course in addition to attendance to theory courses (papers) stated above, to become eligible to take the semester end examinations.

3.3 The minimum attendance requirement of 75% allows a student the facility to utilize the balance 25% for abstaining on account of illness, intercollegiate, interuniversity sport meets/competitions, NSS, NCC, Youth Festivals, unforeseen emergencies, etc.,

3.4 A shortage of attendance to the extent of 15% (10% in case of M.C.A students) can be condoned by the Principal, if the shortage is on account of genuine medical grounds supported by medical reports or other justifiable reasons. However, the prescribed fee for condonation of such shortage should be paid.

3.5 Notwithstanding the rule 3.4, a higher shortage of attendance not exceeding 25% on account of prolonged illness, surgery, participation on behalf of the college in national/international debates, sports camps/competitions, NSS, NCC national / international camps, youth festivals, unforeseen emergencies can be condoned by the Principal on the recommendation made, on the basis of record, of a committee comprising the Director, HOD and Controller of Examinations. Such student must take prior written permission from the Director, or HOD or Principal.

- 3.6 The student who has not satisfied rules 3.2, 3.4, 3.5 shall be detained and shall not be allowed to take semester end examinations. Such student will have to repeat the semester in the subsequent academic year. The marks scored in Continuous Internal Assessment will be forfeited and not carried forward.
- 3.7 Regular attendance to the class enhances the academic achievement of the student. Therefore, incentive marks are awarded to the regular students based on the following criteria, as part of Continuous Internal Assessment.

| Percentage of attendance | Marks to be awarded |
|--------------------------|---------------------|
| 0-74                     | No Marks            |
| 75 - 79                  | 2 Marks             |
| 80 - 84                  | 3 Marks             |
| 85 - 89                  | 4 Marks             |
| 90 and above             | 5 Marks             |

#### 4.0 Evaluation of academic achievement of student

- 4.1 The academic performance of the student in theory and lab course in a semester is evaluated by internal and external examiners. Achievement in every Course (Paper) is evaluated in the ratio of 40 : 60 between CIA and SEE, unless otherwise recommended by board of studies and approved in Academic Council. Continuous Internal Assessment is done by the teacher/department concerned. For semester end examinations, question papers are set by External paper setters. Two valuations of answer scripts are done, at least one valuation by an external examiner.

The marks awarded in CIA and SEE are aggregated to arrive at the marks scored by the student in a Course (Paper)

**Project Work:** The distribution of marks between CIA and SEE shall be as per the recommendation of the respective Board of Studies and approved by the Academic Council.

Seminar / Generic Electives:

The performance of the student in Seminar / Generic Elective is evaluated for 50 /100 of aggregate marks as recommended by Board of Studies and approved by the Academic Council.

**5.0 Continuous Internal Assessment (CIA):**

5.1 The academic achievement of the student is evaluated by the teacher concerned.

5.2 Theory Courses:

Scheme of Continuous Internal Assessment:

| Assessment Method                            | Marks |
|--|-------|
| Best of two Mid-Tests                        | 20    |
| Attendance                                   | 5     |
| Assignments / Seminars                       | 5     |
| Seminar/Surprise Test/Quiz/Project work etc. | 10    |
| TOTAL  | 40    |

- a) The best of two tests shall be taken into consideration.
- b) Marks for attendance shall be awarded as per the Rules 3.7
- c) Marks for assignments are awarded basing on the criteria to be spelt out by the Head of the Department and informed to the students in advance.
- d) Marks for activities like semeniior/group discussions/Quiz/class room project works, etc., shall be awarded on the criteria devided by HoD.

|               |  |           |
|---------------|--|-----------|
| To put simply | Marks for Tests                                | 20        |
|               | Marks for Attendance                           | 05        |
|               | Marks for Assignments                          | 05        |
|               | Seminar/Surprise Test/Quiz/Project work, etc., | 10        |
|               | Total  | <u>40</u> |

### 5.3 Practical Courses:

The performance of the student in each lab experiment/ programme / cycle shall be evaluated. A comprehensive examination shall be conducted before the semester end examinations. Record of marks awarded for each lab experiment and for comprehensive examination shall be maintained. The criteria for award of marks in Continuous Internal Assessment including comprehensive examination shall be as recommended by the Board of Studies and approved by the Academic Council.

#### 5.4 Project Work / Seminar/Generic Electives:

Criteria for award of marks in Continuous Internal Assessment shall be recommended by the Board of Studies and approved by the Academic Council.

#### 5.5 For any other type of course, the criteria for the evaluation shall be as recommended by the Board of Studies and approved by the Academic council.

#### 5.6 If a Student is absent for either or both the tests due to medical reasons, participation in Sports/NCC/NSS/Youth Festival or such other activities/ Camps/ competitions at National or International level, prior permission from the Principal shall have to be obtained. Such permission copy shall be submitted in the office of Controller of Examinations. The Head of the Department shall see that extra lab sessions are conducted for compensating the loss of practical classes due to such participation. The teacher shall have to conduct CIA test/ tests to such students after informing the Head of the Department immediately after the semester end examinations. Marks statement shall be sent to the Examination section through the Head of the Department.

#### 5.7 In case of students participating in Sports, NCC, NSS, Debates, Youth Festivals and their related Camps/Competitions at National or International level and hence their attendance is too low that they can not score attendance marks, their marks in internal assessment tests for 20 marks will be proportionately increased to a maximum of 25 marks, so that such students will not be in a disadvantaged state insofar as attendance marks are concerned.

- 5.8 The Heads of the departments shall arrange to collect the question papers for Internal Assessment tests from the teachers concerned, at least five working days before commencement of CIA tests, for onward transmission to the Examination Section.
- 5.9 The answer scripts of the Continuous Internal Assessment tests after evaluation are to be shown to the students and collected back and kept in safe custody.
- 5.10 Redress of grievance : If a student is not satisfied with the marks awarded in CIA, he/she may bring it to the notice of the teacher evaluator. If he/she is not satisfied with the criterion for award of marks explained by the teacher, he/she may request the Principal in writing within three working days from the notification of marks, to redress his/her grievance, whereupon the Principal shall refer the grievance to Grievance Redressal Committee consisting of the Director, HOD and another Teacher (other than the teacher evaluator) of the same department. The decision of the Grievance Redressal Committee shall be final.
- 5.11 The Head of the Department shall ensure that the Continuous Internal Assessment system is transparent and credible. The total marks compiled for CIA shall be displayed on Departmental Notice Board.
- 5.12 The HOD shall arrange for sending the bundles of the valued answer scripts of Continuous Internal Assessment to the Examination Section immediately after the Repeat Internal Assessment tests.

## **6.0 Semester End Examinations (SEE) :**

### **6.1 Evaluation of students' performance in theory courses (Papers)**

- 6.1.a The Question Papers for semester end examinations shall be set by external paper setters.
- 6.1.b There shall be two valuations of answer scripts for all the theory courses (papers) in all programmes, at least one valuation shall be by external examiner. The marks scored in both valuations shall be averaged to determine the marks scored by the candidate in that course (paper), subject to Rule 6.1.c.

6.1.c If the difference in marks between the two valuations of any candidate in any course (paper) exceeds 20% in respect of any candidate/s, the answer script of the candidate/s shall be sent for third valuation to another external examiner. After the third valuation, the nearest two marks obtained in the three valuations shall be averaged to arrive at the marks secured by the candidate. However, if the marks in any one of the three marks falls exactly midway between the other two, the average marks of highest two marks shall be taken as marks scored by the candidate.

## **6.2 Evaluation of students' performance in Lab Practical courses (Papers) of all post graduate programmes.**

6.2.a The performance in Semester End Examination in Lab Practical Courses shall be evaluated by an External examiner. The internal teacher shall assist the external examiner in the conduct of the lab examination.

6.2.b Marks shall be awarded by External examiner basing on the criteria for evaluation, recommended by the Boards of Studies and approved by the Academic Council

## **6.3 Evaluation of students' performance in Project work / any other type of course in all post graduate programmes:**

For Project Work / any other type of Course, evaluation shall be based on the Criteria recommended by the Boards of Studies and approved by the Academic council.

## **7.0 Minimum mark for a Pass**

### **7.1 For the students of M.A.,(English)**

A student is declared to have passed in a theory course (paper) if he/she secures at least 40% marks in Semester End Examination and 40% in aggregate (i.e., marks in Continuous Internal Assessment and marks in Semester End Examination taken together)

For Viva/Lab Courses (Papers), Project , the minimum pass mark shall be 50% in Semester End Examination and 50% in aggregate (i.e.,marks in Continuous Internal Assessment and marks in Semester End Examination taken together)

## 7.2 For the students of **M.Sc., (all disciplines)**

### **Theory Courses (Papers):**

A student is declared to have passed in all the courses in a Semester, if he/she secures at least 40% marks in Semester End Examination in each theory course and 50% in aggregate of all the Courses (theory, practical, generic elective, seminar, project etc.), marks in CIA and SEE taken together.

If a student fails in a Semester on account of not securing aggregate 50% in all the courses (papers) taken together, he/she is deemed to have passed theory courses (Papers) in which he/she has scored at least 40% in Semester End Examination and 50% in aggregate (marks in Semester End Examination and Continuous Internal Assessment taken together) in each theory course. For a pass in the remaining failed courses (papers), he/she shall have to secure at least 40% marks in Semester End Examination, and 50% marks in aggregate (in Semester End Examination and Continuous Internal Assessment taken together), in each course (paper).

### **Practical / Seminar Courses:**

For Practical Courses, the student has to score at least 50% marks in Semester End Examination and 50% in aggregate (marks in CIA and SEE taken together) for a pass.

### **Generic elective / Project / Dissertation:**

A student shall be declared to have passed in Project Report / Dissertation and Viva - Voce if he/she secures at least 50% marks.



**7.3** For the students of **M.C.A.**, programme

**Theory Courses (Papers):**

A student is declared to have passed in each theory course in a Semester, if he/she secures at least 40% marks in Semester End Examination and 50% in aggregate (the marks in CIA and SEE taken together).

**Practical / Seminar Courses:**

For Practical Courses, the student has to score at least 50% marks in Semester End Examination and 50% in aggregate (marks in CIA and SEE taken together) for a pass.

**Generic elective / Project / Dissertation :**

A student shall be declared to have passed a Generic elective / Project Report / Dissertation and Viva - Voce if he/she secures at least 50% marks.

**7.4 Moderation Marks:**

Moderation shall be extended by awarding grace marks to the extent of maximum of a 5marks of all theory courses (papers) to enable the student to pass the current semester. This provision is applicable for I to III semesters in case of 2 year ( 4 semesters) programme and I to V semesters in case of 3 year (6 semesters) programme.

Moderation shall be extended by awarding grace marks to enable the student to complete the Programme. The same facility shall be extended for improvement of class. However, grace marks for completion of programme / improvement of class shall be restricted to 1% of maximum marks of theory papers of the final semester.

**7.5 Letter Grades and Grade Points (GP) :**

In most of the countries, the academic achievement of the student is expressed

in Grades. To ensure mobility for higher studies to these countries and also to comply with recommendations of UGC, the college shall introduce a Grading system. The marks scored by the student in CIA and SEE in each course (paper) shall be aggregated and expressed in letter grades, each letter grade carrying certain grade point. The grading policy of Acharya Nagarjuna University, to which college is affiliated, shall be adopted by the college in respect of post graduate programmes.

#### 7.6 Credits:

As per U.G.C. guidelines Credits are allocated to the courses (papers) by the Boards of Studies and approved by the Academic Council basing on the hours of teaching, learning outcomes and the weight of the course in the curriculum of the programme etc.,

#### 7.7 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

##### For a Semester

The SGPA will be calculated according to the following formula

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum(C \times GP)}{\sum C}$$

For the entire Programme

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum(C \times GP)}{\sum C}$$

Where C = Credits of the Course: GP = Grade Point secured for the Course

SGPA is calculated considering only the courses of current semester.

CGPA is calculated considering all the courses upto the current semester.

7 . 8 **Award of Class / Division** : Candidates who have passed all the examinations of the Programme shall be awarded Class / Division following the policy of Acharya Nagarjuna University.

7 . 9 For the award of First Class, the student must pass all the Courses of previous

Semesters before or along with final Semester and the final Semester in one attempt.

### 7.10 Medals, Ranks and Distinction Class

The candidate must pass all the examinations, (both Internal assessment tests and Semester end examinations), in all Courses prescribed for the Programme in first attempt without break in study in order to be eligible for the award of First Class with Distinction, Rank or Medal or other honours .

### 8.0 Revaluation

If a student is not satisfied by the marks scored in any theory course/s in semester end examinations, he / she can apply for revaluation of his / her answer script/s, within seven working days from the date of announcement of result / notification of marks, paying the prescribed fee.

Marks scored earlier or marks scored on revaluation, which ever is higher, shall be the final marks and recorded.

Revaluation shall be allowed only in theory courses and shall not be allowed for performance in Lab Practical Courses, Seminar course, Project work and CIA.

### 9.0 Progression

A student will be promoted to next semester, irrespective of his/her academic achievement in current semester if he/she satisfies the rules of attendance and becomes eligible to appear for semester end examinations, registers himself / herself for semester end examinations provided he/she has paid all fee due to the college and further provided that no proceedings are pending against him/her on disciplinary grounds.

### 10.0 Reappearance:

A Candidate, who fails in semester end examination in a course (paper) or courses or who is not able to take semester end examinations, shall be eligible to take the examinations along with candidates of next batch of the same semester.

**11.0 Betterment:** A student who passes all the courses (papers) of a semester, can take betterment examination in theory courses for improving his / her aggregate marks with immediate following batch of students during the term of the programme ( 2 year or 3 year as the case may be) without prejudice to the award of class.

The following table illustrates the number of betterment chances:

| Theory courses of semester | Semester |    |     |    | M.C.A |    |
|----------------------------|----------|----|-----|----|-------|----|
|                            | I        | II | III | IV | V     | VI |
| I                          |          |    |     |    |       |    |
| II                         |          |    |     |    |       |    |
| III                        |          |    |     |    |       |    |
| IV                         |          |    |     |    |       |    |

When a student takes betterment examination, CIA marks scored earlier will be carried forward and taken together with the marks scored in betterment examination. If the total marks are less than the marks scored earlier in the course, the marks scored in betterment examination shall be ignored and earlier marks shall stand.

A student after passing all the courses (papers) prescribed for a post graduate programme can take betterment examination in any course/courses of any semester for improving his/her aggregate marks subject to rule 12.2. However if the student becomes eligible for First class, taking all the courses of final semester in one attempt as betterment examination, his/her earlier performance in the final semester shall be cancelled and he / she shall be declared to have been passed in First class. Betterment chance shall not be allowed in respect of CIA tests, Lab Courses, Seminar Courses and Project Work.

#### **12.0 Minimum and maximum duration of the programme**

**12.1** Normally, a student should complete the programme within the term of the programme ( 2 years for M.A., and M.Sc., 3 years for M.C.A.,).

**12.2** However, if the student is not able to complete the programme, two more years are allowed for the student to complete the programme. (N+2 years as recommended by U.G.C., where N= Term of the programme).

Ex: A student studying a 2 year (4 Semesters) programme must complete it in 2 year term+ 2 year extension = 4 years or 8 semesters in succession beginning with first semester.

Ordinarily, no student pursuing a 2year PG programme is allowed more than 4 years to complete the programme. Similarly no student pursuing a 3 year PG programme is allowed more than 5 years to complete the programme. However the parent University may allow the student one more year to complete the programme under exceptional circumstances.

#### **12.3 Temporary break of study**

A student is normally not allowed to temporarily break the study. However, if he/ she intends to temporarily discontinue the programme in the middle, for valid reasons such as accident or prolonged illness etc., and wish to rejoin the programme in a later semester, the Principal may grant permission to such candidate subject to satisfaction of conditions imposed in that regard. However, the total period for completion of the programme reckoned from the commencement of the first semester to which the student is admitted shall not exceed the maximum period specified above i.e., N+2 years.

#### **13.0 Grade Sheet**

The Grade sheet shall be issued by the Controller of Examinations to each student, after the announcement of the results containing the following:

- \* The credits for each course registered for that semester.
- \* The letter grade scored in each course.
- \* Grade point scored for each course
- \* Semester Grade Point Average (SGPA) of the current semester
- \* The Cumulative Grade Point Average (CGPA) of all the courses taken from First semester onwards to the current Semester.

The Transcript issued at the completion of the Programme shall contain the marks scored in aggregate and maximum marks in aggregate.

#### **14.0 Withholding of results**

If a student has not paid any dues to the college or if any case of indiscipline is pending against him/her, the result of the candidate will be withheld and he/ she will not be promoted to the next semester. The issue of degree is liable to be withheld in such cases, if he/she is in final semester of study.

## MALPRACTICES

The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by the Principal for the purpose. Such committee shall follow the approved scales of punishment, which are given below. The Principal shall take necessary action, against the erring students basing on the recommendations of the committee.

Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records and documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

### NATURE OF OFFENCE

#### (Semester-End Examinations)

- | <b>NATURE OF OFFENCE</b>   | <b>SCALE OF PUNISHMENT</b>  |
|--|---|
| 1. The candidate found in possession of any material relevant to the course of examination (even in a coded form), written, typed or printed or matter relevant to the subject on clothes worn or possessed on any part of the body or pad or hall ticket or vanity bag or purse or any other instrument normally permitted into examination hall. | Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned.                        |
| 2. Matter written on a desk or wall established to be in the hand writing of the candidate in the examination hall (with sufficient evidence) Even if the matter is in somebody's hand writing.  | Expulsion from the examination hall, cancellation of performance of candidate in all papers at the current session of examinations. |

taking into account the nearness and circumstantial evidences that invigilating staff is empowered to book the case, however, substantiating the action taken.

3. Possession of a Calculator/Organizer/Mobile phone where its use is prohibited.
4. Destruction or suppression of evidence in any way like swallowing, tearing or throwing out etc.,.
5. A candidate found copying or has copied from the forbidden material or is found assisting/helping any one in copying or has been copying from another. (The copied portion in the answer book is to be marked and signed by the invigilator and chief superintendent)
6. If the rendering of assistance is through transfer or exchange of answer book/ additional book, both candidates are to be punished whether copying has taken place or not.

#### 7. **Impersonation cases**

- i). A candidate impersonating another or the one who gets impersonated.
  - ii) Exchange of roll numbers on the answer scripts.
8. Insertion of answer book detected during examination time/ valuation.

Expulsion from the examination hall and cancellation of performance of the candidate in the paper concerned.

Expulsion from the hall, cancellation of performance in all papers of the current examination. Lighter punishment may be imposed when the attempt for destruction or suppression of evidence is not clearly established.

Expulsion from the exam hall, cancellation of the performance in all papers of the current examinations.

Expulsion of both candidates from the hall, cancellation of their performance at the current examinations and disqualification from appearing the subsequent Semester End Examinations.

Expulsion from the hall debarring for the rest of exams cancellation of performance at the current examinations and disqualification from appearing any exam for 2 years and debaring from the college for 2 years.

Expulsion from the hall and cancellation of the paper concerned.

9. Consulting books or papers or persons outside the hall before handing over the paper (Eg. Going on the plea of easing etc.)
10. Candidate writing irrelevant matter or making markings or writing names/initials Hall Ticket. No., on the answer book. making request to award pass etc. detected during valuation.
11. i) Writing objectionable language in the answer script found during invigilation/valuation.  
ii) Writing abusive language in the answer book found during invigilation/valuation.
12. Influencing examiner/examination personnel directly or through agents to get undue benefit.
13. Taking away the answer book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book or part of it.
14. Sending out or throwing out question paper or a paper on which some questions or answers are written with the intention of getting or giving help.
15. Abuses, threats, disrespect to invigilating and supervising staff within the premises or outside.
16. Physical assault on examination personnel or supervising staff.
17. Instigation to boycott examination.

Expulsion from hall, by taking the Answer Script.

Serving a notice to the student concerned.

Cancellation of the paper concerned basing on recommendations of malpractice enquiry committee.

Serving a notice to the student concerned.

Cancellation of the paper concerned basing on recommendations of malpractice enquiry committee.

Serving a notice to the student concerned.

Cancellation of the paper concerned basing on recommendations of malpractice enquiry committee.

Expulsion from the hall, cancellation of performance in all papers of current exams and book a police case against him.

Expulsion from the hall, cancellation of performance in all papers of current exams.

Expulsion from the hall, cancellation of the paper concerned and debarring for one year depending on severity of the case.

Cancellation of performance in all papers of current examinations, debarring from appearing any exams in future. Police complaint may be lodged.

Cancellation of performance of all papers at the current session.

18. Presentation of records of another candidate at the practical examination. Cancellation of performance in the paper concerned.
19. A candidate found guilty for more than one time at the current or earlier examinations. Cancellation of performance of all papers at the current examinations, disqualification from appearing subsequent Semester-End Examinations. He/She shall not be promoted to subsequent class at discretion of Malpractices Enquiry Committee.
20. Involvement of any staff member in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall or assisting the candidate in the examination hall, or instigating one student to help others. Recommending suspension of staff member from service and disciplinary action depending on the seriousness of offence.
21. Obstruction of the examination personnel or squad from doing its duty by any employee at the examination center. Recommending loss of increment with entry in the service register of the person causing obstruction.
22. Other malpractices, if any, not covered above. The Malpractice Enquiry Committee is to make specific recommendations taking into account, the circumstantial evidences and the gravity of offence.
23. **INTERNAL ASSESSMENT TESTS**
- i) Possessing forbidden material, copying, destruction of evidence. Expulsion from the examination hall; debarring from taking the rest of current tests, cancellation of performance of all papers of current internal assessment tests.
  - ii) All other offences.



**NOTE:** *In respect of internal assessment tests depending upon the nature and gravity of the offence the Malpractice Enquiry Committee can impose the punishment.*

In all cases the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day but before the candidate or candidates actually leaves or leave the premises, her or their explanation shall be taken in writing and forwarded to the Controller of examinations along with the report setting forth in detail all the material evidence. The address to which communications are to be made is to be obtained from the candidate.

In case the candidate refuses to give a statement he/she is not to be forced to do so, only the fact of his/her refusal shall be reported by squad member/ invigilator duly endorsed by Chief Superintendent.

In the case of a person who commits the offence under any of these rules but is not a candidate for any examination, the Chief Superintendent may handover the case to the police.

Where a candidate/staff member is alleged to have employed/promoted unfair means/violated examination rules he/she shall be asked through a letter to explain the misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the authorities shall proceed with the case as per the accepted legal provisions.

Under any circumstances the candidate shall not be allowed to continue writing the paper. However, the Chief Superintendent may permit the candidate for the rest of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offences such as copying from the forbidden material, inserting papers with answers written by others or written by him outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that his presence is not conducive in maintaining discipline in the examination hall. The permission given by Chief Superintendent to appear at subsequent examinations does not guarantee the candidate that the answer scripts will be valued or result announced which is, however, subject to the final decision of the Malpractice Enquiry Committee in the case already booked.

It is often complained that other candidates in the hall thrown the incriminating material onto innocent candidates or to their nearby places on sensing the approach of supervising staff or squad. In such cases, the person booking the case has to declare if he/she has clearly seen while the alleged candidate is throwing it out to fall within the hall or outside or if she is suspecting on the basis of tally of handwriting although she could not identify who has actually thrown it out. In the case of typed/printed matter where it is difficult to establish the identity of the person responsible for its origin, and also material found in the verandah when the act of throwing out from the hall is not clearly seen, the benefit of doubt should be passed on to the candidate. However, when the forbidden material is found in the desk or in the folds of answer book or question paper, or on the body or clothes of the candidate, the case may be processed in the normal way, considering the concealing not amounting to an act of suppression of evidence.

Where it is possible to send the articles carrying the forbidden material eg. Handkerchief, pad, hall ticket etc., they may be produced as exhibits before the committee. In case of any matter on the unwieldy objects or things that cannot be directly produced as pieces of evidence before the committee, the matter transcribed onto a paper signed by the candidate, attested by invigilators, squad and countersigned by the Chief Superintendent, shall be forwarded. Where it is difficult to transcribe the matter completely or partially onto a paper because of illegibility or use of a code language or because of large extent, the Chief Superintendent, shall certify to the same effect while forwarding the case.

The invigilator/squad member who detected the case shall give in writing a full description of the forbidden material (size, place where written etc) and countersigned by Chief Superintendent.

The signature of the candidate shall also be taken on the transcription paper or papers describing the material. When transcription could not be done, the Chief Superintendent/squad member/Invigilator should include in their remarks why the transcription could not be done in such an event.

If the Committee comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the concerned supervising staff, the case is to be decided according to the rules prescribed above.

## Rules and Regulations Relating to Attendance and Discipline

### ***I. Attendance :***

1. Students shall attend classes regularly and punctually.
2. Students shall not be absent without applying for leave.
3. Irregular attendance deprives the student of his right to be promoted to the next higher class or to be sent to the Board or Semester End Examinations.
4. Irregular attendance of the Students will be notified in the first week of October and in the third week of January in the college, and their parents / guardians will also be informed.
5. Irregular attendance or poor academic progress or absence from the Mid Examinations or indulging in any type of activity leading to indiscipline will disqualify students from any financial aid available in and through the college.

### ***II. Discipline and Conduct :***

1. It should be remembered that the College is a temple of learning and should be treated as such by all concerned.
2. **Cell phones are prohibited on the campus.**
3. Students are obliged to observe order and quiet at all times in the College.
4. Students are expected to help the College authorities in keeping classrooms and premises tidy.
5. Smoking and cycling on the campus are strictly prohibited.
6. If any student is found loitering on the campus without attending classes, he is liable to severe punishment.
7. Students are prohibited from organising any meeting or entertainment in the college or from collecting money for any purpose within the college without the prior permission of the Principal.
8. Students are expected to conduct themselves with the utmost decency and dignity. Any misbehaviour in the class room, on the campus and outside will lead to serious consequences.

### **III. Identity Card**

1. Students of First Year Degree and P.G. programmes should get their I D cards at the time of their admission.
2. The I D card will be valid for a period of three years for Degree and M.C.A., students and two years for M.A. and M.Sc., students.
3. Students should wear I D cards while they are on the campus. Whenever the student has any work in the office or in the library, he/she must show his / her I D card. Unless I D cards are shown hall tickets, scholarships, certificates, true copies etc. will not be issued.
4. At the time of the College Anniversary Celebrations, students will be allowed to enter the college campus on showing their I D cards. Students are required to come with their I D cards and participate in the college Anniversary programme and make it a success.
5. Old students of the college should bring their I D cards when they come for attestation and for other certificates.
6. Those who have lost their I D cards should get duplicate I D cards from the college office. The fee for the duplicate I D card is Rs. 50/-.

### **IV. Insurance to staff & students :**

The students, teaching and non-teaching staff of the college are covered under personal accident insurance scheme.

The insured amount for

Teaching staff : Rs. 3,00,000/-

Non - Teaching staff : Rs. 2,00,000/-

Students : Rs. 1,00,000/-

**EXTRACTS FROM ANDHRA PRADESH ACT XXVI OF 1997  
PROHIBITING RAGGING IN EDUCATIONAL INSTITUTIONS**

**Prohibition of Ragging :**

Ragging within or outside any educational institution is prohibited.

**4. Penalty for Ragging :**

Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby

-

- (i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or
- (ii) assaults or uses criminal force to or criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or
- (iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or
- (iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or
- (v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with fine which may extend to fifty thousand rupees.

**5. Dismissal of students :**

- (1) A student convicted of an offence under section 4 and punished with imprisonment for a term shall be dismissed from the education institution.
- (2) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

## **6. Suspension of student :**

- (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is prima facie found true, shall suspend the student or students complained against for such period as may be deemed necessary.
- (2) The decision of the head or manager of the educational institution under Sub-section (1) shall be final.

## **7. Abetment :**

- (1) If the head or the manager of an educational institution fails or neglects to take action in the manner specified in sub-section (1) of section 6, such person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- (2) If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.

Prohibition of Ragging in Educational institutions Act 26 of 1997 Salient Features.

- Ragging within or outside any Educational institution is prohibited
- Ragging means doing an act which causes or is likely to cause insult or annoyance or tear or apprehension or threat or intimidation or outrage of modesty or injury to the student.

- Punishment for Different Types of Ragging:

| Nature of Ragging   | Punishment  |
|---|---|
| 1 Teasing, Embarrassing and humiliating                                     | Imprisonment up to 6 months or fine up to Rs. 1,000/- or Both |
| 2 Assaulting or using criminal force or criminal intimidation               | Imprisonment up to 1 year Rs.2,000/ or both                   |
| 3 Wrongfully restraining or confining or causing hurt                       | Imprisonment up to 2 years or fine up to Rs. 5,000/or both    |
| 4 Causing grievous hurt or abductig or rape or Committing unnatural offence | Imprisonment up to 5 years and fine up to Rs.10,000/-         |
| 5 Causing death or abetting suicide   | Imprisonment up to 10 years and fine up fine Rs.50,000/-      |

**Note:-**

1. A student convicted of any of the above offences, will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other college.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the College immediately.
4. University level and college level anti-ragging committees / mentoring cells constituted for this purpose will look into complaints regarding Ragging, Eveteasing and sexual harassment.

## MEDALS INSTITUTED

1. A medal is instituted in the name of Sri Jagarlamudi Chandramouli, Founder President of the Nagarjuna Education Society by his family. The medal will be given to the best outgoing student of Commerce stream.
2. A medal is instituted in the name of Sri Jagarlamudi Narendernath, Secretary and Correspondent by Sri Jagarlamudi Muralimohan, Secretary and Correspondent. The medal will be given to the best outgoing student of Computer Science.
3. A medal is instituted in the name of Smt. Saranu Venkata Subbamma, a Philanthropist who established Sanskrit Patasala (school) at Amruthaluru in 1933 and helped to flourish Sankrit in Andhra Pradesh, by Sri Saranu Ramakrishna Prasad, Director for P.G. Courses. The medal will be given to the best outgoing student in Sanskrit.
4. A medal is instituted in the name of Sri Polimetla Gopichand, Member, Nagarjuna Education Society. The medal will be given to the best outgoing student in Telugu.
5. A medal is instituted in the name of Sri P. Satyanarayana, former HoD English by Sri P. Gopichand, Dept., of English. The medal will be given to the best Student in Fine Arts.



## Endowment Scholarships & Prizes

### 1. Sri Y. Rosayya Endowment Scholarship

The annual interest on Rs. 10,000/- will be given as two scholarships. A student who secures the highest aggregate marks in Telugu in First and Second Semester End Examinations and a student who secures the highest aggregate marks in English in Third Semester End Examination will receive these scholarships.

### 2. Dr. Anne Usharani Endowment Scholarship

The annual interest on Rs. 30,000/- will be given as four scholarships to the most merited students of the B.Sc. programme who score the highest aggregate marks in Botany, Zoology, Physics and Chemistry subjects in III and IV Semester End Examinations and pass all subjects at one attempt.

### 3. Dr. Kalahasti Mahadeva Rao Merit Scholarship

The annual interest on Rs. 5,000/- will be paid to the most merited student of the BI.P. group, who scores the highest total of marks in the Junior Intermediate Public Examination, March/April.

### 4. Sri Vinta Suryanarayana Reddy Endowment Scholarship

The annual interest on Rs. 30,000/- will be awarding as scholarship to the physically handicapped students of the Intermediate and Degree classes. Only one student from each class, Junior Inter, Senior Inter, I, II & III Year Degree classes, will be selected for the award of scholarship.

### 5. Smt. Paruchuri Rajeswaramma Memorial Scholarship

The annual interest on the amount of Rs. 5,000/- will be given as scholarship to the girl student who secures the highest marks in Telugu (Special) in the III and IV Sem. End Examinations in Second year of the B.A. Degree course and passes exams in all subjects at the first attempt.

### 6. Mr. Jampani Lakshmi Narasimaha Rao Merit Scholarship

The annual interest on Rs. 2,500/- will be given as scholarship to the B.Com. student who secure the highest aggregate marks in the III and IV Semester End examinations.

## **7. Poor Students Aid Awards From “International Development Fund for Education”**

Some Andhras living in United States of America instituted poor student aid Awards. This is organised by Dr. Jasti Venkateswarlu, former Head of the Dept. of Chemistry of our College, now living in USA.

1. Sri Jagarlamudi Chandramouli Memorial Award.

Donar : Dr. Jasti Venkateswarlu, Red Ford, Michigan

2. Sri Kotha Rajabapaiah Memorial Award.

Donar : Dr. Jasti Jayanth Kumar, Lano, Texas.

3. Sri Adusumalli Venkateswara Rao Memorial Award.

Donar : Mrs. Manyam Lyla Kumari, Frankenmuth, Michigan.

4. Sri Kavuri Appaiah Memorial Scholarship.

5. Sri Ravipati Adinarayana Choudary Award.

### **8. Sri Guntupalli Ramayya Choudary Endowment Scholarship**

The annual interest on Rs. 10,000/- will be awarded as two scholarships to two students who passes at one attempt all the subjects in I, II, III and IV Semester End Examinations and gets the highest aggregate marks in Electronics/Computer Science including the Practical Examinations.

### **9. Mr. Kancharla Venkata Srinivasa Rao Memorial Scholarship**

The annual interest on Rs. 25,000/- will be awarded as scholarship to the Intermediate student of the Economics, Civics & Commerce (English Medium) group, who passes the Junior Intermediate Public Examinations of March/April with the highest aggregate marks.

### **10. Dr. (Smt.) Kasaraneni Jayapradamba Memorial Scholarship**

The annual interest on the deposit Rs. 7,500/- will be awarded as scholarship to the student of the B.Sc., (MPC) group who scores highest aggregate marks in Mathematics in the I, II, III and IV Semester End Examinations.

### **11. Sri Ginjupalli Jayapal Rao Memorial Scholarship**

The annual interest on Rs. 5,116/- will be awarded as scholarship to the best outgoing B.Com. student.

### **12. Sri Vemulapalli Lakshminarayana Memorial Fund**

The annual interest on Rs. 10,995/- will be utilised for the purchase of Library books for the use of students and faculty.

### **13. Sri Desiraju Sasibhushana Rao Memorial Scholarship**

The Annual interest on Rs. 4,000/- will be awarded as scholarship to Second Year Intermediate M.P. Group student who secures highest marks in the first year Intermediate Public Examination and with good conduct.

### **14. Smt. Kanukurthi Lakshamma Scholarship**

The annual interest on Rs. 3000/- will be awarded as scholarship to Second Year Intermediate M.E.Corn. group student who secures highest aggregate marks and passes all the subjects in the First Year intermediate Public Examination.

### **15. Dr. S. Anantham Endowment Scholarship**

The annual interest on Rs. 7,500/- will be awarded as a scholarship to a Second Year Intermediate Bi.P. group student who secures first Class Mark at the end of First Year Intermediate Public Examination with exemplary conduct and behaviour.

### **16. Sri Makineni Prasad Babu Memorial Scholarship**

The annual interest on Rs. 7,500/- will be awarded as a scholarship to a student of III B.Sc., who secures highest aggregate marks in Chemistry Papers in I, II, III & IV Semester End Examinations.

### **17. Sri Paturi Rama Rao Merit Scholarship**

The annual interest accrued Rs. 55,000/- is utilised for the award of scholarships to the following meritorious students.

1. B.A.: Who passed in all subjects and scores highest aggregate marks in I, II, III & IV Semester End Examinations.
2. B.Sc., Statistics : Who passed in all subjects and scores highest marks in I, II, III & IV Semester End Examinations in Statistics Subject.

3. B.Sc., Micro-Biology, Bio-Chemistry, Food Nutrition and Public Health : Who passed in all subjects and scores highest marks in I, II, III & IV Semester End Examinations.
4. B.Com. : Who passed in all subjects and scores the highest marks in I, II, III & IV Semester End Examinations.
5. Intermediate : E.C.Com., (Telugu Medium): Who passed in all subjects and scores highest marks in I Year Intermediate.
6. M,Sc, Mathematics : Who passed in all subjects and scores highest total marks in I year University Examinations.

**18. Sri Yalamanchili Venkatappaiah & Basavamma Devi  
Memorial Scholarship**

The Annual interest on FDR of Rs. 4000/- will be awarded every year as Scholarship to the Final year Degree student who passes in all subjects and scores highest marks in Hindi in I and II Years.

**19. Mr. Marella Pramod Memorial Sports Award**

Every year the accrued interest on the Deposit of Rs. 10,000/- will be awarded as Scholarship to the "Best outgoing sportsman"

**20. Sri Korivi Sambasiva Rao Merit Scholarship**

The annual interest accrued on the deposit Rs. 5000/- will be awarded as scholarship to the student of B.A. Degree class who passes in all subjects in First attempt and secures highest aggregate marks in History in I, II, III & IV Semester End Examinations.

**21. Sri Chinnam Ramayya Choudary Endowment Lecture**

The annual interest of Rs. 12,091/- is to be utilised to arrange guest lecture on Telugu literature every year.

**22. Smt. Konduru Ramakamma Memorial Scholarship**

Every year the accrued interest on FDR Rs. 10,000/- will be equally awarded to the M.P. and Bi.P. Students who get highest marks in first year Intermediate Public Examinations in the first attempt.

### **23. Ms. Yalavarthi Suneetha Memorial Scholarship**

The annual interest on Rs. 10,000/- will be awarded as scholarship to the meritorious girl student who scores highest aggregate marks in Computer Science Papers in I, II, III & IV Semester End Examinations in first attempt.

### **24. Sri Potluri Ramakrishna Memorial Scholarship**

A sum of Rs. 25,700/- was deposited under Fixed Term Deposit. Two scholarships -1. I B.C.A. boy student who passed in all subjects and scores the highest aggregate in first attempt in First and Second Semester End B.C.A. Examinations and 2. II B.C.A. student who passed in all subjects in first attempt and scores highest in First, Second, Third and Fourth Semester End Examinations.

### **25. Sri Vattikuti Anna Rao & Smt. Vijayalaxmi Endowment Scholarship**

The annual interest accrued on the deposit of Rs. 10,000/- will be awarded as scholarship to the student of B.Com., English Medium class, who scores highest total in first and second year group and should pass all subjects in first attempt.

### **26. Sri Madineni Venkatappayya & Suguna Merit Scholarship**

The annual interest accrued on the deposit of Rs. 5000/- will be awarded as scholarship to the meritorious student who scores the highest total in mixed Arts section (G Section)

### **27. JKC College Old Students Scholarship (The Old Students who are working as lecturers in JKC College)**

This scholarship is instituted by the old students of JKC College, Guntur, who are working as lecturers in our College. The annual interest accrued on the deposit of Rs. 1,00,000/- will be given equally as scholarships in cash to students of Senior Intermediate (M.P., Bi.P. and Arts group). Final year B.Sc., (M.P.C.), B.Sc., (C.B.Z.) B.Com. and B.A. Students. These scholarships are mainly meant for meritorious students who are not getting any other financial aid.

### **28. Sri Peddibhotla Nageswara Rao Memorial Scholarship**

The annual interest accrued on the deposit of Rs. 5,000/- will be awarded as merit scholarship to intermediate M.E.Com., student who scores highest total in first year Intermediate Public Examinations.

**29. Sri Gopalabhatla Someswara Sarma and  
Smt. Sri Rama Lakshmi Merit Scholarship**

The Annual interest on the deposit of Rs. 10,000/- will be awarded as merit scholarship to a third year B.Com., girl student who secures highest aggregate marks in I, II, III & IV Semester End Examinations and who passes all the subjects in the first attempt.

**30. Gangavarapu Rajya Lakshmi Memorial Scholarship**

The annual interest accrued on the deposit of Rs. 10,000/- will be awarded as Merit Scholarship to a Third Year B.Sc., M.P.C., group girl student who secures highest aggregate marks in PHYSICS in I, II, III & IV Semester End Examinations and who passes all the subjects in first attempt.

**31. Sri Ravuri Seetharamaiah Memorial Scholarship**

The annual interest on Rs. 8,000/- will be awarded as scholarship to Meritorious student who scores Highest Total Marks in History Paper-III and Paper-IV in III B.A., V and VI Semester End Examinations in First attempt.

**32. Kum. Vajja Bhargavi Naga Lakshmi Memorial Scholarship**

The annual interest on Rs. 5,000/- will be awarded as scholarship to the meritorious student who scores highest total marks in Bi.P.C. Intermediate annual examinations in first attempt (1st and 2nd Years).

**33. Kancharla Madhuri Memorial Scholarship**

The annual interest on deposit of Rs. 5,000/- will be awarded to the best outgoing female student of the III B.Sc., Biotechnology

**34. JKC College B.Sc., (C.B.Z.) 1st Batch (1969-72)  
Students Endowment Prize**

B.Sc., (C.B.Z.) 1st Batch Students of JKC College have instituted an Endowment amount of Rs. 1,00,000/-. Every year outgoing Degree Students of JKC College who score top mark in B.Sc., (C.B.Z., M.P.C., M.P. Computers, Microbiology), B.A, and B.Com., will be awarded a cash prize of Rs. 5,000/- on the 15th August of every year on the JKC College Campus.

### **35. Sri Yalavarthi Hanumantha Rao Memorial Scholarship**

The annual interest on the deposit of Rs. 10,000/- will be awarded as merit scholarship to the student of B.Sc., (Computer Science), who scores highest total in First and Second Semester End Examinations and should pass all subjects in the first attempt.

### **36. Sri Myneni Venkateswara Rao Memorial Scholarship**

The annual interest on deposit of Rs. 20,000/- will be awarded as TWO scholarships to the financially backward and meritorious students.

1. **B.Sc., (M.P.C.)** : The student who passed in all subjects at one attempt and scored highest marks in PHYSICS in First and Second Semester End Examinations.

2. **Inter** : The student who passed in all subjects at one attempt and scored highest marks in PHYSICS in Jr. Inter Public Examinations.

### **37. Sri Pasam Madhusudhana Rao & Smt. Bhagya Lakshmi Merit Scholarship**

The annual interest on the deposit of Rs. 15,000/- will be awarded to the student who passed Jr. Intermediate in all subjects in the first attempt and obtained highest marks in chemistry.

### **38. Smt. Lavu Asha Jyothi Endowment Scholarship**

The annual interest on term deposit of Rs. 15,000/- will be awarded as scholarship to the II year B.Sc., all sections student who is the topper and also complete I year all subjects (I & II Sems) in first attempt.

### **39. Smt. Katta Seetamma Endowment Scholarship**

The annual interest on term deposit of Rs. 15,000/- will be awarded as scholarship to the III year B.Sc., Student who scores the highest marks in Mathematics in Third and Fourth Semester End Examinations and also complete all subjects in first attempt.

### **40. Sri Bharatula Venkata Subrahmanya Sarma and Smt. Kanaka Durga Merit Scholarship**

The annual interest on the deposit of Rs. 20,000/- will be awarded as merit scholarship to a senior Intermediate student, who secures the highest aggregate marks in Sanskrit at the end of second year Intermediate Public Examination and who passes all the subjects in First and Second year in First attempt.

**41. JKC College B.Com., 1984-1987 Batch Students  
Endowment Prize**

The annual interest on Rs. 1,50,000/- will be given as cash awards to the outgoing students of B.Com., (one each from A,B&C sections), who scored top marks in group subjects of I, II and III years on 15th August of every year on the JKC College Campus.

**42. Sri Chinnam Krishna Prasad & Smt. Sarada Devi  
Merit Scholarship**

The annual interest on the deposit of Rs. 30,000/- will be awarded as merit scholarship in cash to the III B.Sc., student who secures highest aggregate marks in Physics in I, II, III, IV & V semester end examinations and who passes all the subjects in first attempt. In case of tie, the aggregate marks in the group subjects should be considered.

**43. Sri Bellam Sree Ramulu Memorial Scholarship**

The annual interest on Rs. 50,000 will be awarded as Scholarship to the M.P. Group Student of Junior Intermediate, who secured Highest marks in first attempt.

**44. Sri Bellam Subba Rao Memorial Scholarship**

The annual interest on of Rs. 1,00,000 will be awarded as Scholarship to best out going student of B.Sc., M.P.C. Group. The performance of the student during first Five Semesters who passed all the subjects in first attempt should be considered.

**45. Sri Bellam Peda Raghavulu Memorial Scholarship**

The annual interest on of Rs. 50,000 will be awarded as Scholarship to the M.P.C. Group Student of B.Sc., who secured Highest marks in Mathematics during the first five semesters in first attempt.

**46. Sri Potluri Vengala Rao best Commerce Student Award**

The accrued interest on amount of Rs. 1,00,000 will be given as scholarship to a B.Com., student who secures highest aggregate marks in Commerce group subjects with a pass in one attempt in all papers, in all semesters during three years of B.Com., course.

**47. Sri Ramisetty Pitchaiah & Smt. Appamma Endowment Scholarship**

The accrued interest on amount of Rs. 30,000 will be given as merit scholarship to (1) Degree student who secures highest marks in Hindi in IIInd Semester and (2) Intermediate student who secures highest marks in Hindi in Junior Intermediate with a pass in all papers in one attempt.



## Committees for the Academic Year 2024 - 25

### 1. Staff Executive Committee:

1. Sri P. Gopichand, Principal & Chairman
2. Sri S.R.K. Prasad, Director (P.G.)
3. Sri K. Sambasiva Rao, Vice-Principal & Academic Officer
4. All Heads of the Departments

### 2. Finance Committee:

1. Sri P. Gopichand, Principal & Chairman
2. Sri S.R.K. Prasad, Director (P.G.)
3. Sri V. Kuppuswamy
4. Sri P. Rama Mohana Rao
5. Smt. B. Babitha

### 3. Academic Council:

1. Sri P. Gopichand, Principal & Chairman
2. Sri S.R.K. Prasad, Director (P.G.)
3. Prof. P. Appa Rao, Former Vice Chancellor, University of Hyderabad
4. Prof. K.R.S. Sambasiva Rao, Vice Chancellor, Mangalayatan University, Jabalpur
5. Prof. K. Gangadhara Rao, I/C Vice-Chancellor Acharya Nagarjuna University
6. Prof. K. Madhu Babu, Professor of Economics, Acharya Nagarjuna University
7. Prof. Sandhya Kole, Professor of Physics, Acharya Nagarjuna University
8. Dr. B. Naga Raju, Acharya Nagarjuna University
9. Prof. G.V. Chalam, Guest Faculty, S.R.M. University
10. Dr. K. Dasaradha Ramaiah, Alumni
11. Smt. P. Naga Suseela, Dept. of English
12. Dr Y. Prasanthi, Dept. of Oriental Languages
13. Sri R. Srinivasa Rao, Head, Dept. of Mathematics
14. Sri Ch. Ramprasad, Head, Dept. of Physics
15. Dr M. Gowri Sankar, Head, Dept. of Chemistry
16. Dr K. Daniel, Head, Dept. of Zoology
17. Dr M. Guravaiah, Head, Dept. of Biotechnology
18. Sri Y. Venkateswara Rao, Assoc. Prof. in Computer Science
19. Sri P. Raghunath, Head, Dept. of Statistics
20. M. Appa Rao, Head, Dept. of Commerce
21. Sri K. Charan Choudary, Lect. in Commerce
22. Sri G. Venugopala Rao, Assoc.Prof. in MCA
23. Sri A. Venkata Krishna, Lect. in Commerce
24. Prof. Y. Suresh Babu, Dept. of Computer Science

25. Dr N. Madhavi, Head, Dept. of Chemistry (PG)
26. Sri K. Charan Choudary, Lect. in Commerce
27. Dr. P. Bharathi Devi, Lect. in Economics
28. Smt Ch. Naga Bhavani, Librarian
29. Sri T. Bala Narendra Prasad, IQAC Coordinator
30. Dr. K. Samba Siva Rao, Lect. in Physics, Member Secretary

**4. Internal Quality Assurance Cell:**

1. Sri P. Gopichand, Principal & Chairman
2. Sri S.R.K. Prasad, Director (P.G.)
3. Dr. Polimetla Gopichand
4. Dr. K. Krishna Prasad
5. Sri Chukkapalli Ramesh
6. Sri V. Kuppuswamy
7. Dr. S. Sankar
8. Sri P.L. Ramesh
9. Dr. K. Sambasiva Rao
10. Sri P. Rama Mohan Rao
11. Sri Ch. Ram Prasad
12. Sri R. Srinivasa Rao
13. Smt. Ch. Naga Bhavani
14. Dr. Y. Suresh Babu
15. Dr. I. Hatti
16. Sri Y. Venkateswara Rao
17. Dr. N. Madhavi
18. Sri G. Venu Gopala Rao
19. Sri K. Daniel
20. Sri M. Appa Rao
21. Smt. K. Lakshmi Kumari
22. PG Student : Chaitanya Prudhvi
23. Sri T. Bala Narendra Prasad, Coordinator

**5. Planning and Evaluation Committee :**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri T Bala Narendra Prasad, Vice Chairperson
4. Dr K Samba Siva Rao, Vice - Principal
5. Sri R Srinivasa Rao
6. Sri M Appa Rao

7. Sri Y Venkateswara Rao
8. Dr N Madhavi
9. Dr K. Daniel

**6. Grievance Redressal Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri R Srinivasa Rao, Vice Chairperson
4. Dr Y Suresh Babu
5. Sri M Appa Rao
6. Dr D Rahul
7. Smt K Saroja
8. Student : Spl. Invitee

**7. Examination Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K Samba Siva Rao, Vice Chairperson
4. Sri K Rama Krishna
5. Sri K Charan Choudary
6. Smt TVN Lakshmi

**8. Admissions Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K Sambasiva Rao, Vice - Principal
4. Sri Y Venkateswara Rao, Vice Chairperson
5. All HoDs

**9. Library Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri Ch. Ram Prasad, Vice Chairperson
4. Smt Ch Naga Bhavani, Librarian
5. All HODs

**10. Internal Complaints Committee & Anti -Sexual Harassment Cell**

1. Sri P. Gopichand, Principal & Chairman
2. Smt Y Anitha Kumari, Vice Chairperson

3. Smt Ch. Naga Bhavani
4. Dr P Bharathi Devi
5. Smt K Anitha
6. Smt K Veena
7. Smt K Saroja
8. Dr Y Prasanthi
9. Smt Ch. Srilatha

**11. Student Welfare Committee & Mentor- Mentee Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri P Rama Mohana Rao, Vice Chairperson
4. Dr M Gowri Sankar
5. Dr G S C Bose
6. Smt M. Lakshmi
7. Smt K Anjani Devi

**12. Extra- Curricular Activities Committee**

Sri P. Gopichand, Principal & Chairman

Sri SRK Prasad, Director PG Courses

Smt P. Naga Suseela Vice Chairperson

Fine Arts: Smt P. Naga Suseela

Celebrations & National Festivals: Smt P. Naga Suseela

Quiz, Debating & Essay Writing: Sri P Rama Mohana Rao

Literary Activities: Dr Y. Prasanthi

Eco Club; Smt K Saroja

YRC : Sri A Venkata Krishna

NSS Officers: Sri L Ajay Babu

Dr D Rahul

Sri K Charan Choudary

NCC : Sri U. Venkateswara Rao

Women Wing :

Yoga: Smt P. Naga Suseela

Social Service:Dr K Danial

Extension Activities:Smt P. Naga Suseela

Medical Examination; Dr M Guravaiah

**13. Academic Audit Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K Samba Siva Rao Vice Chairperson
4. Sri T. Bala Narendra Prasad
5. Smt Ch. Naga Bhavani
6. Sri Y. Venkateswara Rao

**14. Anti Ragging Committee & Attendance, Discipline and Progression Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri R Srinivasa Rao Vice Chairperson
4. Sri Ch Ram Prasad
5. Sri P Raghu
6. Smt P Naga Suseela
7. Sri M Appa Rao
8. Dr Y Suresh Babu
9. Dr M. Guravaiah

**15. Minority Cell, OBC Cell, SC/ST Committee & Equal Opportunity Cell**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K Daniel Vice Chairperson
4. Dr I Hatti
5. Sri M Appa Rao
6. Smt Y Anitha Kumari
7. Dr P Bharathi Devi

**16. Women Empowerment Cell**

1. Sri P. Gopichand, Principal & Chairman
2. Smt P Naga Suseela, Vice Chairperson
3. Dr Y Prasanthi
4. Smt K Saroja
5. Smt K Veena
6. Smt K Anjanidevi

**17. Calendar Committee & Time Table Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K. Samba Siva Rao, Vice - Principal
4. Sri T. Bala Narendra Prasad, Vice Chairperson
5. Sri Y. Venkateswara Rao
6. Sri K. Charan Choudary

**18. Malpractices Enquiry Committee**

1. Dr M. Gowrisankar Vice Chairperson
2. Sri A. Venkata Krishna
3. Smt. K. Haritha

**19. Students' Counselling and Career Guidance Cell & Training and Placement cell**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr Y Suresh Babu Vice Chairperson & Placement Officer
4. Dr V. Pala Prasada Rao
5. Dr M. Guravaiah
6. Sri M. Appa Rao
7. Smt Ch. Naga Bhavani

**20. Magazine Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr V Pala Prasada Rao Vice Chairperson
4. Sri T. Bala Narendra Prasad
5. Sri Y. Venkateswara Rao
6. Dr. N. Madhavai
7. Dr. Y. Prasanthi
8. Dr. M. Guravaiah
9. Dr. K. Saroja
10. Sri U. Venkateswara Rao
11. Smt. Ch. Suneetha

## **21. Games and Sports Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr M. Gowrisankar, Vice Chairperson

## **22. Consumer Protection Cell**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri M. Appa Rao, Vice Chairperson
4. Smt K. Veena
5. Dr K. Aruna Kumari
6. Sri I. Kshema Babu

## **23. Research Development Cell**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K. Sambasiva Rao, Vice - Principal
4. Dr N Madhavi Vice Chairperson
5. Dr M. Gowrisankar
6. Dr V. Pala Prasad Rao
7. Dr K. Daniel
8. Dr Y. Suresh Babu
9. Dr M. Guravaiah
10. Dr P. Bharathi Devi
11. Dr Y. Prasanthi
12. Dr K. Aruna Kumari

## **24. Students' Projects Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri Ch Ram Prasad Vice Chairperson
4. Dr K, Sambasiva Rao
5. Sri P. Rama Mohan Rao
6. All HoDs

**25. Entrepreneurship Development Cell**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri M. Appa Rao, Vice Chairperson
4. Dr Y. Suresh Babu
5. Sri K. Charan Choudary
6. Sri A. Venkata Krishna

**26. Outcome Based Education Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Dr K Samba Siva Rao, Vice Chairperson
4. Sri T. Bala Narendra Prasad
5. Sri P Rama Mohana Rao
6. Sri M Appa Rao
7. Sri Y Venkateswra Rao
8. Dr M Guravaiah

**27. Academic Bank of Credits Committee**

1. Sri P. Gopichand, Principal & Chairman
2. Sri SRK Prasad, Director PG Courses
3. Sri G. Venu Gopala Rao, Vice Chairperson
4. Sri D. Purnachandra Rao
5. Smt. M. Lakshmi
6. Sri M. Sampath Kumar
7. Sri P. Suresh

**28. Dr. B.R. Ambedkar Open University Regional Centre :**

Co-Ordinator : Sri P. Gopichand

**29. Health Centre :**

Dr. P. Sudha Devi



**Examination fees and other fees to be collected  
for the academic year 2024-25 for PG Programmes**

| Sl. No. | ITEM  | Fee Rs.          |
|---------|---|------------------|
| 1.      | Regular Semester End Examinations                               |                  |
|         | i) Fee per each theory course                                   | 200/-            |
|         | ii) Fee per each practical course                               | 300/-            |
| 2.      | Supplementary Semester End Examinations                         |                  |
|         | i) Fee per each theory course                                   | 300/-            |
|         | ii) Fee per each practical course                               | 400/-            |
| 3.      | Betterment examination fee per each course (Theory)             | 300/-            |
| 4.      | Reappearance fee (In addition to Betterment Fee)                | 300/-            |
| 5.      | Remid Mid Test Fee (Theory)                                     | 200/-            |
| 6.      | Programme completion certificate                                | 200/-            |
| 7.      | Original Degree, Provisional Certificate, Medium of Instruction |                  |
|         | As per ANU Norms  |                  |
| 8.      | Graduation Day  | 500/-            |
| 9.      | Migration Certificate   | As per ANU Norms |
| 10.     | Duplicate Migration Certificate                                 | As per ANU Norms |
| 11.     | Triplicate Migration Certificate                                | As per ANU Norms |
| 12.     | Duplicate Provisional Certificate                               | As per ANU Norms |
| 13.     | Triplicate Provisional Certificate                              | As per ANU Norms |
| 14.     | Consolidated Grade Sheet  | 300/-            |

| Sl. No. | ITEM  | Fee Rs. |
|---------|---|---------|
| 15.     | Duplicate Consalidated Grade Sheet                              | 400/-   |
| 16.     | Late Fee After Last Date of payment                             | 200/-   |
| 17.     | Condonation Fee   | 150/-   |
| 18.     | One time oppurtution fee per each course                        | 1000/-  |
| 19.     | Revaluation Fee per ecah course                                 | 750/-   |
| 20.     | Attestation of Certificate per copy/syllabus per page           | 150/-   |
| 21.     | Fee for Genuine Certificate                                     | 150/-   |
| 22.     | Certificate of conversion of SGPA/CGPA into percentage of marks | 150/-   |
| 23.     | Photo copy of Answer Script                                     | 1700/-  |
| 24.     | Personal Verification of Answer Script                          | 1000/-  |

## Payment of Fees

### College fees

The students must pay the college term fees in Andhra Bank, JKC College branch before due date.

Students who have failed to pay the college term fees on or before the stipulated date, may request the college Principal/ Director to grant them a grace period to pay the fees. Those who fail to pay the college fees on or before the stipulated date and those who don't request the Principal/ Director for a grace period to pay the college fees will be dropped from the Nominal Rolls. Such students will not be readmitted.

### Semester End Examination fees

The students who intend to appear for sem. End Examinations should pay the examination fees in Andhra Bank, J.K.C. College Branch before due date. The students are advised not to wait till last date. The Examination application forms can be had from college office. The filled in application form without mistakes must be submitted in the College office along with fee receipt before the last date for submission. Those who fail to submit filled in application form along with fees receipt in College office before due date will not be sent to examinations. They are held responsible for this.

### Drop - Outs

The students who discontinue their studies are advised to inform the same to the college office in writing. Otherwise they have to pay the College fees for the whole year to get T.C. and C.C.

### Fee for Other Certificates

The Students can get Study Certificate, Conduct Certificate or Date of birth Certificate by paying the prescribed fee in the College fee counter.

### Results April 2024

| Sl. No. | Programme       | Number of Students appeared | Number of Students passed | % of Passes |
|---------|-----------------|-----------------------------|---------------------------|-------------|
| 1.      | B.Sc. (Mb.Bt.C) | 16                          | 14                        | 87.5        |
| 2.      | B.Sc. (BZC)     | 24                          | 19                        | 79          |
| 3.      | B.Sc. (MPC)     | 43                          | 28                        | 65          |
| 4.      | B.Sc. (MPCs)    | 37                          | 29                        | 78          |
| 5.      | B.Sc. (MECs)    | 37                          | 24                        | 65          |
| 6.      | B.Sc. (MSCs)    | 72                          | 47                        | 65          |
| 7.      | B.Sc. (MCCs)    | 36                          | 18                        | 50          |
| 8.      | B.Sc. (DsSCs)   | 41                          | 38                        | 93          |
| 9.      | B.Com.          | 67                          | 26                        | 39          |
| 10.     | B.Com. (Comp)   | 47                          | 41                        | 87          |
| 11.     | BCA             | 50                          | 43                        | 86          |
| 12.     | BBA             | 50                          | 45                        | 90          |
| 13.     | B.Voc           | 22                          | 13                        | 59          |

### P.G.

| Sl. No. | Programme          | Number of Students appeared | Number of Students passed | % of Passes |
|---------|--------------------|-----------------------------|---------------------------|-------------|
| 1.      | M.Sc., (Chem)      | 13                          | 12                        | 92          |
| 2.      | M.Sc., (Bio-Tech)  | 16                          | 16                        | 100         |
| 3.      | M.Sc., (Micro-Bio) | 20                          | 20                        | 100         |
| 4.      | M.C.A.             | 129                         | 129                       | 100         |